Contracting with the Federal Government

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Learning Objectives

1. How to Get on the GSA Schedule
2. How to Contract with GSA
3. How to Use that All Important GSA Number Once You Get It
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• Located in Kansas City, MO
• FMHAC administers two schedules:
  o Schedule 03FAC Facilities Maintenance and Management
  o Schedule 51V Hardware SuperStore
Facilities Maintenance and Management (03FAC) Schedule

- Energy Management Services
- Facilities Maintenance Services
- Smart Buildings
- Other 03FAC Services
03FAC Energy Management Services

Building Commissioning

Energy Audits
Schedules Basics

- Multiple Award Schedules are Contracts awarded by GSA or the VA for similar or comparable supplies, or services, established with more than one supplier, at varying prices.
- Solicitations are prepared in accordance with FAR Part 12 – Acquisition of Commercial Items
- Contract period effective 5 years from date of award plus three 5-year options
- Evergreen solicitation
- Mandatory acceptance of Government Smart Card (under $2500)
- Use of schedule is outlined in FAR 8.4
Schedule Contracting Advantages

- All competition requirements have been met
- Flexible purchasing options/customized solutions
- Price reductions
- State-of-the-art technology and quality services
- Reduced procurement lead time
- Direct relationships with Contractors
- Schedule purchases count toward socio-economic goals
Important Requirements

- CCR registration
- ORCA
- eOffer/eMod
- Instructions/Check list
Steps to Obtain a Schedule Contract

Choosing a Schedule
- Determine which schedule(s) cover services your company offers
- 03FAC for Building Commissioning Services

Solicitation
- Obtain latest version at www.fbo.gov
- Complete solicitation using eOffer

Commitment
- Understand your commitment and obligations as a schedule contract holder
Steps to Obtain a Schedule Contract Cont.

Submit Offer
- Price
- Experience/Past Performance
- Subcontracting plans (large businesses only)

Evaluation & Negotiation
- Financial capability determination
- Technical evaluation
- Price negotiations

Contract Award
- Award is 5 years with three 5-year options
- Task orders can now be issued
- Performance under your contract
**Schedule Summary**

For general questions, contact:
Clb for Facilities Maint & Hardware
Phone: 816-926-5730
E-mail: hssmarketing@gsa.gov

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**Facilities Maintenance and Management**

**03FAC**

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**GSA Contracts Online**

**Federal Buyers...**

**View Contract Clauses**

**Vendors**

Click here to view the current solicitation on FedBizOpps

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**03FAC Category list:**

- Categories -

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**Category** | **Description**
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003 97 | Ancillary Repair and Alterations - Repair and Alterations ancillary to existing SINs under this Schedule. Ancillary Repair and Alterations projects are those (1) solely associated with the repair, alteration, delivery or installation of products or services also purchased under this Schedule, and which are (2) routine and non-complex in nature, such as routine painting or carpeting, simple hanging of drywall, basic electrical or plumbing work, landscaping, and similar non-complex services. This SIN EXCLUDES: (1) major or new construction of buildings, roads, parking lots and other facilities; (2) complex R&A of entire facilities or significant portions of facilities; and (3) Architect-Engineering Services subject to Public Law 92-562 (Brooks Act).

The work performed under this SIN shall be associated with existing SINs that are part of this Schedule. Ancillary Repair and Alterations shall not be the primary purpose of the work ordered but be an integral part of the total solution offered. Ancillary repair and alteration services may only be ordered in conjunction with or in support of products or services purchased under this Federal Supply Schedule contract.

This SIN includes all regulatory guidance outlined in accordance with FAR 36, including the Davis Bacon Act and the Miller Act.

Special Instructions: No award will be made under 003-97 Ancillary Repair and Alteration unless an offeror is awarded (or receives award concurrently) for another SIN under this Schedule. The Repair and Alteration work must be ancillary (incidental) to the primary services or products offered under the Schedule.

For Federally-owned space managed by GSA’s Public Building Service (PBS), approval of the PBS Building Manager must be received by the ordering activity and contractor before any repair and alteration work may be ordered. A copy of the approval must be retained by both the ordering activity contracting officer and the contractor.

Owned or leased space outside the PBS inventory may also include approval requirements. A copy of the approval must be retained by both the ordering activity contracting officer and the MAS contractor performing the R&A services.

This R&A SIN shall not be used for PBS leased space.

Any Agency contracting officer ordering services under this SIN for Ancillary Repair and Alterations is responsible for complying with his or her agency’s internal...
Expedite Your Processing Time

- Read and understand the entire solicitation
- Ask questions up front
- Submit a complete and well-prepared proposal
- Have at least two company officials with a digital certificate
- Respond to all requests in a timely manner
- Review for completion
- Sign by corporate official
Options for Total Solutions

- Ancillary Repair & Alterations (R&A)
- Contractor Team Arrangement (CTA)
- FAR 51 Deviation
- Ancillary Supplies and/or Services
Now I have my GSA number… What’s next?
With a GSA Schedule, Federal Agencies will be knocking down my doors to obtain my services!
Your Responsibility

• Clear goals and Marketing Plan
  o Establish your goals and strategies in a formal marketing plan

• Realistic time frames
  o Establish yourself
  o 2 years to reach $25,000 annual sales

• Develop Marketing Strategies
  o Getting Started - Research, research, research: look at agency budgets, missions & goals, procurement forecast, and past procurement information
    - Identify specific agencies/buying offices to target
  o Next
    - Relationships, relationships, relationships:
    - Build your own opportunity/customer database
Who are the Customers?

- **Contracting Officers/Specialists**
  - Often the “gatekeepers” to the end users
  - Individuals that are ordering the supplies or services
  - Often easiest to obtain contact information for

- **End-User**
  - Individual that uses/needs the product or service
  - Usually the folks you want to talk to
  - Hard to obtain contact info for
Vendor Support Center

• Tabs at the top of the page
  o Publications – Steps to Success
  o Government Marketplace – Elements of Success
  o Business Opportunities – Schedules Sales Query

• Training Tab in the middle of page
  o New Contractor Orientation
  o Pathways to Success

vsc.gsa.gov
GSA eTools

• **GSA Advantage!® (www.gsaadvantage.gov)**
  - GSA’s premier online shopping site

• **eLibrary (www.gsa.gov/elibrary)**
  - Online source for GSA & VA Federal Supply Schedule Contracts

• **eBuy (www.gsa.gov/ebuy)**
  - Electronic Request for Quote (RFQ) tool that allows Federal agencies to make requests online and receive quotes from vendors that specialize in your need
Helpful Web Addresses

- GSA Homepage - www.gsa.gov
- Information About The MAS Program - www.gsa.gov/schedules
- Procurement Technical Assistance Centers (PTAC) – www.aptac-us.org
- Social Media – www.gsa.gov/socialmedia
- eOffer – www.gsa.gov/eoffer
Let’s Keep In Touch!

Facilities Maintenance and Hardware Acquisition Center

816.926.6760

Email: hssmarketing@gsa.gov