



U.S. General Services Administration

# *How To Obtain A GSA Schedule Contract*

## **Economic Recovery Funding Workshop**

*U.S. Senator Sherrod Brown*

March 30, 2009

# **GSA SCHEDULES**

**GSA Schedules, also known as Multiple Award Schedules (MAS), establishes long-term government-wide contracts with commercial vendors to provide government agencies access to over 10 million commercial supplies and services worth more than \$40 billion dollars in sales annually.**

# **GSA Schedule Benefits** *for the* **Federal Buyer**

- **Acquisition streamlining and reduced lead time;**
- **Volume pricing and the ability to seek one-time spot price reductions;**
- **Flexibility to select best value solutions**
- **Agency orders count toward small business goals**
- **Availability of millions of services and products from thousands of well-qualified Schedule contractors**
- **Credit card acceptance, including the Governmentwide commercial purchase card**

# **GSA Schedule Benefits** *for the* **Federal Contractor**

- **Simplified access to thousands of Federal buyers**
- **Contract stability (e.g. 5-year contract period and three 5-year Government options to extend the contract)**
- **Ability to win orders based on best value solutions to Federal Buyer requirements including one-time spot price reductions**
- **Acquisition streamlining and reduced lead time**
- **Federal Buyer Credit card ordering and payments**
- **Schedules e-Library online identification as a Schedule contractor for specific Schedule SINs**
- **Access to MarkeTips for advertising to Federal Buyers**
- **Single contract to administer**
- **Online ordering through GSA *Advantage!***

The GSA logo is located in the top-left corner of the slide. It consists of the letters "GSA" in a white, bold, sans-serif font, with a white five-pointed star to the right of the letter "A". The logo is set against a dark blue rectangular background.

**GSA**

The background of the slide features a semi-transparent image of the Statue of Liberty and the American flag. The Statue of Liberty is positioned in the center, holding a tablet in her left hand and a torch in her right. The American flag is draped behind her, with its stars and stripes clearly visible. The entire image has a light, ethereal quality due to the transparency.

# **How To Obtain Your GSA Schedule**

# 4-STEP CHECKLIST TO A GSA SCHEDULE

1. Complete Registrations and start Past Performance Review
2. Obtain and Complete the Solicitation/Application
3. Submit Completed Offer and Negotiate Contract
4. Load information to GSA Advantage and Market your new GSA Contract

- Great Lakes (5)
  - Overview
  - Key Contacts
  - How to Get...
  - Buildings/Facilities
  - Small Business Assistance
    - FAQ
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    - Emergency Management
    - Jobs
    - News & Notices
    - About Region 5

Home > About GSA > Great Lakes (5) > Small Business Assistance > Great Lakes Small Business Assistance

## Great Lakes Small Business Assistance

The Great Lakes Office of Business and Congressional Services serves a wide array of GSA customers.

### Small Business Services

As the regional arm of the Office of Small Business Utilization (OSBU), we serve as advocates for [small](#), [small disadvantaged](#), [Section 8\(a\)](#), [woman-owned small](#), [HUBZone small](#), [veteran-owned small](#), and [service-disabled veteran owned small businesses](#), as well as federally recognized Native American tribes and tribal organizations. We provide guidance and assistance to small businesses located in Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin.

To request more information, learn about upcoming events and training, or to schedule an appointment, please contact us. We can be reached toll free at (888) 353-5383 or via fax at (312) 886-9893.

The shortcut for this page is [www.gsa.gov/r5smallbusiness](http://www.gsa.gov/r5smallbusiness).

Printer Friendly format



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**Additional Contacts For Small Business Support**

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### PURCHASING PROGRAMS

- [For Vendors - Getting on Schedule](#)
- [GSA Schedules](#)
- [VETS](#)
- [Contractor Team Arrangements](#)

### e-TOOLS

- [Benefits to Schedule/Technology Contractors](#)
- [FedBizOpps](#)
- [How Does e-Buy Work?](#)
- [e-Buy](#)

- For Vendors-Getting on Schedule
- GSA Schedules
- VETS
- Contractor Team Arrangements
- FedBizOpps
- How Does e-Buy Work?
- e-Buy
- GSA Advantage!®
- GSA e-Library
- eOffer/eMod
- Schedules Sales Query
- GSA Training Programs
- Subcontracting Directory
- Forecast of Contracting Opportunities
- MOBIS Schedule
- Central Contractor Registration (CCR)
- PTAC



**GSA** The Center for Acquisition Excellence

\* Login ID

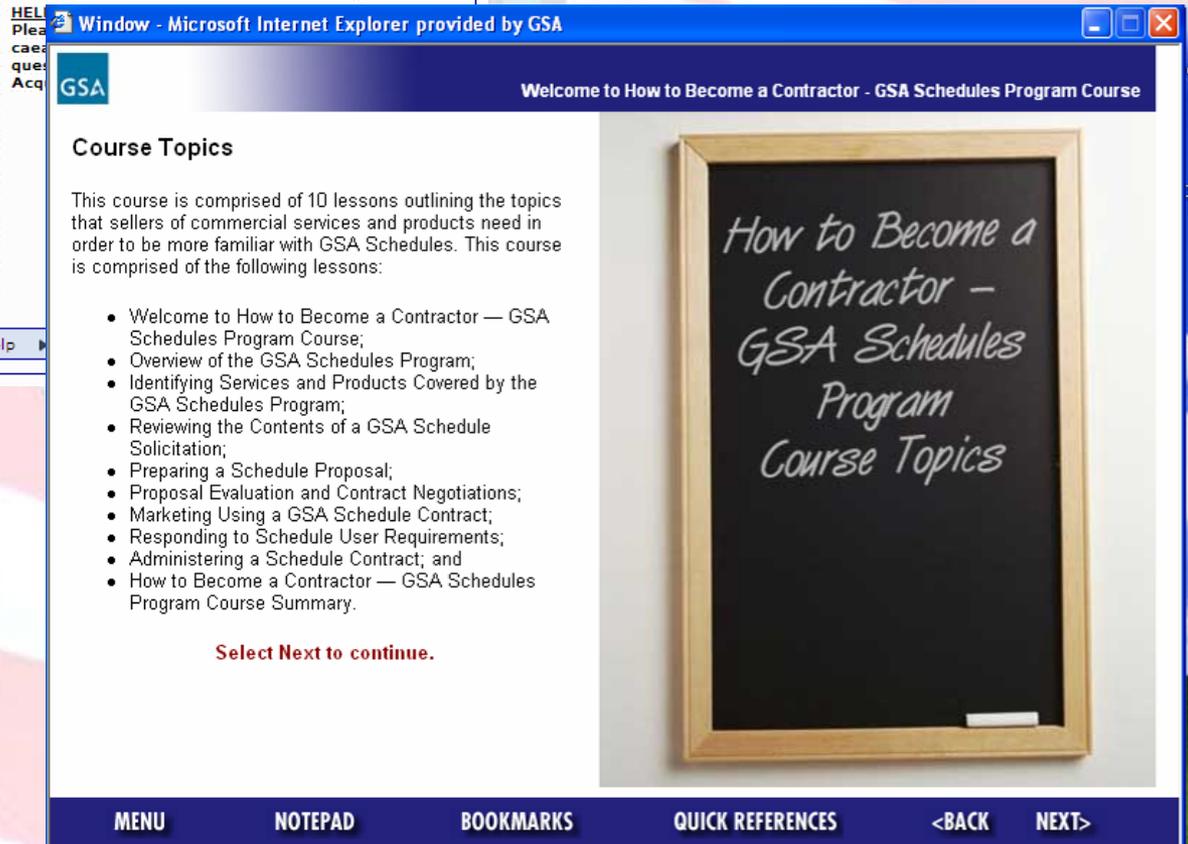
\* Password

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Window - Microsoft Internet Explorer provided by GSA

Welcome to How to Become a Contractor - GSA Schedules Program Course

### Course Topics

This course is comprised of 10 lessons outlining the topics that sellers of commercial services and products need in order to be more familiar with GSA Schedules. This course is comprised of the following lessons:

- Welcome to How to Become a Contractor — GSA Schedules Program Course;
- Overview of the GSA Schedules Program;
- Identifying Services and Products Covered by the GSA Schedules Program;
- Reviewing the Contents of a GSA Schedule Solicitation;
- Preparing a Schedule Proposal;
- Proposal Evaluation and Contract Negotiations;
- Marketing Using a GSA Schedule Contract;
- Responding to Schedule User Requirements;
- Administering a Schedule Contract; and
- How to Become a Contractor — GSA Schedules Program Course Summary.

Select Next to continue.



MENU NOTEPAD BOOKMARKS QUICK REFERENCES <BACK NEXT>

**SSQ Menu Items**[Create Report](#)[Privacy Statement](#)[FAQ](#)[Online Feedback](#)[Contact Us](#)[Useful Links](#)[Home](#)

## Schedule Sales Query Report Generation System

### Step 2 of 3

We have various report formats from which to choose. Please see the **examples** of each report to determine which one will suit your needs. Please select the type of report you want to view.

- 1. All Schedules by Fiscal Year
- 2. All Schedules by all Available Fiscal Years
- 3. SIN & Schedule Totals by Fiscal Year
- 4. All Contract Sales by Schedule by Fiscal Year
- 5. Schedule Sales Grand Total by Quarter by Fiscal Year
- 6. Total for All Quarters by Contractor by Fiscal Year
- 7. Total by Quarter & SIN by Contract Number and Fiscal Year
- 8. Total for Each Quarter for a Specific SIN by Fiscal Year
- 9. Total by Quarter & Contract for a Specific Contractor and Fiscal Year
- 10. Total by Contractor for a Specific Schedule and Fiscal Year
- 11. All Sales by Fiscal Year for a Specific SIN Number

[View Example](#)[Generate Report](#)

## MarkeTips



### *MarkeTips Magazine*

*MarkeTips* is GSA's premier feature length magazine that profiles GSA customers and partnerships and also highlights pertinent procurement, supply, property management, and travel and transportation information directed to federal users of the GSA supply system. *MarkeTips* is published on a bi-monthly basis.

If you would like to subscribe or unsubscribe to *MarkeTips*, or to order additional copies of recent issues, please logon to our Centralized Mailing List Service website at [www.gsa.gov/cmls](http://www.gsa.gov/cmls) and using your e-mail address, set up your account and update your buying interests. You may also order current GSA publications and catalogs from this site.

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**Current Issue:** July/August 2008  
**Publication Frequency:** Bi-Monthly

**Issue(s) Available Online** - requires Acrobat Reader Helper Application.  
**FlashPaper** - generates compact, fast-opening Flash documents

 July/August 2008 (Flash Paper version)

Get information on [Reading PDF files](#).

### **Past Issues:**

 May/June 2008 (Flash Paper version)

 March/April 2008 (Flash Paper version)



# Department of Defense Procurement Technical Assistance Centers (PTAC)

**Getting Government Down to Business**

- \*Want to sell to the government?
- \*Overwhelmed by registrations, certifications and solicitations?
- \*Need help making contacts?

*Call a PTAC – We can help!*

93 Procurement Technical Assistance Centers (PTACs) form a nationwide network of procurement professionals dedicated to providing you:

- an understanding of the requirements of government contracting, and
- the know-how to obtain and successfully perform federal, state and local government contracts.

At little or no cost, PTACs provide a wide range of assistance covering every phase of government contracting – from initial registrations through contract completion. See ["Government Contracting Assistance"](#)

**PTACs in the News**

- [Hands On Help for Contractors](#) (Enterprise Magazine, Eastern Connecticut; Fall, 2007)

# Small Business Administration Small Business Development Centers (SBDC)

**U.S. Small Business Administration**  
**SBA**  
Your Small Business Resource

Programs and services to help you start, grow and succeed

Home > About SBA > SBA Programs > Office of Small Business Development Centers

**Office of Small Business Development Centers**  
Entrepreneurial Development

SBA Program Office

**Mission**  
The Office of Small Business Development Centers (SBDC) provides management assistance to current and prospective small business owners. SBDCs offer one-stop assistance to individuals and small businesses by providing a wide variety of information and guidance in central and easily accessible branch locations. The program is a cooperative effort of the private sector, the educational community and federal, state and local governments and is an integral component of Entrepreneurial Development's network of training and counseling services.

**Highlights**

- > [Antonie Doss - Associate Administrator](#)
- > [EDMIS](#)
- > [Faith-Based Initiatives](#)
- > [Veterans & Reservists Assistance](#)
- > [SBDC National Clearinghouse](#)
- > [SBA's Drug Free Work Place Program](#)

**Resources**

- > [SBDC en Espanol](#)
- > [SBDC Locator](#)
- > [Association of SBDC's](#)
- > [Information for SBDC funding recipients](#)

Business.gov | ExpectMore.gov | Strengthening Social Security | Health Care | SBA RESOURCE PARTNERS

> USA Gov > E-Gov > Regulations.gov > White House > SBW 2008 > Med Week 2007

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<http://www.sellingtothegovernment.net>

<http://www.sba.gov/sbdc/>

# Marketing Approaches

Market to prospective government customers using the same methods you use to reach commercial customers, including . . .

- ✓ Pursue and Advertise Your GSA Schedule Award
- ✓ Research Agency Websites *prior* to sales calls
- ✓ Run Schedule Sales Reports
- ✓ Review “MarkeTips” Publications
- ✓ Network

**THANK YOU!**

***How To Obtain A  
GSA Schedule Contract***

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