

## GSA Schedules

Under the GSA Schedules (also referred to as Multiple Award Schedules and Federal Supply Schedules) Program, GSA establishes long-term government-wide contracts with commercial firms to provide access to over 11 million commercial supplies (products) and services that can be ordered directly from GSA Schedule contractors or through the GSA Advantage!® online shopping and ordering system. The GSA Schedules Frequently Asked Questions (FAQs) provide a variety of information regarding the GSA Schedules Program and the use of GSA Schedule contracts. All pages referenced in this document can be reached by going to <http://www.gsa.gov/schedules> and click on the referenced menu item on the left side of the page.

GSA Schedules offer customers direct delivery of millions of state-of-the-art, high-quality commercial supplies and services at volume discount pricing. The Schedules & Other Supplies & Services page lists commercial supplies and services available under GSA Schedules and other GSA contracts. All customers, even those in remote locations, can order the latest technology and quality supplies and services, conveniently, and at most favored customer prices. GSA Schedules also offer the potential benefits of shorter lead-times, lower administrative costs, and reduced inventories. When using GSA Schedules, ordering activities have the opportunity to meet small business goals, while promoting compliance with various environmental and socioeconomic laws and regulations.

### Getting on Schedule

Vendors interested in becoming GSA Schedule contractors should review the Getting on Schedule page, in order to understand the process involved in obtaining a GSA Schedule contract. The Center for Acquisition Excellence offers an online training course, "*How to Become a Contractor—GSA Schedules Program*," (<https://cae.gsa.gov>) which provides valuable information for all prospective Schedule contractors.

Vendors should also consider submitting offers under the Multiple Award Schedule (MAS) Express Program, a specialized program established under the GSA Schedules Program. The goal of the MAS Express Program is to simplify, streamline, and ultimately accelerate the process for vendors to obtain Schedule contracts. In order to participate in the MAS Express Program, vendors must meet specific criteria for certain products/services and must successfully complete Pathway to Success, an education seminar designed to assist prospective Schedule contractors in making an informed business decision as to whether obtaining a GSA Schedule contract is in their best interests.

### Trade Agreements Act

The Trade Agreements Act (19 U.S.C. 2501, et seq.) is the enabling statute that implements numerous multilateral and bilateral international trade agreements and other trade initiatives. Since the estimated dollar value of each Schedule exceeds the established Trade Agreements Act (TAA) threshold, the TAA is applicable to all Schedules. In accordance with the TAA, only U.S.-made or designated country end products shall be offered and sold under Schedule contracts.

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### Schedule Features

GSA Schedules offer a variety of features, including:

- ◆ Blanket purchase agreements
- ◆ Contractor team arrangements
- ◆ Price reductions
- ◆ New technology
- ◆ Continuous open seasons
- ◆ Evergreen contracts
- ◆ Worldwide coverage
- ◆ Purchase card acceptance
- ◆ Environmental programs/identification
- ◆ Section 508 information on electronic and information technology

### Ordering From Schedules

Orders placed against GSA Multiple Award Schedule (MAS) contracts, using the procedures in Federal Acquisition Regulation (FAR) 8.4, are considered to be issued using full and open competition (see FAR 6.102(d)(3)). Ordering activities shall not seek competition outside of GSA Schedules or synopsise the requirement. In addition, ordering activities are not required to make a separate determination of fair and reasonable pricing, except for the price evaluation required by FAR 8.405-2(d) when ordering services requiring a statement of work. By placing an order against a GSA Schedule contract using the procedures in this section, the ordering activity has concluded that the order represents the best value and results in the lowest overall cost alternative to meet the government's needs.

Although GSA has already negotiated fair and reasonable pricing, ordering activities may seek additional discounts before placing an order.

While the mandatory small business preference programs in FAR Part 19 do not apply to orders placed against GSA Schedule contracts, such orders may be credited toward an ordering activity's small business goals. Ordering activities may consider socioeconomic status when identifying contractors for consideration of an order (see FAR 8.405-5).

Further information regarding Schedule ordering procedures is available under Basic Schedule Ordering Guidelines.

### State and Local Governments

State and local government entities are now eligible to purchase from GSA Schedule contracts under the following programs:

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- ◆ Cooperative purchasing
- ◆ Disaster recovery purchasing

State and local governments are advised to review the conditions under which each program may be utilized.

### Security Requirements

In accordance with Homeland Security Presidential Directive-12 (“HSPD-12”), contractors are required to undergo an FBI fingerprint check and a personnel security investigation at the level of the National Agency Check with written Inquiries (NACI).

Taken from <http://www.gsa.gov/schedules>