



U.S. General Services Administration

## Federal Acquisition Service

# GSA Schedules and the Utilization of Small Business



This course is sponsored by the  
**GSA Federal Acquisition Service**  
in association with the Federal Acquisition Institute





## Course Objectives

By the end of this course, you should be able to:

- ❑ Describe the purpose and benefits of the Multiple Awards Schedule (MAS) program
- ❑ Define socioeconomics in the context of Government acquisition
- ❑ Identify the various small business types and how socioeconomic objectives work within the Government
- ❑ Recognize FAR and the Small Business Act requirements as they apply to the Multiple Award Schedules (MAS) Program
- ❑ Utilize set-asides for both small businesses and subsets of small businesses, based on market research
- ❑ Identify contracting and competition requirements for the MAS Program, including getting agency credit for awards to small businesses



## **Topic 1:** *Introduction to the MAS Program*

# **What is MAS all about?**



## What is a Multiple Award Schedule?

- ❑ Governmentwide contract vehicle for **commercial** products, services, and solutions
- ❑ Also known as “Federal Supply Schedule (FSS),” “GSA Schedules” or “MAS”
- ❑ Standing solicitations posted on FedBizOpps
- ❑ Awarded using FAR Part 12 procedures



## MAS Contract Characteristics

- ❑ Multiple Award IDIQ (5 year award, three 5 year options)
- ❑ Fixed Price EPA
- ❑ Fair and reasonable pricing
  - Price reductions may be applied at the order level
- ❑ Performance requirements established at the order level

# The Federal Acquisition Regulation (FAR)

FAR	Provides	Applicability
Subpart 8.4	Ordering procedures for GSA Schedules	Federal Government Ordering Activities
Part 12	Acquisition of Commercial Items	GSA awards Schedule contracts under Part 12
Subpart 6.102(d)(3)	Defines orders placed against Schedules as a competitive procedure	All

## FAR Parts Not Applicable to Schedules Orders

FAR	Title	Applicable
Part 13	Simplified Acquisition Procedures	NO (except allows for MAS BPAs)
Part 14	Sealed Bidding	NO
Part 15	Contracting by Negotiation	NO
Part 19	Small Business Programs	NO (except Bundling)
Part 36	Construction and A&E	NO

## FAR Parts Applicable to Schedules Orders

FAR	Title	Applicable
Part 7	Acquisition Planning	YES
Part 10	Market Research	YES
Subpart 17.5	Interagency Acquisitions	YES
Subpart 33.1	Protests	YES
Subpart 37.6	Performance Based Acquisition	YES
Part 39	Acquisition of Information Technology	YES



## Topic 2: *Benefits of the MAS Program*

# What can MAS do for your organization?

## FAR Subpart 8.4 Simplifies the Acquisition Process

Schedule Orders are:

- ✓ Faster
- ✓ Easier
- ✓ More Economical



In contrast to FAR Part 15, Schedule orders do not require:

- ⊘ Formal evaluation (SSEB not required)
- ⊘ Cost analysis (commercial pricing at the Schedule level)
- ⊘ Extensive documentation (less formal process)
- ⊘ Debrief (may provide feedback)
- ⊘ Competitive range determination



## GSA Schedules Conform with Competitive Contracting

Schedule users shall not:

- ⊘ Seek further competition outside of the MAS program
- ⊘ Synopsise the requirement

FAR 8.404(a)

# Ordering Procedures – FAR 8.405-1

When ordering supplies or fixed-price services w/out SOW

**Exceeds SAT**

- Develop RFQ
- Receive  $\geq 3$  quotes - use of eBuy meets fair notice
- Limited Sources Justification if applicable
- Seek price reduction
- May not place orders orally
- Best value determination

**Micro – SAT**

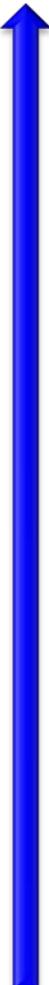
- Survey  $\geq 3$  contractors
- Limited Sources Justification if applicable
- Determine if a price reduction should be sought
- Best value determination

**Below Micro**

- Place order with contractor
- Distribute orders among contractors

# Ordering Procedures – FAR 8.405-2

When ordering services requiring an SOW



**Exceeds SAT**

- Prepare SOW and establish evaluation criteria
- Receive  $\geq 3$  quotes – use of eBuy meets fair notice
- Limited Sources Justification if applicable
- Seek price reduction
- Best value determination
- Overall price reasonableness determination (consider mix of labor and level of effort)
- May not place orders orally

**Micro – SAT**

- Create SOW and evaluation criteria
- Issue RFQ to  $\geq 3$  contractors
- Limited Sources Justification if applicable
- Distribute orders among contractors
- Best value determination

**Below Micro**

- Place order with contractor
- Distribute orders among contractors



**Topic 3:**  
*Types of Schedules and  
Characteristics*

**What can I buy?**

# Did you know...

- ❑ GSA offers over 20 million supplies and services
- ❑ 39 open and standing solicitations published on FedBizOpps (including 9 managed by VA)
- ❑ Over 19,000 Schedule contracts
  - 80% are small businesses
  - Orders and BPAs may be set aside for small businesses
- ❑ \$50 Billion total annual spend (including VA)

## What Services are Available on Schedule?

- Environmental Services
- Professional Engineering Services
- Logistics Services
- Language Services
- Management and Consulting Services (including Training)
- Temporary Administrative and Professional Services
- Information Technology Services
- Advertising and Marketing Services
- Financial and Business Solutions
- Security Solutions
- Facilities Maintenance
- Disaster Relief

**Note:** For a comprehensive list of services please visit [GSA eLibrary](#).



## What Supplies are Available on Schedule?

- Office Supplies and Equipment
- Tools and Hardware
- Building and Industrial Materials
- Furniture
- Scientific Equipment
- Information Technology Products
- Vehicles and support equipment
- Appliances and Food Services
- Law enforcement, Fire, and Security Products

**Note:** For a comprehensive list of supplies please visit [GSA eLibrary](#).





**Topic 4:**  
*Overview of Socioeconomics*

**How does MAS support small business?**



## MAS Supports Small Business Utilization

- ❑ MAS Program promotes small business through socioeconomic preference or set-asides
  
- ❑ FAR Part 19, *Small Business Programs*
  - Applies to Schedule contracts
  
  - Does not apply to orders
  
- ❑ Exception to FAR 19 applicability at the order level:
  - Bundling (FAR19.202-1(e)(1)(iii))
  
  - Size standard criteria



## MAS Supports Small Business Utilization

### Non Set-Aside orders

- Consider at least one small business prior to placing an order (8.405-5(c))
- Give preference to small business if you have at least two (2) quotes at the same delivered price from small business (8.405-5(d))
- Encourage use of Contractor Team Arrangements (CTAs)
- No limitation on subcontracting
- Ordering activity receives socioeconomic credit (8.405-5(b))



## MAS Supports Small Business Utilization

- ❑ Non Set-Aside orders (cont)
  - Consider socioeconomic status as a primary evaluation factor (8.405-5(c))
  - May choose small business subcontracting as an evaluation factor
  
- ❑ If available, ordering activities should consider at least one:
  - Small business
  - Veteran-owned small business
  - Service disabled veteran-owned small business
  - HUBZone small business
  - Women-owned small business
  - Small disadvantaged business



## FAR Part 19: Small Business Programs

- ❑ Part 19 generally does not apply to schedules orders – (See 8.404(a))
  - FAR 8.405-5 provides policy for Schedules set-asides
  
- ❑ **19.502-4 Multiple-award contracts and small business set-asides.**
  - Contracting officers may, at their discretion—
  - (c) Set aside orders placed under multiple-award contracts for any of the small business concerns identified in FAR 19.000(a)(3)...
    - “For Federal Supply Schedules Program orders see FAR 8.405-5.”
  
- ❑ **19.508(c)** requires clauses for total and partial set-asides as well as limitations on subcontracting be added to orders under MAS.



## FAR Subpart 8.405-5 – Small Business

- ❑ **8.405-5(a)** – Preference programs of Part 19 are not mandatory
  
- ❑ **8.405-5(a)(1)** – Set-asides are discretionary for orders and BPAs for small business concerns identified in 19.000(a)(3)
  
- ❑ **8.405-5(a)(2)** – Follow the ordering procedures at 8.405-1, 8.405-2, and 8.405-3 as applicable
  - The specific small business program eligibility requirements identified in Part 19 apply



## FAR Subpart 8.405-5 – Small Business

- ❑ 8.405-5(b) – Orders placed against schedule contracts may be credited toward the ordering activity’s small business goals.
  - For purposes of reporting, an ordering agency may only take credit if the awardee meets a size standard that corresponds to the work performed
  - Ordering activities should rely on the small business size representations made at the Schedule contract level
  
- ❑ Agencies do not need to make a separate size determination at the order level, however...
  - GAO has upheld agencies’ right to request a recertification at the order level (CMS Information Services Inc., B-290541, Aug. 7, 2002)



## Certification Requirements for MAS Contracts

- ❑ MAS contracts size standard certification is generally valid for 5 years
- ❑ Firms must recertify at the time of an option exercise
  - Exceptions:
    - Novation (within 30 days after effective)
    - Merger or Acquisition (within 30 days after effective)
- ❑ See FAR 19.301-2



## What is Considered a Small Business?

- ❑ SBA establishes small business size standards
  
- ❑ Industries are classified using the North American Industry Classification System (NAICS)
  - There are separate NAICS codes for various products and services
  
- ❑ For GSA Schedules – NAICS codes are applied at the Schedule contract level
  - May not use NAICS codes at the order level that have not been awarded on the Schedule contract  
(See 13 CFR 121.404(g)(3)(iv))



## Special Subcategories of Small Business

- ❑ Veteran-owned small businesses (VOSB)
  - One or more veterans own at least 51% and they manage and control daily business operations
- ❑ Service-disabled, veteran-owned small businesses (SDVOSB)
  - Veteran-owned small business with disability incurred or aggravated in line of duty in the active military, naval, or air service
- ❑ Women-owned small businesses (WOSB)
  - One or more women own at least 51% and they manage and control daily business operations
- ❑ Economically disadvantaged women-owned small business (EDWOSB)
  - One or more women own at least 51% and they manage and control daily business operations,
  - and are economically disadvantaged in accordance with 13 CFR Part 127



## Special Subcategories of Small Business (Cont)

- ❑ HubZone small businesses
  - HUBZone is a *historically underutilized business zone* within qualified census tracts, qualified nonmetropolitan counties, qualified base closure areas, or redesignated areas, or lands within the external boundaries of an Indian reservation
  - The phrase “HUBZone small business” appears on SBA’s List of Qualified HUBZone Small Businesses
- ❑ Small, disadvantaged businesses and 8(a)s
  - One or more socially and economically disadvantaged individuals own at least a 51% interest and control management and daily business
  - African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged



## Nonmanufacturer (NMR) Rule

### What is the Nonmanufacturer Rule?

- On a supply contract, a firm must perform at least 50% of the cost of manufacturing the supplies (not including the cost of materials).
- The NMR provides that...
  - a firm that is not a manufacturer may qualify as a small business on a supply contract that has been set aside for small business if it supplies the product of a domestic small business manufacturer.

For additional information:

<http://www.sba.gov/content/non-manufacturer-waivers>



## Nonmanufacturer (NMR) Rule (cont)

### Nonmanufacturer Rule Reminders

- ❑ As the contracting officer applying the Nonmanufacturer Rule to your acquisition strategy, there are some things to remember:
  - The NMR does not apply to service contracts.
  - The NAICS code and size standard will flow down from the Schedule contract
- ❑ SBA may grant waivers to the NMR in industries where there are no small business manufacturers
  - Nonmanufacturer waivers are not granted for HUBZone procurements.
  - Nonmanufacturer waivers cannot be granted after quotes on a solicitation have been received.



## Nonmanufacturer (NMR) Rule (cont)

Language applying the NMR to set-aside Schedule orders can be found in the following clauses:

Clause	Title
52.219-3	<i>Notice of HUBZone Set-Aside or Sole Source Award (Nov-2011)</i>
52.219-6	<i>Notice of Total Small Business Set-Aside (Nov-2011)</i>
52.219-27	<i>Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (Nov-2011)</i>
52.219-29	<i>Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (Nov-2011)</i>
52.219-30	<i>Notice of Set-Aside for Women-owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (Nov-2011)</i>

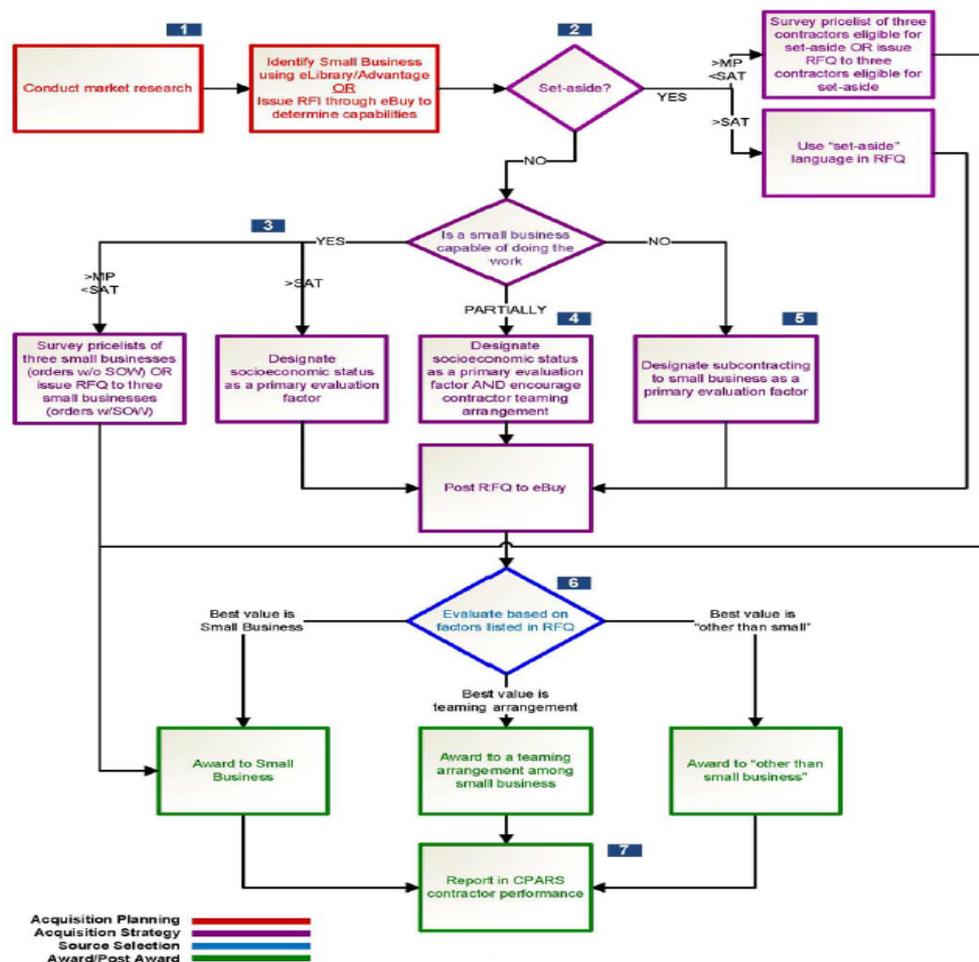
# Required Clauses

These clauses are being added to the Schedule contracts. However, this should be verified through Contracts Online. If the Schedule contract has not been modified to add the clauses, the ordering activity contracting officer should incorporate the applicable clause(s) into the RFQ.

Clause	Title
52.219-3	<i>Notice of HUBZone Set-Aside or Sole Source Award (Nov-2011)</i>
52.219-6	<i>Notice of Total Small Business Set-Aside (Nov-2011)</i>
52.219-13	<i>Notice of Set-Aside of Orders (Nov-2011)</i>
52.219-14	<i>Limitations on Subcontracting (Nov-2011)</i>
52.219-27	<i>Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (Nov-2011)</i>
52.219-29	<i>Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (Nov-2011)</i>
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# Process for Effective Accomplishment

[http://www.gsa.gov/graphics/fas/MAS\\_Process\\_Map\\_10.13.11.pdf](http://www.gsa.gov/graphics/fas/MAS_Process_Map_10.13.11.pdf)





## RFQ Language

The Contracting Officer should include the following language in the RFQ:

*This is a notice that this [insert either “order” or “Blanket Purchase Agreement”] is a total set aside for [insert either “small business concerns” or specify a type of small business concern]. Only quotes submitted by [insert either “small business concerns” or specify a type of small business concern] will be accepted by the Government. Any quote that is submitted by a contractor that is not [insert either “a small business concern” or specify a type of small business concern] will not be considered for award.*

Note: If using eBuy and selecting “set aside” this language will be included in the RFQ automatically.

# Set-Aside Schedules and Special Item Numbers (SINs)

Search Results Summary  
Search Criteria: **set aside**



[www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov)

**Instructions:** Click the source number to view a list of categories. Click the category number (i.e. SIN) to view a list of contractors.

## Description matches

Source	Description						
23 V	<b>AUTOMOTIVE SUPERSTORE</b> - GSA purchases many types of new vehicles and vehicle related products for government agencies and DoD. Use <b>AutoChoice</b> to purchase: Alternative fuel vehicles; Ambulances; Buses; Light trucks; Light trucks - vocational; Medium and heavy trucks; Sedans; Wheelchair vans; Wreckers and carriers. When using this schedule, you can access vendors directly to place an order for vehicles or accessories or you can contact GSA to place the order on your behalf! More information on these options is available through our CARS line at 703-605-CARS (2277). The following vehicles and accessories are available under GSA Schedule: Aerial Devices and Digger/Derricks; Construction Equipment, Road and Snow Maintenance; Fire Trucks; Low Speed Vehicles (Gas or Electric); Mobile Command Centers; Remanufactured Engines; Snow Maintenance Equipment; Tankers; Tires; Trailers; Trash Collectors and Recycling Vehicles; Truck Bodies; and Vehicle Accessories and Equipment. <table border="1"><thead><tr><th>Category</th><th>Description</th></tr></thead><tbody><tr><td><b>271 102</b></td><td><b>Snow Maintenance Equipment (Vehicle Mounting)</b> - limited to: Snowplows, salt/sand spreaders, and snow blowers (Total Small Business <b>Set-Aside</b>)</td></tr></tbody></table>	Category	Description	<b>271 102</b>	<b>Snow Maintenance Equipment (Vehicle Mounting)</b> - limited to: Snowplows, salt/sand spreaders, and snow blowers (Total Small Business <b>Set-Aside</b> )		
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36	<b>THE OFFICE, IMAGING AND DOCUMENT SOLUTION</b> <table border="1"><thead><tr><th>Category</th><th>Description</th></tr></thead><tbody><tr><td><b>20 220</b></td><td><b>Projection Screen, Stand, Printer (Enlarger), Systems</b> - Includes projection screens for all types of projection applications (including front and rear, portable, manual wall ceiling, or electronic wall or ceiling, or wall mount, tripod, theatre video screen, optical). Projection Stands can be used with or without electrical outlets, folding or non-folding, may be self-leveling. Projection printers (enlargers) allow vertical and/or horizontal projection and are designed for, and used specifically with, all types of projectors listed herein. The projection system is a high-definition electronic cinema projection system that delivers film-quality image and digital surround sound. This SIN also includes directly related accessories, attachments and supplies(<b>SET ASIDE</b> FOR SMALL BUSINESS; MAS EXPRESS)</td></tr><tr><td><b>47 147</b></td><td><b>Security Applications for Business Machines</b> - Includes security applications for office equipment (e.g., computers/monitors, keyboards, printers, fax machines, TV and VCR, calculators, copiers, medical equipment, cash registers, printers, typewriters laboratory Systems, word processors, audio/visual. This equipment is to be secured within any environment to deter unlawful removal of equipment. A combination of security solutions</td></tr></tbody></table>	Category	Description	<b>20 220</b>	<b>Projection Screen, Stand, Printer (Enlarger), Systems</b> - Includes projection screens for all types of projection applications (including front and rear, portable, manual wall ceiling, or electronic wall or ceiling, or wall mount, tripod, theatre video screen, optical). Projection Stands can be used with or without electrical outlets, folding or non-folding, may be self-leveling. Projection printers (enlargers) allow vertical and/or horizontal projection and are designed for, and used specifically with, all types of projectors listed herein. The projection system is a high-definition electronic cinema projection system that delivers film-quality image and digital surround sound. This SIN also includes directly related accessories, attachments and supplies( <b>SET ASIDE</b> FOR SMALL BUSINESS; MAS EXPRESS)	<b>47 147</b>	<b>Security Applications for Business Machines</b> - Includes security applications for office equipment (e.g., computers/monitors, keyboards, printers, fax machines, TV and VCR, calculators, copiers, medical equipment, cash registers, printers, typewriters laboratory Systems, word processors, audio/visual. This equipment is to be secured within any environment to deter unlawful removal of equipment. A combination of security solutions
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For more information, see

<http://interact.gsa.gov/blog/utilizing-set-aside-special-item-numbers-sins-small-business>

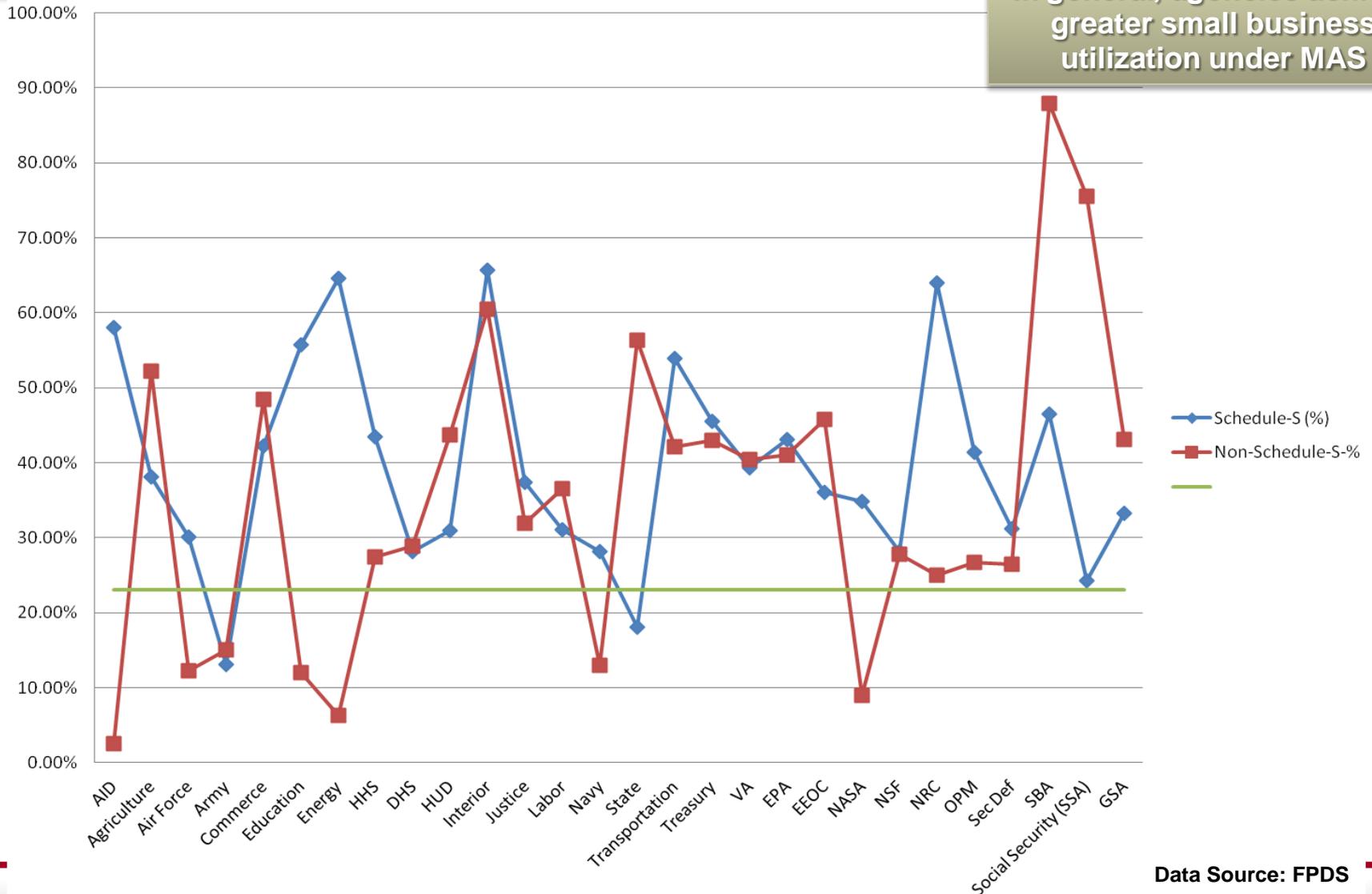


## Topic 5: *GSA's Role and MAS*

# Implementing Section 1331 of Small Business Jobs Act (SBJA)

## Small Business Utilization Under Schedules vs. Non-Schedule Obligations in Percentages for FY11

In general, agencies achieve greater small business utilization under MAS



Data Source: FPDS

Multiple Award Schedules Training



## Implementation Support - Training

- ❑ Training provided to customer agencies: over **8,382** members of the acquisition workforce, over **30,095** CLPs
  
- ❑ Courseware in either Instructor-Led, Webinar, or CLM formats
  
- ❑ Other training outlets:
  - YouTube
  - Interact
  - FAQ/Portal



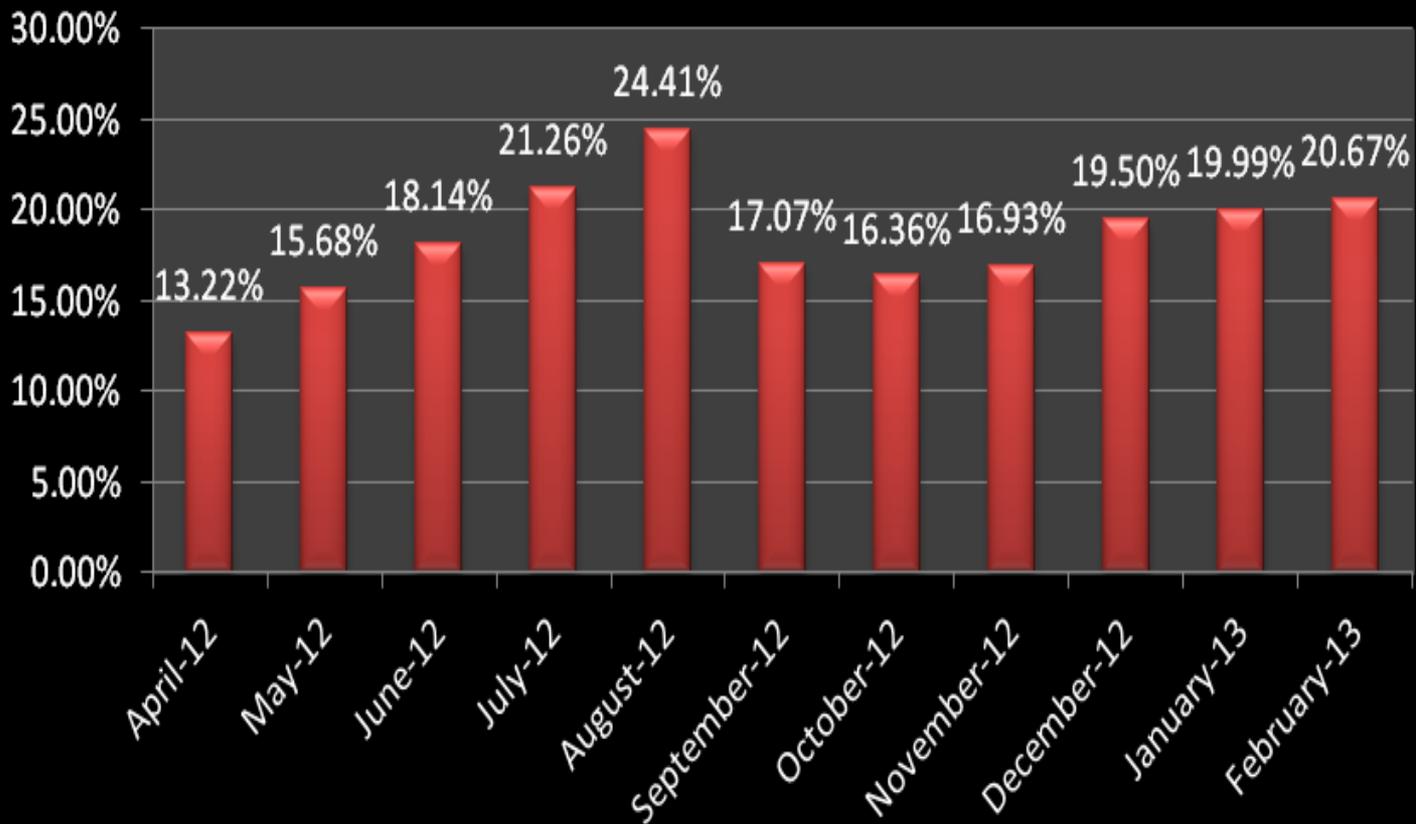
## Implementation Support – System Updates

### Upgrades to eBuy (MAS RFQ system) effective April 2012

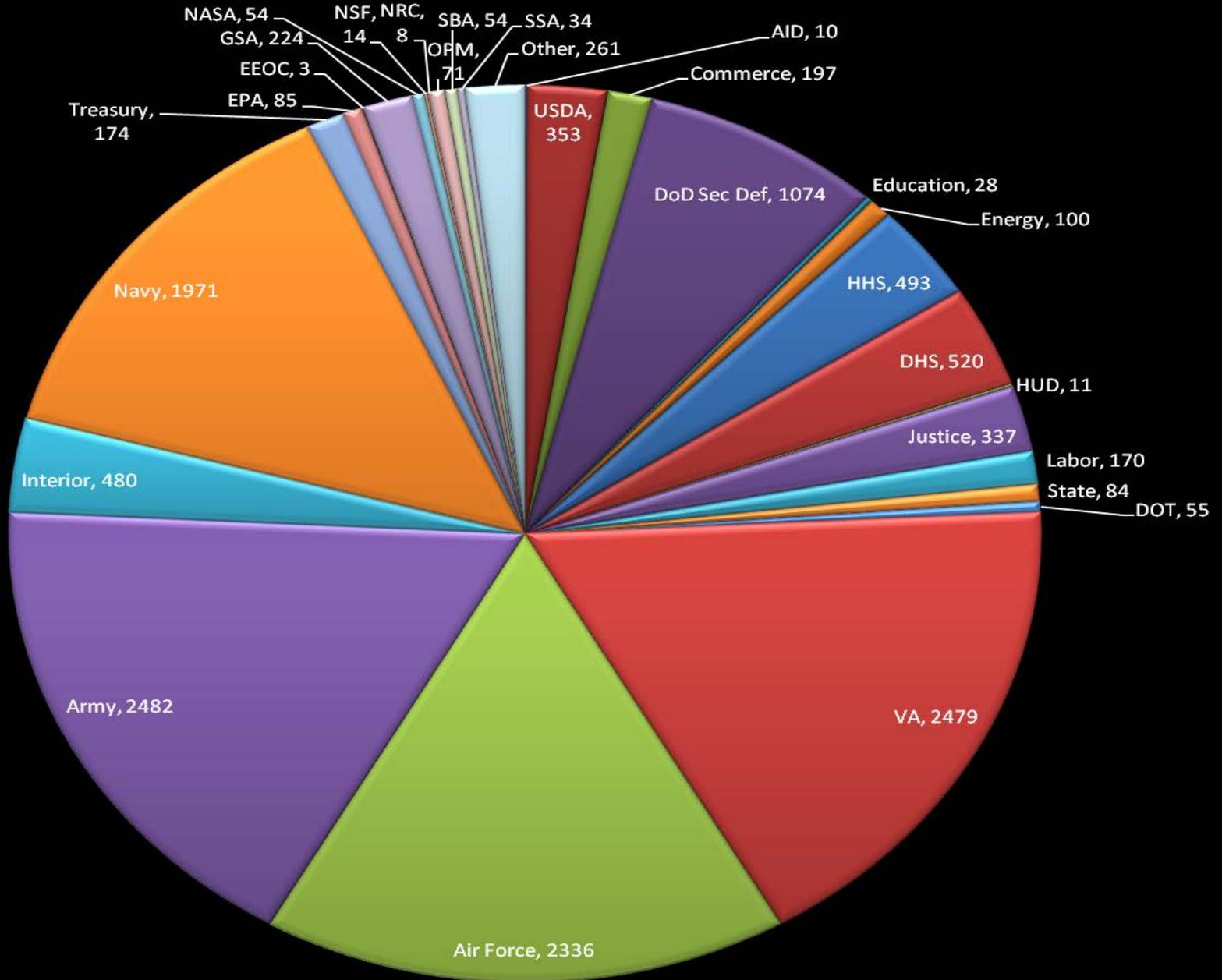
- Customers can now identify their RFQs as set-aside
- Functionality provides valuable data on the use of Section 1331
- Only acquisition system in government – until recently - that captures this data

## Set-Aside RFQs in eBuy

### Percentage of Set-Aside RFQs in eBuy

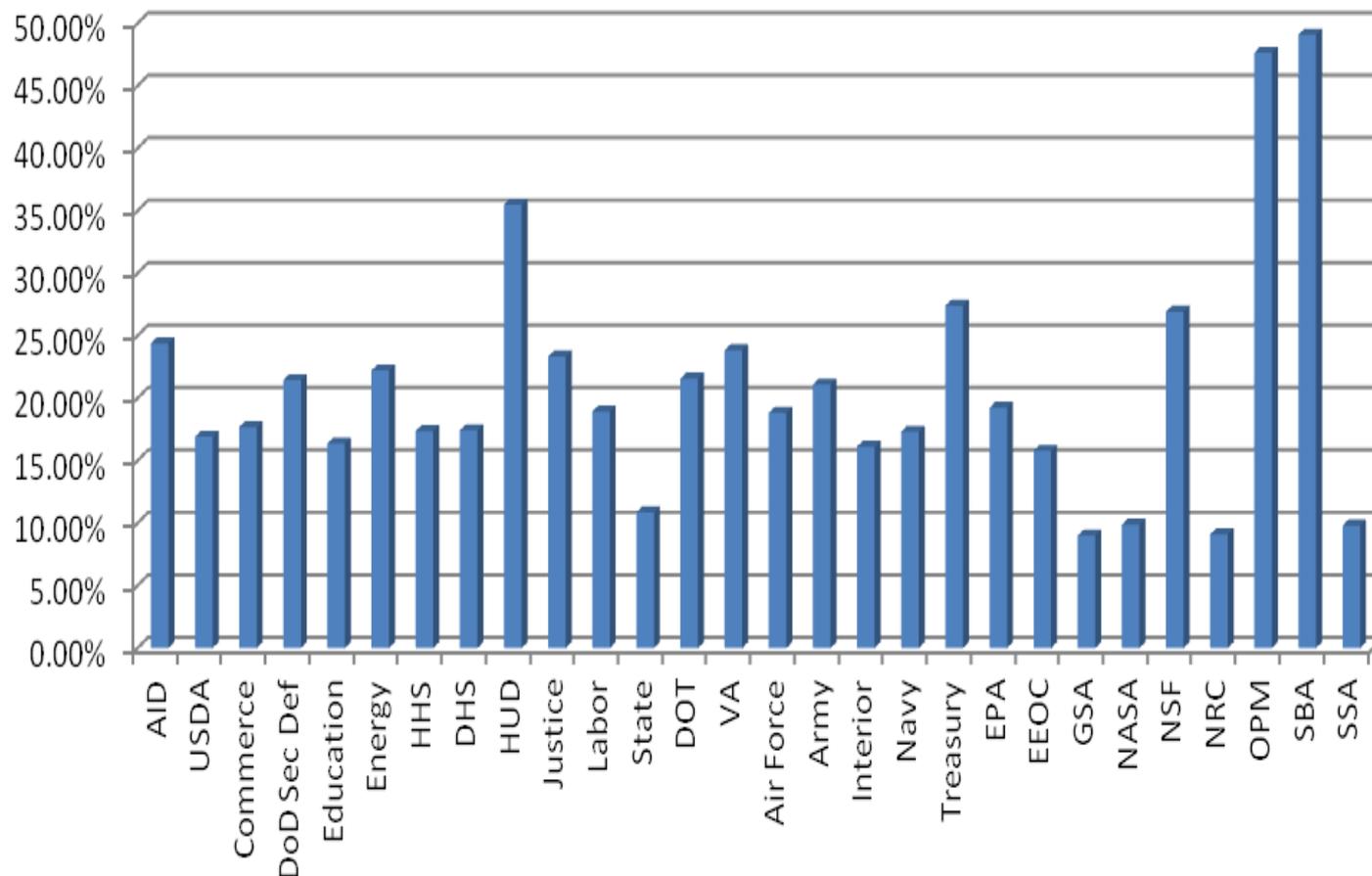


# Number of Set-Aside RFQs in eBuy from April 1, 2012 - February 28, 2013



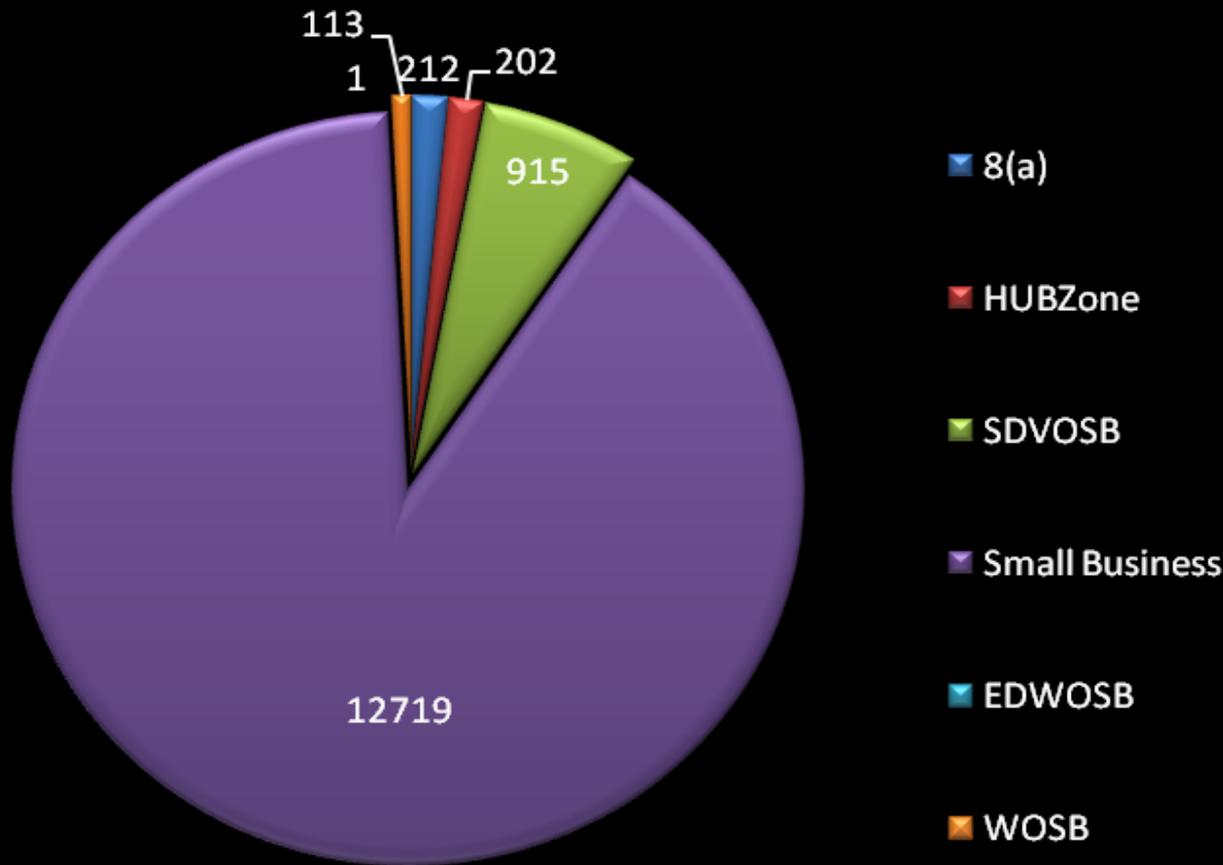
# Set-Aside Utilization

## eBuy Set-Aside Utilization To-Date



## Set-Aside by Program

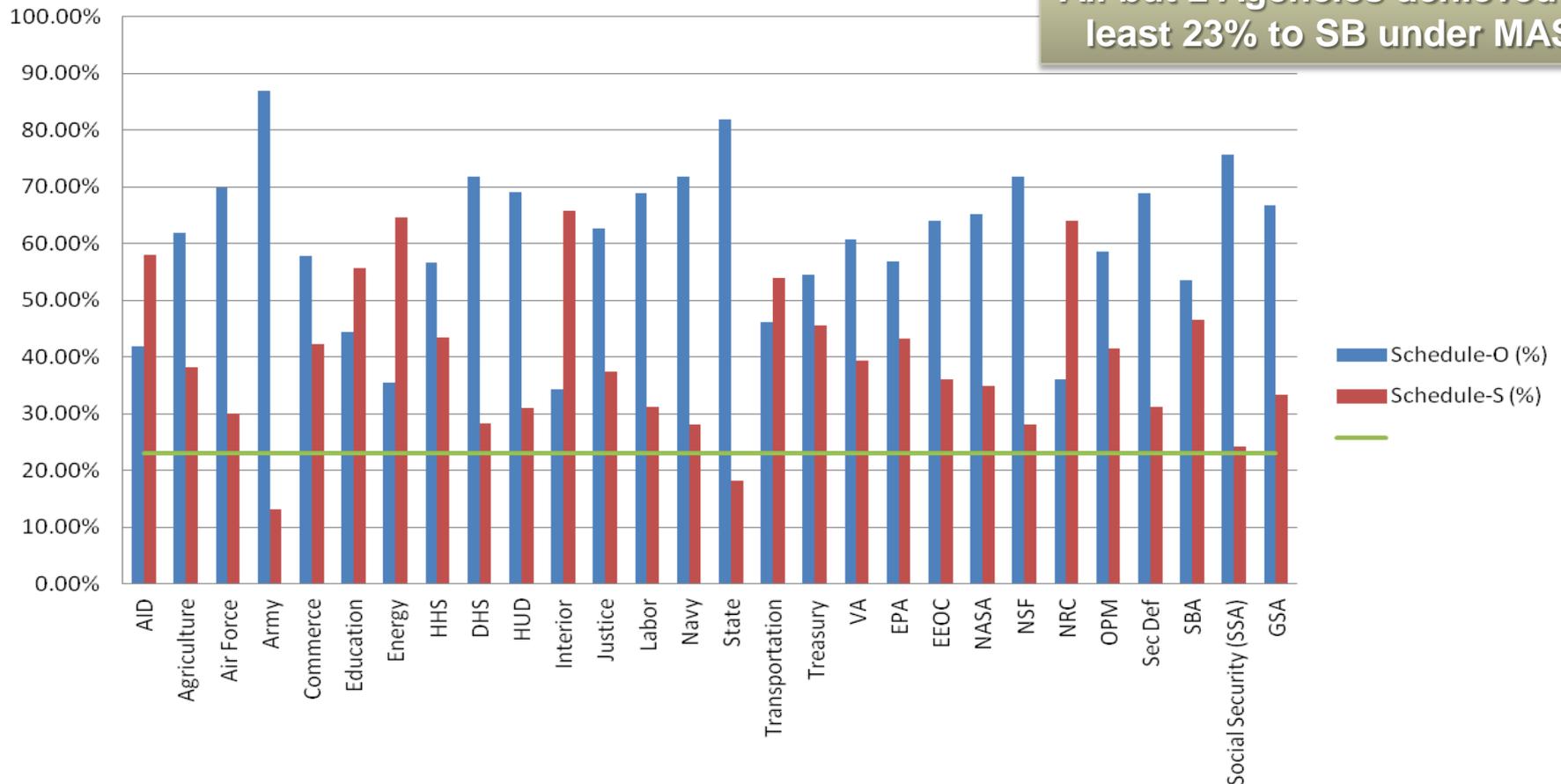
### Number of eBuy Set-Aside RFQs by Socioeconomic Program



# Large vs. Small Business

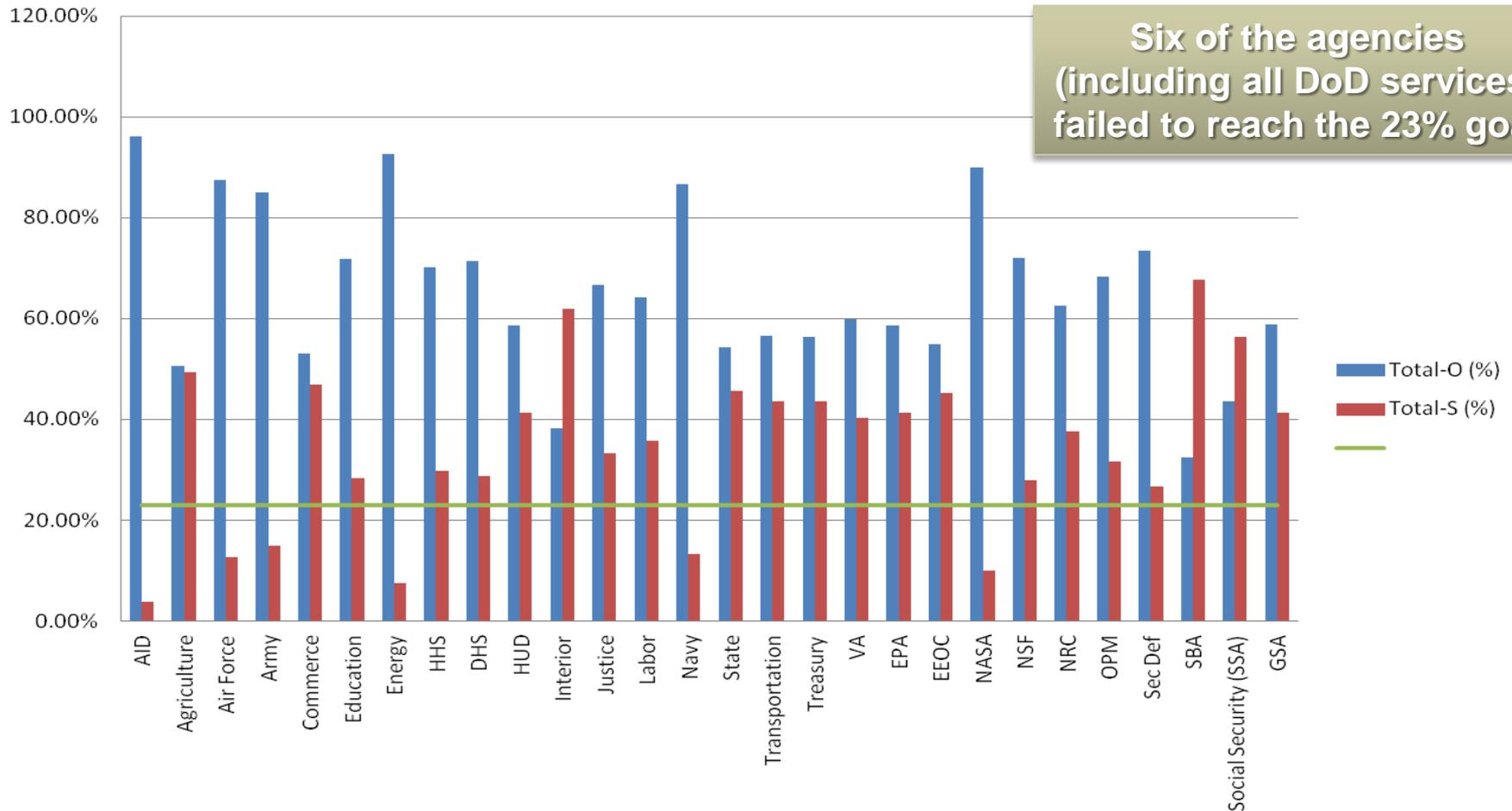
## Large vs. Small Business Obligations in Percentages Under Schedules for FY11

All but 2 Agencies achieved at least 23% to SB under MAS



# Large vs. Small Business, Cont.

## Total Large vs. Small Business Obligations in Percentages for FY11



Six of the agencies (including all DoD services) failed to reach the 23% goal



## **Topic 6:** *Identifying Small Businesses*

**How can you identify small businesses  
within the Schedules program?**



## Market Research

- ❑ Market research is the key to achieving small business objectives
- ❑ Use market research to ensure at least three small businesses can meet need in order to meet ordering procedure requirements
- ❑ FAR Part 7 and Subpart 8.4 require acquisition planning and market research prior to placing orders against Schedules
- ❑ The two most commonly used approaches to market research are:
  - Identify small businesses through eLibrary
  - Issue an RFI through eBuy to determine market capabilities
- ❑ The outcome of market research determines the acquisition strategy, both in terms of how to acquire goods and services and in how they are described to enable maximum competition



## Market Research

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GSA Advantage! can help find supplies (products) through the price comparison option. By using the column entitled “Socio” the ordering activity can view the socioeconomic status of each contract.

**Advantage!** Tutorial | Customer Assistance | What's New | Register | LOGIN Shopping Cart  
0 items: \$0.00

GSA e-Buy | GSA e-Library | Order History/Status | Profile | Parked Carts | Reports

New search:  in All Categories

---

**P** *Product Detail*

**PENCIL**  
\$2.55 EA

Description: FORTE PRO II AUTOMATIC PENCIL, 0

Contractor:  
**BENTCO OFFICE SOLUTIONS**  
1501 STUART STREET, CHATTANOOGA, TN 37406  
<http://bentcooffice.com>  
Phone: [view dealers](#) DUNS: 962900288  
Email: [bentcooffice@bentcooffice.com](mailto:bentcooffice@bentcooffice.com)  
GS-14F-0031L (ends: Mar 21, 2011)  
Small Business; Disadvantaged business;

Mfr Part#: PENA75A      Mfr: PEN  
Made In: UNITED STATES OF AMERICA  
Warranty: 30 DA

DISAST RECOV Disaster Recovery Purchasing items  
ARRA American Recovery and Reinvestment Act of 2009

Qty:   **Instructions:** Select price below, enter qty at left, then Add to Cart. To view another contractor description, simply select a Contractor in the list below. ▼ Indicates when

	Price/Unit	Contractor	Socio	Photo	Delivery
<input type="radio"/>	<b>SALE</b> \$1.11 EA	OFFICE DEPOT	o		1 day delivery
<input type="radio"/>	▼ <b>SALE</b> \$1.35 EA	PREMIER & COMPANIES	s		3 days shipping
<input type="radio"/>	<b>SALE</b> \$1.35 EA	WECsys LLC	s d		2 days delivery
<input type="radio"/>	<b>SALE</b> \$1.36 EA	UNITED OFFICE SOLUTION, INC	s d		4 days delivery



GSA eLibrary can assist with locating Schedule contractors and their socioeconomic status by using the Socioeconomic column

**Schedule Details**  
 For general questions, contact:  
**IT Acquisition Center**  
 Phone: (703) 605-2700  
 E-mail: it.center@gsa.gov

70 GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES

Products

Category	Description
132 3	Leasing of Products - SUBJECT TO COOPERATIVE PURCHASING

BROWSE >> A B C D E F G H I J K L M N O P Q R S T U V W X Y Z **NEXT**

1 - 50 of 54 contractors

Download all contractors for this Category (Excel)

Contractor	Contract #	Phone	(Sort by) City, State	Socio-Economic	Contract Terms & Conditions	View Catalog
ACADEMY PARTNERS, INC.	GS-35F-0136V	(619)475-1527	BONITA, CA	s/dv		<a href="#">GSA Advantage!</a>
AT&T CORP.	GS-35F-0249J	(703)506-5103	OAKTON, VA	o		<a href="#">GSA Advantage!</a>
BUSHTEX, INC.	GS-35F-0546R	(480)471-6688	GILBERT, AZ	s/w		<a href="#">GSA Advantage!</a>
CARAHSCO TECHNOLOGY CORPORATION	GS-35F-0131R	(703)871-8500	RESTON, VA	s		<a href="#">GSA Advantage!</a>
CAS SEVERN, INC.	GS-35F-0380V	(301)776-3400	LAUREL, MD	s		<a href="#">GSA Advantage!</a>
CITYROOTS INC	GS-35F-0180S	(661)588-0639	BAKERSFIELD, CA	s/d/w/8a		<a href="#">GSA Advantage!</a>
COMM-WORKS/FORTRAN, LLC	GS-35F-0124L	(800)394-4444	CHANTILLY, VA	o		<a href="#">GSA Advantage!</a>

Display: All Socio-Economic Indicators  
 Small Business  
 Woman Owned Business **Go**

Hold the 'Ctrl' key to select all that apply

## Step 1. Assign Category & Select Vendors

**Instructions:** Listed below are vendors who currently have contracts under the Category you selected. Place a "check" next to the vendors whom you would like to quote on your RFQ. The vendors you select will receive an e-mail notice inviting them to quote on your requirements. You may request a quote from any or all vendors listed. In order to satisfy FAR requirements, you should request quotes from at least three (3) vendors (if available). Remember, vendors are not required to submit a quote.

**Reminder:** Other vendors listed under this category may view and quote on the RFQ even if they have not been selected to receive an email invitation. In the event of a set-aside, ALL eligible vendors must be notified.

36 THE OFFICE, IMAGING AND DOCUMENT SOLUTION

Category Description

51 56 Repair of Government-Owned Equipment (all equipment covered under this schedule) for equipment not under Maintenance Service Agreement

10 contractors are available.

Submit

Select all vendors

Is this a small business set-aside?

If small business set-aside, select small business program

\* If this is a small business set-aside, you must select the small business program from the drop-down

Display: All Socio-Economic Indicators

Small Business  
SBA Certified 8(a) Firm

Go

Note: Hold the 'Ctrl' key to select all that apply. This allows sorting for selection/invitation purposes only. It does not prevent unselected vendors from submitting quotes.

	Vendor	City, State	Socio-economic	Text File	Web page
<input type="checkbox"/>	ABC LASERJET INC.	NORCROSS, GA	Small Business SBA Certified Small Disadvantaged Business Women Owned business		
<input type="checkbox"/>	BIDWELL INDUSTRIAL GROUP, INC.	MIDDLETOWN, CT	Small Business		
<input type="checkbox"/>	CANNON IV, INC.	INDIANAPOLIS, IN	Small Business		
<input type="checkbox"/>	CARTRIDGE TECHNOLOGIES, INC.	ROCKVILLE, MD	Small Business SBA Certified Small Disadvantaged Business		



## Step 1. Assign Category & Select Vendors

**Instructions:** Listed below are vendors who currently have contracts under the Category you selected. Place a "check" next to the vendors whom you would like to quote on your RFQ. The vendors you select will receive an e-mail notice inviting them to quote on your requirements. You may request a quote from any or all vendors listed. In order to satisfy FAR requirements, you should request quotes from at least three (3) vendors (if available). Remember, vendors are not required to submit a quote.

**Reminder:** Other vendors listed under this category may view and quote on the RFQ even if they have not been selected to receive an email invitation. In the event of a set-aside, ALL eligible vendors must be notified.

36 THE OFFICE, IMAGING AND DOCUMENT SOLUTION

Category	Description
----------	-------------

51 56 Repair of Government-Owned Equipment (all equipment covered under this schedule) for equipment not under Maintenance Service Agreement

10 contractors are available.

[Submit](#)

Select all vendors

Is this a small business set-aside?

If small business set-aside, select small business program

If small business set-aside, select small business program

Small Business

Service Disabled Veteran Owned Small Business

Women Owned (WOSB)

Select the small business program from the drop-down

Display: All Socio-Economic Indicators  
 Small Business  
 SBA Certified 8(a) Firm

Note: Hold the 'Ctrl' key to select all that apply. This allows sorting for selection/invitation purposes only. It does not prevent unselected vendors from submitting quotes.

[Go](#)

	City, State	Socio-economic	Text File	Web page
<input type="checkbox"/> ABC LASERJET INC.	NORCROSS, GA	Small Business SBA Certified Small Disadvantaged Business Women Owned business		
<input type="checkbox"/> BIDWELL INDUSTRIAL GROUP, INC.	MIDDLETOWN, CT	Small Business		
<input type="checkbox"/> CANNON IV, INC.	INDIANAPOLIS, IN	Small Business		
<input type="checkbox"/> CARTRIDGE TECHNOLOGIES, INC.	ROCKVILLE, MD	Small Business SBA Certified Small Disadvantaged Business Women Owned business		



## Step 1. Assign Category & Select Vendors

**Instructions:** Listed below are vendors who currently have contracts under the Category you selected. Place a "check" next to the vendors whom you would like to quote on your RFQ. The vendors you select will receive an e-mail notice inviting them to quote on your requirements. You may request a quote from any or all vendors listed. In order to satisfy FAR requirements, you should request quotes from at least three (3) vendors (if available). Remember, vendors are not required to submit a quote.

**Reminder:** Other vendors listed under this category may view and quote on the RFQ even if they have not been selected to receive an email invitation. In the event of a set-aside, ALL eligible vendors must be notified.

36 THE OFFICE, IMAGING AND DOCUMENT SOLUTION

Category	Description
----------	-------------

51 56 Repair of Government-Owned Equipment (all equipment covered under this schedule) for equipment under Maintenance Service Agreement

9 contractors are available.

[Submit](#)

You have indicated this is a Small Business set-aside. The following vendors will be notified. [Click here to change/remove the set-aside business indicator that you have selected.](#)



	Vendor	City, State	Socio-economic	Text File	Web page
<input checked="" type="checkbox"/>	ABC LASERJET INC.	NORCROSS, GA	Small Business SBA Certified Small Disadvantaged Business Women Owned business		
<input checked="" type="checkbox"/>	BIDWELL INDUSTRIAL GROUP, INC.	MIDDLETOWN, CT	Small Business		
<input checked="" type="checkbox"/>	CANNON IV, INC.	INDIANAPOLIS, IN	Small Business		
<input checked="" type="checkbox"/>	CARTRIDGE TECHNOLOGIES, INC.	ROCKVILLE, MD	Small Business SBA Certified Small Disadvantaged Business Women Owned business Women Owned (WOSB)		
<input checked="" type="checkbox"/>	GUNTHER INTERNATIONAL LTD	NORWICH, CT	Small Business		
<input checked="" type="checkbox"/>	JTF BUSINESS SYSTEMS INC	ALEXANDRIA, VA	Small Business		



## Re-cap

Set-Aside	Non-Set-Aside
Ordering activity may conduct discretionary set-asides	Ordering activity should give preference to small business if at least two
FAR Part 19 does not apply – See 8.405-5 (ordering procedures come from 8.405-1, 8.405-2, or 8.405-3)	May use socioeconomic status as an evaluation factor
Limitations on subcontracting apply	No limitations on subcontracting
NMR applies	NMR does not apply
Ordering activity receives socioeconomic credit	Ordering activity receives socioeconomic credit
No “rule of two” – Must ensure competition requirements in 8.405-1, 8.405-2, or 8.405-3 are met	



## Knowledge Checks

-  **Can you set-aside orders and BPAs under Schedule contracts?**
-  **May an agency set aside Schedule orders and/or BPAs for any of the socioeconomic programs (e.g., small disadvantaged, service-disabled veteran-owned, women-owned, and HUBZone small business concerns)?**
-  **Are there any circumstances in which COs are *required* to use set-asides?**
-  **If an agency can only find two small businesses, can it still do a set-aside?**



## Knowledge Checks

-  **What steps must an agency take to set aside an order under the Schedules Program?**
-  **What is meant by the “program eligibility requirements”?**
-  **Can socio-economic status still be used as an evaluation factor as opposed to set-asides?**



## Lesson Summary

You should now be able to:

- ✓ Describe the purpose and benefits of the Multiple Awards Schedule (MAS) program
- ✓ Define socioeconomics in the context of Government acquisition
- ✓ Identify the various small business types and how socioeconomic objectives work within the Government
- ✓ Recognize FAR and the Small Business Act requirements as they apply to the Multiple Award Schedules (MAS) Program
- ✓ Utilize set-asides for both small businesses and subsets of small businesses, based on market research
- ✓ Identify contracting and competition requirements for the MAS Program, including getting agency credit for awards to small businesses

## Key Web Resources

- ❑ FAQ concerning Set-Asides on Schedules
  - [www.gsa.gov/portal/content/113371](http://www.gsa.gov/portal/content/113371)
  - [www.gsa.gov/schedulesandsbgoals](http://www.gsa.gov/schedulesandsbgoals)
  
- ❑ MAS Training Student Guides
  - [www.gsa.gov/mastrainingstudentguides](http://www.gsa.gov/mastrainingstudentguides)
  
- ❑ MAS Desk Reference
  - [www.gsa.gov/masdeskreference](http://www.gsa.gov/masdeskreference)



## Additional Web Resources

- Multiple Award Schedules [www.gsa.gov/schedules](http://www.gsa.gov/schedules)
- eLibrary [www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov)
- GSA *Advantage!* [www.gsaadvantage.gov](http://www.gsaadvantage.gov)
- eBuy [www.ebuy.gsa.gov](http://www.ebuy.gsa.gov)
- MAS News [www.gsa.gov/masnews](http://www.gsa.gov/masnews)
- Federal Acquisition Regulation (FAR) [www.acquisition.gov/far](http://www.acquisition.gov/far)
- NAICS Codes are at <http://www.census.gov/eos/www/naics/>
- SBA's Table of Size Standards at [http://www.sba.gov/idc/groups/public/documents/sba\\_homepage/serv\\_sstd\\_tablepdf.pdf](http://www.sba.gov/idc/groups/public/documents/sba_homepage/serv_sstd_tablepdf.pdf)



## Webinars and Online Training

- Monthly Webinars sponsored by the MAS Program Office <http://www.gsa.gov/masnews>
- Training Videos - <http://www.gsa.gov/portal/content/210517>
- Continuous Learning Modules
  - Federal Acquisition Institute
  - Defense Acquisition University



<http://icatalog.dau.mil/> Search for continuous learning modules with FAC prefix



# Federal Strategic Sourcing

- Interagency acquisition vehicles support strategic sourcing principles and goals both agency-wide and government-wide
- Strategic Sourcing is a fundamental component of Interagency Acquisitions

“Our government is the largest purchaser in the world, but it buys as if it were 130 mid-sized businesses. We’ve got to leverage our buying power.”

Source: Joe Jordan OFPP Administrator April 2013 Interview, ASI Advisory, Realizing the Vision of Buying Smarter



# Federal Strategic Sourcing

“It is really what those two words say: it is being thoughtful in the way you acquire the goods and services your agency needs. To me that is what strategic sourcing is.

It is putting spend under management in a holistic way, in which we are sharing and utilizing information and data to maximize value in the outcomes.”

Source: Joe Jordan OFPP Administrator April 2013 Interview, ASI Advisory, Realizing the Vision of Buying Smarter



# Federal Strategic Sourcing

- Strategic Sourcing ultimately is about implementing a more strategic approach to meeting the governments acquisition needs. It is about buying smarter.
- Buying Smarter (more than just price)
  - Leveraging spend (economies of scale)
  - Improving and standardizing terms and conditions
  - Standardizing and streamlining acquisition practices
  - Improving efficiency and reducing administrative costs for both government and industry

Source: ASI April 2013 Advisory “Strategic Sourcing Realizing the Vision of Buying Smarter”



# Federal Strategic Sourcing

## Why Place so much Emphasis on Strategic Sourcing?

- Tightening budgets
- Opportune time to maximize value for every dollar spent
- Improve efficiency of our collective acquisition processes and approaches



# Federal Strategic Sourcing Initiative

FSSI (lead by GSA) was established in 2005 to address:

- Governmentwide opportunities to strategically source commonly purchased products and services
- Eliminate duplication of effort



# Federal Strategic Sourcing Initiative

FSSI Solution	Key Features of Strategy
<b>Domestic Delivery Services</b>	<ul style="list-style-type: none"><li>▪ Reduces visible shipment rates and “hidden” surcharges</li><li>▪ Lowest price to government</li><li>▪ Business intelligence reports and analysis increase agency visibility into Total Cost of Ownership</li></ul>
<b>Office Supplies</b>	<ul style="list-style-type: none"><li>▪ Drove competitive pricing for the core items and reverse auction techniques</li><li>▪ Incorporated POS terms to reduce price variability and increase ease-of-use</li><li>▪ Solution balanced cost savings with socioeconomic and green considerations</li></ul>
<b>Wireless TEMS</b>	<ul style="list-style-type: none"><li>▪ Allows agencies to identify “optimal” rate plans based on analysis of usage</li><li>▪ Reduces inventory costs and billing errors</li></ul>



# Federal Strategic Sourcing Initiative

FSSI Solution	Key Features of Strategy
<b>Print Management</b>	<ul style="list-style-type: none"><li>▪ Lowers costs and increases environmental performance by utilizing the most efficient equipment and making “green” print options the default</li><li>▪ Optimizes equipment deployment and usage through sophisticated Managed Print Services and focuses on lowering total cost of operation.</li></ul>
<b>Wireless Plans &amp; Devices</b>	<ul style="list-style-type: none"><li>▪ Aggregation of volume to drive volume discounts and eliminate price variability</li><li>▪ Solution will be implemented with joint governance from CIOC</li></ul>
<b>SmartBUY</b>	<ul style="list-style-type: none"><li>▪ Leverages the government’s buying power to reduce the cost of commercial off-the-shelf (COTS) software and services</li><li>▪ Current savings of 195M is based on limited software under SmartBUY management. Since joining FSSI new effort to focus on large spend categories with the major publishers will significantly improve the savings</li></ul>



# Strategic Sourcing Recent Changes

## December 5, 2012 - OMB issued a memo, subject: *Improving Acquisition through Strategic Sourcing*

- Called on agencies to expand the use of strategic sourcing both within their agencies and governmentwide to:
  - ✓ reduce contract duplication
  - ✓ consolidate spending
  - ✓ recognize economies of scale by aggregating their returns
  
- Established a new **Strategic Sourcing Leadership Council (SSLC)** (replacing the Strategic Sourcing Working Group)
  
- Required Designation of **Strategic Sourcing Accountable Official** for the 24 agencies subject to the Chief Financial Officers Act



# Strategic Sourcing Recent Changes

**December 5, 2012 - OMB issued a memo, subject:**  
***Improving Acquisition through Strategic Sourcing***

GSA tasked with...

- Implementing at least five new government wide strategic solutions in each of FY 2013 and 2014
- Increasing transparency for prices paid
- Best practices for acquiring , using, and disposing of the commodities managed through FSSI

