



GSA

# DOING BUSINESS

WITH GSA

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Anthony Caruso  
Small Business Specialist  
Office of Small Business Utilization

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U.S. General Services Administration



## Office of Small Business Utilization at GSA

While GSA's main role in the government is to ensure our buyers have the best choices when spending tax payer dollars, we are also here to help buyers identify small businesses who can meet their requirements.

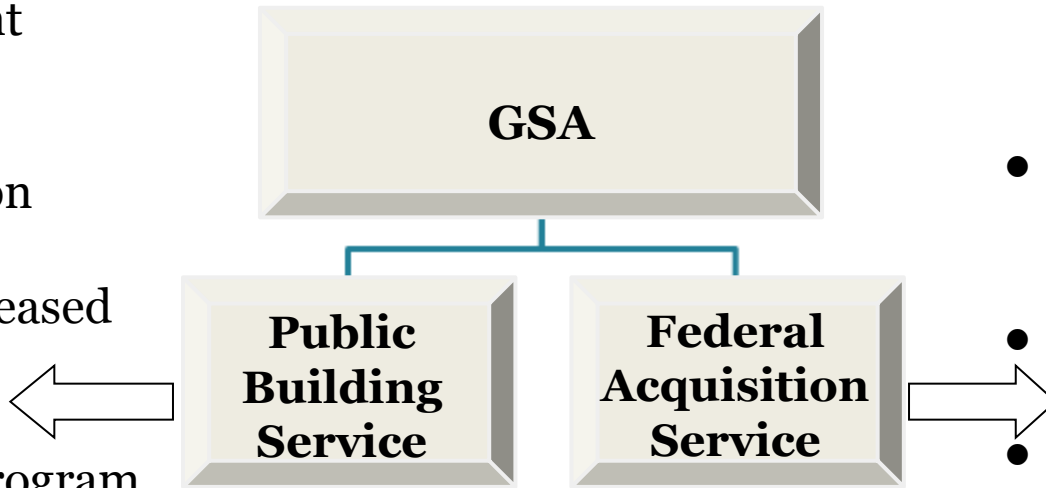
In order to ensure buyers see small businesses as a resource, we educate our vendors on GSA programs and initiatives so that they can be prepared for new opportunities.

To learn more about the resources GSA provides to small businesses, please visit [www.gsa.gov/osbu](http://www.gsa.gov/osbu).



# Organizational Structure of GSA

- Landlord of the Federal Government
- Design & Construction
- Owned & Leased Buildings
- Regional Program
- Appropriated by Congress




- Contracting/  
Purchasing Expert  
of the Federal  
Government
- Multiple Award  
Schedules Program
- Fleet Program
- National Program
- Funded by Vendor  
Sales



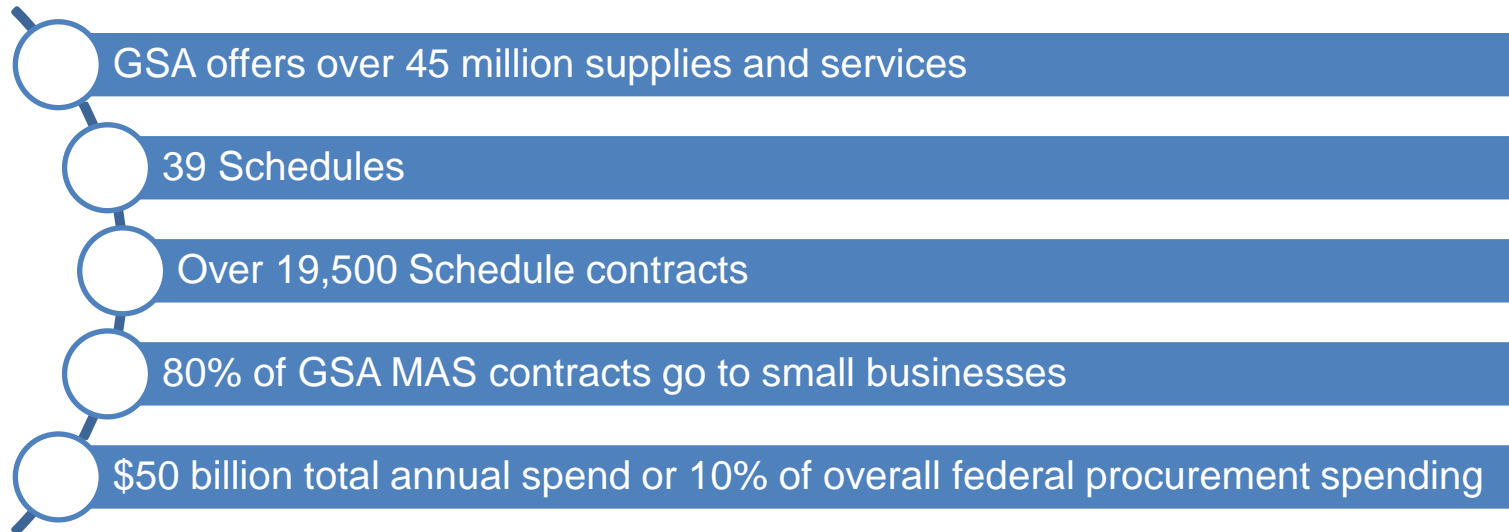
## What is a GSA Schedule?

GSA Schedule Contracts, also known as GSA Schedules or Federal Supply Schedules, are indefinite delivery, indefinite quantity (IDIQ), long-term contracts under the General Services Administration's Multiple Award Schedule (MAS) Program.



GSA establishes long-term government wide contracts with commercial companies to provide access to government agencies to millions of commercial products and services at volume discount pricing.

## About GSA Schedules

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- An infographic consisting of five horizontal blue bars, each preceded by a white circle with a black outline. A thin black line connects the circles from top to bottom. The text on each bar is white.
- GSA offers over 45 million supplies and services
  - 39 Schedules
  - Over 19,500 Schedule contracts
  - 80% of GSA MAS contracts go to small businesses
  - \$50 billion total annual spend or 10% of overall federal procurement spending

**The GSA Schedules program is the premier acquisition vehicle in government, with approximately \$50 billion a year in spending or 10 percent (10%) of overall federal procurement spending.**

## Examples of Products and Services Available on GSA Schedules

- Office Supplies and Equipment
- Information Technology
- Professional Services
- Vehicles and Support Equipment
- Furniture
- Tools and Hardware
- Scientific Equipment
- Law Enforcement, Fire, and Security Products
- Travel and Transportation
- Lodging



## Determine Eligibility: Who qualifies?

- Financial stability
- Minimum two (2) years in business
- Demonstrate past performance
- Products commercially available
- Products compliant with the Trade Agreements Act (TAA)
- End Product must be manufactured or substantially altered within the U.S., or a ‘designated country’ as defined by the Trade Agreements Act





## Responding to a Solicitation

### Proposal Review

- Your GSA Schedule Contract proposal must be submitted electronically through GSA's eOffer system <http://eoffer.gsa.gov>, which requires a [digital certificate](#).
- Once submitted, it will be assigned to a Contracting Officer who will conduct an intense and thorough review.
- During this review the Contracting Officer will request additional information and/or clarifications.

### GSA Contract Negotiation

- The purpose of the GSA Schedules Program is to leverage the government's vast buying power to pre-negotiate discounted pricing.
- Once your Contracting Officer has completed a satisfactory review of your proposal, a conference call will be scheduled to negotiate pricing.
- It is crucial that you plan a negotiation strategy in advance to ensure the agreed upon discount is favorable to both potential government buyers and your company/organization.





## AN OVERVIEW FOR NEW VENDORS

# WE WANT TO HEAR FROM YOU

Please share your success stories, comments, questions and concerns.

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

**Anthony Caruso**  
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General Services Administration  
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[www.gsa.gov/osbu](http://www.gsa.gov/osbu)  
1-855-OSBUGSA (672-8472)