

What is the GSA Scheduling Program?

The objective of the GSA Schedules Program is to provide Federal agencies and other customers with a simplified process for obtaining commonly used commercial services and products at prices associated with volume buying. The GSA awards contracts to responsible companies offering commercial items, at fair and reasonable prices, that fall within the generic descriptions in the GSA Schedule solicitations. Once the contract is awarded, the contractor is then responsible for marketing their Schedule contracts to government customers.

Who Can Apply?

Any responsible vendor who provides goods or services that fall within a GSA Schedule solicitation. A responsible vendor is one that is currently financially sound and passes a Past Performance Evaluation.

What are the Contract Restrictions?

Contracting Officers determine whether prices are fair and reasonable by comparing the prices/discounts that a company offers the government with the prices/discounts that the company offers to commercial customers. In order to make this comparison, GSA requires offerors to furnish commercial pricelists and disclose information regarding their pricing/discounting practices.

Scheduling contractors are awarded indefinite-delivery-indefinite-quantity (IDIQ) contracts. All individual orders must fall within a minimum and maximum order dollar amount range that is determined per contract (although if desired by the vendor the maximum order threshold can be exceeded).

Application Steps:

- 1) Identify the GSA Schedule solicitation that covers vendor's goods or services. There are several different places to search through the solicitations:
 - a. The GSA Schedule solicitations page at www.gsa.gov/gettingschedule
 - b. The Schedules E-Library at www.gsaelibrary.gsa.gov
 - c. The Federal Business Opportunities site at www.fedbizopps.gov
 - 2) Obtain a Data Universal Numbering System (DUNS) Number at www.dnb.com/us
 - 3) Register in the Central Contractor Registration (CCR) database at www.ccr.gov
 - 4) Read the entire Schedule solicitation thoroughly and respond to all requirements
 - 5) Make sure that all items offered are within the scope of the Schedule solicitation
 - 6) Make sure that all items offered are compliant with the Trade Agreements Act (www.acquisition.gov/far/current/html/Subpart%2025_4.html)
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Application Steps:

- 7) Obtain an Open Ratings Inc. reference check (see Past Performance Evaluation form in solicitation)
- 8) Make sure the company is financially sound
- 9) Be ready to negotiate the company's best offer

Resources

- GSA Schedules homepage: www.gsa.gov/schedules
- Center for Acquisition Excellence: www.fsstraining.gsa.gov
- Federal Business Opportunities: www.fedbizopps.gov
- Vendor Support Center: <http://vsc.gsa.gov>
- Federal Supply Service: <http://eoffer.gsa.gov/>
- Small Business Association: www.sba.gov

References

Center for Acquisition Excellence (2006). GSA Schedules Program Course. Retrieved February 21, 2007, from https://fsstraining.gsa.gov/kc/Securelogin/login.asp?kc_ident=kc0001

US General Services Administration (2007). Getting on Schedule. Retrieved February 21, 2007, from www.gsa.gov/gettingonschedule

