



Preparation Services



We will assist you in obtaining your contract

And gain a competitive Advantage. We will even help you to manage your schedule.

- *We will assess if you qualify, before you waste your time. This process may not be for you. We will review various schedules to see which one best fits your past performance.*
- *We will share with you with additional resources to help you gain a better understanding of the program and the process, through an online training exercise and very valuable consulting service from experts in the field.*
- *We will keep you informed every step of the way through our Project Management Process.*
- *We will assist you with preparing your package and completing the paper intensive process.*
- *We will negotiate on your behalf with key contract officials*
- *We will explain the reporting process to you and all associated features*
- *We will help you market your schedule.*
- *We will help you get organized to really do business through our professional business services and training services*

What is the GSA?

The GSA is the General Services Administration, the landlord and general store for much of the federal government. If you want to sell your goods and services to the federal government, many government agencies require that you have a GSA Schedule.

What is a GSA Schedule?

A GSA Schedule is a formal agreement between your company and the federal government. A GSA Schedule is also called a GSA Contract, although GSA doesn't order anything from you. Government agencies do, and they use the information in that Schedule (Contract) to order from you. GSA establishes long-term government wide contracts that allow customers to acquire a vast array of supplies (products) and services directly from commercial suppliers.

To become a GSA Schedule contractor, a vendor must first submit an offer in response to the applicable GSA Schedule solicitation.

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. Visit this link to see the various types of **GSA Schedule Solicitations**: 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. This negotiation objective is commonly known as "most favored customer" pricing. In order to make this comparison, GSA requires offerors to furnish commercial pricelists and disclose information regarding their pricing/discounting practices.

What's in a GSA Schedule?

Your GSA Schedule has your contract number, the beginning and ending dates of your contract, the FAR (Federal Acquisition Regulations) clauses that form the legal basis and rules of your contract, a description of the goods or services your company offers through the Schedule, the maximum rates or prices you may charge the government and prime contractors for each labor category and other items.

Why do I need this?

To respond to a government requirement, in many cases, the government and its established vendors require you to have a GSA schedule. The reason for this is the Schedule has pre-negotiated rates and prices, so the government and its vendors know that said rates and prices are fair and reasonable. Additionally, in most cases, an award based on a GSA schedule is considered to have been "competed", an important government requirement. Essentially, a GSA contract is a powerful calling card even if a government agency does not buy from GSA schedules because having a GSA contract means that the government "certifies" your company, including its financial system, expertise and past performance

What's the big deal about creating a GSA proposal?

A GSA proposal is comprised of countless steps, about half dozen Web sites and the accumulation and organization of hundreds of bits of information. Many small companies that have never done business with the federal government are

bewildered by the legal language and scores of requirements set forth in a GSA request for proposal. You need patience and you must be detail-oriented to create a successful proposal. You must have excellent people skills and do what you are told to do when told by GSA. This is not easy for those without experience.

How much does it cost my company to get a GSA schedule?

The answer is three-fold.

If you take on this enormous task yourself, without any assistance, it could cost you thousands in lost revenue and time, and you still might not have your GSA contract. Many obstacles exist.

First, you will encounter 100+ pages of information, across many documents, that the government has written in a style and format that is unique to the federal government and alien to most small businesses. Most small businesses that have never done business with the government find these documents overwhelming and confusing. Therefore, you will spend a great deal of time simply trying to decipher GSA's documents. This will be time taken away from running your business and that means lost revenue.

Second, most small companies have spent at least a year, unproductively, trying to understand and respond to GSA's densely worded documents.

Third, most companies end up with a proposal that the GSA rejects because the proposal had too many omissions and mistakes.

You lose twice. Because you diverted time and effort away from your traditional business while working on your GSA proposal, you lost revenue from your regular customers. Also, because GSA usually rejects proposals from companies that don't use proposal assistance, you lost money you would have made if you had your GSA contract.

Most small businesses wind up taking twelve to eighteen months to do something that USSMC does in about three months per schedule. By using a professional service such as USSMC, you can be making money in six months with your GSA contract rather than wrestling with the process unproductively after at least a year.

2. If you use USSMC, we make it easy. Here's what you can expect from your company's resources and investment:

- **Between \$3,000 and \$4,000 each, depending on the type of schedule and how many schedules you**

- One employee as a point of contact with us.
- Time for data collection. This can take several days or longer.
- A day or so of Web data entry. Which you could spend an additional \$125.00 to \$175.00 for each schedule for obtaining your open ratings.

- The time it takes to refine the proposal with us, and this varies with the kind of proposal you need.

What is the biggest obstacle to marketing to the government?

Not appreciating the government's needs and business methodologies. You must listen to the customer and determine the what's and why's of this complex customer. Also, understand that you have lots of competitors. Wise companies learn how to partner with other companies to create a larger, more competitive entity.

How much money does this market represent?

The government is a gigantic business that must count on its suppliers for billions of dollars of goods and services, from a to z. Your company eventually could land government contracts worth hundreds of thousands of dollars or higher.

Do I really have a chance?

Yes, you do. The government is revising its procurement practices to the advantage of small businesses, especially minority, veteran and women-owned enterprises. Large, established government prime contractors seek qualified small businesses for their expertise and to meet small business subcontracting goals required of them by the federal government.

Where should I place my expectations?

You are going to start small, probably providing resources to an established contractor for a larger effort they will manage. Over time, you will establish a positive record of "past performance" (on-time delivery, within budget). Customer satisfaction is vitally important. Establish a program of zero defects, and you have the correct approach.

What's next?

Do the three-step process on the home page to locate the most appropriate GSA requests for proposal for your goods and services. The following information provides a listing of commercial supplies (products) and services available under GSA Schedules and other GSA contracts. All customers are provided with the latest technology, quality supplies and services, convenience, and most favored customer pricing.

Visit this link:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=10322

For more information or to address additional frequently asked questions, visit this link.

http://www.gsa.gov/Portal/gsa/ep/contentView.do?faq=yes&pageTypeId=8199&contentId=8106&contentType=GSA_OVERVIEW

Here are some other advantages to getting on the schedule.

Governmentwide Acquisition Contracts (GWACs)

Features and Benefits of GWACs

[Governmentwide Acquisition Contracts \(GWACs\)](#) offer the following features and benefits:

- *Competition occurs at both the contract and task order levels.*
- *Contracts are pre-qualified for capability.*
- *GWACs are solutions-based contracts.*
- *Department of Defense (DoD) Section 803 requirements are met through fair opportunity.*
- *Task order awards are not protestable.*
- *GWACs provide the flexibility to add team partners and subcontractors.*
- *Unique skills may be added at the task order level.*
- *GWACs include a full range of contract types; i.e., fixed-price, cost-reimbursement, time-and-materials, and labor-hour.*
- *GWACs provide worldwide coverage.*
- *GWACs are available to all federal agencies receiving a delegation of authority.*

Governmentwide Acquisition Contracts (GWACs) are defined in Part 2 of the Federal Acquisition Regulation (FAR) as task order or delivery order contracts for Information Technology (IT) established by one agency for governmentwide use. Each GWAC is operated by an executive agent designated by the Office of Management and Budget (OMB) pursuant to section 5112(e) of the [Clinger-Cohen Act](#). The [Economy Act](#) does not apply when placing orders under GWACs. To use GWACs, agencies must obtain a delegation of authority from the GWAC Program Office.

The Learning Center in the [Center for Acquisition Excellence](#) offers an online seminar, "Governmentwide Acquisition Contracts (GWACs) Overview," that contains valuable information on the proper use of GWACs to provide total solutions for IT requirements. [Schedules e-Library](#) contains online contract award information for GWACs.

GWACs offer a variety of [features and benefits](#) to meet customer agencies' requirements. GSA provides both Solutions-Based GWACs and Specialty GWACs to encompass a full range of IT solutions.

Solutions-Based GWACs

Hardware, software, and services may be purchased through GWACs as part of a total technology solution. Task orders placed against GWACs may be customized to meet the full range of IT service solutions, including, but not limited to:

- Service/product integration;
- Systems integration;
- Systems operation and management;
- Software engineering management;
- Communications;
- Information systems engineering;
- Information systems security services;
- Network/management telecommunications; and,
- Web enabled solutions.

[8\(a\) STARS \(Streamlined Technology Acquisition Resources for Services\)](#) provides a full range of IT solutions—including application development, computer facilities management services, and information assurance—through small disadvantaged 8(a) firms.

As an 8(a) set-aside, this contract vehicle provides small businesses historically left out of the procurement process with a chance to compete in the federal marketplace. GSA customers benefit by having access to a portfolio of over 200 industry partners distributed across eight areas of expertise. Federal agencies also receive 8(a) and other small business credits toward their procurement preference goals through the use of these contracts.

[Alliant](#) provides the greatest amount of flexibility possible to efficiently and effectively support the federal government's needs in its daily operations, its protection of infrastructure, the fight against terrorism, and the development and marketing of emerging technologies. Contracts awarded under Alliant have 10-year contract periods (five-year base and one five-year option) to provide all the components of integrated IT solutions.

[Alliant SB](#), a small business set-aside GWAC, is designed to provide worldwide IT solutions to federal agencies, while strengthening federal contracting opportunities for small business concerns. Alliant SB will assist agencies in reaching their procurement preference goals, while providing small business concerns with opportunities to develop their businesses before moving into unrestricted acquisition environments.

[ANSWER \(Applications 'n Support for Widely-Diverse End User Requirements\)](#) delivers best value and innovation for such diverse projects as telemedicine, war gaming, agriculture, homeland security, nuclear energy, and social security systems. ANSWER constantly updates technology offerings with a technical refreshment provision.

Features of the ANSWER GWAC include seven geographical rate areas with ceiling prices reflecting locations; 40 hours of training for every contractor full-time equivalent; and one group manager for every 35 contractor employees.

[COMMITTS NexGen \(Commerce Information Technology Solutions-NexGen\)](#) is a governmentwide acquisition contract (GWAC) which is set-aside for small businesses.

COMMITTS NexGen was transferred to GSA from the Department of Commerce in March, 2008. The COMMITTS NexGen GWAC focuses on providing information technology solutions through highly qualified industry partners in three contract tiers.

[HUBZone \(Historically Underutilized Business Zone\)](#) is the first GWAC to be set aside exclusively for HUBZone certified small business firms. Contracts awarded under the HUBZone GWAC are for five-year contract periods and provide a wide variety of technology services in four functional areas. HUBZone enables federal agencies to purchase technology services from companies located in HUBZones and, in turn, spurs economic expansion and job creation in areas of unemployment and underdevelopment. Federal agencies benefit by gaining access to pre-competed contracts with high-quality companies while meeting their three (3) percent statutory procurement preference goals.

Note: The HUBZone GWAC expired January 8, 2008; no new orders may be placed against HUBZone contracts. Ordering activities may obtain similar services under such GWACs as [8\(a\) STARS](#) or [VETS](#), as well as [GSA Schedule 70](#), Information Technology.

[ITOP II \(Information Technology Omnibus Procurement II\)](#) provides federal agencies with best value IT solutions. With three functional support areas—Information Systems Engineering (ISE), Systems Operations and Management (SOM), and Information Systems Security Support Services (ISS)—ITOP II offers the flexibility and broad range of resources to meet varied IT program demands.

Note: The ITOP II GWAC expired January 13, 2006; no new orders may be placed against ITOP II contracts. Ordering activities may obtain similar services under [GSA Schedule 70](#), Information Technology, or other GWACs.

[Millennia](#) fulfills the demand for large system integration and development projects by providing IT support contracts in the areas of software engineering, communications, and systems integration.

[Millennia Lite](#) is strategically segmented into four functional areas based on the life cycle of information technology: IT capital planning, studies, and assessments; high-end information technology services; mission support services; and legacy systems migration and new enterprise systems development.

Typical projects under the Millennia Lite GWAC include, but are not limited to: biometrics; nanotechnology; capital planning and investment control; information assurance and security; critical infrastructure protection; knowledge management; systems engineering; application development; software development, Computer Aided Design, Engineering, and Management (CAD, CAE, and CAM); and business and systems analysis.

[VETS \(Veterans Technology Services\)](#), a service-disabled veteran-owned small business set-aside GWAC, encompasses the functional areas of systems operation and maintenance, and information systems engineering. VETS is designed to provide worldwide information technology solutions to federal agencies, while strengthening federal contracting opportunities for service-disabled veteran-owned small business concerns.

The VETS GWAC will assist agencies in meeting their three (3) percent service-disabled veteran-owned small business goals, by providing pre-qualified industry partners in one easy-to-use contract vehicle. Service-disabled veteran-owned small businesses will, in turn, be provided with opportunities to compete amongst a smaller group of contract holders, allowing self-marketing opportunities, and a chance to develop their businesses before moving into larger acquisition environments.

Specialty GWACs

The following GWACs encompass specific areas of expertise.

[ACES \(Access Certificates for Electronic Services\)](#) facilitates secure electronic access to government information and services through the use of public key infrastructure/digital signature technology. The ACES website provides valuable information regarding the ACES Program.

Note: The ACES GWAC expired October 31, 2005; no new orders may be placed against ACES contracts. Ordering activities may obtain compliant ACES products and services under [GSA Schedule 70](#), Information Technology.

[Virtual Data Center Services \(VDCS\)](#) provide a full range of data processing and support services, allowing agencies to outsource their data center operations and focus on their core missions.

Note: The VDCS GWAC expired February 17, 2007; no new orders may be placed against VDCS contracts. Ordering activities may obtain similar services under [GSA Schedule 70](#), Information Technology, or other GWACs.

The shortcut to this page is www.gsa.gov/gwacs.

For More Information call us at 301-322-2247 or send us an email by visiting:

<http://www.ussmc.com/Contact-Us.html>