

Segment 1:

What You Should Know About Federal Contracting

Thank you for taking the time to view one of the four presentations in the **GSA Schedules Training for Vendor Success** webinar series. Below is a collection of online resources referenced throughout the webinar that will help you learn more about federal contracting, the government procurement market, and the value of the GSA Schedules program. These resources include live links to GSA pages; tools and resources provided by other government and professional organizations; and a number of social media sites. We have also provided step-by-step instructions for some of these resources to help set you up for success.

Online Resources

GSA Online Resources

GSA Schedules <http://www.gsa.gov/schedules>

This website is the virtual home of the Schedules program. It contains current information about schedules (i.e. scope, etc) and additional information to help you be more educated on the schedules program. It is also a launching site to many other resources, but contains many useful sections for vendors, including the following:

Getting Started <http://www.gsa.gov/portal/content/202573> – Learn about preliminary steps to take prior to responding to a Schedules solicitation

Responding to a Solicitation <http://www.gsa.gov/portal/content/202577> – Learn about GSA's review and negotiation process, and what preparation a vendor can complete to increase success

Managing a Schedules Contract <http://gsa.gov/portal/content/202845> – Learn about marketing and managing Schedules contracts to benefit and remain in compliance

Resources, Training, and Tools <http://www.gsa.gov/portal/content/203017> – Help for vendors at every stage of the process

GSA Center for Acquisition Excellence <http://cae.gsa.gov>

This eLearning site is available free of charge, 24 hours a day, 7 days a week to educate the Federal supplier base on government-wide acquisition policies and procedures and to provide customer agencies with online training and resources regarding GSA acquisition vehicles, policies, and guidance.

GSA Integrated Acquisition Environment (IAE) <http://egov.gsa.gov>

This Presidential E-Government initiative has made every phase of the acquisition lifecycle easier, from market research to contract administration. The goal of the IAE initiative is to integrate, unify and streamline the federal acquisition process for government buyers and sellers. As part of working to achieve this goal, vendors can now access many acquisition functions common to all agencies on the IAE site as shared systems.

GSA Office of Small Business Utilization <http://www.gsa.gov/sbu>

The Office of Small Business Utilization (OSBU) connects small businesses with people who can help them, and programs that can grow their skills. OSBU's nationwide staff of trained professionals has a deep background in contracting and acquisition. OSBU also helps the small business community reach key contracting experts to help navigate the procurement process.

GSA Vendor Support Center <https://vsc.gsa.gov>

Whether you're a current or prospective GSA contract holder, this portal offers insight into the world of procurement -- from understanding GSA's contract vehicles to identifying opportunities, developing relationships, winning bids and successfully and cost-effectively providing for the needs of government.

For more information about how to use this resource more effectively, see Appendix A at the end of this document.

GSA Contractor Team Arrangements (CTAs)

<http://www.gsa.gov/contractorteamarrangements>

Under a Contractor Team Arrangement (CTA), two or more GSA Schedule contractors work together to meet ordering activity needs. By complementing each other's capabilities, the team offers a total solution to the ordering activity's requirement, providing a "win-win" situation for all parties.

GSA Blanket Purchase Agreements (BPAs) <http://www.gsa.gov/bpa>

Blanket Purchase Agreements (BPAs) offer an excellent option for federal agencies and Schedule contractors alike, providing convenience, efficiency, and reduced costs. Contractual terms and conditions are contained in GSA Schedule contracts and are not to be re-negotiated for GSA Schedule BPAs. Therefore, as a purchasing option, BPAs eliminate such contracting and open market costs as the search for sources, the need to prepare solicitations, and the requirement to synopses the acquisition.

Non-GSA Government Sites

For help identifying your target market, conducting market research, and finding government customers for your product or service, go to:

Federal Business Opportunities FedBizOpps <https://www.fbo.gov/>

is the single government-wide point-of-entry for federal government procurement opportunities valued at more than \$25,000. Government buyers publicize their business opportunities by posting information directly to FedBizOpps, while commercial vendors use the same portal to seek federal markets for their supplies products and services, and can search, monitor, and retrieve opportunities solicited by the federal contracting community.

For more information about how to use this resource more effectively, see Appendix B at the end of this document.

Federal Acquisition Jump Station <http://www.thecre.com/fedlaw/legal25/fedproc.htm>

The Federal Acquisition Jump Station provides websites of federal procurement information broken down by agency. It also includes announcements of upcoming and current acquisitions and solicitations as well as federal acquisition regulations.

LSU Libraries – Federal Government Agencies Directory

<http://www.lib.lsu.edu/gov/>

Acquisition Services Directorate <http://www.govworks.gov>

Federal Procurement Data System (FPDS) <https://www.fpds.gov>

For contract administration and maintenance, go to:

Electronic Subcontracting Reporting System (eSRS) <http://www.esrs.gov/>

Central Contractor Registration <http://www.ccr.gov/fedagency.asp>

Online Representations and Certifications Application (ORCA)

<http://orca.bpn.gov>

Past Performance Information Retrieval System (PPIRS) <http://www.ppirs.gov>

Wage Determinations Online <http://www.wdol.gov/>

For learning more about federal contracting, go to:

Defense Acquisition Regulations System (DARS)

<http://www.acq.osd.mil/dpap/dars/index.htm>

Defense Acquisition University <http://www.dau.mil>

Defense Federal Acquisition Regulations Supplement (DFARS)

<http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html>

FARSite <http://farsite.hill.af.mil> - **Links to FAR Supplementals for all agencies.**

Federal Acquisition Institute <http://www.fai.gov/>

Federal Acquisition Regulation (FAR) <https://www.acquisition.gov/far>

For contractor support, go to:

U.S. Small Business Administration <http://www.sba.gov>

Veterans Advocacy Foundation <http://www.vetbiz.com>

For industry specific sites designed to help you in your business development efforts and to stay up-to-date with current trends within your target market, go to:

Chief Acquisition Officers Council <http://caoc.gov>

Chief Financial Officers Council <http://www.cfoc.gov>

Chief Information Officers Council <http://www.cio.gov>

Office of E-Government & Information Technology

<http://www.whitehouse.gov/omb/e-gov>

SmartBuy Initiatives <http://www.cio.gov/index.cfm>

For staying abreast of the latest news and trends in federal acquisition, go to:

Acquisition Central <https://www.acquisition.gov>

Acquisition Community Connection <https://acc.dau.mil/evm>

IGNet: Council of Inspectors General <http://ignet.gov/>

Office of Federal Procurement Policy

http://www.whitehouse.gov/omb/procurement_default

Office of Management and Budget <http://www.whitehouse.gov/omb/>

The Government Accountability Office <http://www.gao.gov>

The White House <http://www.whitehouse.gov/>

Sites by Professional Organizations

Armed Forces Communications and Electronics Association

<http://www.afcea.org>

Association of Proposal Management Professionals <http://www.apmp.org>

Council of Supply Chain Management Professionals <http://www.cscmp.org/>

International Association of Commercial and Contract Managers

<http://www.iaccm.com/>

National Association of Counties <http://www.naco.org>

National Association of State Procurement Officials <http://www.naspo.org>

National Institute of Government Purchasing <http://www.nigp.org/>

National Property Management Association <http://www.npma.org/>

Project Management Institute <http://www.pmi.org>

The International Society of Logistics <http://www.sole.org>

The Veteran & Military Business Owners Association <http://vamboa.org>

Social Networking Sites

GSA Social Networking Sites

Facebook <http://www.facebook.com/GSA>

Twitter <http://twitter.com/usgsa>

Interact: GSA Services Ordering Solutions Discussion Group

<http://interact.gsa.gov/groups/services-ordering-solutions-avoiding-mas-confusion>

Interact: Multiple Award Schedules Discussion Group

<http://interact.gsa.gov/groups/multiple-award-schedules>

GSA Schedules Facebook <http://www.facebook.com/usgsaschedules>

GSA Schedules Twitter <http://twitter.com/usgsaschedules>

GSA Office of Small Business Utilization Twitter <http://twitter.com/gsaosbu>

Other Social Networking Sites

Where in Federal Contracting? (WIFCON)

Blog <http://www.wifcon.com/discussion/index.php?autocom=blog>

Defense Acquisition University (DAU)

Facebook <http://www.facebook.com/Defense.Acquisition.University>

US Small Business Administration (SBA)

Blog <http://www.sba.gov/about-sba-services/our-blog>

Facebook <http://www.facebook.com/SBAgov>

Twitter <http://twitter.com/sbagov>

Printed Materials (Downloadable Documents/ PDFs)

Through GSA's Centralized Mailing List Service (CMLS), you can download GSA publications and GSA Global Supply™ catalogs as PDF documents, or order them for delivery via U.S. Postal Service. You can also subscribe to the GSA MarkeTips magazine.

To access documents on CMLS:

1. **Go to** the CMLS home page.

<https://apps.fas.gsa.gov/cmls/welcome.cfm>

2. Go to the Keyword Search box, type in the CMLS code for the desired document and click "go." Some documents that might be of interest to GSA Schedule vendors include:

CMLS code – Title of Document

00035 – GSA Contractor Reference Guide: Steps for Success

00321 – MAS Multiple Awards Schedules Desk Reference Guide

00140 – FAS One Source Directory

00114 – Federal Acquisition Service Overview

00326 – Product Overview Brochure

00327 – Service Overview Brochure

00330 – Technology Overview Brochure

00391 – Travel Solutions Overview Brochure

00126 – Transportation Overview Brochure

00345 – Motor Vehicle Management Overview Brochure

00196 – A Quick Guide to Accepting GSA SmartPay 2 Vendor Brochure

3. To view the document in a PDF format, click on "view," then "open" or "save" a copy of the PDF.
4. For FREE printed copies of a document: login, add the document you want to your shopping cart, and proceed to checkout.
5. If you do not have a login, click on "Login to My Account", and click on "I am a new user. Let me Register."

Appendix A: GSA's Vendor Support Center

The Vendor Support Center offers valuable information and assistance concerning how to effectively manage your federal supply schedule contract. The Vendor Support Center VSC is the online source for vendors to obtain information, review and report sales, view competitor sales reports, find sales partners and more. The VSC website contains a wealth of information to assist both GSA Schedule and Government Wide Acquisition Contract GWAC contractors in fulfilling the contract administration requirements of their respective contracts. Online information is available 24 hours a day, 7 days a week.

The VSC maintains a staff ready to assist vendors in the preparation and submission of electronic catalog files to *GSA Advantage!*[®], and in the submission and reporting of sales data. Vendors may contact the VSC staff Monday - Friday, 7:30 a.m. - 5:30 p.m. EST at 877 495-4849, or via email at vendor.support@gsa.gov.

To View Competitor Sales Reports and To Find Sales Partners:

1. **Go to** <https://vsc.gsa.gov/>
2. Go to "Business Opportunities" located on the far right of the blue bar at the top of the page. From the drop down menu, select "Schedules Sales Query SSQ".
3. On the Schedule Sales Query page, click on "Create Report" located on the left.
4. Fill in the information fields Name, Company, E-Mail, Telephone # and click "Proceed".
5. Next, choose the type of report you would like generated, and click "Generate Report".
6. From here, you have the option to choose from "Text file for printing" or "Excel Spreadsheet" for different fiscal years. Click on the file type and the fiscal year you desire.
7. Open or Save the document.

Schedules Input Program SIP Training

Through the Schedules Input Program SIP, vendors provide text and catalog files about their businesses for upload to *GSAAdvantage!*[®]. *GSAAdvantage!*[®] is the core e-tool that houses information on GSA Schedule contractors and provides vital information to customer agencies. Vendors must make sure their companies are well represented, because when a customer uses eLibrary and eBuy, they are linking to vendor information stored in *GSAAdvantage!*[®]. At GSA we teach our customers that they need to use *GSAAdvantage!*[®] for their market research.

To access comprehensive training on how to upload your text and catalog files to GSA Advantage using SIP:

1. **Go to** <https://vsc.gsa.gov/>
2. Put your cursor mouse arrow over “Getting on Advantage,” located on the second tab of the blue bar near the top of the website. A drop down menu will appear with the following selections: SIP/EDI differences, SIP Training and SIP Instructions.

You may also contact the Vendor Support Center if you need additional help:

Contact Information

Hours: 7:30am - 5:30pm EST

Phone: 703 605-9992

Toll Free: 877 495-4849

Fax: 703 605-9886

Email: vendor.support@gsa.gov

Mailing Address

Vendor Support Center

2100 Crystal Drive

Crystal Plaza 3, Suite 906

Arlington, VA 22202

GSA Logo

Through GSA’s marketing and outreach efforts, we have trained customer agencies to look for the GSA Logo. Your company should clearly and frequently display the GSA logo so that potential customers can easily identify you a schedule contractor. You may use the logo in any outreach efforts you undertake, as long as you follow the guidelines available on the Vendor Support Center. To access those guidelines:

1. **Go to** <https://vsc.gsa.gov/>
2. Put your Curser mouse arrow over “Getting on Advantage” located on the second tab on the blue bar near the top of the website. A drop down menu will appear, from here click on “GSA Logo”.
3. You should now be on a GSA website with the heading “GSA Logo Download”. This webpage has guidance on the Guidelines of using the GSA Star Mark Logo.
4. Click on the “Accept” button red box located near the top center of the webpage.
5. Here you will find all the variations and downloads of the GSA Star Mark Logo.

Questions or clarifications about the use of the GSA star mark should be directed to the Office of Marketing, Communications Division, at 703 605-5640.

Appendix B: FedBizOpps

FedBizOpps is the single government-wide point-of-entry for federal government procurement opportunities valued at more than \$25,000. Government buyers publicize their business opportunities by posting information directly to FedBizOpps, while commercial vendors use the same portal to seek federal markets for their supplies products and services, and can search, monitor, and retrieve opportunities solicited by the federal contracting community.

It's important to note that, to use FedBizOpps effectively, you need at least some knowledge of the Schedule's North American Industry Classification System NAICS number and how to filter the data for the appropriate Product Service Codes. To find your NAICS code, look at your contract.

To Search for Procurement Opportunities:

1. **Go to** <https://fbo.gov>
2. Click on "Find Opportunities," which is located in the middle of the home page in the light green section for "Vendors / Citizens." No login is required to view opportunities.
3. On the "Find Opportunitites" page, there are a number of ways to search for opportunities, including Keyword / Solicitation #, Agency, Set-aside, State, and Type. You can also use Search by Classification, NAICS code, Recovery actions, and more.
4. For example, if you enter the NAICS code 541620 in the "Keyword / Solicitation #" search box and click Enter, the search results will show you all of the current opportunities available linked to that NAICS number.
5. Click on an individual opportunity to view in-depth details.
6. To find specific contracting Points of Contact POCs, go to the "Notice Details" page of each agency's opportunity. If you scroll down to the bottom of the page, you will find the agency's primary POC