



# GSA Schedule Overview

Understanding the GSA Multiple Award Schedule (MAS)  
Program



# What is the GSA Schedule?

- ▶ The GSA Multiple Award Schedule (MAS) is a long-term governmentwide contract vehicle.
- ▶ Administered by the U.S. General Services Administration (GSA).
- ▶ Allows federal agencies to purchase commercial products and services at pre-negotiated rates.
- ▶ Often referred to as a 'GSA Contract' or 'Federal Supply Schedule.'



# Why Companies Pursue a GSA Schedule

- Provides access to federal, state, and local government opportunities.
- Increases visibility and credibility with government buyers.
- Streamlines the procurement process for agencies.
- Creates long-term contracting opportunities and recurring revenue potential.



# Who Can Apply?

- ▶ Commercial businesses offering products or services to the government.
- ▶ Companies must have at least 2 years of business operations (with some exceptions).
- ▶ Must demonstrate financial stability and past performance.
- ▶ Must comply with federal regulations and ethical standards.



# Key Requirements Before Applying

- ▶ Active SAM.gov registration.
- ▶ UEI (Unique Entity Identifier).
- ▶ Commercial Sales Practices (CSP) or Transactional Data Reporting readiness.
- ▶ Established pricing structure and commercial practices.
- ▶ Financial statements and past performance documentation.



# Understanding MAS SINs

- ▶ SIN = Special Item Number.
- ▶ SINs categorize products and services offered under the contract.
- ▶ Companies must select appropriate SINs aligned with their offerings.
- ▶ Examples include IT services, management consulting, staffing, facilities support, and products.



# The GSA Application Process

- Identify eligible SINs and gather documentation.
- Complete and maintain SAM.gov registration.
- Prepare pricing proposal and technical proposal.
- Submit offer through GSA eOffer system.
- Respond to GSA clarification requests and negotiations.
- Receive contract award.



# Documents Typically Required

- ▶ Corporate registration documents.
- ▶ Financial statements.
- ▶ Past performance references.
- ▶ Technical narratives and quality control information.
- ▶ Pricing support and commercial pricelists.
- ▶ Subcontracting plan (if applicable).



# Pricing & Compliance Considerations

- ▶ Pricing must be fair and reasonable.
- ▶ Price Reductions Clause may apply.
- ▶ Trade Agreements Act (TAA) compliance is required for products.
- ▶ Labor category descriptions and qualifications are critical for services.



# Timeline Expectations

- ▶ Preparation phase can take several weeks to months.
- ▶ GSA review and negotiations typically take 3–9 months depending on complexity.
- ▶ Delays often occur due to incomplete documentation or pricing issues.
- ▶ Maintaining responsiveness during negotiations is essential.



# What Happens After Award?

- ▶ Contract is generally awarded for a 5-year base period with extension options.
- ▶ Contractor receives access to GSA Advantage! and eBuy.
- ▶ Contract pricing and terms become publicly accessible.
- ▶ Contract administration responsibilities begin immediately.



# Managing the GSA Schedule

- Maintain accurate contract pricing and modifications.
- Submit sales reporting and Industrial Funding Fee (IFF) payments.
- Keep SAM registration active.
- Monitor compliance with GSA regulations and contract clauses.
- Track contract performance and opportunities.



# Common Post-Award Modifications

- Adding or removing labor categories.
- Updating pricing.
- Adding new SINs.
- Administrative changes such as address or points of contact.
- Updating authorized negotiators.



# Sales Reporting Requirements

- ▶ Report GSA sales monthly or quarterly depending on reporting method.
- ▶ Pay the Industrial Funding Fee (IFF).
- ▶ Maintain accurate sales records.
- ▶ Ensure reporting consistency across systems.



# Compliance Risks & Audits

- ▶ GSA contractors may be subject to audits and Contractor Assistance Visits.
- ▶ Non-compliance can lead to penalties or contract cancellation.
- ▶ Areas reviewed include pricing, labor qualifications, TAA compliance, and sales reporting.
- ▶ Internal controls and documentation are critical.



# Best Practices for Success

- ▶ Develop a government-focused business development strategy.
- ▶ Monitor eBuy and agency opportunities regularly.
- ▶ Keep contract data and pricelists updated.
- ▶ Train internal staff on GSA compliance.
- ▶ Maintain strong documentation and organized records.



# Common Challenges

- Complex compliance requirements.
- Time-intensive proposal preparation.
- Pricing negotiations with GSA.
- Maintaining ongoing compliance after award.
- Generating sales and maximizing contract value.
- Meeting minimum sales requirements: \$100,000 over first 5 years, \$1250,000 every five-year option period after.



# Benefits of Professional Support

- ▶ Consultants can help navigate proposal preparation.
- ▶ Improves accuracy and compliance.
- ▶ Reduces risk of rejection or delays.
- ▶ Supports ongoing contract administration and modifications.



# Conclusion

- ▶ A GSA Schedule can be a valuable long-term federal contracting vehicle.
- ▶ Success requires preparation, compliance, and ongoing management.
- ▶ Companies should approach both the application and post-award phases strategically.