

## Procurement Guidance - (10/2016)

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### T3.8.3 Federal Supply Schedules Revised 1/2009

#### A Federal Supply Schedules

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### **T3.8.3 Federal Supply Schedules Revised 1/2009**

#### **A Federal Supply Schedules**

##### **1 General Revised 10/2007**

a. *Definitions.*

(1) *Multiple Award Schedule (MAS)*: Contracts awarded by General Services Administration (GSA) or Department of Veterans Affairs (VA) for similar or comparable supplies, or services, established with more than one supplier, at varying prices; and

(2) *Special Item Number (SIN)*: A group of generically similar (but not identical) supplies or services that are intended to serve the same general purpose or function.

b. The Federal Supply Schedule (FSS) program is directed and managed by GSA and provides Federal agencies with a simplified process for obtaining commercial supplies and services associated with volume buying. Indefinite delivery contracts are awarded to provide supplies and services at stated prices for given periods of time.

c. The terms and conditions of an order placed against a FSS contract are governed by the terms of the FSS basic contract, and the FSS basic contract is governed by applicable clauses of the Federal Acquisition Regulations (FAR).

d. GSA may establish special ordering procedures for a particular schedule. In this case, that schedule will specify the special ordering procedures.

e. GSA schedule contracts require all schedule contractors to publish an "Authorized Federal Supply Schedule Pricelist." The pricelist contains all supplies and services offered by a schedule contractor. In addition, each pricelist contains the pricing and terms and conditions pertaining to each Special Item Number (SIN) that is on schedule. The schedule contractor is required to provide one copy of its pricelist upon request. Pricelists may also be obtained by:

(1) Submitting a written e-mail request to [schedules.infocenter@gsa.gov](mailto:schedules.infocenter@gsa.gov); or

(2) Telephone at 1-800-488-3111.

f. GSA issues FSS publications that give an overview of the FSS program and address pertinent topics. Copies can be ordered by:

(1) Requesting copies through the GSA website;

(2) Submitting a written e-mail request to [CMLS@gsa.gov](mailto:CMLS@gsa.gov); or

(3) Completing GSA Form 457, FSS Publications Mailing List Application, and mailing it to the GSA Centralized Mailing List Service (7SM), P.O. Box 6477, Fort Worth, TX 76115.

## **2 GSA Advantage and e-Buy Revised 10/2007**

- a. GSA offers an on-line shopping service called "GSA Advantage" through which a Contracting Officer (CO) or purchase card holder may place orders against Schedules. See the GSA Advantage website. FAA personnel may search the site using specific information (national stock number, part number, common name), review delivery options, place orders directly with Schedule contractors, and pay for orders using a purchase card.
- b. FAA may also use GSA Advantage to place orders through GSA's Global Supply System (formerly known as "GSA Stock" or "Customer Supply Center").
- c. Complementing GSA Advantage is "e-Buy," GSA's electronic Request for Quotation (RFQ) system. E-Buy allows COs to post requirements, obtain quotes, and issue orders electronically. The system can be found on the E-Buy website.

## **3 GSA Global Supply Revised 10/2007**

a. GSA, through its Stock Program, purchases a wide variety of common-use items and makes them available to Federal agencies via a network of distribution centers. The GSA Global Supply Catalog contains an alphabetical index of stock items, descriptions, National Stock Numbers (NSN), and prices. GSA also operates regional Customer Supply Centers, which are retail outlets for small quantity, immediate supply items, i.e. office supplies. The FAA may purchase Government stock items when in the FAA's best interest. Methods for ordering GSA stock items include:

- (1) GSA Global Supply online site: Orders can be placed online, by registered users;
- (2) Telephone/Fax: Orders can be placed by calling (800) 525-8027 or by fax to (800) 856-7057; and
- (3) FEDSTRIP (Federal Standard Requisitioning and Issue Procedure): Orders utilizing FEDSTRIP can be placed by:
  - (a) Using the FEDSTRIP feature on the GSA Global Supply website;
  - (b) Mail, using a Standard Form (SF) 344, to GSA Global Supply, Room 6A06, 819 Taylor Street, Fort Worth, TX 76102; or
  - (c) FEDSTRIP requisitions can be submitted through GSA Advantage website.

b. Additional information. Additional information regarding GSA Global Supply can be found at the GSA Global Supply website or by calling (800) 525-8027.

c. Registered Users. Users registered with GSA Advantage gain access to the GSA Global Supply website with the same user ID and password.

## 4 Use of Federal Supply Schedules Revised 1/2009

### a. General.

- (1) Although GSA has already determined that prices are fair and reasonable, with the exception of prices of certain orders for services (see below), FAA must select the FSS product or service which represents the best value for FAA. FAA should consider, as appropriate, factors such as delivery, features, capabilities, trade-in terms, probable life, warranties, maintenance availability, past performance, environmental factors, and energy efficiency.
- (2) FAA is exempt from mandatory use of FSS contracts that GSA or the FAR designates as mandatory.
- (3) Before procuring supplies through an FSS, the CO must confirm that the items are not covered by FAA mandatory sources, including the Strategic Sourcing for the Acquisition of Various Equipment and Supplies (SAVES) Program.
- (4) FAA's requirements should be performance-based to the maximum extent practicable. Program officials must not "over-scope" requirements to the point that it hinders competition. If an FAA requirement is for a specific "brand name" product available from only one manufacturer, and no other equal product will be satisfactory, the program official must document the rational basis for requiring the brand name product.
- (5) The CO must request pricing from three or more vendors when using an FSS to obtain supplies or services. To ensure FAA receives the full benefit of competition, the CO is encouraged to seek pricing from as many vendors as reasonably possible (but at least three).
- (6) Single source procurements using FSS contracts, or procurements involving schedules that only have one vendor, must be justified, documented, reviewed and approved as single source actions. (Refer to AMS Policy 3.2.2.4)
- (7) For support services on a time and materials or labor hour basis, the CO and program official must review resumes of proposed contractor personnel. (Refer to AMS Procurement Guidance T3.8.2).
- (8) For services that require a statement of work, the program official is responsible for evaluating the level of effort and mix of labor proposed to perform the specific task being ordered.
- (9) The evaluation criteria and the basis on which the selection will be made must be plainly stated and strictly adhered to.
- (10) For administrative convenience, the CO may add items not available through FSS (also referred to as open market items) to a FSS blanket purchase agreement or

FSS individual task or delivery order only if:

- (a) All applicable acquisition rules pertaining to the purchase of the items not on the FSS have been followed;
- (b) The CO has determined the price for the items not on the FSS is fair and reasonable;
- (c) The items are clearly labeled on the order as items not on the FSS; and
- (d) All clauses applicable to items not on the FSS are included in the order.

(11) Supplies offered on a Schedule are listed at fixed prices, and services are priced either at hourly rates or at a fixed price for performance of a specific task.

(12) Orders placed under an established FSS are exempt from public announcement requirements (as stated in AMS Policy 3.2.1.3.12).

*b. Ordering supplies or services without a SOW.* When ordering supplies or service listed in a FSS and a statement of work (SOW) is not required, COs must place orders with the schedule contractor that can provide the supply or service that represents the best value to FAA.

(1) Before placing an order, COs must consider reasonably available information about the supply or service offered under MAS contracts by surveying three or more schedule contractors through the GSA Advantage Online shopping service or by requesting pricing from three or more schedule contractors.

(2) If the use of a single source is required or only one vendor is present on an applicable schedule and the total dollar value is \$10,000 or less, no single-source justification is required.

(3) If the use of a single source is required and the total dollar value is above \$10,000, a single-source justification is required and must be:

- (a) Compliant with the requirements in AMS Policy 3.2.2.4;
- (b) Developed by the servicing organization;
- (c) Reviewed by legal counsel; and
- (d) Approved by the CO.

(4) In addition to those items detailed in AMS Procurement Guidance T3.10.1, the CO must document the Schedule contracts considered, noting the contractor from which the supply or service was ordered.

*c. Ordering Procedures for Service Requiring a Statement of Work.*

(1) *SOW*. All SOWs must include the work to be performed, location of work, period of performance, deliverable schedule, applicable performance standards, and any special requirements.

(2) *Request for Quotation (RFQ) Procedures*. The CO must provide the RFQ, which includes the SOW and evaluation criteria, to at least three schedule contractors that offer services that will meet FAA's needs, and may post it to e-Buy.

(a) If the use of a single source is required or only one vendor is present on an applicable schedule and the total dollar value is \$10,000 or less, no single-source justification is required.

(b) If the use of a single source is required and the total dollar value is above \$10,000, a single-source justification is required and must be:

(i) Compliant with the requirements in AMS Policy 3.2.2.4;

(ii) Developed by the servicing organization;

(iii) Reviewed by legal counsel; and

(iv) Approved by the CO.

(3) In addition to those items detailed in AMS Procurement Guidance T3.10.1, the CO must document:

(a) The Schedule contracts considered, noting the contractor from which the supply or service was ordered;

(b) Description of the services purchased;

(c) The evaluation methodology used in selecting the contractor;

(d) The rationale for any tradeoffs;

(e) The price reasonableness determination; and

(f) The rationale for not using a firm-fixed price or performance-based order.

d. There may be circumstances when the quantity of the order has a potential to reduce price. FSS contracts contain a "level," or maximum order threshold, at which customers must request price decreases from the contractor before placing an order. FSS contractors are authorized to offer price reductions in accordance with commercial practices, and the FSS contractors are not required to extend the same price reductions to all ordering activities that they gave to an individual ordering activity for a specific order. Despite the presence of the maximum order threshold, the customer may request a price reduction on any order.

e. COs may establish blanket purchase agreements (BPAs) with FSS contractors. COs may

use BPAs to establish accounts with FSS contractors to fill recurring requirements. All FSS contracts contain BPA provisions. If using a BPA is in FAA's best interest, COs should refer to the applicable FSS contract for BPA requirements. As detailed in AMS Procurement Guidance T3.2.2.5, a BPA with a vendor does not justify purchasing from only one source, as the initial BPA and future orders awarded are subject to competition requirements. Other FAA requirements detailed in AMS Procurement Guidance T3.2.2.5 include the need to publicly announce BPAs anticipated having a total value over \$100,000, only a warranted CO may place orders exceeding \$100,000, and reviews to include legal counsel and the Chief Information Officer apply.

f. *Termination.*

(1) *Termination for Default.* A CO may terminate individual orders for default, and may include charging the contractor with excess costs resulting from repurchase. The schedule contracting office must be notified of all instances where an order has been terminated for default, and refer to GSA for specific termination procedures.

(2) *Termination for Convenience.* A CO may terminate individual orders for convenience, and the contracting officer must endeavor to enter into a "no cost" settlement agreement with the contractor.

g. *Disputes.*

(1) Under the Disputes clause of a schedule contract, the CO may:

(a) Issue decisions on disputes arising from performance of an order and notify the schedule contracting officer of the decision; or

(b) Refer the dispute to the schedule CO.

(2) Disputes pertaining to the terms and conditions of schedule contracts must be referred to the schedule contracting officer for resolution.

**B Clauses**

[view contract clauses](#)

**C Forms**

[view procurement forms](#)