



U.S. Small Business Administration

# General Services Administration Multiple Award Schedule

The U.S. Small Business Administration works across all federal agencies to award at least 23 percent of all prime government contracting dollars to small businesses, with specific statutory goals for:

- small disadvantaged businesses (SDB),
- women owned (WOSB),
- service-disabled veteran-owned (SDVOSB), or
- businesses that are located in historically underutilized business zones (HUBZone).

For more information, visit [www.sba.gov/contracting](http://www.sba.gov/contracting).

Many government agencies establish multiple award and government-wide contracts, which simplify the procurement process by allowing federal agencies to acquire a vast array of products and services directly from commercial suppliers.

**Government-Wide Acquisition Contracts (GWACs)** allow federal agencies to buy cost-effective, innovative IT solutions, such as systems design, software engineering, information assurance, and enterprise architecture solutions. For more information visit: <http://www.gsa.gov/portal/content/104874>. The largest government-wide contracts are established by the U.S. General Services Administration under its GSA Schedules Program (also referred to as Federal Supply Schedules and Multiple Award Schedules). For more information, visit [www.gsa.gov/portal/category/100611](http://www.gsa.gov/portal/category/100611).

GSA Schedules provide access to more than 11 million commercial supplies, products and services at volume discount pricing that can be ordered directly from GSA Schedule contractors or through the GSA Advantage! online shopping and ordering system.

- **Getting on the Schedule.** Vendors interested in becoming GSA Schedule contractors should review the Getting on the GSA Schedule page, at [www.gsa.gov/portal/content/198473](http://www.gsa.gov/portal/content/198473), in order to understand the process involved in obtaining a GSA Schedule contract. To become a GSA Schedule contractor, a vendor must first submit an offer in response to the applicable GSA Schedule solicitation. GSA Schedule vendors can submit their contract proposals, offers, and modifications over the Internet via GSA's eOffer system at [www.eoffer.gsa.gov](http://www.eoffer.gsa.gov), which simplifies the contracting process from submission of proposal to awards.

## • More Facts about the GSA Schedule

- **State and local governments also use the GSA Schedule** for purchasing goods and services. This means that becoming a GSA Schedule contractor increases your opportunity for contracts across all levels of government.
- **GSA offers training for vendors** who are interested in getting on the GSA Schedule. The training programs are designed to encourage and support small businesses interested in obtaining a Multiple Award Schedule contract and are held throughout the year. Go to [www.gsa.gov/portal/content/104738](http://www.gsa.gov/portal/content/104738) for more information.
- **GSA Center for Acquisition Excellence** is an e-learning site that provides free online training on GSA acquisition vehicles, policies and guidance. Visit [www.gsa.gov/portal/content/103487](http://www.gsa.gov/portal/content/103487).
- **GSA Vendor Support Center** offers training to help vendors learn how to sell their products and services to the federal government. Visit <http://vsc.gsa.gov/>.



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- **Connect to Agency Web sites.** In addition to SUB-Net, the following resources provide guidance for creating teaming arrangements and subcontracting:
  - **GSA Schedule—Contractor Teaming Arrangements (CTA).** Under a CTA, two or more GSA Schedule contractors work together, by complementing each other's capabilities, to offer a total solution to meet an ordering activity's requirement. Go to [www.gsa.gov/portal/content/200553](http://www.gsa.gov/portal/content/200553) for more information.
  - **GSA Subcontracting Directory.** Large business prime contractors receiving federal contracts valued at more than \$1.5 million for construction (more than \$650,000 for all other contracts) are required to establish plans and goals for subcontracting with small business firms. Visit [www.gsa.gov/portal/content/101195](http://www.gsa.gov/portal/content/101195) for a directory of GSA contractors with subcontracting plans and goals.

### Getting on the GSA Schedule Checklist

- Register with SAM
- Submit your Past Performance Report to Dun & Bradstreet
- Check to see if you qualify for SBA certifications!
- Complete GSA Solicitation
- Receive GSA Schedule contract number
- Upload your pricing to GSA Advantage!
- Market your GSA number

For more information about SBA, visit [www.sba.gov](http://www.sba.gov) or contact your local SBA office: [www.sba.gov/sba-direct](http://www.sba.gov/sba-direct)

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