

FEDBIZACCESS



GUIDE

GSA SCHEDULE

BECOME A PREFERRED GOVERNMENT VENDOR

The U.S. General Services Administration (GSA) Multiple Award Schedule is a pivotal tool for businesses aiming to sell to the federal government. This guide provides an overview of the GSA Schedule, its benefits, qualifications, and the application process.

Basics:

What is a GSA Schedule Contract?

A GSA Multiple Award Schedule (MAS) Contract, often simply referred to as a GSA Schedule or MAS, is a 5-year governmentwide contract (renewable up to 3 times; total 20 years) allowing federal agencies to purchase a wide variety of commercial products and services directly from businesses at prices and terms that have been pre-negotiated with the General Services Administration (GSA).



Key Features:

- **Purpose:** Serve as a bridge, connecting sellers with federal buyers in an efficient and compliant manner.
- **Pre-Approval:** Vendors undergo a careful vetting process, ensuring they meet federal standards.
- **Ease:** Think "Amazon" for government buyers - any quantity you allow, at pricing and terms you set, without having to go through the normal contracting process.



Financial Benefit of GSA Schedules

Why It Matters: Small businesses on GSA Schedule by far outperform their peers in federal sales because of the ease of purchase for buyers.

Sales: On average, small businesses on GSA Schedule achieve sales exceeding \$1.1 million annually in awards from their GSA contract.

Efficiency: Anyone in any location within the federal government can buy your registered products or services by simply going online and ordering through a shopping cart at [**GSA Advantage!**](#)

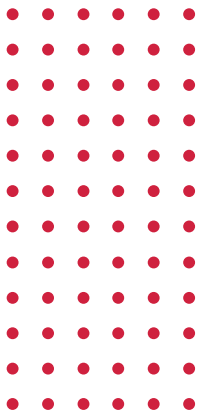
Assessing the Strategy for Your Firm

Industry Relevance: The Top 30 NAICS Codes in GSA Schedule spending have government sales totaling \$34.5 Billion in FY 2022. Is the GSA Schedule suitable for your business based on your industry, competition, and potential sales opportunities.



\$1.1M
Annually

On average, small businesses on GSA Schedule can achieve sales exceeding \$1.1 million annually in GSA Schedule contract awards.



Top 30 NAICS: Spending FY 2022

#	NAICS	Description	# GSA Holders	Total Sales FY 2022	Avg. Sales
1	541519	Other Computer Related Services	1,338	\$7,573,992,347	\$5,660,682
2	541611	Administrative and General Mgt. Consulting Services	1,960	\$5,519,291,156	\$2,815,965
3	541511	Custom Computer Programming Services	2,268	\$5,069,970,208	\$2,235,437
4	511210	Software Publishers	360	\$3,557,713,252	\$9,882,537
5	541512	Computer Systems Design Services	800	\$2,092,074,283	\$2,615,093
6	541330	Engineering Services	747	\$1,441,381,140	\$1,929,560
7	561210	Facilities Support Services	357	\$862,696,567	\$2,416,517
8	541211	Offices of Certified Public Accountants	115	\$856,522,398	\$7,448,021
9	541614	Process, Physical Distribution, and Logistics Consulting	159	\$767,813,983	\$4,829,019
10	334111	Electronic Computer Manufacturing	306	\$710,345,228	\$2,321,390
11	561612	Security Guards and Patrol Services	125	\$499,839,649	\$3,998,717
12	332510	Hardware Manufacturing	86	\$495,709,318	\$5,764,062
13	337214	Office Furniture (except Wood) Manufacturing	321	\$487,318,116	\$1,518,125
14	561510	Travel Agencies	21	\$442,314,008	\$21,062,572
15	541513	Computer Facilities Management Services	186	\$394,846,281	\$2,122,829
16	541620	Environmental Consulting Services	456	\$390,434,212	\$856,215
17	517312	Wireless Telecommunications Carriers (Except Satellite)	7	\$387,756,159	\$55,393,737
18	541712	Satellite Telecommunications	69	\$329,524,886	\$4,775,723
19	561499	All Other Business Support Services	34	\$310,025,214	\$9,118,389
20	334516	Analytical Laboratory Instrument Manufacturing	81	\$273,310,746	\$3,374,207
21	517410	Satellite Telecommunications	24	\$232,813,515	\$9,700,563
22	561599	All Other Travel Arrangement and Reservation Services	14	\$227,691,700	\$16,263,693
23	611430	Professional and Management Development Training	240	\$223,953,076	\$933,138
24	541930	Translation and Interpretation Services	146	\$216,100,976	\$1,480,144
25	443120	Computer and Software Stores	93	\$209,648,543	\$2,254,285
26	611420	Computer Training	159	\$202,803,421	\$1,275,493
27	541810	Advertising Agencies	113	\$202,299,581	\$1,790,262
28	334290	Other Communications Equipment Manufacturing	206	\$185,173,828	\$898,902
29	541219	Other Accounting Services	67	\$180,389,808	\$2,692,385
30	518210	Data Processing, Hosting, and Related Services	141	\$174,011,736	\$1,234,126

GSA Advantage!

Limited Competition: Only 16,027 GSA Schedule contract holders - a fraction compared to the 682,083 active registrations on SAM.gov.

Efficiency: Vendor listing in an exclusive online catalog portal used by government buyers with an approved contracting vehicle with pre-negotiated prices and terms for ease of ordering.

Federal Buyer Preference: GSA Schedules offer savings, flexibility, shorter lead times, transparency, and reduced administrative costs.

Other Benefits a GSA Schedule Provides

Market Entry: Facilitates ease of entry into the federal marketplace.

Market Research: GSA Advantage is the primary tool for federal buyers.

GSA eBuy Access: An exclusive online solicitation system.

Enhanced Subcontracting Opportunities: Simplifies the subcontracting process for prime contractors.

Business Value Enhancement: Makes a business a more attractive acquisition target with both commercial and government sales.

Positioning for GWACS: Provides a pricing basis for other Governmentwide Acquisition Contracts.



Qualifying for a GSA Schedule

To be eligible for a GSA Schedule contract, vendors must meet specific criteria and undergo a competitive evaluation.

Key qualifications include:

General Business Information: UEI Number, Federal Tax ID Number, etc.

Accounting System: Electronic bookkeeping software system.

Business Certifications/Verifications: Special designations for federal users.

Governmentwide Commercial Purchase Card: Ability to accept Federal Purchasing Cards for credit card transactions.

Scope of Contracts: Geographical sales area determination.

Ordering Information: Compliance with EDI or facsimile ordering methods.

Financial Information: Profitability, positive working capital, and positive net worth.

Required Documents for GSA Application:

The required documents vary based on whether you're offering products or services.

Key documents include:

- Corporate Experience and Quality Control
- Commercial price list
- Discounting policies
- Warranty and Return Policy
- Financial statements
- Client completion of pathway to success training
- Basic company information

For services, additional requirements include:

- Labor category descriptions
- Professional compensation plan



Red Flags for Consultants

When seeking consultants to assist with the GSA Schedule process, be wary of:

Lack of Experience: Ensure they have a track record with GSA Schedules.

Overpromising: Be cautious of guarantees of success.

Lack of Transparency: Ensure clear communication and understanding of fees.

FedBiz Access: Your Trusted Partner

FedBiz Access stands out as the premier government business development firm. With a track record of assisting thousands of clients in securing a spot on the GSA Schedule, we've helped facilitate over \$34B in awards.

Why Choose Us?

Experience: Proven track record in the GSA Schedule domain.

Success Stories: Thousands of satisfied clients.

Dedicated Support: Our team handles the application process for you.

Schedule a free consultation to discover how FedBiz Access can assist you with GSA Schedule and GSA Schedule Management.



Schedule Complimentary
Consultation with a
FedBiz Specialist



Detailed Insights into the GSA Schedule Process

The GSA Schedule process is intricate, and understanding its nuances is crucial for success. Here's a deeper dive:

The Application Process

The application process involves multiple steps, including:

1. **Market Research:** Understand the federal market and identify opportunities.
2. **Preparation:** Gather all necessary documents and ensure they meet GSA's requirements.
3. **Submission:** Submit the application and all supporting documents.
4. **Negotiation:** GSA may negotiate terms, prices, and other details.
5. **Award:** Once approved, the contract is awarded, and the vendor is added to the GSA Schedule.

Training and Compliance

GSA requires vendors to undergo specific training to ensure they understand federal procurement processes and regulations. This includes:

Pathway to Success Training: A mandatory training program for all applicants.

Continuous Learning: Vendors must stay updated with changes in federal procurement regulations and processes.

Post-Award Responsibilities

Once awarded a GSA Schedule, vendors have ongoing responsibilities, including:

Reporting Sales: Regularly report sales made through the GSA Schedule.

Maintaining Compliance: Ensure all offerings remain compliant with federal regulations and GSA modifications to the contract.



Conclusion

Navigating the GSA Schedule can be intricate, but with the right guidance and understanding, it can be a game-changer for businesses aiming to tap into the federal market. **Don't miss out on this lucrative federal opportunity.**

The FedBiz Access® Difference

At FedBiz Access®, our mission is to empower small businesses by providing them with the tools, resources, and expertise needed to compete in the federal marketplace. With over 22 years of experience, our dedicated team of experts is committed to helping businesses of all sizes and industries navigate the complex world of government contracting.

We pride ourselves on our innovative solutions, personalized support, and unwavering commitment to our clients' success. By building long-lasting relationships and delivering exceptional results, we've become a trusted partner for countless small businesses looking to expand their contracting opportunities.

Join us in our pursuit to foster economic growth, create jobs, and contribute to the prosperity of small businesses across America. Discover the FedBiz Access® difference and let us help you unlock your full potential in the federal marketplace.

Your success is our success!

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