

GENERAL SERVICES ADMINISTRATION (GSA) USER'S SHORT GUIDE

INTRODUCTION

The GSA PSS contract is a Time and Materials (T&M) contract. The GSA PSS schedule is an attractive option to consider when considering procurement for any type of services.

The following is a Four Step Guide from requirement identification to contract award.

STEP 1: Government Customer provides 4 Documents to GSA.

The end-user who has a need for services provides information regarding their need through their normal procurement or contracting officer (KO).

The information provided includes the following 4 documents:

- (1) Statement of Work (SOW) indicating deliverables and schedule requirements
- (2) Government cost estimate (Labor, Travel and Material)
- (3) Funding documentation
- (4) Vendor selection evaluation criteria.

The user sets the evaluation criteria and the weighting of Technical, Cost, Schedule and Risk. Visit <http://www.gsa.gov/portal/content/195713> for additional SOW information.

STEP 2: GSA issues Request for Quote to a select group of pre-qualified PSS schedule holders.

There are three types of Order Thresholds:

- *For Orders under < \$3k*

The KO contacts the GSA Vendor directly and provides a RFQ.

- *For Orders over >\$3k but less than < \$100k*

The KO must provide an RFQ to at least three companies, typically recommended by the user, that offer services that meet the agency's needs or document the circumstances for restricting the considerations to fewer than three contractors.

- *For Orders over > \$100k*

The KO can either (1) Solicit three vendor quotes directly or (2) Post the RFQ on e-Buy to all GSA schedule contractors with an opportunity to submit a quote.

STEP 3: Vendors submit proposals.

Vendors submit proposals in response to RFQ's via GSA's e-Buy website. Proposals include a price estimate based upon the stated requirement and in accordance with the established fixed rates for labor categories in their GSA Schedule Contract.

STEP 4: Customer selects vendor and GSA issues awards.

The KO reviews the vendor responses for compliance providing the compliant responses to the end user (customer) for evaluation and selection. The end-user (customer) evaluates the RFQ responses and the selection is made in accordance with the vendor selection evaluation criteria in the RFQ. After the end user has selected the awardee, the KO notifies the winner.

Problem Solvers

The Lockwood Group is a Solutions Provider modernizing, sustaining and fielding technology systems for federal and DOD customers worldwide. Headquartered on Aberdeen Proving Ground, we are a proud Service Disabled Veteran Owned Small Business co-founded by West Point graduate and former Army Executive, James T Lockwood, and Business Entrepreneur Jim Lockwood backed by over 40 years of experience. We are positioned to deliver on our mission to "Lead the Way to Mission Readiness" supporting our number one customer – the Soldier.

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Link to The Lockwood Group's GSA PSS Schedule Labor Categories and Labor Rates

[Click Link](#)

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