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## Using Jacobs Technology's GSA Schedules

### Overview of the MAS Program

Multiple Award Schedule (MAS), also known as GSA Schedules (<http://www.gsa.gov/portal/content/197989>), is a listing of contracts awarded by GSA. These schedule contracts are awarded to responsible companies that offer commercial services on the basis of fair and reasonable prices. Once GSA awards the contracts, buying members (Government agencies/clients) order directly from the Schedule contractor. The MAS Program provides the competitive environment for Government customers. The FAR states that orders placed under the MAS Program are considered to be issued pursuant to full and open competition (FAR 6.102(d)(3)) when following MAS ordering procedures of FAR 8.4. These procedures are established by the GSA Administrator and are consistent with the requirement of 41 U.S.C. 259(b)(3)(A). Therefore, when placing orders, agencies need not: 1) seek further competition, 2) synopsise the requirement in the *Commerce Business Daily*, or 3) make a separate determination of fair and reasonable pricing. [Buying members are not required to follow FAR 15 when using the MAS Program.]

Federal agencies place orders directly with Schedule Contractors, and deliveries are made directly to the customer. These contracts can be used by all Federal agencies worldwide where we have the necessary clause in our contract (PES and LOGWORLD currently have the proper clause). State and Local Government agencies can use the schedules in certain situations. (<http://www.gsa.gov/portal/category/100631>)

### How the MAS Program Works

The MAS Program is a powerful provider of commercial solutions. GSA awards competitive, indefinite delivery, indefinite quantity (IDIQ) contracts to those companies who give the Government the same or better discounts than they do for their best customers, and these discounts are passed on to all GSA Schedule users. The steps GSA takes in the acquisition process to establish Schedule contracts are similar to those of any Federal acquisition. GSA posts contractor information on the Schedules e-Library that can be accessed by going to <http://www.gsaelibrary.gsa.gov/ElibMain/ElibHome>. Contractors distribute a Schedule Pricelist/Catalog. Jacobs Technology has five GSA Schedules as outlined on the following pages.

### Advantages of the MAS Program

Placing an order using Schedule contracts results in numerous benefits including: administrative savings (typically 15 days to issue an order under an existing Schedule contract), "Best Value," latest technology, knowledge, pricing (buying members may seek price reductions at any time), volume purchase prices, easy payment options, wide selection of commercial services and products, no order limitation, and use of Government-wide commercial purchase cards.

## Ordering Procedures

An order placed against a Schedule contract is strictly an order; not a contract. GSA has already awarded the contract and determined GSA Schedule prices to be fair and reasonable. This allows Government agencies to fulfill their requirements by making a Best Value selection of the service or product that meets the Government's needs. [When agency requirements are to be satisfied through using GSA Schedules as set forth in FAR 8.4, the simplified acquisition procedures of FAR 13 and the small business provisions of FAR 19 do not apply, except for the provision of FAR 13.303-2(c)(3). Ordering procedures for services requiring a Statement of Work (SOW) or Statement of Objectives (SOO):

### Under the \$2,500 micro-purchase threshold

- Place the order directly with contractor for the item that best meets your needs

### Over the \$2,500 micro-purchase threshold

- Prepare SOW or SOO
- Send the Request of Quote (RFQ) and SOW or SOO to three Schedule contractors
- Evaluate and make a Best Value selection

### Over the maximum order threshold

- Prepare a SOW
- Send your RFQ and SOW to more than three Schedule contractors and seek price reductions
- Evaluate and make a Best Value selection

## Agency Documentation Requirements

- At a minimum, document orders by identifying the services purchased, the Schedule contractor from which the services were purchased, and the amount paid
- If other than a firm-fixed price order is placed, include the basis for the determination to use a labor-hour or time-and-materials order
- For agency requirements over the micro-purchase threshold, document the evaluation of Schedule contractors' quotes that formed the bases for selecting the contractor that received the order and the rationale for any trade-offs made in making the selection

## Blanket Purchase Agreements

A MAS Blanket Purchase Agreement (BPA) is a simplified method of filling anticipated repetitive needs for services and supplies. They are "accounts" established with Schedule contractors by Government customers and are a way to leverage an agency's buying power. Buying agencies and Schedule contractors can agree to administrative protocols within the scope of the contract to expedite ordering, payment, and delivery. Based on the potential volume of business, the Schedule contractors may offer greater discounts than those available under their contract (regardless of the size of the individual orders). BPAs are an ultimate buying vehicle. They reduce administrative costs and eliminate the need for repetitive individual purchases from the Schedule contract.

## Jacobs Technology's GSA Awarded Schedules

### GSA Schedule #871 – Professional Engineering Services (PES) (Contract # GS-23F-0111K)

#### 871-1

**Strategic Planning for Technology Programs/Activities** – Definition and interpretation of high-level organizational engineering performance requirements such as projects, systems, missions, and the objectives and approaches to their achievement. Associated tasks include analysis of program goals and objectives, requirements analysis, organizational performance assessment, and special studies and analysis.

#### 871-2

**Concept Development and Requirements Analysis** – Abstract or concept studies and analysis, requirements definition, preliminary planning, evaluation of alternative technical approaches and associated costs for the development/enhancement of a system, project, mission, or activity. Typical tasks include requirements analysis, cost/cost-performance trade-off analysis, feasibility analysis, regulatory compliance support, and technology conceptual designs.

#### 871-3

**System Design, Engineering, and Integration** – Services involve translating a system (or subsystem, program, project, or activity) concept into a preliminary and detailed design, performing risk identification/analysis/mitigation, and then integrating the various components to produce a working prototype or model of the system. Associated tasks include computer-aided design, design studies and analysis, high-level detailed specification preparation, configuration management and document control, fabrication, assembly and simulation, modeling, and training.

#### 871-4

**Test and Evaluation** – Services involve the application of various techniques demonstrating that a prototype system (or subsystem, program, project, or activity) performs, testing of prototype and first article(s) testing, environmental testing, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system safety, and quality assurance in accordance with the objectives outlined in the original design.

#### 871-5

**Integrated Logistics Support** – Services involve analysis, planning, and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their lifecycles. Typical tasks include human performance analysis, feasibility analysis, logistics planning, requirement determination, policy standards/procedures development, long-term reliability and maintainability, and training.

#### 871-6

**Acquisition and Lifecycle Management** – Services involve the planning, budgetary, contract, and systems/program management functions required to procure and/or produce, render operational, and provide lifecycle support (maintenance, repair, supplies, and engineering-specific logistics) to technology-based systems, activities, subsystems, and projects. Typical associated tasks include operation and maintenance, technology transfer/insertion, and training.

### 871-7

**Construction Management** – Services include advising on or managing the process over the project regardless of the project delivery method used. The Construction Manager assumes the position of professional adviser or extension of staff to the customer agency, frequently helping identify which delivery method is the best for the project and providing expert advice in support of the customer agency's decisions in the implementation of the project. The construction management approach utilizes a firm (or team of firms) with construction, design and management expertise to temporarily expand the customer agency's capabilities, so that they can successfully accomplish their program or project.

## **GSA Schedule #70 – Information Technology (IT) (Contract # GS-35F-0470V)**

**Information Technology Professional Services** – Includes resources and facilities management, database planning and design, systems analysis and design, programming, and network services project management.

- Project Management
- Temporary Personnel Services
- Software Engineering
- Computer Programmers
- Management Information Systems
- System Administrators
- Information Retrieval Systems
- Data Services

## **GSA Schedule #874 – Management, Organization, and Business Improvement Services (MOBIS) (Contract # GS-10F-0199M)**

### 874-1

**Consulting Services** – Services may include providing expert advice, assistance, guidance, or counseling in support of agencies' management, organizational, and business improvement efforts. This may also include studies, analyses, and reports documenting any proposed developmental, consultative, or implementation efforts.

### 874-2

**Facilitation Services** – Includes facilitation and related decision support services to agencies engaging in collaboration efforts, working groups, or integrated product, process, or self-directed teams. Agencies bringing together diverse teams and/or groups with common and divergent interests may require a neutral party to assist them in the use of problem solving techniques; defining and refining the agenda; debriefing and overall meeting planning; resolving disputes, disagreements, and divergent views; logistical meeting/conference support when performing technical facilitation; convening and leading large and small group briefings and discussions; providing a draft for the permanent record; recording discussion content; and focusing decision-making and preparing draft and final reports for dissemination.

### 874-3

**Survey Services** – Services shall include expert consultation, assistance, and deliverables associated with all aspects of surveying within the context of MOBIS. Contractors shall assist with, and/or perform all phases of the survey process including, but not limited to: planning survey design sampling; survey development, pretest/pilot surveying, defining and refining the agenda, survey database administration, assessing reliability and validity of data, determining proper survey data collection methodology, administering surveys using various types of data collection methods and analyses of quantitative and qualitative survey data. Production of reports includes, but is not limited to: description and summary of results with associated graphs, charts, and tables; description of data collection and survey administration methods; discussion of sample characteristics and the representative nature of data; analysis of non-

response; and briefings of results to include discussion of recommendations and potential follow-up actions.

#### **874-7**

**Program Integration and Project Management Services** – Services to manage and integrate various management and business improvement programs and projects that may or may not be the result of MOBIS recommendations. May include projects internal to Federal agencies, project management that connects and maintains liaison between multiple contractors, and monitoring of multiple projects.

### **GSA Schedule #520 – Financial and Business Solutions (FABS) (Contract # GS-23F-0151M)**

#### **520 12**

**Budgeting** – Assess and improve the budget formulation and execution processes, conduct special reviews to resolve budget formulation or budget execution issues, provide technical assistance to improve budget preparation or execution processes.

#### **520 13**

**Complementary Financial Management Services** – Assess and improve financial Management systems, financial reporting and analysis, strategic financial planning, financial policy formulation, and development. Devise and implement performance measures, conduct special cost studies, perform actuarial services, perform economic and regulatory analysis, assist with financial quality assurance efforts, perform benchmarking.

### **GSA Schedule #874V – Logistics World (LogWorld) (Contract # GS-10F-0415M)**

#### **874-501**

**Supply and Value Chain Management** – Services include the planning development, management, operation, and maintenance of logistics systems dealing with the acquisition support, movement, and maintenance of resources. Contractors may provide assistance and guidance in support of an agency's assessment of the best combination of channels to create value for its customers.

#### **874-504**

**Deployment Logistics Services** – Services include contingency planning, identifying/utilizing regional or global resources, integrating public/private sector resources, inventory/property planning, movement, storage, end-to-end office and industrial relocation/expansion services, including project/asset/construction management, space planning and project integration/implementation, pre-positioning assets, facilitating customs processing/accountability; and deploying communications and logistics systems to permit rapid deployment and management of supplies and equipment.

#### **874-505**

**Logistics Training Services** – Services include training in system operations, automated tools for supply and value chain management, property and inventory management, distribution and transportation management, and maintenance of equipment and facilities supporting these activities.

## Contact Information

For more information on using Jacobs Technology's GSA Awarded Schedules, please contact Shawn Nunn, GWAC Center Director at 931.393.6429 or [shawn.nunn@jacobs.com](mailto:shawn.nunn@jacobs.com).

## GSA Web Sites

<http://www.gsaadvantage.gov> (Government Access)

<http://www.gsaelibrary.gsa.gov> (Schedules Listing and Ordering Guidelines)

<http://www.jacobstechnology.com/gsa/gsa.html> (Jacobs Technology GSA Information)