

U.S. GENERAL SERVICES ADMINISTRATION (GSA)  
Selected Web Sites for Small Businesses

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**WHO WE ARE, WHAT WE BUY AND HOW WE BUY**

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GSA's Website	<a href="http://www.gsa.gov">www.gsa.gov</a>
GSA's Office of Small Business Utilization Center	<a href="http://www.gsa.gov/sbuc">www.gsa.gov/sbuc</a>
** Forecast of Contracting Opportunities	
Subcontracting Directory	
Click on Doing Business with GSA booklet under "Publication"	
GSA's Region 8 Office of Small Business Utilization Center	<a href="http://www.gsa.gov/r8sbuc">www.gsa.gov/r8sbuc</a>
GSA's Federal Acquisition Service (FAS)	<a href="http://www.gsa.gov/fas">www.gsa.gov/fas</a>
Assisted Acquisition	
GSA Advantage	
Schedules e-Library & E-Buy	
Technology Contracts	
Information Technology / Network Services / Professional Services	
Benefits of Using FAS	
Contract offers and contract modifications	<a href="http://eoffer.gsa.gov">http://eoffer.gsa.gov</a>
GSA's Fleet Management	<a href="http://www.gsa.gov/vehicle">www.gsa.gov/vehicle</a>
Vehicle Acquisition & Leasing Services	
IT Solutions Shop – registration	<a href="http://it-solutions.gsa.gov">http://it-solutions.gsa.gov</a>
(New generation is GSA Preferred – contact your local FAS representative for assistance)	
GSA's Public Buildings Service	<a href="http://www.gsa.gov/pbs">www.gsa.gov/pbs</a>
Real Property Asset Management	
Chief Architect	
Inventory of Owned & Leased Properties	
Real Estate Services	
Real Estate Disposal	
GSA's Native American Business Center	<a href="http://www.gsa.gov/nabc">www.gsa.gov/nabc</a>

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**MARKETING TOOL**

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Office of Small Business Utilization (OSBU)	
OSBU's Subcontracting Directory	<a href="http://w3.gsa.gov/web/i/subs_dir.nsf">http://w3.gsa.gov/web/i/subs_dir.nsf</a>
OSBU's Forecast of Contracting	<a href="http://w3.gsa.gov/web/i/ion/con_opp.nsf">http://w3.gsa.gov/web/i/ion/con_opp.nsf</a>
FSS Contractor Guide	<a href="http://www.gsa.gov">www.gsa.gov</a>
Search Bar: "vendor guide". Select "GSA-potential vendors"	
Federal Procurement Data Report – New Generation (FPDS-NG)	<a href="http://www.fpds.gov">www.fpds.gov</a>
Department of Defense	<a href="http://www.acq.ods.mil/sadbu">www.acq.ods.mil/sadbu</a>
Small & Disadvantaged Business Utilization Office	
Federal Agencies on the Internet	<a href="http://www.lib.lsu.edu/gov/fedgov.html">www.lib.lsu.edu/gov/fedgov.html</a>
List of Excluded Parties	<a href="http://epls.arnet.gov">http://epls.arnet.gov</a>
DOD EMail	<a href="http://www.email.dla.mil">www.email.dla.mil</a>

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## CONTRACT OPPORTUNITIES

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FedBizOpps	<a href="http://www.fedbizopps.gov">www.fedbizopps.gov</a>
E-Buy	<a href="http://www.ebuy.gsa.gov">www.ebuy.gsa.gov</a>
Federal Acquisition Jump station	<a href="http://nais.nasa.gov/fedproc/home.html">http://nais.nasa.gov/fedproc/home.html</a>
Department of Defense Business Opportunities	<a href="http://www.dla.mil">www.dla.mil</a> Click "Business opportunities"
Disaster Relief	<a href="http://www.fbo.gov/disaster-relief.html">www.fbo.gov/disaster-relief.html</a>
Vets GWAC	<a href="http://www.gsa.gov/vetsgwac">www.gsa.gov/vetsgwac</a>

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## RESOURCES

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Acquisition Central	<a href="http://www.arnet.gov">www.arnet.gov</a>
Center for Veterans' Enterprise	<a href="http://www.vetbiz.gov">www.vetbiz.gov</a>
Small Business Administration	<a href="http://www.sba.gov">www.sba.gov</a>
HUBZone Certification	
8(a) Program Certification	
Service Disabled Veteran Owned Business	
Other Small Business Programs/Resources	
Procurement Technical Assistance Centers	<a href="http://www.dla.mil/db/procurem.htm">www.dla.mil/db/procurem.htm</a>
Federal Marketplace – Procurement Resource Gateway	<a href="http://www.fedmarket.com">www.fedmarket.com</a>
Writing Business Plans	
Consumer Information Center	<a href="http://www.pueblo.gsa.gov">www.pueblo.gsa.gov</a>
Index of Government Information	<a href="http://www.fedworld.gov">www.fedworld.gov</a>
Catalog of Federal Domestic Assistance	<a href="http://www.cfda.gov">www.cfda.gov</a>
One Stop Online Access to Grants	<a href="http://www.grants.gov">www.grants.gov</a>
Government Wide Information	<a href="http://www.firstgov.gov">www.firstgov.gov</a>
United Indian Development Association	<a href="http://www.uida.org">www.uida.org</a>
National Conference for American Indian Economic Development	<a href="http://www.ncaied.org">www.ncaied.org</a>
GSA Schedules Contract Training Guide	<a href="http://www.gsa.gov/sbuc">www.gsa.gov/sbuc</a>
Click on "Obtain a GSA Schedule Contract Training Guide"	
SADBOC Small & Disadvantaged Business Opportunity Counsel	<a href="http://www.sadboc.org">www.sadboc.org</a>

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## TO DO CHECK LIST FOR SMALL BUSINESSES

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FedBizOpps Electronic Posting System	<a href="http://www.fedbizopps.gov">www.fedbizopps.gov</a>
Central Contractor Registration (CCR)	<a href="http://www.ccr.gov">www.ccr.gov</a>
Dun & Bradstreet (DUNS Number)	<a href="http://www.dnb.com">www.dnb.com</a>
North American Industry Classification (NAICS)	<a href="http://www.census.gov">www.census.gov</a> click on "NAICS" or <a href="http://www.naics.com/index.html">www.naics.com/index.html</a> (size standards)
Business Partner Network (ORCA)	<a href="http://www.bpn.gov">www.bpn.gov</a>
Information Technology businesses only	<a href="http://it-solutions.gsa.gov">http://it-solutions.gsa.gov</a>
Small Business Certifications	<a href="http://www.sba.gov">www.sba.gov</a>

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## FORECASTS

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GSA's Forecast of Contracting Opportunities (link on left side)	<a href="http://www.gsa.gov/sbuc">www.gsa.gov/sbuc</a>
WAPA Department of Energy	<a href="http://hqlnc.doe.gov/forecast">http://hqlnc.doe.gov/forecast</a>
Department of Homeland Security	<a href="http://www.dhs.gov/xopnbiz/opportunities">www.dhs.gov/xopnbiz/opportunities</a>
US Air Force Small Business	<a href="http://www.selltoairforce.org">www.selltoairforce.org</a>
Environmental Protection Agency	<a href="http://www.epa.gov/oam">www.epa.gov/oam</a>
Postal Service	<a href="http://www.usps.com/purchasing/welcome.htm">www.usps.com/purchasing/welcome.htm</a>
FEMA	<a href="http://www.fema.gov/business/contractor.shtm">http://www.fema.gov/business/contractor.shtm</a>

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"Schedules Workshops" Available Monthly  
Denver Federal Center, GSA Building 41, Remington Arms Room  
**Free of Charge – 9 am to 11 am**

Getting on the GSA Schedule is not required to do work for the federal government but it is the preferred method of procurement for most federal agencies. It cuts their red tape, helping them make purchases quicker. Two to three years in business and over \$25,000 in annual sales are required to get on the GSA Schedule. Getting on the GSA schedule is no guarantee of work but acts as another vehicle to do business with the federal government.

Required Registrations:

CCR Central Contractor Registration: [www.ccr.gov](http://www.ccr.gov)

ORCA Online Representations & Certifications: <https://orca.bpn.gov>

**To locate** your schedule go to [www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov). You can use the Category Guide or type in a key word in the Search Engine to look for your schedule. You can also click on the "Federal Supply Schedule Listing" tab (one of the blue tabs near the top right hand corner) this will display every schedule available. Clicking on the number will take you directly to the schedule summary page.

Choose the schedule that best describes your business by reading through the SINS's (Special Item Numbers) under each Schedule Summary. Contact the Acquisition Center to verify that your chosen schedule is a *good fit* for your business and then print out the solicitation.

To download the solicitation click on the box marked "**Vendors, Click here to View the Current Solicitation on FedBizOpps**". You can also click on the box marked "GSA Contracts on Line, Federal Buyers" to view vendors who are already on that schedule and compare their pricing.

Once you have determined which schedule you want to apply for, click on "**Add to Watchlist**" to be notified of revisions to the solicitation. This way you will be notified if a change is made to your solicitation while you are working on your proposal. If there is a change posted to the solicitation and you are not aware and submit the outdated one, your proposal will be rejected.

**Helpful Tips:** Print and put your solicitation in a 3 ring binder and read it 2 or 3 times to become familiar with it. Use this as a working copy while you gather the information required. You can put dividers in this copy to help locate sections as you refer back and forth during its completion. You must be competitive to get on the Schedule so keep this in mind as you complete your price list. Remember to add .75% Industrial Funding Fee to your pricing. This fee is used to fund the schedules. As you are preparing your final draft for your proposal, follow the instructions to the letter as the acquisition center looks for the smallest details such as font size, type of paper the solicitation is printed on, etc.

**Once completed** send your proposal "*Return Receipt Requested*" to the acquisition center. In about 3 to 4 weeks you should hear back from the center. If you do not hear back within that time frame, be sure and follow up. Once approved, you will receive a GSA number. You are required to download your prices into GSA Advantage within 6 months of your acceptance. This allows your Company and pricing to be accessed by federal agencies through GSA's online catalog, E Buy. Once on schedule you can also advertise in GSA's quarterly "Marketing Tips" magazine.

**Once awarded** a GSA contract number, your contract is good for 5 years with three 5 year option periods, giving you a possible total of 20 years if you stay within the terms and conditions of your contract. At the end of each 5 year period you will be asked to recertify that you are still a small business. You must also maintain \$25,000 in sales annually (with the exception of newly awarded schedules, where you have 24 months instead of 12) to get on and stay on schedule.

Go to [www.gsa.gov/sbuc](http://www.gsa.gov/sbuc) and click on the link "**Doing Business with GSA Guidebook**" for **additional** information on GSA Schedules and Marketing Strategies. You may also click on the link "**For Vendors Getting on Schedule**" under Purchasing Programs, on this same web site for more information on the schedules. For **on-line training**, you may also go to [www.gsa.gov/cae](http://www.gsa.gov/cae) for a self paced course for on getting on schedule.

### **Tentative 2010 Workshop Dates**

January 20, 2010  
February 10, 2010  
March 10, 2010  
April 13, 2010  
May 11, 2010  
June 08, 2010  
July 13, 2010  
August 10, 2010  
September 14, 2010  
October 12, 2010  
November 9, 2010  
December 7, 2010

These workshops are presented by the Region 8 GSA Small Business Utilization Center. They are designed to provide businesses an understanding of process to getting on schedule. A power point presentation is provided explaining who GSA is, the schedules and how to go about getting one, along with valuable information on doing business with the federal government. Useful handouts and information will be given at the workshop. This is a beneficial tool in the process of getting on the GSA Schedule, is free of charge and can be attended more than once. More schedules information can be found at [www.gsa.gov/gettingonschedule](http://www.gsa.gov/gettingonschedule)

Sign up for a workshop electronically at [www.gsa.gov/r8sbuc](http://www.gsa.gov/r8sbuc)  
Under GSA Events, click on Training: "How to Obtain a GSA Schedules Contract".