



GSA

# DOING BUSINESS WITH GSA

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## How to Access Procurement Opportunities

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Lead, Region 4 Office of Small  
Business Utilization

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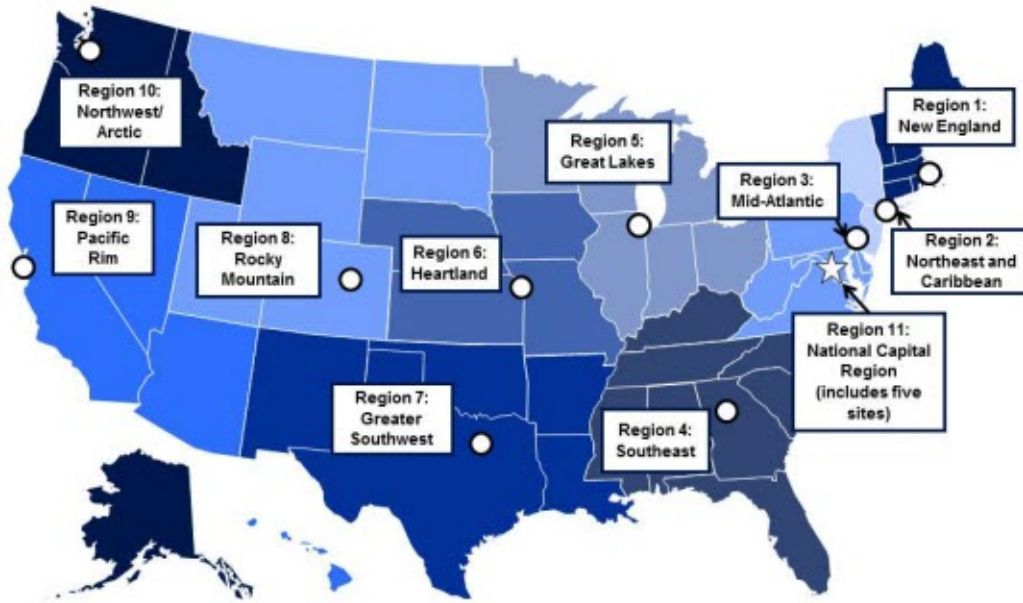
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## Expanding Opportunities for Small Businesses

- Shares ideas and best practices for small businesses throughout the country
- Works with the small business community to strengthen partnerships and support the success of our vendors
- Works with businesses to make sustainable products and services readily available and affordable to our buyers
- Drives down prices, deliver better value, and reduce costs to our customer agencies
- Creates new ways that the government can purchase resources smarter and more efficiently
- Develops innovative cost-saving solutions that will be shared across the government

***“The mission of GSA is to deliver the best value in real estate, acquisition, and technology services to government and the American people.”***



Region 1: Boston, MA  
Region 2: New York, NY  
Region 3: Philadelphia, PA  
Region 4: Atlanta, GA  
Region 5: Chicago, IL  
Region 6: Kansas City, MO  
Region 7: Ft. Worth, Texas  
Region 8: Denver, CO  
Region 9: San Francisco, CA  
Region 10: Auburn, WA  
Region 11: Washington, DC



## Office of Small Business Utilization at GSA

While GSA's main role in the government is to ensure our buyers have the best choices when spending tax payer dollars, we are also here to help buyers identify small businesses who can meet their requirements.

In order to ensure buyers see small businesses as a resource, we educate our vendors on GSA programs and initiatives so that they can be prepared for new opportunities.

To learn more about the resources GSA provides to small businesses, please visit [www.gsa.gov/osbu](http://www.gsa.gov/osbu)



1/3 Billion square feet of office space

GSA



210,000 vehicles

GSA



\$60 Billion in acquisitions

GSA



44 Million square feet of office space

R4



40,000 vehicles

R4



\$10 Billion in acquisitions

R4

## GSA Business Lines

GSA is comprised of both the **Federal Acquisition Service (FAS)** and **Public Buildings Service (PBS)**

**PBS:** 1) Manages construction, architecture, real estate and interior design, and 2) Develops procurement programs for construction, architecture, real estate and interior design.

**FAS:** 1) Oversees the commercial acquisition part of GSA, and 2) Develops procurement programs for products, services, fleet and technology.

## Are You Ready?

Locating small business opportunities can often be a tedious task and getting a piece of the pie may seem next to impossible.

The following slides are designed to provide insight and to highlight small business resources and links to assist you in locating small business opportunities in your endeavor to do business with the Government.

## Small Business Procurement Opportunity Resources

- **SBA Subcontracting Directory (SUB-Net)**
- **System for Award Management (SAM)**
- **Dynamic Small Business Search (DSBS)**
- **Federal Business Opportunities (FedBizOpps)**
- **Federal Procurement Data System (FPDS)**
- **USASpending.Gov**
- **GSA Multiple Award Schedule (MAS) Program**
- **GSA eLibrary**
- **GSA eBuy (Applicable to GSA Contract Holders)**
- **GSA Advantage Spend Analysis Program (ASAP)**
- **GSA Forecast of Contracting Opportunities - Agency-wide**





## System For Award Management (SAM)

[www.sam.gov](http://www.sam.gov)

A screenshot of the SAM website's user interface. At the top left is the SAM logo. To the right are input fields for "USER NAME" and "PASSWORD", a "LOG IN" button, and links for "Forgot Username?" and "Forgot Password?". Below these is a "Create an Account" link. A dark blue navigation bar contains links for "HOME", "SEARCH RECORDS", "DATA ACCESS", "GENERAL INFO", and "HELP". Below the navigation bar is a red alert message: "ALERT: You may notice intermittent issues when searching in SAM. If no results are returned after a search, please try again in a few minutes." The main content area is divided into three columns: "CREATE USER ACCOUNT" (with a "Create User Account" button), "REGISTER/UPDATE ENTITY" (with a "Register/Update Entity" button and a "Check Status" button), and "SEARCH RECORDS" (with a "Search Records" button). At the bottom left is a "WHAT IS SAM?" section with a "Need Help?" button. The text in the "WHAT IS SAM?" section reads: "The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site. Entities may register at no cost directly from this page. User guides and webinars are available under the Help tab."

- The System for Award Management (SAM) is the primary database used by federal agencies to locate contractors.

- Vendors are required to “Create a User Account & Register their Entity” (business, individual, or government agency) in order to compete and submit bids for federal opportunities.



# AN OVERVIEW FOR NEW VENDORS

## Dynamic Small Business Search

<http://dsbs.sba.gov/dsbs>

The screenshot shows the SAM System for Award Management (SAM) website. The top navigation bar includes 'MY SAM', 'SEARCH RECORDS', 'DATA ACCESS', 'GENERAL INFO', and 'HELP'. The main content area is titled 'Register Entity' and shows the 'Information Opt-Out' step. The user is prompted to enter their company name, DUNS number, and CAGE code. The page description states: 'Please enter the requested information below for your entity.' The core data section includes: 'You may opt-out from displaying your entity information on the SAM Public Search page. This may result in a reduction in Federal government business opportunities and subcontractors choosing this option will not be visible to Prime Contractors. If you are an SBA certified HUB Zone or 8A firm (or applying for one of these certifications), you must authorize the display of your entity's information in SAM's Public Search. If you are interested in performing Intra governmental Transactions (IGT), please note that your information will be removed from Public Search. Your entity will still be available in For Official Use Only (FOUO) searches. Please note that your banking information will be treated as sensitive data and will not be displayed to the public regardless of your selection.' The user is asked to select 'I authorize my entity's information to be displayed in SAM's Public Search' or 'I do not authorize my entity's information to be displayed in SAM's public search'. The 'I authorize' option is selected. The page includes 'CANCEL', 'PREVIOUS', and 'SAVE AND CONTINUE' buttons.

The Dynamic Small Business Search is a database manned by The Small Business Administration.



The tool is used by Contracting Officers to identify potential vendors for small business contracting opportunities.



## AN OVERVIEW FOR NEW VENDORS

### Federal Business Opportunities (FedBizOpps)

[www.fbo.gov](http://www.fbo.gov)



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FedBizOpps is the official government website (point of entry) used to post all federal procurement opportunities in excess of \$25,000

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Small Businesses may seek business opportunities to bid on here.

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It is known as a central location in searching for Request for Proposals (RFP's)

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**Highly suggested to use tutorial**

## Federal Procurement Data System (FPDS)

[www.fpds.gov](http://www.fpds.gov)



The Federal Procurement Data System (FPDS) is the repository of all federal contracting data whose estimated value is \$3,000 or more . Every modification to that contract, regardless of dollar value must be reported to FPDS-NG. .

Small Business may use this tool to track business opportunities agency by agency. The system data provides historical data of Federal purchases.

Check out FAQ's for more details on the value of this source

[https://www.fpds.gov/wiki/index.php/FPDS-NG\\_FAQ](https://www.fpds.gov/wiki/index.php/FPDS-NG_FAQ)



## USA Spending

[www.usaspending.gov](http://www.usaspending.gov)

Provides detailed data regarding actual Federal Government dollars spent i.e., award recipient, amount of award, recipient's location, and place of performance location as well as other information to assist you in tracking future potential business opportunities.





## GSA Multiple Award Schedule (MAS) Program

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GSA Releases Consolidated Schedule Solicitation Merging 24 Multiple Awards Schedules into Single Schedule. As of Oct. 1, 2019

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At this time, only new contracts will be placed on the consolidated Schedule solicitation, which streamlines and simplifies the order process for new contractors. Contractors already on Schedule will not be affected by the new solicitation until the mass modification takes effect in calendar year 2020. Federal agencies should see no disruptions to their purchasing practices during the transition.



## GSA Multiple Award Schedule (MAS) Program

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You Do NOT have to be a schedule holder to do Business with GSA

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The GSA Schedule is NOT a mandatory source

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If you are interested in the Medical Schedules you have to contact the VA National Acquisition Center

## GSA Multiple Award Schedule (MAS) Program

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GSA Schedule Contracts, also known as GSA Schedules or Federal Supply Schedules, are indefinite delivery, indefinite quantity (IDIQ), long-term contracts under the General Services Administration's Multiple Award Schedule (MAS) Program.

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GSA establishes long-term government wide contracts with commercial companies to provide access to government agencies to millions of commercial products and services at volume discount pricing.





## GSA eLibrary

[www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov)



GSA eLibrary is the official online source for complete GSA and VA Schedules information including awards. It provides a centralized source for researching Schedules that include basic ordering guidelines, complete Schedule listings and a powerful search engine.

Small Businesses can use this as a tool to locate contractors for potential teaming arrangements and/or subcontracting opportunities.


**GSA eBuy**

Applicable to GSA Contract Holders

[www.eBuy.gsa.gov](http://www.eBuy.gsa.gov)



eBuy is an online Request For Quote (RFQ)/Request For Proposal (RFP) system.



The online system allows government buyers (ordering activities) to request information, find sources, post requirements, obtain quotes and proposals, as well as issue orders electronically.

## Readiness Assessment: Using the Vendor Toolbox

- The Vendor Toolbox contains the Readiness Assessment, a mandatory self-evaluation tool, aimed to help potential contractors decide whether their offerings meet the needs of the federal government.
- The Vendor Toolbox contains training materials that will help you learn more about the Federal market, tools that will help you uncover opportunities, and links to resources that can assist you in being a successful MAS contractor.
- You can access the Vendor Toolbox through our Vendor Support Center at <https://vsc.gsa.gov/>.



# Get Ready: Train

## Pathways to Success Training



Explains MAS and specific requirements.



Visit our Vendor Education to take the course.



Save your completion certificate. You will upload it to eOffer.



If you have any problems with the course, email [pathwaytosuccess@gsa.gov](mailto:pathwaytosuccess@gsa.gov)

## Readiness Assessment Training



Ensures you're ready to submit an offer for the right MAS contract and SIN.



Visit our Vendor Education to take the course.



Save your completion certificate. You will upload it to eOffer.



If you have any problems with the course, email [pathwaytosuccess@gsa.gov](mailto:pathwaytosuccess@gsa.gov)

## GSA Forecast of Contracting Opportunities (Agency-wide)

[www.gsa.gov/smallbusiness](http://www.gsa.gov/smallbusiness)

The GSA Forecast of Contracting Opportunities informs vendors of anticipated contracts offered by GSA for the current fiscal year.

GSA's agency-wide Forecast, can be sorted and searched by GSA Organization and Region, NAICS Code, Place of Performance, Contract Dollar Value, Quarter, and other criteria.

## Additional Resources: Small Business Training

[www.gsa.gov/smallbusiness](http://www.gsa.gov/smallbusiness)

It is not required for you to have a schedule contract with GSA in order to do business with the federal government. There are other ways to do business with government agencies.

### Attend more training:

- ❖ Partnering for the Strategic Advantage
- ❖ Pursuing a GSA Schedule Contract



## GSA OSBU on Social Media

[www.gsa.gov/smallbusiness](http://www.gsa.gov/smallbusiness)



@GSAOSBU  
@USGSA  
@USGSASchedules  
@gsapbsIRD



[GSA YouTube Channel](#)

The GSA logo, consisting of the letters "GSA" in white on a dark blue square background.

GSA

Interact

<https://interact.gsa.gov/>



# Additional Solutions:



U.S. Small Business  
Administration



Association of  
Procurement  
Technical  
Assistance  
Centers



**MINORITY BUSINESS  
DEVELOPMENT AGENCY**  
U.S. DEPARTMENT OF COMMERCE



**DOING BUSINESS**  
WITH GSA 

[www.gsa.gov/events](http://www.gsa.gov/events)

[www.gsa.gov/smallbusiness](http://www.gsa.gov/smallbusiness)



# Still Have Questions?

**Assistance for Small Business**

The Office of Small Business Utilization connects small businesses with people and resources to help them grow. We are your advocates and believe in "Small Business First." [Get to know us.](#)

**Is GSA Right for You?**  
Before you begin the journey to become a GSA or federal vendor, make sure it's right for your small business.

**Go to gsa.gov/osbu, then select "Get to Know Us."**

**Choose How to Sell to GSA**  
Decide what procurement programs best fit your company.

**Office of Small Business Utilization (OSBU)**

**Mission:** The GSA OSBU has nationwide responsibility for GSA's small business programs, and is the chief advocate for small and disadvantaged businesses. We provide increased access to GSA's nationwide procurement opportunities, and engage in activities that make it possible for the small business community to meet key contracting experts and to receive counseling on the federal procurement process.

**GSA's Goal** is to be a model for outstanding customer service in government and to fulfill technology.

**Select Regional Small Business Support Contacts**

**Central Office:**  
1800 F Street NW  
7th Floor, 3rd Wing (7300)  
Washington, DC 20405  
[Click below to filter and search for your local POC, or](#)  
• Submit Questions using our online form (LINK coming soon)  
• Regional Small Business Support Contacts

**FIND OSBU ON SOCIAL MEDIA**  
Get up-to-the-minute news on OSBU happenings, training, and business opportunities:  
• Facebook  
• Twitter  
• LinkedIn

**SMALL BUSINESS GWAC CENTER NEWSLETTER**  
The Small Business GWAC Center's Newsletter, Small Business in Focus, has the latest information about the center and its governmentwide solutions acquisition contracts - 8(a) STARS II, VETS, and Alliant Small Business.

- Section 8(a) Business Development Program
- Woman Owned Small Business (WOSB) Program
- Historically Underutilized Business Zone (HUBZone) Program
- Service-Disabled Veteran-owned Small Business Programs (SDVOSB)
- Subcontracting Assistance Program

We collaborate across the agency and partner with many GSA offices including the following business lines:

- Federal Acquisition Service (FAS)
- Public Buildings Service (PBS)

**Choose your location for the OSBU POC.**

**Contact information for Small Business Support**

This group provides access to GSA's nationwide procurement opportunities through outreach, training and counseling. They are advocates for small and disadvantaged businesses, including woman-owned, veteran-owned, service disabled veteran-owned and Hubzone firms.

[Back](#)

**Filter by State or Region:**  
All Locations  Go >

Name	Contact info	State or Region	Serves
<b>Chasity Ash</b> Procurement Analyst 401 W PEACHTREE ST NW ATLANTA, GA 30308-3510	Phone: (404) 215-6856 Cell: Email: chasity.ash@gsa.gov	AL, FL, GA, KY, MS, NC, SC, TN	o ALL Federal
<b>Charles Aycock</b> Procurement Analyst 331 7th Street SW Washington, DC 20024-0001	Phone: (202) 205-0251 Cell: Email: charles.aycock@gsa.gov	DC, MD, VA Washington, DC, Maryland (Montgomery and Prince George's counties), and Virginia (Arlington, Fairfax, Loudoun, and Prince William counties, and the cities of Alexandria and Fairfax).	o ALL Federal
<b>Shannon Banks</b> Supervisory Small Business Specialist 230 S Dearborn St CHICAGO, IL 60604-1505	Phone: (312) 353-1100 Fax: (312) 886-3827 Cell: (312) 405-4609 Email: shannon.banks@gsa.gov	IL, IN, MI, MN, OH, WI	o ALL Federal

# Contact Our Regional Staff

**GSA Region 4 OSBU**

[www.gsa.gov/southeastunbeltregion](http://www.gsa.gov/southeastunbeltregion)

**GSA Region 4 OBSU**

[r4smallbiz@gsa.gov](mailto:r4smallbiz@gsa.gov)

[www.gsa.gov/smallbusiness](http://www.gsa.gov/smallbusiness)