

Client Enrichment Series – Q & A



Topic: Introduction to Furniture Procurement

Date of Presentation: February 19, 2015

Link to Series Information: [CES Historical Topics](#)

1. Why do we have so many options when it comes to furniture and chairs color, style, finishes, etc. would the Gov. not have better buying power if we minimized the choice across the Gov?

Yes, we would have but the majority of customers are asking for more options, not less. A good example is the FIT (Furniture & IT) Program. It is supported by a recently awarded IDIQ (Indefinite Delivery Indefinite Quantity) that limits the number of workstation designs, accessories, storage options and finishes but customers have stated it's too limited.

2. Can you show a picture of the counter weight desk?

http://www.humanscale.com/products/product_detail.cfm?group=float

3. How will you feed the workstations - the power and IT cabling?

This shows the power source at desktop. Underneath the table or desk, the power cord is plugged into or hardwired to a wall, column or floor outlet.

<http://www.hermanmiller.com/products/accessories/technology-support/power-data-support.html>

4. Would those troughs be able to plug in to electrical?

The troughs are designed to hold the cabling at desk height. Here's a image:

<http://www.steelcase.com/en/products/category/worktools/cables/cableway/>

5. Is there a dollar threshold a customer must spend in order to have the IWAC engage the procurement?

This is decided on a case by case basis. Agencies can submit their request by completing the project intake form (link below) to IWAC Business Development.

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<http://gsa.gov/portal/content/103109>

6. When putting together furniture packages, contracts often asks for detailed measurements and specs that only furniture vendors can provide. Can we go to furniture vendors to get these salient requirements? If so, do we have to pay for these design services?

Schedule 71 IIK has requirements development. It is important to ensure that the vendor designing requirements does not have any affiliations with manufacturers. The IWAC can also offer sample set of requirements.

7. Why is it deceptively challenging? How can GSA who has such great buying power make the process less challenging?

It is challenging because furniture is often an afterthought. It is important to note that the entire cradle to grave process of furniture procurement could be as long as 9 months and as always it begins with good requirements.

8. If an agency has their own BPA, what role does IWAC play in the procurement?

It would depend on the BPA Ordering guidelines and who has ordering authority from the BPA. Agencies who award their own BPAs, list who is eligible to order off those BPAs.

9. So FAS is now purchasing furniture for us again? The last two times I tried to get furniture I had to find a different path.

FAS IWAC makes that decision on a case by case basis. Agencies can submit their request by completing the project intake form (link below) to IWAC Business Development

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10. Do you still need to go to Unicor first or is that an old rule?

FAR 8.002 still lists Federal Prison Industries under priorities for use of Government Supply Sources. Market Research shall be conducted to determine if Federal Prison Industries (UNICOR) can meet an agency's requirement.

11. Can an agency lease furniture?

Total Workplace / FIT is a program offered by PBS and FAS which allows agencies to lease furniture. However, agencies have to meet certain requirements to be part of that program.

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Additionally, GSA Schedule 71 does have a SIN for leased office furniture.

12. Does the cost of new furniture offset the reduction in space when a new lease is acquired?

In most cases, it does. The greater the SF and rent cost reduction, the faster the payback. In other words, if you reduce by 10,000 SF, your payback will be realized sooner than if you reduce by 5,000 SF.

13. Is it appropriate to have manufacturers compete for a BPA being established by my agency or can we just award multiple BPAs to all of the sources we need, for example we would like to match existing systems furniture.

To encourage and facilitate competition when placing orders under BPAs, the FAR establishes a strong preference for multiple-award BPAs rather than single award BPAs. Please refer to FAR 8.405 for further information on BPAs.

14. What would be your advice for procuring furniture for a 4-5 person GSA office? Can we still use MAS & other options you mentioned?

Yes, GSA Schedule 71 can fulfill that requirement.

15. If you have a BPA with a manufacturer what is the minimum percent of product that has to be Unicolor?

There is no established minimum percent. FAR 8.002 still lists Federal Prison Industries under priorities for use of Government Supply Sources. Market Research shall be conducted to determine if Federal Prison Industries (UNICOR) can meet an agency's requirement.

16. What is the cut off for construction project furniture purchase?

Typically furniture must be ordered 6 months prior to construction completion but the cutoff is dependent on the project size.

17. If an agency has their own BPA, will IWAC issue task orders for that client agency?

Typically, IWAC does not issue orders against BPAs established by client agencies.

18. Is it required to order off of GSA schedule?

GSA Schedules offer the most efficient and streamlined acquisition for agencies. GSA Schedule vendors have already been determined responsible and contract terms and conditions have already

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been negotiated by GSA.

Other methods such as full and open competition may result in receiving quotes from contractors that are unqualified. Additionally they are time consuming, costly, and have longer procurement lead times.

19. Have the IDIQ contracts for the FIT program been awarded yet?

Yes, the IDIQ contracts for the FIT Program have been awarded.

20. Does IWAC have a furniture procurement timeline to give clients?

A typical furniture procurement could be as long as 9 months or longer. However, since every project is different and unique in its own way, the timeline would depend on the requirement.

21. Can you define "long" for a lead time?

Typically it is 9 months or longer but, depends on case by case basis.

22. Can we get a list of BPAs? Where?

Please contact IWAC Business Development Director Dan McAneney (Daniel.McAneney@gsa.gov)

23. Can I purchase furniture to deliver next fiscal year using current fiscal year funds?

Depends on a case by case basis. The bona-fide needs rule still needs to be met and all basics of Federal Appropriations Law shall be met.

24. Who does the furniture space planning? The BPA holder? Are they hired to do the requirements development?

GSA Schedule 71 IIK does offer requirements development, space planning services.

25. Contact info?

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26. Can I get a copy of the webinar in pdf?

You may find a copy of the presentation in pdf at www.gsa.gov/ces.

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