



Managing Your MAS Contract



April 2021

Agenda

- ❑ MAS Basics
- ❑ Contract Requirements
- ❑ Keeping Your Contract Current
- ❑ Questions and Answers

MAS Basics

What is a MAS contract?

- ❑ Schedule purchases represent approximately 21 percent of overall federal procurement spending--about \$42 billion per year.
- ❑ GSA Schedules are fast, easy, and effective contracting vehicles.
- ❑ GSA establishes long-term, governmentwide contracts with commercial companies to provide access to millions of commercial products and services at volume discount pricing.

MAS Basics

Benefits

- ❑ A faster, cost-effective, best value, acquisition process for customers
- ❑ Reduces cost of finding government business
- ❑ GSA pre-qualifies your vendor status
- ❑ Faster review and acquisition life cycle
- ❑ Leads to quicker contract awards
- ❑ Differentiates your organization

MAS Basics

Myth vs. Reality

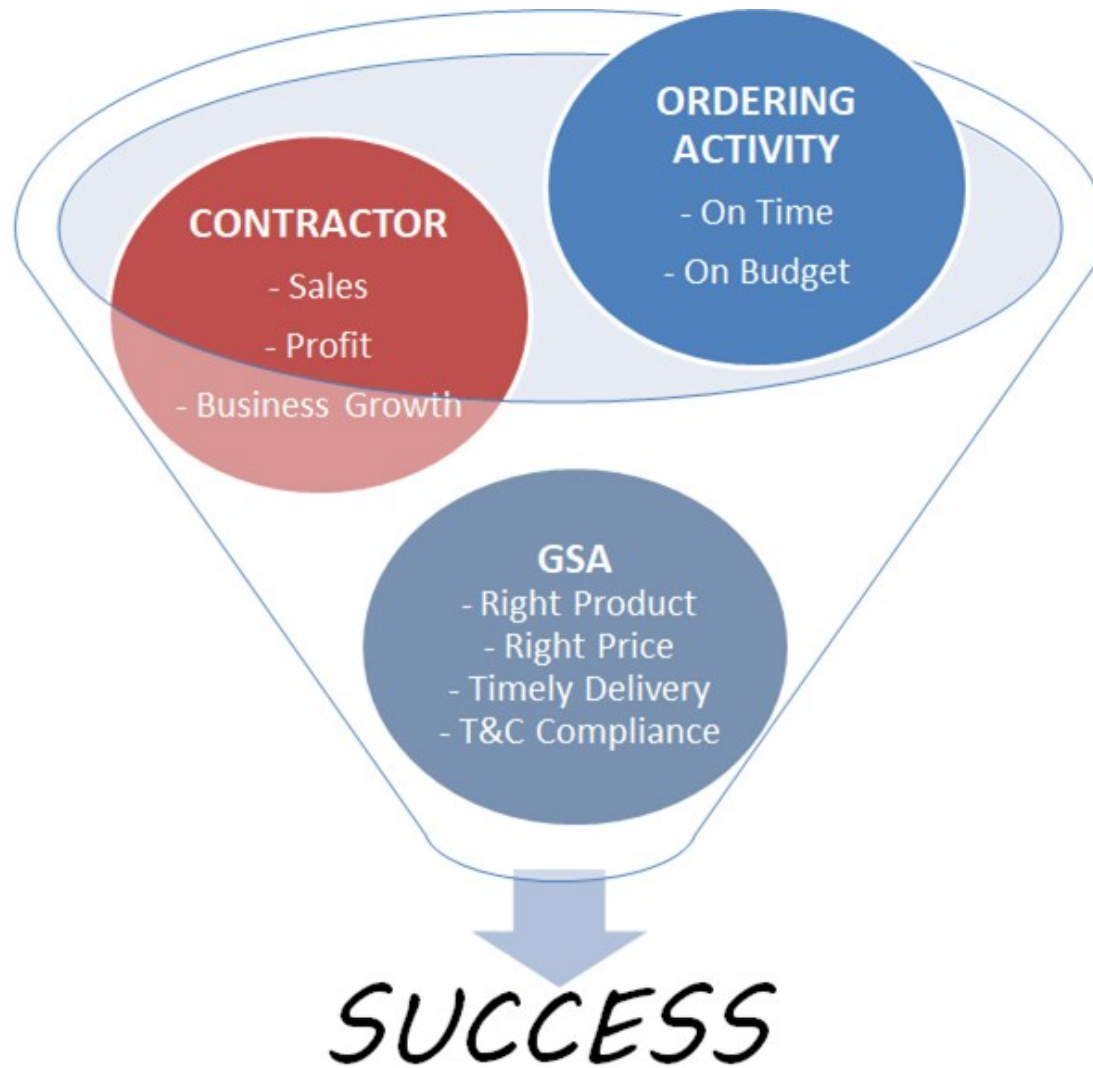
“With a GSA Schedule, Federal Agencies will be knocking down my doors to obtain my services!”

REALITY

- ❑ You have a competitive edge
- ❑ Sales are not guaranteed
- ❑ Risk of losing your contract
(Minimum Sales of \$25,000 in first two years)
- ❑ Marketing is required and not much different than selling to commercial customers

MAS Basics

What is Success?



MAS Basics

Your GSA Points of Contact

Procurement Contracting Officer (PCO)

- Your primary government point of contact
- Awarded your contract
- Sole authority to modify your contract
- Holds a warrant and has signature authority
- May work with a contract specialist who may or may not hold a warrant

Administrative Contracting Officer (ACO)

- Assigned after award of your contract
- Oversees sales reporting and Industrial Funding Fee (IFF) remittance
- Monitors subcontracting plans
- Assists with contract compliance issues

Industrial Operations Analyst (IOA)

- Evaluates contractor compliance to contract terms and conditions by performing Contractor Assessments
- Provides observations from contractor assessments to PCO and ACO
- Provides guidance to contractors related to compliance

Business Development Specialist

- Provides general vendor support and business development resources
- Manages customer and industry outreach and events

To identify your PCO, search for your contract number on [GSA eLibrary](#). PCO contact information is listed on your contract page as the "Government Point of Contact".

Find your ACO or IOA point of contact using the [ACO / IOA Locator](#).

[Here is an overview](#) of PCO, ACO, and IOA roles on the Vendor Support Center

To connect with a business development specialist, contact the GSA National Customer Service Center (NCSC) at NCSCcustomer.service@gsa.gov or phone 800-488-3111.

Contract Requirements

Contractor Assessment (CA) Participation

Your
Company

- MAS Contract Administrator
- Other relevant personnel responsible for contractual functions

GSA

- Industrial Operations Analyst (IOA)

Contract Requirements

Contractor Assessment (CA) Steps

Scheduling & Confirmation

Once the Contractor Assessment meeting(s) date is established. The IOA will send a confirmation email requesting the documentation needed to support the CA.

Sales Data & Sample

The IOA will select a sample of data and request that you provide the necessary documentation to support the CA.

CA Meeting & Debrief

The closeout meeting involves a review the data and debrief of any finding (discuss any follow up action items).

Contractor Assessment Report (CAR)

The IOA will complete the CAR and your Administrative Representative and assigned GSA contract personnel.

Contract Requirements

Contractor Assessment (CA) Preparation



Review Pre- Information



Access to Contract Documents



Access to Resources

Contract Requirements

Compliance Assessment Topics

- ❑ Contract Sales Criteria
- ❑ Sales Tracking, Reporting and OLM
- ❑ Industrial Funding Fee (IFF)
- ❑ Your GSA Contract Price List
- ❑ Scope of Contract
- ❑ Trade Agreements Act (TAA)
- ❑ Basis of Award (BOA)
- ❑ Labor Qualifications
- ❑ Subcontracting (large businesses)
- ❑ Contract Administrative Information

Contract Requirements

Contract Sales Criteria

□ Contract Sales Criteria I-FSS-639

All Schedules contractors are required to generate \$25,000 in sales within the first two years of their contracts and to maintain \$25,000 in sales per contract year thereafter.

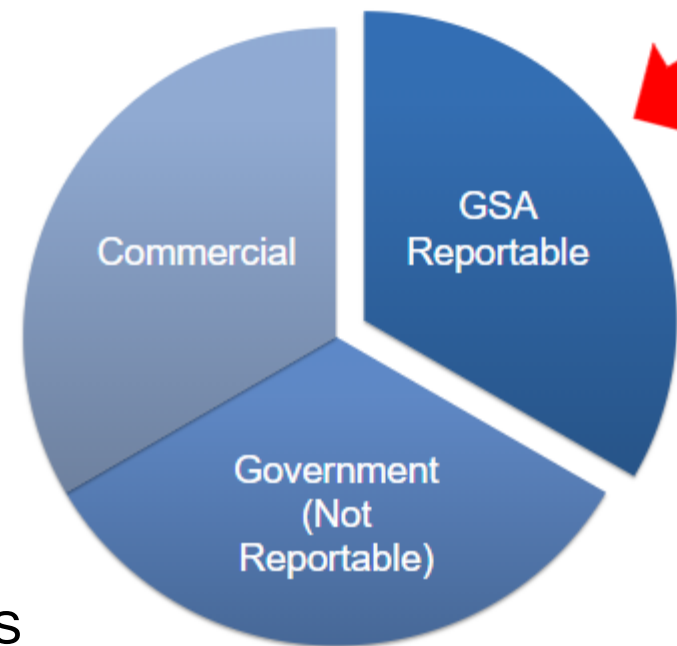


- If you enter into bankruptcy proceedings, notify the PCO and ACO in writing within five days of the initiation of the proceedings. Reference FAR Clause 52.242-13 on acquisition.gov for more information

Contract Requirements

Sales Tracking System

- Identifies, tracks, and reports GSA sales accurately and completely
 - *Reports all transactions within the proper period*
 - *Separates Schedule sales from other federal sales and commercial sales*
 - *Retrieves data easily*
- An **automated** system is not a contractual requirement
- Should be consistent with your commercial practices and your revenue recognition reporting process to avoid reporting discrepancies

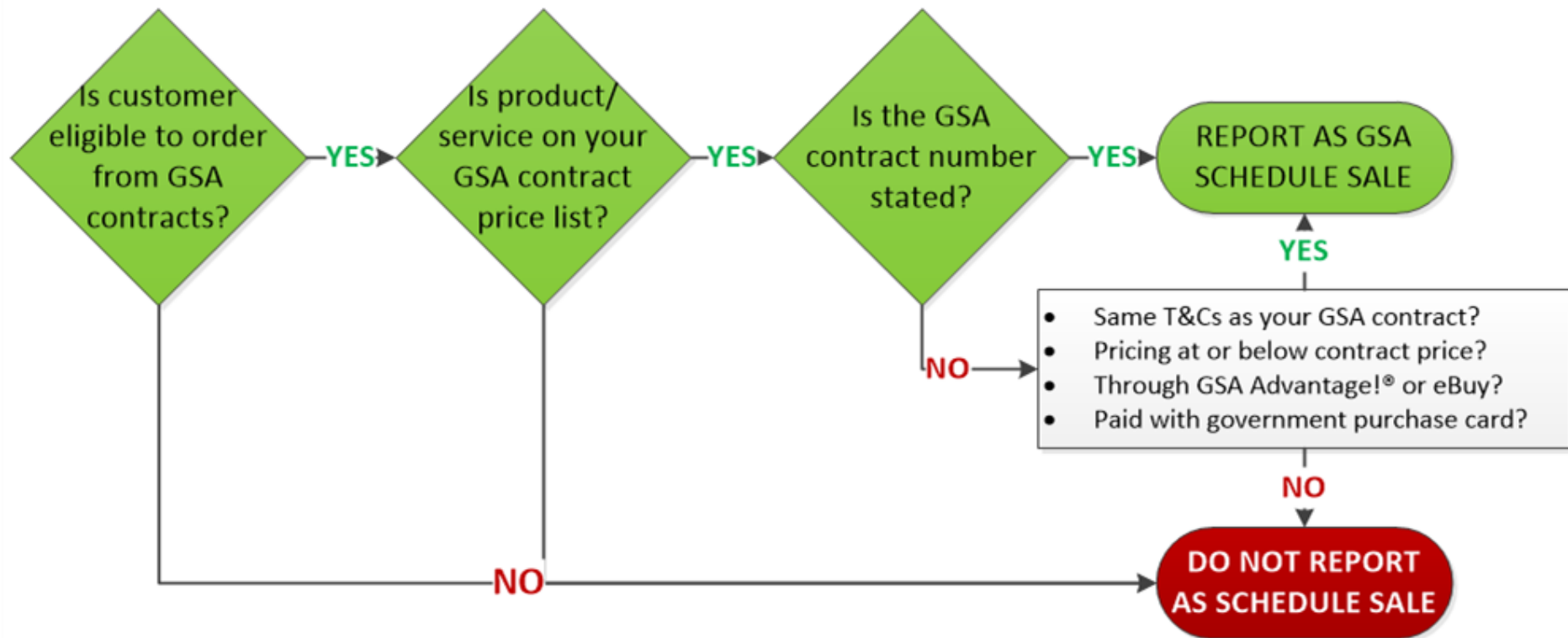


Contract Requirements

GSA Reportable Sales

[GSA Order OGP 4800.2I](#)

Eligibility to Use GSA Sources of Supply and Services



Contract Requirements

Sales Reporting

- ❑ Quarterly Reporting Contractors - Sales must be submitted within 30 days and the fee payment is due within 30 days after the end of the **quarter**
- ❑ Transactional Data Reporting (TDR) Contractor - Sales reporting is due within 30 days after the end of each **month** and fee payment is due within 30 days after the end of the **quarter**
- ❑ Even if you have no sales for the quarter, you must still file a \$0 sales report
- ❑ Sales are reported by Special Item Number (SIN)
- ❑ Report online at: <https://srp.fas.gsa.gov/>
- ❑ User manual and training on reporting sales is available at <https://srp.fas.gsa.gov/> under "Help"

Contract Requirements Sales Reporting

CAUTION

Common Problems

- ❑ Failure to recognize a customer is eligible to purchase from the GSA contract
- ❑ Failure to recognize a customer is ineligible to purchase from the GSA contract
- ❑ Failure to report orders placed against Blanket Purchasing Agreement (BPA) when the BPA was awarded against the GSA MAS contract
- ❑ Failure to separate sales of non-contract items from contract items

Contract Requirements

Order Level Material (OLM)

- ❑ OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA.
- ❑ The following web links contain additional information and training regarding OLM.
- ❑ <https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedule/schedule-features/orderlevel-materials-olms>
- ❑ Training: Understanding Order-Level Materials (OLMs) [PDF - 248 KB]
- ❑ Training: Order-Level Materials - Vendor Webinar [PDF - 3 MB]

Contract Requirements

Industrial Funding Fee (IFF)

- The IFF represents a percentage of the total quarterly sales reported. This percentage is set at the discretion of GSA's FAS. GSA's FAS has the unilateral right to change the percentage at any time, but not more than once per year. FAS will provide reasonable notice prior to the effective date of the change.
- The IFF is remitted by you on a quarterly basis
- Payment must be received within 30 calendar days after the quarter ends (not necessarily the last day of the month)
- GSA encourages contractors to pay the IFF via credit card or electronic check.

Payment Methods and Limitations

The following is a brief explanation of the payment methods and daily maximum limits. For additional information check with [Pay.gov](https://www.pay.gov).

Payment Method	Daily Limit	Explanation
ACH	None	None
Credit Card	\$24,999.99	In accordance with the Bureau of the Fiscal Service " <i>Limitations on Credit Card Collection Transactions and Policy for Splitting Transactions</i> " Announcement No. A-2014-04, July, 2014, effective June 1, 2015, a total daily dollar amount limit of \$24,999.99 applies to the combination of all transactions made with any US Government entities using the same credit card.
Dwolla	\$10,000.00	A customer can conduct multiple transactions of up to \$10,000.00 each as their account funding permits. There is no cumulative daily or periodic limit set by Dwolla.
PayPal	\$10,000.00	A customer could conduct multiple transactions of up to \$10,000.00 each as their account funding permits. There is no cumulative daily or periodic limit set by PayPal.

Contract Requirements

Your GSA Price List

- ❑ Products/Services
- ❑ Awarded Pricing and Labor Qualifications
- ❑ Minimum and Maximum Order Thresholds
- ❑ Delivery (FOB: Destination vs. Origin, Days)
- ❑ Prompt Payment Discounts
- ❑ Geographic Coverage

Contract Requirements Pricing

CAUTION

Common Problems

- ❑ Failing to recognize a customer is eligible to receive GSA pricing
- ❑ New personnel not aware of the GSA pricing or how to determine the GSA pricing
- ❑ Lack of effective controls with dealers and sales reps to ensure GSA pricing is applied to quotes
- ❑ Contractor starts charging higher GSA pricing when commercial prices increase, but fails to obtain a GSA price increase modification

Contract Requirements

Delivery and Order Status

CAUTION

Common Problems

- ❑ Failure to meet delivery timeframe requirements for limited/specific items on the contract
- ❑ Failure to provide order status updates on GSA Advantage!

Contract Requirements

Scope of Contract

- Awarded Contract
- Awarded Special Item Number (SIN)
- Pricelist should only contain items within “scope” of those definitions provided on the schedule and SIN level.
- Options for Staying Within Scope:
 - Obtaining SINs Large Categories within MAS
 - Contractor Team Arrangements
 - Modifications (Additions/Deletions)

Contract Requirements

Scope of Contract

Schedule Summary

For general questions, contact:
FAS National Customer Service Ctr
Phone: 1-800-488-3111
E-mail: ncscustomer.service@gsa.gov

MAS

Multiple Award Schedule - Available offerings include commercial goods and services organized by 12 Large Categories, corresponding Subcategories, and SINs.

GSA Contracts Online
Federal Buyers...
View Contract Clauses >>

Vendors
Click here to view the current solicitation on **FedBizOpps**

MAS Category list:

GSA eLibrary

GSA Federal Acquisition Service

[Home](#) [eBuy - quotes](#) [GSA Advantage - online shopping](#) [Help](#)

Search: all the words

Contractor Listing

For general questions, contact:
FAS National Customer Service Ctr
Phone: 1-800-488-3111
E-mail: ncscustomer.service@gsa.gov



MAS Multiple Award Schedule

Furniture & Furnishings - Packaged Furniture

Category	Description
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337121P	Packaged Household Dormitory and Quarters Furniture Includes packaged furniture solutions necessary for customers to furnish sleeping rooms, suites, lounges, dayrooms, common areas, etc.
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Contract Requirements

Trade Agreements Act (TAA)



- ❑ Comprised of various international trade agreements and other trade initiatives
- ❑ Applicable to all Schedule contracts (including services)
- ❑ TAA Compliant countries can be found in FAR 25.003
- ❑ A compliant TAA product is wholly manufactured in the US or designated country, or can consist of materials from another country, as long as it has been “substantially transformed” in the designated country into a new/different product with a name/character/ use distinct from the material(s) from which it was transformed.
- ❑ For services, the country of origin is considered to be the country where the company is established.

Contract Requirements

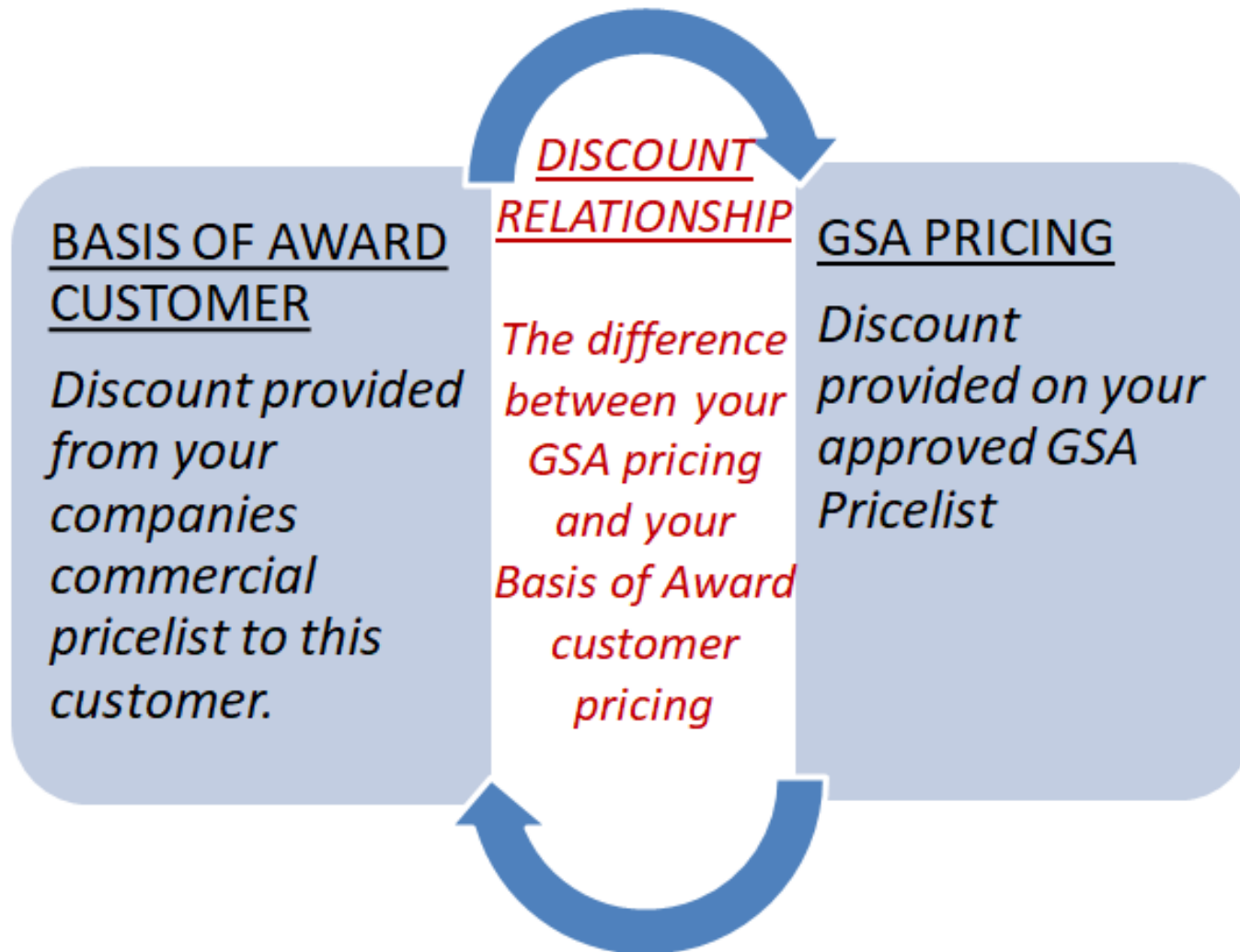
TAA Compliance

CAUTION

Common Problems

- No documentation to demonstrate compliance
 - *Ensure that you have a control system and/or process in place to track the country of origin of all products – it is not required, but it is a good idea*
- Failure to remove a product from the contract when the country of origin changes to a non-TAA compliant country
 - *Review your price list and GSA Advantage!® file for accuracy and any possible non-compliant items*
 - *Notify your PCO if non-compliance is uncovered*

Contract Requirements Basis of Award (BOA)



Contract Requirements Basis of Award (BOA)



- ❑ Not knowing your Basis of Award customer or discount relationship
- ❑ Lack of an effective system/process for monitoring the Basis of Award relationship and ensuring the relationship is maintained.
- ❑ Not maintaining the discount relationship identified in your contract.

Contract Requirements

Labor Qualifications



- Individuals working under professional labor rates under the GSA contract do not meet the experience or education minimum qualifications

SIN #	Labor/Disciplines	Education/Experience	Govt. Rate
712-1	Project Manager: Manages project time lines, attendings meetings, creates and maintains furniture project schedule, coordination between installation, construction, AV, IT, move, etc., regarding the furniture design contract.	Four (4) year degree in interior design or construction management with two (2) years' experience in commercial furniture planning, procurement, and installation planning.	\$70.00/hour
712-2	Asset Management: Completes the furniture (FF&E) inventory, inventory documentation, supports excessing tasks and move tasks in the furniture design project	Four (4) year degree in interior design with two (2) years' experience in commercial furniture industry planning, asset management or installation planning	\$70.00/hour
712-3	Interior Design: Gathers requirements, creates block plans, floor plans, furniture	Four (4) year degree in interior design from a CIDA accredited program, with 2 years'	\$70.00/hour

Contract Requirements

Advantage Catalog / Terms & Conditions Price List

- ❑ Online shopping and ordering system
www.gsaadvantage.gov
- ❑ Upload your contract information after initial award
- ❑ Keep up-to-date as you modify your contract
- ❑ Price list and product information should be complete, correct, readable and virus free

Contract Requirements e-Commerce



- Government can use GSA Advantage!® to:
 - Search for items/services/suppliers
 - Perform market research
 - Compare features, prices, and delivery
 - Place orders

- Contractors can use GSA Advantage!® to:
 - Research competition
 - Sell to the federal marketplace

Contract Requirements

Subcontracting

- Large businesses have a responsibility to adhere to the Subcontracting Plan they negotiated into their contract and must make a “good faith effort” to meet or exceed subcontracting goals
- Large businesses must submit their subcontracting reports to the Electronic Subcontracting Reporting System (eSRS) website: <http://www.esrs.gov/>
 - *Summary Subcontracting Report (SSR)*
 - *Submitted annually no later than 10/30*
 - *Individual Subcontracting Report (ISR)*
Submitted biannually – no later than 04/30 & 10/30

Contract Requirements

Contract Administration

- ❑ Accuracy of Contract Administrator, IFF
- ❑ Representative, and all Authorize Negotiators: Accurate
- ❑ Accuracy of the Records Location
- ❑ Pending Mass modifications
- ❑ Status of their SAM account
- ❑ Bankruptcy
- ❑ Pending or recently completed Novation agreement

Keeping your Contract Current

Contract Modifications

Contractor Initiated Mods

- **Administrative** - Point of Contact, Authorized Negotiator, Address Change, Website Change, Order POC
- **Technical** - Product Description Change, Part Number Change
- **Additions** - Add Labor Category/SIN, Add Products/Services
- **Deletions** - Delete Products/Services, Delete SIN
- **Pricing** - Economic Price Adjustment (EPA), Price Reduction
- **Legal** - Novation, Name Change
- **Terms and Conditions** - Changing T&Cs, Business Size, Subcontracting Plans, Opting in/out of programs .

These mod types are all bilateral - requires both parties (GSA and contractor) to come to agreement and sign the modification

GSA Initiated Mods

- **Options, Extensions, Cancellation** - *unilateral mods (a signature from the contractor is not required)*
- **MASS Mods** -Bilateral mod that is initiated by GSA and has to do with changes to the solicitation. (i.e solicitation refresh). Notification is sent to contractors with a PIN to access the mod. This type of mods occurs typically 1-5 times a year and is impacted by policy changes, executive orders, or congressional acts.

Keeping your Contract Current

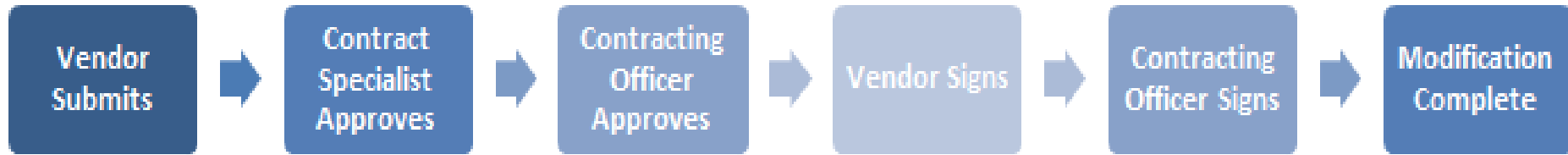
Submitting Contract Modifications

- ❑ eMod <http://eoffer.gsa.gov/>
- ❑ eMod site has tutorials, online help, contact information
- ❑ Digital certificates are no longer required in order to use eMod. You can use FAS ID and password. (You may still need a digital certificate for other Federal Contracting Opportunities)
- ❑ Vendor Mod Guide Downloadable Pdf - [MAS Modification Guide](#)
- ❑ SIP Guide - [SIP Instruction Guide](#)

Keeping your Contract Current

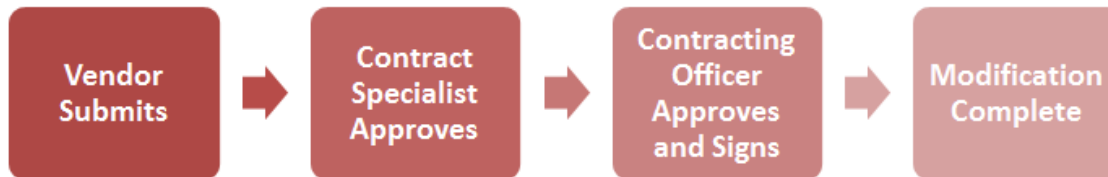
Contract Modifications Process

Bilateral Mods (Contractor Initiated Mods)



Typically take 1-3 weeks depending on complexity

Unilateral Mods (Options, Extensions, Cancellations)



Keeping your Contract Current

Mod approved! What's next?

- ❑ Schedules Input Program (SIP) file - You will use this to get your catalog and terms and conditions (text file) on GSA Advantage.
- ❑ You are responsible for uploading your SIP file within 15 days after modification approval. Failure to do so makes you non-compliant with your contract.
- ❑ Your CS/CO will approve your catalog; the VSC staff are the technical experts for SIP submission.
- ❑ For more information, visit the SIP Page on the VSC website

Keeping Your Contract Current

Top two time-consuming issues for the contractor- usually at Option when time is of the essence.

- 1) Not responding to the Annual Assessment when issues are found
- 2) Having a POC for your contract who has not been exposed to your contract Terms or GSA Training.

Additional Resources

[MAS Welcome Package](#)

[Day 1 With My New GSA Contract](#)

[MAS Contractor Compliance Checklist](#)

[Who do I deal with from GSA?](#)

Important note about the information in this slide deck!

The MAS program and its requirements change over time. Please ensure you are acting under the most recent Refresh of the MAS Solicitation's provisions and clauses. Please contact your PCO, IOA, or ACO if you have questions about any of the material in this presentation to ensure you have the most up to date information, templates, and guidance.

