



GSA Integrated Workplace Acquisition Center

Welcome to the Furniture & Furnishings  
**Quality Partnership Council (QPC)**  
Meeting  
May 10, 2023

The meeting will begin at 12:30 p.m.



## **Dena McLaughlin**

Regional Commissioner, FAS Mid-Atlantic Region

Government-Wide Category Manager, Office Management



# Integrated Workplace Acquisition Center (IWAC) Updates

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## IWAC Leadership Team

Ryan Schrank, Director

Shaun Kelly, MAS Branch Chief

John Breen, Projects Branch Chief

Kris Stein, Business Development Director



1:05	<b>Jonathan McIntyre</b> Director, Center for Workplace Strategy, GSA Public Buildings Service <b>The Future of Work and the Path Forward</b>
1:40	<b>Steve Sizemore</b> Deputy Director, GSA Multiple Award Schedule Program Mgmt Office <b>GSA/SBA 8(a) Partnership Agreement</b>
2:05	<b>Peggy Noland</b> NAVFAC Lead Interior Designer <b>Shanna Belyk</b> NAVFAC Southwest Interior Design Supervisor <b>Dept of the Navy - NAVFAC Furniture Updates</b>
2:30	<b>Gary Clark</b> Program Management Director, AFICC 773 Enterprise Sourcing Squadron <b>Dick Rieser</b> Program Manager, 771st Enterprise Sourcing Squadron <b>Updates on the Air Force Furniture Program</b>
3:05	<b>Sara Cook</b> Program Manager, USACE Huntsville Centralized Furnishings Program <b>USACE Huntsville Furnishings Program Updates</b>
3:30	<b>Closing Remarks</b> QPC Board Acknowledgements and Election Plans
3:45	<b>Concurrent Breakout Sessions</b> QPC ends at 4:30



## FY23 IWAC MAS SalesTrend YTD April

MAS Large Category	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Change
Furniture & Furnishings	\$ 786,474,216	\$ 721,185,930	\$ 758,590,212	\$ 751,631,181	\$ 604,620,843	\$ 725,652,418	20%
Miscellaneous	\$ 8,321,180	\$ 6,681,924	\$ 5,147,070	\$ 6,202,904	\$ 4,722,117	\$ 4,990,487	6%
Office Management	\$ 495,311,293	\$ 504,304,134	\$ 493,749,315	\$ 506,117,897	\$ 519,144,553	\$ 557,290,302	7%
Transportation and Logistics Services	\$ 22,310,398	\$ 37,122,496	\$ 25,596,814	\$ 27,044,039	\$ 21,181,412	\$ 22,796,702	8%
<b>Total IWAC SIN Sales*</b>	<b>\$ 1,312,417,087</b>	<b>\$ 1,269,294,484</b>	<b>\$ 1,283,083,412</b>	<b>\$ 1,290,996,021</b>	<b>\$ 1,149,668,925</b>	<b>\$ 1,310,729,909</b>	<b>14%</b>

### Some MAS Furniture YTD Highlights

Furniture & Furnishings is **up \$121M (+20%)**

- Office Furniture.....+\$85.8M **(+28%)**
- Packaged Furniture.....+\$33.6M **(+25%)**
- Dorm & Quarter.....+\$7.5M **(+17%)**



# GSA Advantage Transactions

<b>GSA Advantage Online IWAC Furniture Orders</b>	
<b>2021</b>	<b>\$16,418,218</b>
<b>2022</b>	<b>\$17,052,868</b>

**GSA Advantage**  
*best selling furniture includes:*

- ★ Office Chairs
- ★ Standing Desk Converters
- ★ Bunkable Beds

**Tip: DRIVE Your Advantage SALES**

- ★ Quality product images
- ★ Useful product descriptions and keywords

## MAS Program Goals

- Grow Office Management Services SINs at 10% per year.
- Implement a National Furniture Strategy to grow market share to 75% by FY27.
- Establish the 3D Print SIN as a sought contract vehicle for civilian and military.

## Global Supply Furniture Goal

- Grow National Stock Number (NSN) furniture usage across the government.

### NSN Trend

- Furniture NSNs reaching highest revenue in over a decade.
- New demand driven by:
  - »Reopening of federal offices
  - »Air Force standardizing to GSA Furniture NSNs & Navy pivoting to GSA Furniture NSNs.

## **Furniture Industry Forum Quality Partnership Council (QPC)**

*A 30+ year IWAC tradition of fostering the GSA/Industry/Customer partnership*

## **Third Party Industry Events**

- *NeoCon for office furniture*
- *Rapid 3D Print Manufacturing Event*
- *Postal Forum + more*

## **Manufacturing Site Tours**

*IWAC's Acquisition Workforce is touring manufacturing plants and engaging industry*

## **Strategic Industry and Customer Connections to Improve IWAC Customer RFQs.**

### **Examples...**

- *ERM Working Group/Mock Procurement*
- *Furniture industry interviews*



All Vendor Initiated Mods				
	# Mods	Cycle Time	Award Rate	Reject/Withdraw Rate
R3	1859	9.45	72.62%	27.38%
GSS	7225	16.1	71.53%	28.47%
ITC	6169	20.38	81.49%	18.51%
PSHC	3193	20.13	66.46%	33.54%
TTL	373	14.16	74.26%	25.74%
GSA	16961	18.37	74.25%	25.75%



# MAS Metrics - Pricing Mods

EPA & Add Mods				
	# Mods	Cycle Time	Award Rate	Reject/Withdraw Rate
R3	723	12.67	56.57%	43.43%
GSS	2973	24.81	57.62%	42.38%
ITC	2369	32.93	77.33%	22.67%
PSHC	765	48.41	52.68%	47.32%
TTL	132	23.54	69.70%	30.30%
GSA	6239	30.76	64.75%	35.25%



# Packaged Furniture Maximum Order Threshold (MOT)

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## MOT for all Packaged Furniture SINs changed to \$250,000

- Previously \$5 Million
- Impacted SINs: 33721P, 337121P, 337127P, 339113P
- Effective with Refresh #16 (Mid May)

## Required Actions:

- Incorporate Refresh #16 via associated Mass Modification
- Update section 2 of your T&C Pricelist to reflect the new MOT (if applicable) and upload via SIP/EDI

\*IWAC BD Team will be sending out comms in the coming days

## Non-TDR Offers/Contracts

- 4P strongly encouraged
- COs should use any contract-level horizontal pricing data that's relevant and available to the maximum extent practicable, e.g., via pricing databases like 4P and the Contract-Awarded Labor Category(CALC) tool.

## TDR Offers/Contracts

- 4P is required
- COs shall consider prices-paid information when negotiating Schedule prices when there is sufficient prices-paid data available for the same or similar items. Sufficient data means at least two similar or identical items with prices-paid data.
- The CO shall consider available horizontal price analysis tool data, as appropriate.

- COs **MUST** initiate a 4P report for all FSS offers and modifications that will result in the award of products.
  - **Required** for New Offers, Add Products, Add SIN
  - **Highly Recommended** for EPA Mods and Options
- COs must review the non-pricing related market research information provided in the report
- This requirement **does NOT** apply to price related market research provided in 4P reports.
  - However, COs may choose to use the price related market research in support of their fair and reasonable determinations

## Purpose is to check for the following:

- Data Integrity Flags
  - COO, UOI, Missing/Invalid data, Duplicates
- Compliance Flags
  - MiA, TAA, ETS, Supplier Authorization, Prohibited Products
- Environmental/Green Attribute Flags
  
- The use of 4P is still required for market research purposes for all TDR Contracts.

## History of PBS/IWAC Partnership:

- Standalone Option for Furniture (SOFA)
- Continued Commitment to Furniture & IT (FIT Program)
- Blanket Purchase Agreements (BPAs)
  - Regional
    - Regions 1-4 (Multiple Awards)
    - Regions 9 & 10 (Multiple Awards)
  - National Small Projects BPAs, Single Awards by Zone



# IWAC Project Team Pipeline

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- Veterans Benefit Administration (Several Projects Nationally)
- Possible FBI Blanket Purchase Agreement for Demountable Walls
- Possible FBI Blanket Purchase Agreement for Fitness Equipment
- IRS Project in Baltimore Under PBS 1-4 BPA
- Small Projects BPA Tracking Multiple Projects Opportunities
- Metal Storage and Industrial Shelving NSNs

For these Opportunities,  
Watch **GSA Ebuy** and **Respond to RFIs**

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# Questions for the GSA Leadership Team

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# The Future of Work and the Path Forward

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## Jonathan McIntyre

Director, Center for Workplace Strategy, GSA Public Buildings Service



future of federal work  
workplace 2030



# The Future of Work and the Path Forward

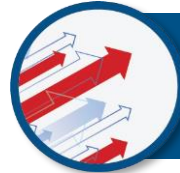
Jonathan McIntyre, Director  
Center for Workplace Strategy  
GSA Public Building Service

An employee takes a hybrid meeting in the  
Workplace Innovation Lab at GSA Headquarters

# Driving to Five Outcomes

## Public Buildings Service

We design, deliver and maintain safe, smart and sustainable workspaces that enable employees and agencies to best serve the American people



1. Shape the Future of Work



2. Aim for Net Zero



3. Maximize Economic Impact



4. Enhance Mission Delivery



5. Empower a Diverse Workforce

# Understand Metrics that Matter



## **Policy and Culture**

Represent the organization's brand and values through distinct experiences. The workplace as the home of the organization.

## **Relationships and Teamwork**

Help employees establish and maintain relationships. The workplace as a means for togetherness.

## **Space and Place**

Meet the daily needs of all employees seamlessly and intuitively. The workplace as the advantaged venue.

# Modernized

Workplaces that enable effective mission achievement and quality employee experience.



## Flexible

Seamless on-site to off-site experience, technology enabled, universal design



## Healthy

Air quality, temperature, natural light, socially connected, ergonomic



## Sustainable

Energy and water efficient, net zero operations, climate resilient



## Safe

Physical security, secure access, cybersecure, redundant operations

# Optimized

A Federal real estate portfolio that ensures value for the American taxpayer.



## Mission Delivery

Results-driven, productive, customer centered, technology enabled



## Asset Utilization

Occupancy-based, dynamic, shared, multifunction, multi-tenant



## Workplace Ecosystem

Balance between HQ and regional presence, distributed work



## Cost Efficient

Life-cycle based return on investment, saves money

# Future Workplace Ecosystem



# Articulate Benefits of In-Person Work



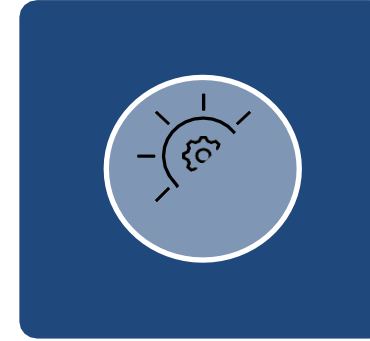
Teamwork,  
belonging &  
community



Shared  
culture



Productivity &  
quality



Drive  
innovation



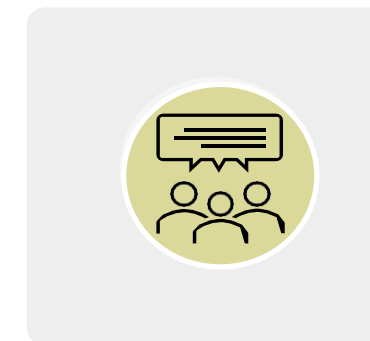
Movement  
& wellbeing



Professional  
development &  
advancement



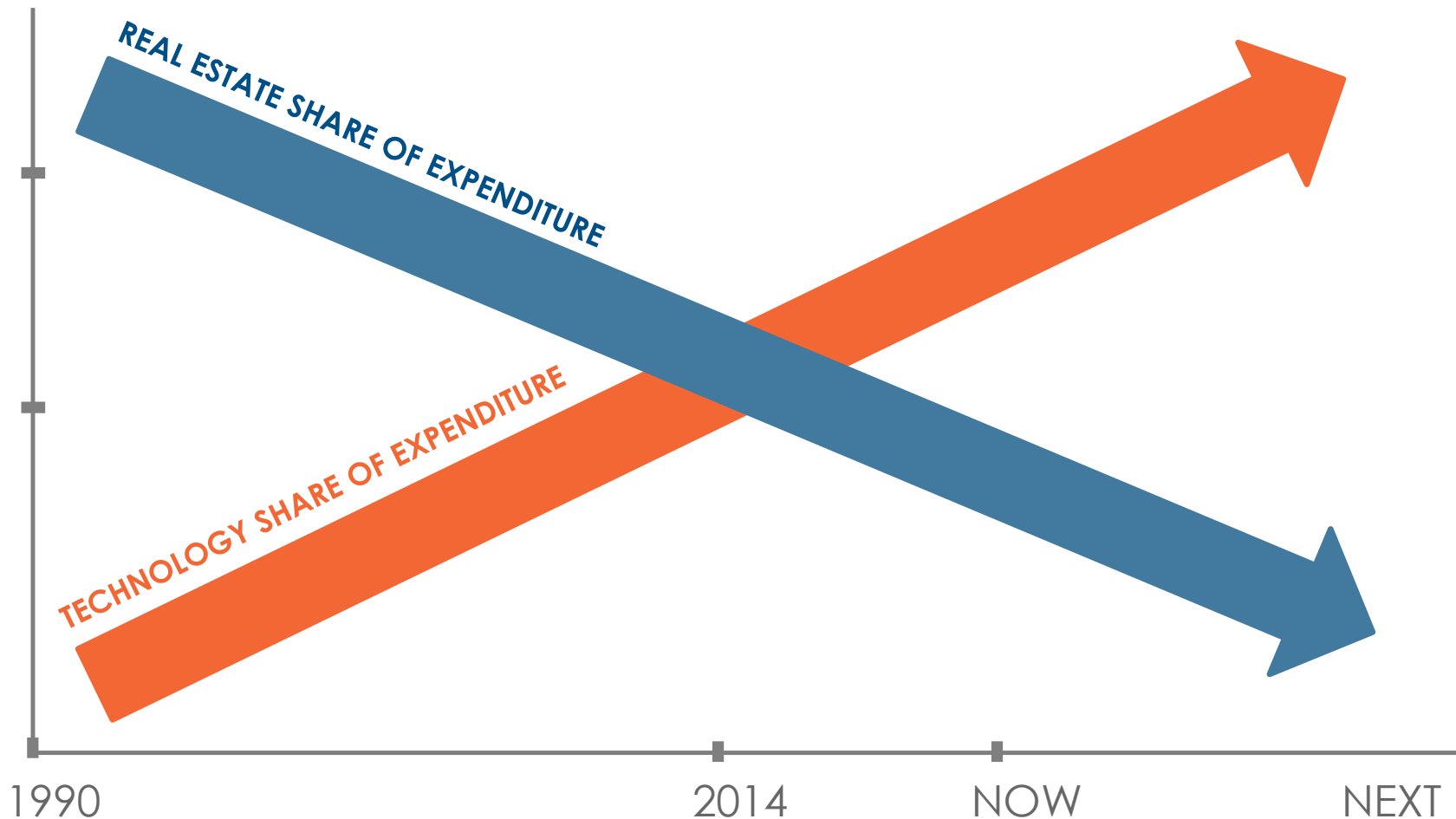
Equity &  
inclusion



Employee  
engagement



# Understand Shifts to Technology



- Acceleration of virtual technologies
- AI & robotic services
- Cloud processing

- Less space per person
- More spent on experience
- More distributed work
- Lower cost locations

# Rethink Space and Place Allocations

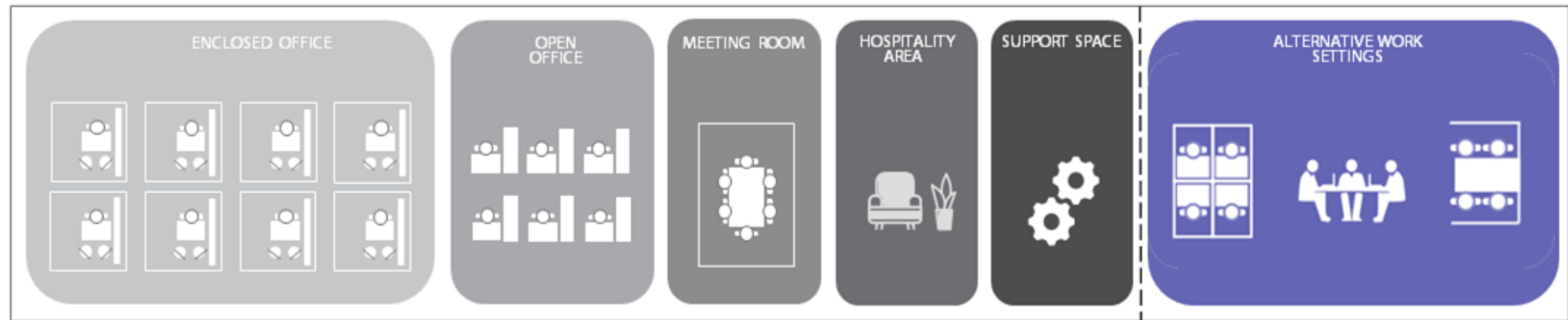
CUSTOMIZED SITE SPECIFIC SOLUTIONS MEETING AGENCY MISSIONS & OPERATIONS

## TYPICAL OFFICE FLOOR CONFIGURATION



Traditional work settings @ 1:1

## HYBRID OFFICE FLOOR CONFIGURATION



Shared work settings

# PBS Commissioner's Drivers

- 1 #1 amenity is people
- 2 Make low cost no cost moves
- 3 Make the workplace a magnet
- 4 Don't wait to make changes; test, learn, try again



PBS Commissioner Nina Albert meeting with GSA Administrator Robin Carnahan & Deput Administrator Katy Kale in the Workplace Innovation Lab

# Workplace 2030

[gsa.gov/workplace](https://gsa.gov/workplace)

# Workplace 2030 Guiding Principles

1. Work can be done anywhere, at any time
2. Distributed work is trusted work
3. The office is necessary and its purpose is shifting
4. Agencies are willing to share space
5. Talent recruitment and retention can benefit from distributed work



# 4 New Offerings in Development



## Fast Track Space

Agencies choose from pre-packaged space designs, concept models and square footages to fit their needs.



## Federal Space Listing

A tool listing GSA's vacant owned and leased space to facilitate consolidation opportunity discussions.



## Federal Coworking

On-demand coworking space in existing GSA owned buildings and leases.



## Secured Federal Coworking

On-demand secured coworking space in existing GSA owned buildings and leases.



An employee in the Workplace Innovation Lab joins a private virtual meeting

*Boots on Ground Closing thoughts....*

**WORKPLACE**



People

Furniture



Technology

**WORKPLACE**

Designed for efficiency and  
comfort in the work environment

Programmed so as to be capable  
of some independent action

*ERGONOMIC*

*SMART*

Furniture



Technology

= WORKPLACE

People

*ERGONOMIC*  *SMART*

Furniture  Technology

= WORKPLACE

People

*SMARTER*      *ERGONOMIC*

Furniture + Technology

= WORKPLACE

People

DESIGN

*SMARTER + ERGONOMIC*

INTEGRATION

Furniture + Technology

FRICTIONLESS

= WORKPLACE

EXPERIENCE



future of federal work  
workplace 2030

Does this resonate?  
***Your thoughts?***



# **Steve Sizemore**

Deputy Director, GSA Multiple Award Schedule Program Mgmt Office



U.S. General Services Administration

## Federal Acquisition Service

# GSA Multiple Award Schedule (MAS) and Small Business

**Steve Sizemore**  
Deputy Director  
MAS PMO  
[maspmo@gsa.gov](mailto:maspmo@gsa.gov)





# ***GSA / SBA Partnership Agreement***

- Signed June 2022
- GSA is currently working on implementation
  - Tentatively scheduled for Refresh 17
  - Currently working to identify and achieve offer and acceptance with SBA for existing contractors
    - SBA will determine if companies are 8(a) eligible
  - Communications will be through Interact and MAS Office Hours
  - Training will be provided for Industry and Buyers

- **Post implementation**

- New contractors will go through offer and acceptance at time of the original Schedule offer
- Ordering contracting officers (OCO) can issue 8(a) set-aside orders under Schedule contracts at their discretion
- Offer and acceptance will not be required for competitive orders
- Offer and acceptance will be required for sole-source orders AND company must be eligible as of the date of award of the order
  - Limited source justifications (LSJs) will not be required for 8(a) sole-source orders



# ***Small Business Procedures***

## FAR Part 19: Small Business Programs

- Part 19 generally does not apply to schedule orders or Blanket Purchase Agreements (BPAs) – (See 8.404(a))
  - FAR 8.405-5 provides procedures for Schedule set-asides
- **19.502-4 Multiple-award contracts and small business set-asides.**
  - (a) Contracting officers may, at their discretion, set aside orders placed under multiple-award contracts
  - (a)(4) The contracting officer shall comply with the ordering procedures for a multiple-award contract (for orders placed under the Federal Supply Schedules Program, see 8.405-5)
- **19.507** requires clauses for total and partial set-asides as well as limitations on subcontracting and the nonmanufacturer rule be added to orders under MAS.

## Limitations on Subcontracting

- FAR 19.505(b)
- Applies to small business set-asides above the simplified acquisition threshold, AND
- Regardless of dollar value, for orders awarded on a sole-source basis under 8(a), HUBzone, SDVOSB, or WOSB
- What does it mean?
  - A company will not pay more than 50 percent of the amount paid by the Government for contract performance to subcontractors that are not similarly situated entities

## Nonmanufacturer Rule (NMR)

- FAR 19.505(c)
- Under small business set-asides the prime contractor that is supplying the products must perform at least 50% of the cost of manufacturing the supplies (not including the cost of materials)
- The NMR is an exception that allows a small business to provide an end item that another small business has manufactured, processed, or produced in the United States or its outlying areas

## Nonmanufacturer Rule (NMR) (cont)

FAR clause [52.219-33](#), *Nonmanufacturer Rule*, is included in all GSA Schedule contracts and is applicable under an order-level set-aside

*(c) Requirements.*

(1) The Contractor shall—

- (i) Provide an end item that a small business has manufactured, processed, or produced in the United States or its outlying areas
- (ii) Be primarily engaged in the retail or wholesale trade and normally sell the type of item being supplied; and
- (iii) Take ownership or possession of the item(s) with its personnel, equipment, or facilities in a manner consistent with industry practice; for example, providing storage, transportation, or delivery.



## Nonmanufacturer (NMR) Rule, Cont.

- SBA may grant class or individual waivers to the NMR in industries where there are no small business manufacturers
  - Nonmanufacturer waivers are not granted for HUBZone procurements
  - Nonmanufacturer waivers cannot be granted after quotes on a solicitation have been received

For additional information:  
[SBA Non Manufacturer Rule](#)



## Required Clauses for Set-Asides

52.219-3	Notice of HUBZone Set-Aside or Sole Source Award
52.219-6	Notice of Total Small Business Set-Aside
52.219-13	Notice of Set-Aside of Orders
52.219-14	Limitations on Subcontracting
52.219-27	Notice of Service-Disabled Veteran-Owned Small Business Set-Aside
52.219-29	Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns
52.219-30	Notice of Set-Aside for Women-owned Small Business Concerns Eligible Under the Women-Owned Small Business Program

## FAR Subpart 8.405-5 – Small Business

- **8.405-5(a)** – Preference programs of Part 19 are not mandatory
  - (FAR Part 19 ordering procedures do not apply)
- **8.405-5(a)(1)** – Set-asides are discretionary for orders and BPAs against the Multiple Award Schedule.
- **8.405-5(a)(2)** – Follow the ordering procedures at:
  - 8.405-1 – Products and services without SOW
  - 8.405-2 – Services with an SOW
  - 8.405-3 – Blanket Purchase Agreements

## FAR Subpart 8.405-5 – Small Business

- 8.405-5(b) – Orders placed against schedule contracts may be credited toward the ordering activity's small business goals
  - Ordering activities should rely on the small business size representations made at the Schedule contract level
  - Ordering activities may require a representation of business size at the order level



## Certification Requirements for MAS Contracts

- MAS contracts size standard certification is generally valid for 5-years
- Firms must recertify at the time of an option exercise
  - Exceptions:
    - Novation (within 30 days after effective)
    - Merger or Acquisition (within 30 days after effective)
- See FAR 19.301-2

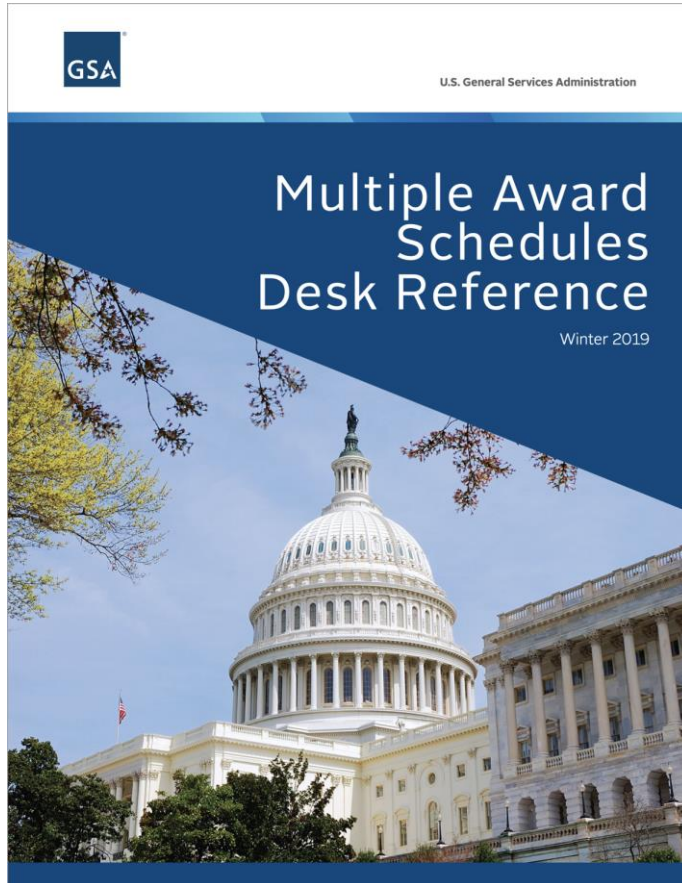
## Recap

<u>Set-Aside</u>	<u>Non-Set-Aside</u>
Ordering activity may conduct discretionary set-asides	Ordering activity should give preference to small business if at least two
FAR Part 19 does not apply – See 8.405-5 (follow ordering procedures at 8.405-1, 8.405-2, or 8.405-3)	May use socioeconomic status as an evaluation factor
Limitations on subcontracting apply	No limitations on subcontracting
Nonmanufacturer Rule applies	Nonmanufacturer Rule does not apply
Ordering activity receives socioeconomic credit	Ordering activity receives socioeconomic credit
No “rule of two” – Must ensure competition requirements at 8.405-1, 8.405-2, or 8.405-3 are met	



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## *Resources*



## MAS Desk Reference

Available through CMLS

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

[Download](#)





## Web Resources

[Schedules and Small Business - www.gsa.gov/schedulesandsbgoals](http://www.gsa.gov/schedulesandsbgoals)

[GSA Interact Group - Multiple Award Schedule](#)

Register for this Group to see all advance notices about upcoming MAS initiatives, training, webinars, etc.

<https://buy.gsa.gov/interact/community/6/activity-feed>

[GSA Schedule webpage](#)

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





# **Peggy Noland**

NAVFAC Lead Interior Designer

And

# **Shanna Belyk**

NAVFAC Southwest Interior Design Supervisor



# NAVFAC FF&E Program & Processes

**Margaret (Peggy) Noland, CID**  
NAVFAC Lead Interior Designer, SME  
CNIC CEQ Program Manager  
NAVFAC Atlantic  
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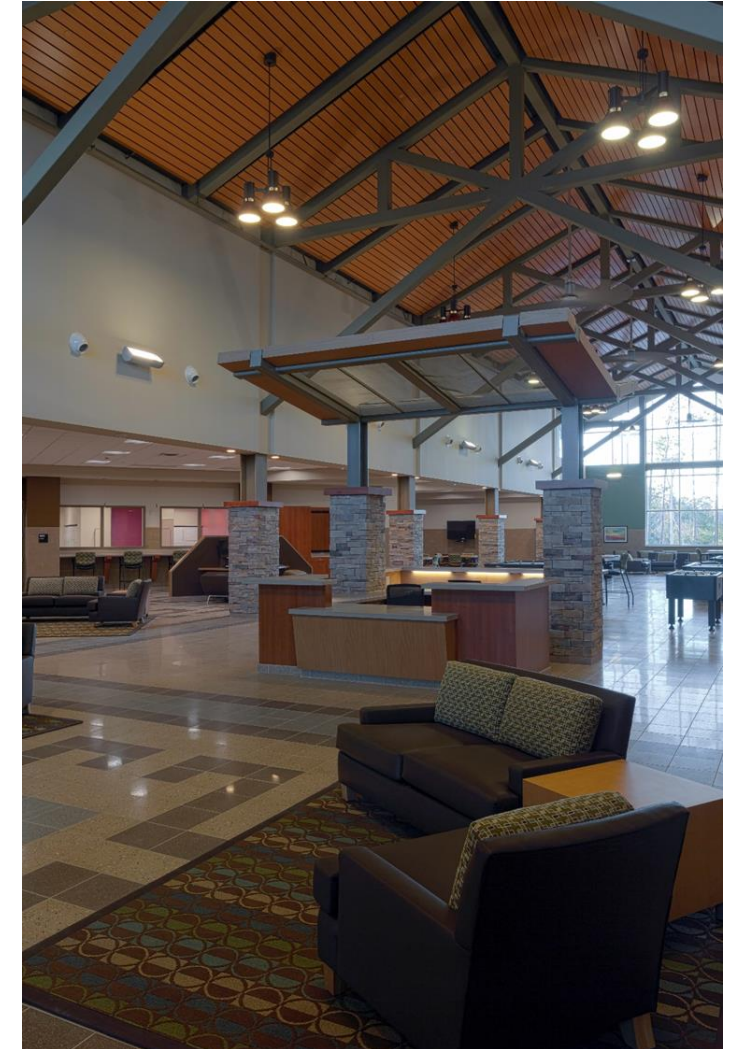
**Shanna Belyk, CID**  
Supervisory Interior Designer  
NAVFAC Southwest  
shanna.k.belyk.civ@us.navy.mil

10 May 2023

# Naval Facilities Engineering Systems Command



- **Naval Facilities Engineering Systems Command (NAVFAC)** is the United States Navy's engineering systems command, providing the Navy and United States Marine Corps with facilities and expeditionary expertise.
- DoD Construction Agent for the Navy and Marine Corps
- <https://www.navfac.navy.mil/>



# Comprehensive Interior Design (CID)

**Comprehensive Interior Design (CID)** is comprised of Structural Interior Design (SID) + Furniture, Fixtures, & Equipment (FF&E)

- **Structural Interior Design (SID)**

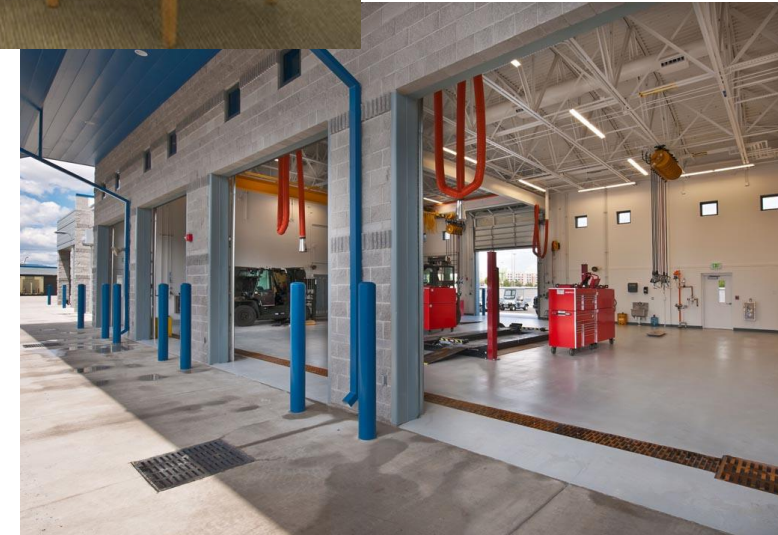
Interior finishes, wall details, flooring designs, signage, built-in casework, fixed equipment i.e. lockers, pallet racks, fixed auditorium seating, etc.



- **Furniture, Fixtures, & Equipment (FF&E)** Furniture Plans, detailed FF&E list, and furniture specifications required to complete the mission of the facility
- **NAVFAC typically procures FF&E Packages by Turnkey Procurement through the Construction Contractor (KTR)**

# Typical FF&E Packages

- Typical FF&E Packages include movable items such as:
  - Systems / Modular Workstations / Desking
  - Seating
  - Training and Conference Furniture
  - Shop Equipment
  - Fitness equipment
  - Storage / Filing
  - Visual display items / Accessories / Artwork / Mission Graphics
  - Appliances
  - Soft Window Treatments
  - Dorm and Quarters Furnishings
  - Dining Facility Furniture and Movable Fixtures
  - Child Development Center Furniture and Movable Fixtures



# Advantages of Turnkey Approach



- Ensures **full integration of FF&E** into the building floor plan and coordination with all building systems
- Ensures **durable and suitable FF&E** products that will to meet the Activity's needs
- Procurement of the FF&E package by the KTR as a separately priced **FF&E Option bid item**
- **Furniture Vendor(s) are sub-contractors to the KTR**
- **KTR coordinates FF&E delivery and installation with construction schedule and building completion**
- Potential to **shorten time** required to outfit a facility
- **Provides better service to Customer**



# Handling & Administration Rate (HAR)



## HAR

- Covers KTR's effort for the procurement and installation of the FF&E package
- HAR is comprehensive and covers profit and business expenses to include overhead, insurance, administrative, procurement and project management services, and **any bond that the KTR requires on the FF&E sub-contractor(s)**
- Calculated on Total Cost of the FF&E:
  - FF&E Product Total
  - Vendor Design and Project Mgmt Fees
  - Freight and Shipping
  - Sales Tax (if applicable)
- KTR's is not allowed to mark-up price of FF&E. Purchase Order documentation is required.



# Design, Procurement, and Installation of FF&E ID Responsibilities



## A/E or KTR's Interior Designer (ID) required to:

- Attend all design meetings
- Develop Concept FF&E package
- Perform BVD
- Work with recommended Vendor(s) to finalize all FF&E drawings, procurement data sheets, cost summary sheets, bill of materials (BOM) and furniture finishes.
- **Procurement Data sheets will be completed by the ID and will not be the responsibility of the Vendor.** However, the Vendor must review the Procurement Data Sheets to ensure accurate coordination with the BOM
- Orchestrate Mock-Ups, as required.
- Provide Pre-Final and Final FF&E design package for review/approval.

## Post-Award of FF&E Option Item

- Coordinate with Vendor(s)
- Attend walk-through(s) and generate punch list(s)



# FF&E BVD Requirements

- **“Procurement”** - Any one purchase to a specific vendor for items in a FF&E package. In order to provide a complete FF&E package, multiple vendors, and therefore multiple BVDs, from Government Supply Sources and/or Open Market may be required.
- **Below Micro-Purchase Threshold (MPT) (Currently \$10,000):**  
For procurements with a value **at, or below the MPT**, the ID may utilize any Government Supply Source (GSS) in the appropriate SIN. Other manufacturers may be utilized if GSS vendors cannot supply the item(s).



# FF&E BVD Requirements

- **Greater than the MPT and below the Simplified Acquisition Threshold (SAT) (Currently \$250,000):**
  - For any procurement in the FF&E Package with a value **greater than the MPT and below the SAT**, as part market research, the ID must always review products and pricing from all mandatory sources per FAR 8.002. **If the requirement cannot be met by mandatory supply sources** (to include FPI/UNICOR), per FAR 8.405-2 (2)(ii), **the ID must prepare and distribute a BVD RFQ Package to at least three (3) vendors within the applicable SIN.**
  - Per DFARS 208.602-70, Acquisition of items for which FPI/UNICOR has a “significant market share,” means an item for which FPI’s share of the DoD market for the federal supply class including that item is greater than 5 percent.  
<https://www.acq.osd.mil/asda/dpc/cp/policy/other-policy-areas.html#fpi>
  - Per DFARS 208.602-70, and FAR 8.405-2 (c)(4), Ordering procedures for services requiring a statement of work, the RFQ must be provided to FPI/UNICOR for the opportunity to propose

# FF&E BVD Requirements



- **Greater than the MPT and below the Simplified Acquisition Threshold (SAT) (Currently \$250,000):** *continued*
  - Per DFARS 208.602-70 (c)(2), when acquiring an item for which FPI/UNICOR does not have a significant market share, acquire the item in accordance with the policy at FAR 8.602.
  - Per FAR 8.405-2 (c)(4), provide the RFQ to any GSA Vendor within the applicable SIN or category who requests a copy of it prior to the RFQ response due date. Documentation is required.
  - For competitive solicitations in which more than one (1) potential offeror expressed an interest in an acquisition, but only one offer was ultimately received, request feedback and document why the opportunity was declined. The ID must confirm the pricing with the recommended Vendor.
  - The responding vendors must provide a written quote. Attach vendor quotes and a summary of all proposals. The ID must confirm the pricing with the recommended Vendor.

# Best Value Determination (BVD)



- **Greater than the SAT (Currently \$250,000):**
  - For procurements with a value **greater than the SAT** the ID must always review products and pricing from all mandatory sources per FAR 8.002
  - If the requirement cannot be met by mandatory supply sources (to include FPI/UNICOR), per FAR 8.405-2 (c)(3)(iii)(B) for orders **greater than the SAT**, **the RFQ must be sent to as many vendors within the applicable SIN or category as practicable to reasonably ensure that quotes will be received from at least three (3) vendors that can fulfill the requirements.**
  - Open Market sources may be competed if GSS cannot meet the requirement(s)
  - Do not mix SINs and GSA and/or Open Market within same BVD RFQ
  - Documentation of sent RFQ and vendor written quotes are required
  - Allow a minimum of 30 days for responses if project schedule permits

# Navy BPAs

## Navy Blanket Purchase Agreements (BPAs)

- Naval Supply Command (NAVSUP) developed Navy BPAs to obtain deeper discounts against existing GSA contracts for:

- SIN 71 1 Packaged Office
- SIN 71 200 Dormitory and Quarters
- SIN 71 204 Dormitory
- SIN 711 1 F Station Clusters
- SIN 711 2 W Workstations, Computer Furniture and Accessories
- SIN 711 3 Filing and Storage Cabinets, Shelves, Mobile Carts, Dollies, Racks & Accessories
- SIN 711 8 Executive Office Furniture
- SIN 711 18 Multipurpose Seating

**Program Ended 30 Sept 2022**



- Since the sunset of the Navy BPAs, NAVFAC and our contracted IDs are utilizing GSA BPAs and other GSA contracts
- A separate Best Value Determination (BVD) is required for each SIN utilized in a project.
- The GSA Furniture BPAs awarded against GSA Multiple Award Schedules (MASs) are an available, but not mandatory, vehicle for acquiring FF&E
- Typical categories for NAVFAC projects include:
  - Packaged Household, Dormitory & Quarters Furniture
  - Office Furniture
  - Packaged Furniture
  - Miscellaneous Furniture





# Market Research



- NAVFAC RFQs typically require Dealership installation offices must be permanently located within [50] [100] [200] miles of project site for project installation and future service requirements.
- **Market research would be much more effective if vendors clearly indicated all geographic service areas**
- Effective April 1, 2023, in accordance with section 333 of the William M. (Mac) Thornberry National Defense Authorization Act for Fiscal Year 2021, the Department of Defense must not procure any covered items that contain Perfluorooctanoic acid (PFOA) and perfluorooctane sulfonate (PFOS). **The Vendor must not provide any covered items containing PFOS or PFOA** in performance of any contract task order to include the following:
  - Nonstick cookware or cooking utensils for use in galleys or dining facilities
  - Upholstered furniture, fabrics, carpets and rugs that have been treated with stain-resistant coatings.

# Best Value Determination (BVD) Request for Quotation (RFQ)



- **BVD RFQ** prepared by the A/E's or KTR's ID, and reviewed/approved by the NAVFAC ID and Contract Specialist (CS), prior to sending out to prospective vendors via email.
- **BVD RFQ Components:**
  - **BVD RFQ Cover Letter**
    - Administrative Requirements
    - BVD Evaluation Criteria
  - **Scope of Work (SOW)**
    - BVD FF&E Mock-Up Requirements (If required)
    - Projected Project Schedule and Phasing Requirements, if any
    - Field Conditions
    - Other Project Considerations
  - **BVD RFQ Spreadsheet/Dealer & Manufacturer Questionnaire**
  - **Technical Specifications**
    - Performance Criteria
    - Project-Specific Performance Specifications and Typicals
  - **FF&E Plan(s)**

# BVD Evaluation Criteria



- **A/E's or KTR's must rank Evaluation Factors in descending order of priority to meet specific project needs:**
  - Special features required in effective program performance
  - Comfort/suitability of the item
  - Price
  - Probable life of the item selected as compared with that of a comparable item
  - Past performance
  - Delivery terms
  - Warranty considerations
  - Maintenance availability - Dealer/installation team must be located within [150] [200] [250] [300] [400] driving [miles] [kilometers] of [location of project] to provide proximity for support and maintenance to the facility after delivery of the product
  - Environmental and energy efficiency considerations
  - Trade-in considerations
  - Administrative costs
  - Training needed or provided
  - Technical qualifications
  - Compatibility with existing furniture / products / technology (circle appropriate category)
  - Other (*specify - i.e. Mock-up(s), if required in BVD RFQ*)



# Sales Taxes

- Verify whether state, local or VAT sales taxes are applicable at project site location
- Local sales tax rate may vary within a state depending on city or county tax regulations
- **KTR is responsible to determine if there are particular items that should and should not be taxed**



# Bonding

- NAVFAC requires bonding on the **FF&E Option Item when awarded.**
- If the KTR requires **additional bonding of the FF&E Vendor(s), these bond fees must be funded by the HAR.** These bond fees are **NOT** funded by the FF&E package.
- If the FF&E Vendor requires bonding on the KTR, **the fee must be included in the Project Management line item in the Vendor's FF&E RFQ Proposal.**



# Award of FF&E Option Item

- A/E's or KTR's ID confirms pricing, in writing and with pricing expiration date.
- **Recommended Vendor(s) must hold pricing for minimum of 60 days**
- NAVFAC requests funding for the procurement and installation of the approved **Final FF&E Package**
- **Award of FF&E Option bid item a minimum of six (6) months prior to BOD**



# Award of FF&E Option Item

- **Authorization Letter** provided by CS to KTR allowing use of Government Supply Sources
- **KTR places FF&E order(s)** coordinated with construction schedule
- **FF&E Vendor(s) will be sub-contractors to the KTR**
- KTR must coordinate and participate in a **walk-through** to include the FF&E Vendor and NAVFAC to ensure building interior is substantially complete and ready for FF&E installation
- **FF&E Installation**
- **Walk-through(s)** and **punch list(s)** developed
- KTR provides all **procurement documentation** and **warranty binders** at final walk-through





# WHOLE BUILDING DESIGN GUIDE WEBSITE



- **WHOLE BUILDING DESIGN GUIDE (WBDG): Collateral Equipment (FF&E) Criteria & Templates page located at:**  
<https://www.wbdg.org/ffc/navy-navfac/collateral-equipment/>
- **Important resource site maintained for current reference and policy documents, mandatory NAVFAC templates, and FF&E performance criteria and specifications**
  - *NAVFAC Interior Design Procedures: Furniture, Fixtures and Equipment*
  - FF&E Best Value Determination (BVD) process documents and templates
  - FF&E Performance Criteria

# NAVFAC Interior Design Procedures: Furniture, Fixtures and Equipment (FF&E)



- ***NAVFAC Interior Design Procedures: Furniture, Fixtures and Equipment (FF&E)***  
**located at:**  
<https://www.wbdg.org/ffc/navy-navfac/collateral-equipment/navfac-id-procedures-ffe>
- **Critical reference providing process and deliverables details for all stages of FF&E design and installation**
- **Identifies:**
  - Resource sites for reference and policy documents, NAVFAC templates, and FF&E performance criteria and specifications
  - Collateral Equipment (CEQ) and FF&E Definitions
  - FF&E Mandatory Sources, Navy Blanket Purchase Agreements (BPAs) and other Sources of Supply
  - FF&E Best Value Determination (BVD) dollar thresholds and Request for Quotation (RFQ) requirements
  - FF&E BVD Evaluation and Recommendation for Procurement

# TEAM EFFORT



**Process is a TEAM EFFORT to support our Warfighters**



### **Gary Clark**

Program Management Director, AFICC 773 Enterprise Sourcing Squadron  
And

### **Dick Rieser**

Program Manager, 771st Enterprise Sourcing Squadron

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# Air Force Installation Contracting Center

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## Air Force Office Furniture Programs Overview

**GSA Quality Partnership Council**

**AFICC 773<sup>rd</sup> ESS and 771<sup>st</sup> ESS**

**Gary Clark & Dick Rieser**

**10 May 2023**

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***Your Success is Our Mission!***



# Agenda

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- **AFICC Overview**
- **Category Management Overview**
- **Cat 6.3 Furniture – FY18-22 Spend by PSC**
- **Cat 6.3 Active Office Furniture Programs**
- **AF 7-Step Strategic Sourcing Model**
- **Key 7-Step activities involving industry**
- **Tips to improve RFP/RFQ quality**
- **Questions**



# AFICC Overview

## AFICC Commander's Intent - Brig. Gen. Lance French (ref: 2023 Strategic Roadmap)

In 2022, the Air Force Installation Contracting Center (AFICC) made tremendous strides in becoming an **acquisition center of excellence** and **transforming from an operational contracting service provider to an operational acquisition provider**. We are not here to just execute a budget; **we bring strategic cost management and business expertise** to the fight. Our Mission-Focused Business Leaders are the best in the Department of Defense in **providing enterprise solutions**.

### AFICC's Four Key Mission Areas:

- **Mission Execution:** We've **leveraged our core Operational Acquisition capabilities to enable better acquisitions solutions across the Air Force**. The savings we garner directly impact the ability of the Department to tackle the Secretary of the Air Force's Operational Imperatives.
- **Enterprise Solutions:** We've become **the go-to Agency for Enterprise Solutions**. In addition to **over \$3 Billion in recorded savings**, AFICC is sought out by the other Services and Federal Agencies to **provide training in our core capabilities of Category Management and Business Intelligence**, as well as to become **partners on our strategic acquisitions**.
- **Expeditionary Operations:** We continue to champion SAF/AQC's LOE 4, **Expeditionary Contracting as a Joint Force Capability**, by engaging the wider Operational Contract Support (OCS) community and expressing the need for expanded OCS capabilities. In addition, our revamped Contingency Contracting Officer Training ensures Airmen are ready anytime, anywhere.
- **Mission-Focused Business Leadership:** We've changed what it means to be a contracting professional. Our Mission-Focused Business Leaders provide **more than just contracting advice** to stakeholders; they **provide sound acquisition leadership and solutions**.



# 773d Enterprise Sourcing Squadron

## **Mission**

- *Deliver agile combat capabilities through enterprise-wide solutions*

## **Vision**

- *Empower operational acquisition leaders - delivering solutions to enable a competitive edge against our Nation's adversaries*

## **Portfolio**

- *Currently managing 243 Contracts totaling \$1.05B*
- *Supports Category 6.3 – Office Furniture*

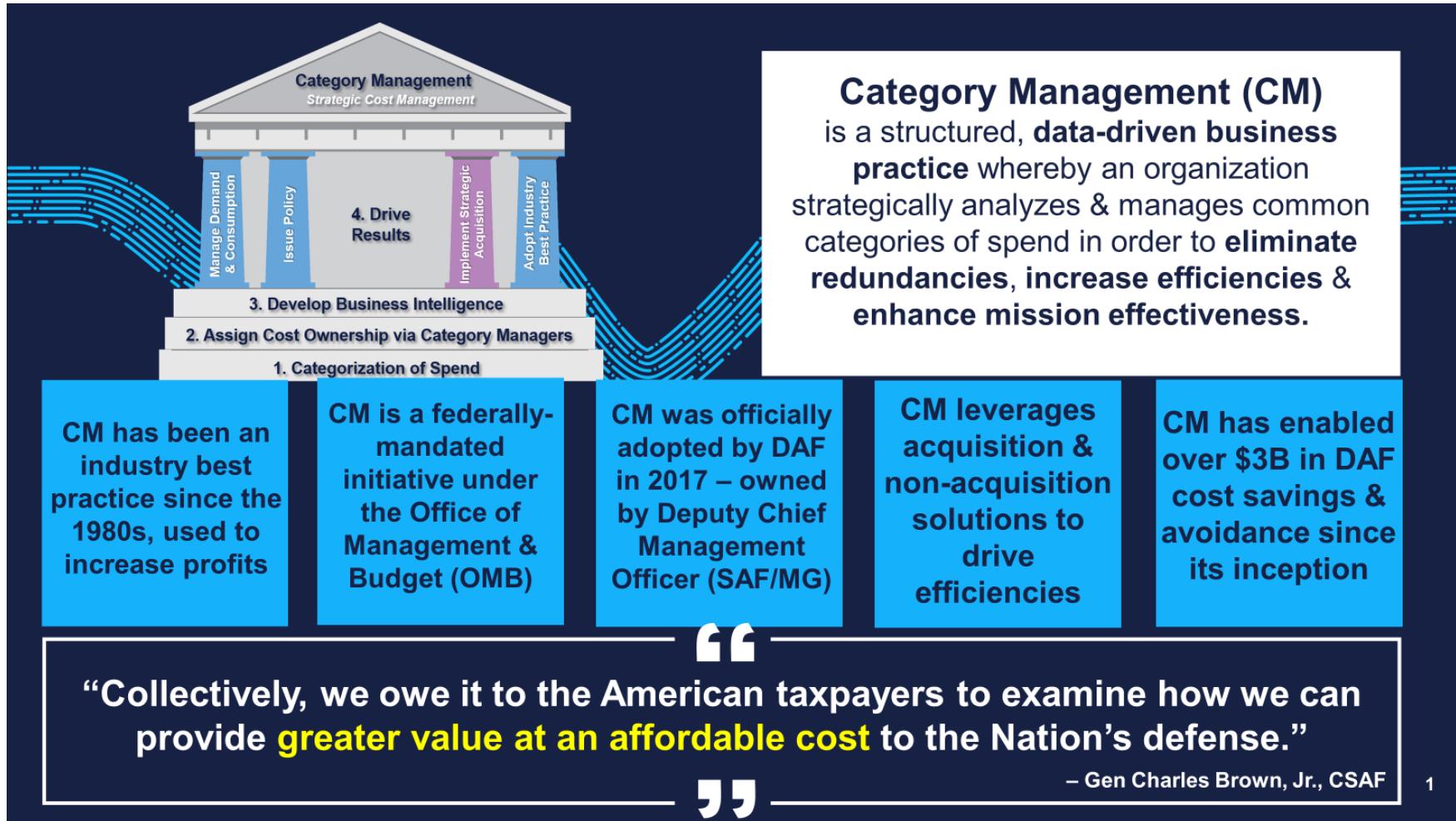


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# Category Management Overview



*Your Success is Our Mission!*



# Small Business Performance since Category Management Implementation



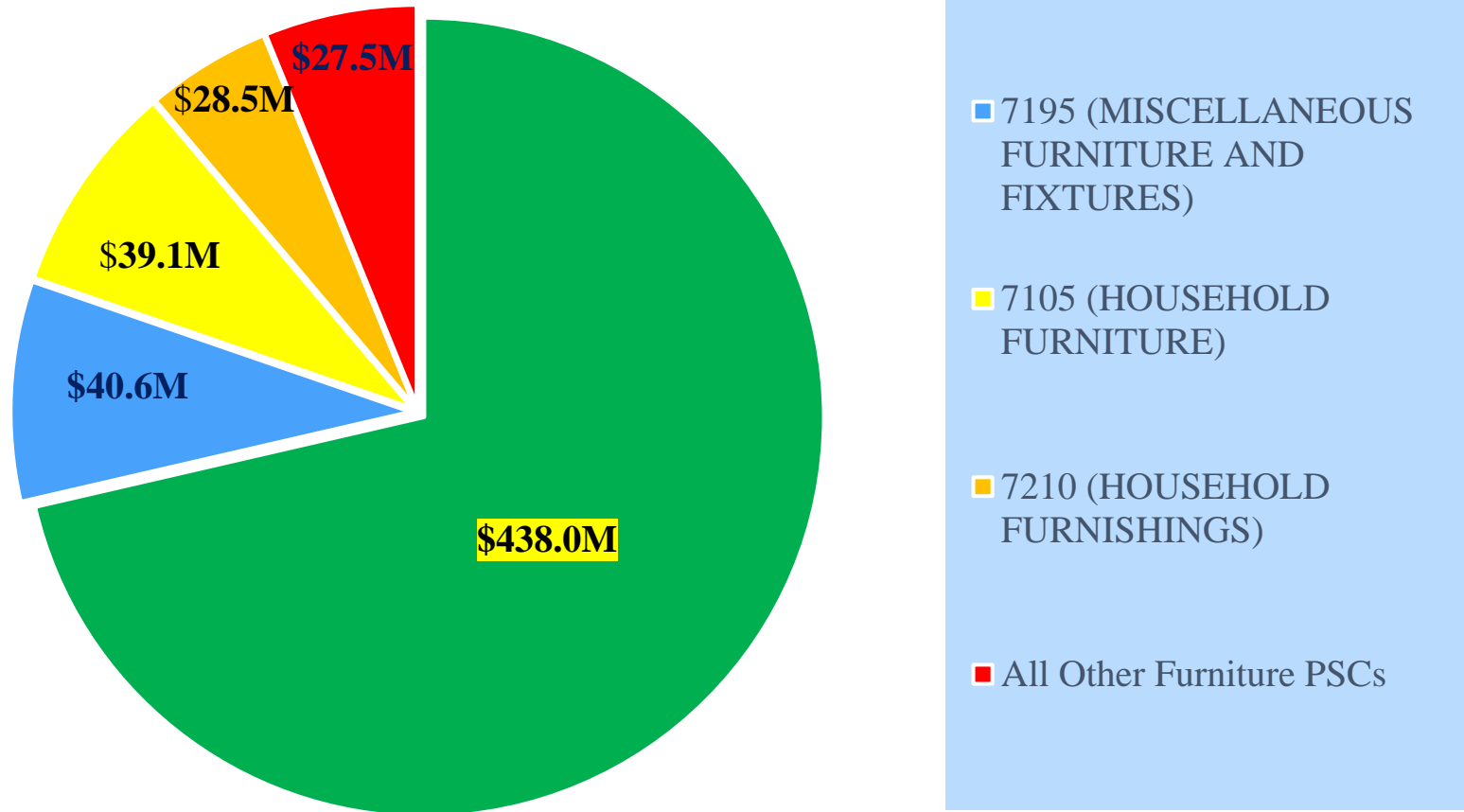
**DAF has exceeded SB Goals since Category Management Implementation**

**Your Success is Our Mission!**



# Category 6.3 Office Furniture Air Force Spend by Major PSC

5-FY Period: FY18 to FY22 Totals: **\$573.7M**





# Cat 6.3 Office Furniture Programs

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## **Carpet I & II (active)**

- Carpet I: Jul 17 to Sep 22: Spend: \$5.5M – Savings: \$1.1M
- Carpet II: started Jan 2023: spend/savings minimal
  - Est 5 FY spend: \$32M

## **Office Workplace Furniture (active, started Jan 2023)**

- Started Jan 2023: spend/savings minimal to date
  - Est 5 FY spend: \$100M

## **Executive Office & Conference Furniture – EOCF II & III (active )**

- EOCF2: Dec 2019 to Sept 2022: Spend: \$15.2M–Svgs: \$3.3M
- EOCF3: started Oct 2022: Spend: \$1.6M – Savings: \$0.4M
  - Est FY spend: \$10-12M/FY

## **Seating II (active to Dec 2024) and Seating III (developing)**

- Q2FY19 to FY22: Spend: \$16.6M – Savings: \$2.1M
  - **Seating III (773<sup>rd</sup> ESS initiated replacement effort)**

## **Height-Adj Stand-up Desk Converters & Anti-fatigue Mats**

- FAR-designated priority supplier (AbilityOne)



# Active Furniture Programs

## CARPET II

- **Period:** 19 Jan 2023 to 18 Jan 2028
- **Scope:** CONUS
- **Mandatory Use:** Policy issuance pending
- **Program Use:** Decentralized
- **Small Business:** 100% credit (w/two-tiered structure)
- **Covers:** Modular tiles, walk-off tiles, roll goods, adhesives, and installation services
- **Contracts:** 7
- **PSC:** 7220 – Floor Coverings
- **NAICS:** 314110 - Carpet & Rug Mills





# Active Furniture Programs

## OFFICE WORKPLACE FURNITURE (OWF)

- **Period:** 1 Jan 2023 to 31 Dec 2028
- **Scope:** CONUS + AK & HI
- **Mandatory Use:** Policy issuance pending
- **Program Use:** Decentralized
- **Small Business:** 100% credit (two-tiered structure)
- **Covers:** open office, collaborative, workstation syst.
- **Contracts:** 5
- **PSC:** 7110 – Office Furniture
- **NAICS:** 337214 – Office Furniture Mfg  
(except Wood)





# Active Furniture Programs

## **EXEC OFFICE & CONF ROOM FURNITURE (EOCF3)**

- **Period**: 1 Oct 2022 to indefinite date (best-in-class)
- **Scope**: CONUS + AK and HI
- **Mandatory Use**: Policy issuance pending
- **Program Use**: Decentralized
- **Small Business**: UNICOR (FPI) + GSA Global Supply NSN
- **Covers**: Private offices (trad & cont), accs. and svcs
- **Contracts**: 2 (UNICOR FPI & GSA Global Supply NSN)
- **PSC**: 7110 – Office Furniture
- **NAICS**: 337211 – Wood Office Furniture





# Active Furniture Programs

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## SEATING II

- **Period:** 12 Dec 2019 to 11 Dec 2024
- **Scope:** CONUS
- **Mandatory Use:** Yes
- **Program Use:** Decentralized
- **Small Business:** 100% SB
- **Covers:** Exec, task, conf, guest/side (only non-wood)
- **Contracts:** 8 active BPAs + 2 susp due to mfg issues
- **PSC:** 7110 – Office Furniture
- **NAICS:** 337214 – Office Furniture Mfg  
(except Wood)







# Active Furniture Programs

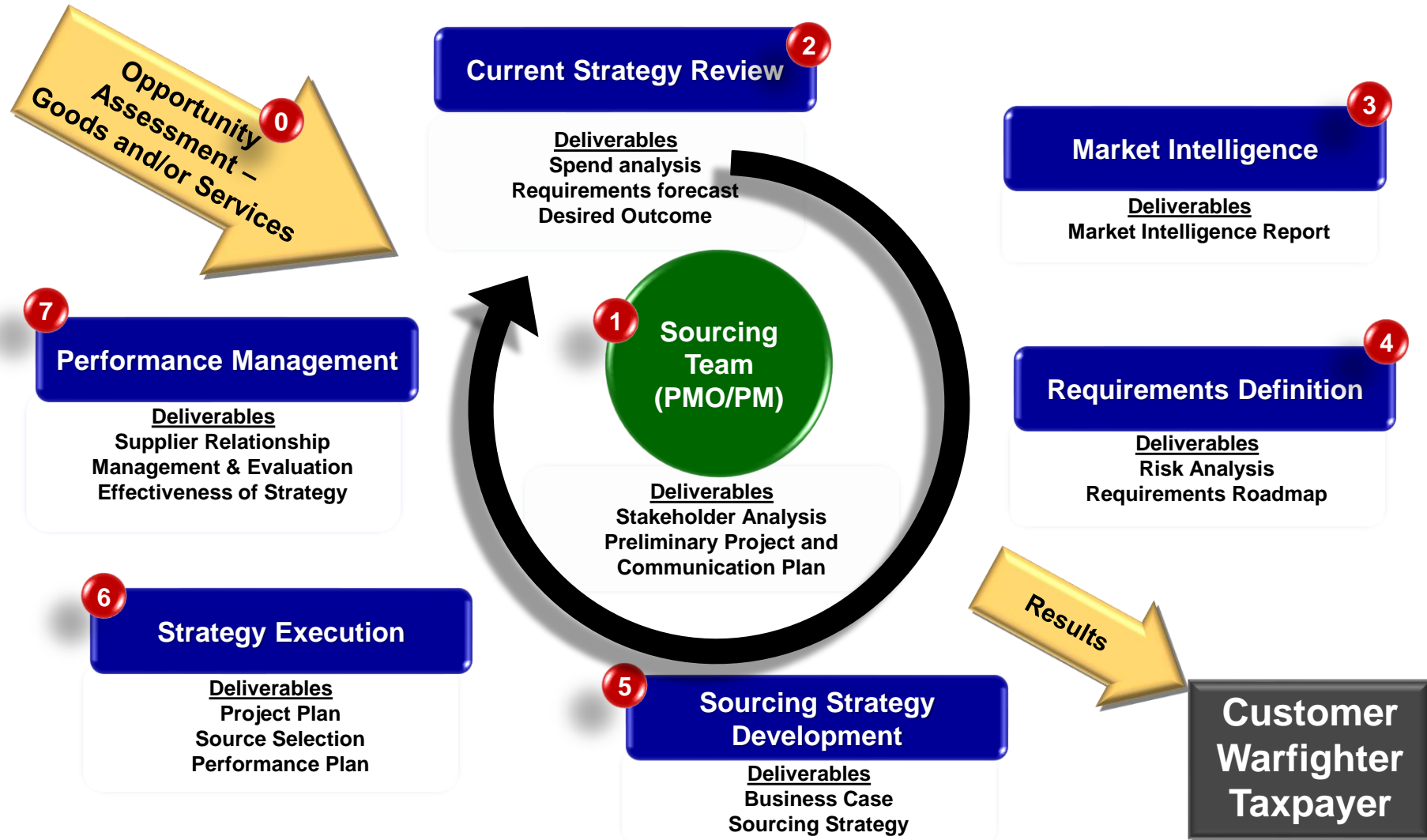
## HEIGHT-ADJ STAND-UP DESK CONVERTERS & MATS

- **Period:** 12 Dec 2019 to indefinite date (FAR-directed)
- **Scope:** CONUS & OCONUS
- **Mandatory Use:** Yes
- **Program Use:** Decentralized
- **Small Business:** Ability One
- **Covers:** HASUD converters (only) + anti-fatigue mats
- **Contracts:** WISCRAFT, Inc
- **PSC:** 7110 – Office Furniture
- **NAICS:** 337214 – Office Furniture Mfg  
(except Wood)





# 7-Step Strategic Sourcing Model





# Key 7-Step areas involving industry

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- **Requirements Definition**
  - Goal is that all requirements are well defined (i.e. complete, unambiguous, achievable, verifiable, measureable, consistent, orderly, prioritized)
- **Requests for Information**
  - Gathering market research
  - Identifying potential sources
  - Understanding industry capabilities, new directions, issues, etc.
- **Industry Days – Solicit Feedback**
  - Acquisition strategy
  - Draft requirements
  - Evaluation Criteria, Contract Type, T&Cs, Pricing Structure, Model Contract, etc
  - One-on-One discussions
- **Draft Request for Quote / Request for Proposal**
  - Opportunity for industry to help us clarify all key RFP/RFQ elements



# Tips to Improve RFPs/RFQs

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- **Ask questions and suggest improvements during draft RFP/RFQ period**
- **Understand ALL proposal elements**
- **Closely follow instructions to offerors**
- **Respond timely, accurately and appropriately**
- **Fully complete all required documents**
- **Provide proper substantiating documentation**
- **Be concise and consistent**



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# Questions?

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***Your Success is Our Mission!***



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## Sara Cook

Program Manager, USACE Huntsville Centralized Furnishings Program

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# USACE - ENGINEERING AND SUPPORT CENTER, HUNTSVILLE

## FURNISHINGS PROGRAM

Sara Cook  
Program Manager  
Centralized Furnishings  
Date: 10 May 2023



US Army Corps  
of Engineers®



U.S. ARMY



# WHY HUNTSVILLE?

**Full-service Project Delivery Team (PDT) with over 25 years of experience that improves and sustains federal agency performance while saving the taxpayer dollars**







U.S. ARMY



# WHO WE ARE

**PDT that provides program management, technical and procurement expertise for multiple Department of Defense Agencies worldwide for Furnishings that include Administrative Office, Barracks, Family Housing, Dining Facility and Educational furnishings**

## **Project Management:**

- ❖ Manage project from cradle to grave, adhere to scope, schedule & budget, proactive scope management, issue resolution, ensure customer satisfaction, contract close out/performance evaluation

## **Interior Design:**

- ❖ Furniture design/layout, coordination of electrical/data, technical writing of furniture specs, technical review of submittals, perform QA

## **Contracting:**

- ❖ Acquisition expertise ensures compliance with all federal acquisition regulations - 95% of all requirements awarded to GSA Schedule 71 holders
- ❖ Initial procurement, hold the manufacturers accountable for product/schedule, post award

[http://youtu.be/gUUQZ-x\\_xqQ](http://youtu.be/gUUQZ-x_xqQ)

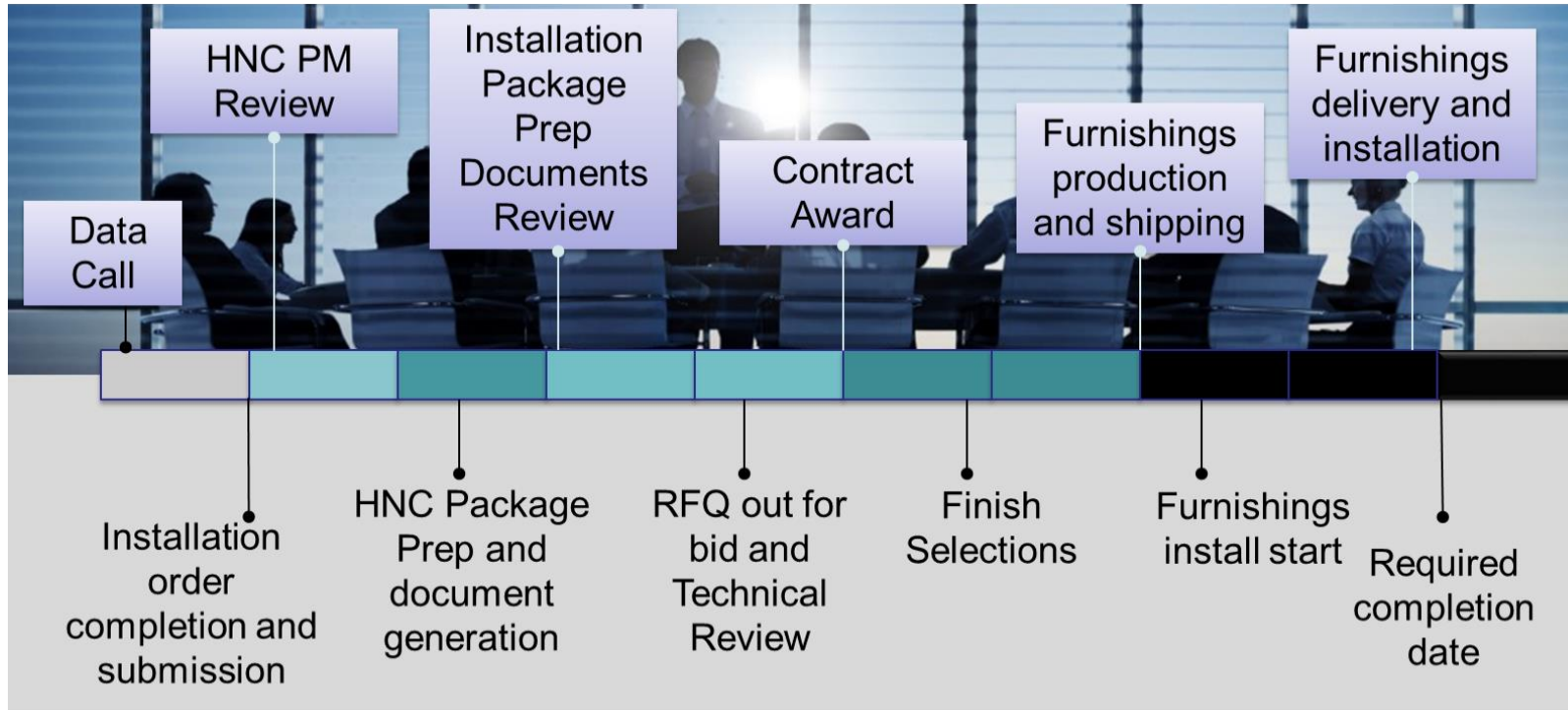




U.S. ARMY



# EFFECTIVE PROCESS



- Streamlined process from order receipt to contract closeout
- Standardized product offering for standard designs to ensure consistency throughout all facilities
- Technical PDT ensures accuracy of space planning, application of product, power and data requirements and life safety
- PDT implementing online platform for furnishing orders that will provide automation and real time reporting throughout the process



U.S. ARMY



# HISTORICAL COST SAVINGS



**COST SAVINGS**

- On average, HNC procures over \$100-125M in furnishings annually
- 96% of projects are within schedule and under budget
- Longer lifecycle due to tailored specifications and warranty requirements
- Approximately 70% of awards go to small businesses (SB)
- 100% of awards are Firm Fixed Price



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# PROJECTIONS

## ESTIMATED OBLIGATIONS - FY23, approx. \$115M

- UH (Unaccompanied Housing) - \$22M
- ADMIN - \$60M
- AFH (Army Family Housing)/GFOQ (General Flag Officer Quarters) - \$3M
- Navy - \$30M

## ESTIMATED OBLIGATIONS - FY24, approx. \$85M

- UH (Unaccompanied Housing) - \$11M
- ADMIN - \$41M
- AFH (Army Family Housing)/GFOQ (General Flag Officer Quarters) - \$3M
- Navy - \$30M





## **Furnishings Program's safety program has been revamped**

Updated safety template to include

- Updated Accident Prevention Plan (APP)
- Updated Accident Hazard Analysis (AHA)

Safety plans are required to be submitted 1 month prior to install start

- Contractor cannot begin installation of furniture until an approved safety plan is provided

Safety checks/inspections will occur when HNC is onsite

Exposure Hours

- Required to report monthly
- Must include contract number, install specific information and total number of hours on the job (ex. 80 hour install x 4 man crew = 320 hours)
- Hours should be reported monthly through the invoice inbox





U.S. ARMY



# WHAT'S NEW

## DFAC (Dining Facilities Administration Center)

- Centralized and executed through HNC
- DFAC Modernization Program developed to create a more modern and casual dining experience through modern technology, natural lighting, casual seating and updated furniture
- Kitchen equipment – procured separate vehicle than FF&E



## CDC and CYS (Child Development Centers & Child Youth Services)

- HNC will begin procuring FF&E beginning in FY24 (FF&E is approx. 2-3 years after the start of construction)
- 7 planned CDC/CYS facilities between FY23-30



U.S. ARMY



# POINTS OF CONTACT

## Program Management

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Chief, Centralized Furnishings  
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Sara Cook  
Program Manager  
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Stephanie Hardin  
Senior Project Manager  
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## Interior Design

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## Contracting

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Military Integration Support Branch  
Huntsville Center Directorate of Contracting  
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# Closing and Breakouts Next

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**Manufacturers**

**IWAC is booking showroom appointments  
during NeoCon**

**If you have not requested an appointment, you still have time,**

**Email [QPC@gsa.gov](mailto:QPC@gsa.gov) to sign-up**

**Thank  
YOU  
QPC  
Board  
Members!**

**FURNITURE**



**Carol Espinosa**  
Principal  
Freedom Interiors  
(913) 909-2166  
[cespinosa@fre3dom.net](mailto:cespinosa@fre3dom.net)  
Elected: March 2021  
Term Ends: March 2025

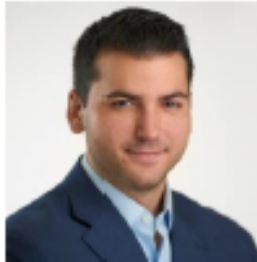


**Vacant**

**FURNITURE SERVICES**



**Allyn Richert**  
President  
Trade Products Corporation  
(703) 502-9000  
[arichert@tradeproductscorp.com](mailto:arichert@tradeproductscorp.com)  
Elected: June 2019  
Term Ends: June 2023



**Dimitri Mortsakis**  
Director of Sales & Marketing  
CRS-Corporate Relocation  
Systems  
(718) 791-4592  
[dmortsakis@crsmove.com](mailto:dmortsakis@crsmove.com)  
Elected: June 2019  
Term Ends: June 2023

**FURNISHING AND FLOOR COVERINGS**



**Randa Thayer**  
VP of Government and Education  
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(770) 241-0910  
[randa.thayer@shawinc.com](mailto:randa.thayer@shawinc.com)  
Elected: June 2019  
Term Ends: June 2023



**Vacant**

## What is the Role of a QPC Board Member?

- ★ **Serve** a four-year term.
- ★ **Advocate** for ALL contract holders under your SINs.
- ★ **Communicate** news/updates and solicit feedback from QPC members under respective SINs.
- ★ Identify and **elevate issues**, problems and broad topics that affect respective SINs.
- ★ Work with members of GSA and our federal customers to develop solutions and address issues through participation in **MAS Working Groups**.
- ★ Partner with GSA in **planning industry days** and conducting educational webinars.
- ★ Participate **in-person in annual QPC meetings** and all board member meetings.

## **FY23 Q4 QPC Board Member Election:**

- ★ *Furniture - One Vacancy to be filled*
- ★ *Furniture Services - Two vacancies to be filled*
- ★ *Flooring - Two vacancies to be filled*



# Breakout Session

**Format:**

Leads will sit facing you.

Moderators will start conversations with questions collected.

Moderators will signal for conversations to shift by asking new questions.

<b>Breakout no rotations, choose one session</b>	<b>Location</b>	<b>Breakout Leads</b>	<b>Moderators</b>
<b>Let's Dig into Everything MAS</b> <b>MAS Open Discussion</b>	<b>Front of Auditorium</b>	Ryan Schrank, Shaun Kelly, Steve Sizemore, Randa Thayer, Dimitri Mortsakis	Matt Cohen Kerron Higgins Elizabeth O'Malley Kevin Golisano
<b>Let's Talk Furniture RFQs</b> <b>Furniture Project Open Discussion</b>	<b>Rear of Auditorium</b>	Dena McLaughlin, John Breen, Linda Valdes, Allyn Richert, Kris Stein	Laura Taddei Meghan Whipkey Buffy Sheard Lewius Hoang