

New Multiple Award Schedule Solicitation

Introduction

- A. Refresh number
- B. Solicitation number
- C. For an outline of significant changes, please see “Significant Changes” attachment

We appreciate your interest in the Multiple Award Schedule (MAS) Program.

Under MAS, the General Services Administration (GSA) establishes long-term Government-wide contracts with commercial firms to provide government buyers with access to a wide variety of commercial supplies, services, and solutions.

Before you submit your offer, please visit the [MAS Roadmap](http://www.gsa.gov/masroadmap) (www.gsa.gov/masroadmap). This page will help you understand the offer submission process, what it means to have a Schedule contract and if it is right for you. The Roadmap also contains links to relevant solicitation templates and attachments. Please familiarize yourself with this information prior to completing your offer in [GSA's eOffer system](http://eoffer.gsa.gov) (<http://eoffer.gsa.gov>).

All offers shall be submitted electronically via eOffer at <http://eoffer.gsa.gov>. Please visit the eOffer site for the latest information on how to access the system and submit an offer. Additional industry guidance can be found at the Vendor Support Center (<http://vsc.gsa.gov>).

Points of Contact:

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- I. Offer Preparation Instructions and Evaluation Criteria** - This section outlines the information that all offerors must provide to GSA in order to be considered for award under the MAS.

The solicitation provision SCP-FSS-001 will outline the administrative, technical and pricing elements that are required as part of all offer submissions. SCP-FSS-002 outlines the requirements for offerors that would like to offer Order Level Materials (OLMs).

Additional information or requirements that apply to specific categories of products and services are noted in the specific category attachments included as part of the solicitation package on FBO. Please make sure you know what large category or categories and Special Item Number/s (SIN/s) you will be submitting under your offer, prior to beginning the eOffer process and submitting your offer. The specific large categories, subcategories, and SINs will dictate additional requirements for your offer and additional clause requirements that will flow down to your contract. Please read these instructions and requirements thoroughly. All this information will be reviewed as part of your Schedule offer. All offer information must be submitted in the GSA eOffer system (<http://eoffer.gsa.gov>).

Instructions and Evaluation Factors for All Offerors

[Provision and Clauses mapped to section I go here](#)

II. Available Offerings and Category Specific Requirements

This section includes a summary of the offerings available under Schedule. The Schedule offerings are broken down into 12 Large Categories with corresponding subcategories and Special Item Numbers (SINs). Detailed list of offerings under Schedule is available in the "Available Offerings" attachment included with the solicitation. For additional evaluation criteria and requirements based on offerings, please view the individual category attachments also included with the solicitation.

The individual category attachments will outline details related to available offerings, including:

- Subcategories,
- Special Item Numbers with corresponding North American Industrial Classification System (NAICS) codes
- Critical Elements
- Category specific evaluation criteria,
- Subcategory or SIN specific requirements
- Special ordering procedures

[Large Category and Subcategory Offerings Available under Schedule](#)

For additional information and requirements, please go to the category requirements documents.

A. Facilities

- a. Structures
- b. Facilities Services
- c. Food Service Equipment
- d. Facilities Supplies
- e. Facilities Solutions

- f. Facilities Maintenance and Repair
- B. Furniture & Furnishings
 - a. Miscellaneous Furniture
 - b. Office Furniture
 - c. Flooring
 - d. Fitness Solutions
 - e. Signs
 - f. Household, Dormitory & Quarters Furniture
 - g. Packaged Furniture
 - h. Healthcare Furniture
 - i. Furniture Services
- C. Human Capital
 - a. Human Resources
 - b. Background Investigations
 - c. Compensation and Benefits
 - d. Temporary Help Services
 - e. Social Services
- D. Industrial Products and Services
 - a. Industrial Products
 - b. Packaging
 - c. Cleaning Supplies
 - d. Fire/Rescue/Safety/Environmental Protection Equipment
 - e. Hardware and Tools
 - f. Fuel Management
 - g. Machinery and Components
 - h. Test and Measurement Supplies
 - i. Industrial Products and Services Maintenance and Repair
- E. Information Technology
 - a. IT Hardware
 - b. IT Software
 - c. Telecommunications
 - d. IT Solutions
 - e. IT Training
 - f. Electronic Commerce
 - g. IT Services
- F. Miscellaneous

- a. Apparel
 - b. Complimentary Special Item Numbers (SINs)
 - c. Personal Hair Care Items
 - d. Musical Instruments
 - e. Awards
 - f. Flags
- G. Office Management
- a. Printing and Photographic Equipment
 - b. Office Supplies
 - c. Audio Visual Products
 - d. Media Services
 - e. Media Products
 - f. Records Management
 - g. Document Services
 - h. Office Services
 - i. Audio Visual Services
 - j. Mail Management
 - k. Office Management Maintenance and Repair
- H. Professional Services
- a. Marketing and Public Relations
 - b. Financial Services
 - c. Legal Services
 - d. Technical and Engineering Services (non- IT)
 - e. Business Administrative Services
 - f. Logistical Services
 - g. Language Services
 - h. Environmental Services
 - i. Training
 - j. Identity Protection Services
- I. Security and Protection
- a. Testing Equipment
 - b. Protective Equipment
 - c. Security Services
 - d. Security Systems
 - e. Security Animals and Related Services
 - f. Marine and Harbor

- J. Scientific Management and Solutions
 - a. Laboratory Equipment
 - b. Laboratory Animals
 - c. Search and Navigation
 - d. Medical Equipment
 - e. Testing and Analysis
 - f. Scientific Services
- K. Transportation and Logistics Services
 - a. Motor Vehicles (non-Combat)
 - b. Automotive Body Maintenance and Repair
 - c. Packaging Services
 - d. Package Delivery
 - e. Transportation of Things
- L. Travel
 - a. Employee Relocation
 - b. Lodging
 - c. Travel Agent and Misc Services

III. **Contract Terms and Conditions**

This section outlines solicitation provisions and clauses applicable to Schedule contracts throughout the life of the contract. Please refer back to the instructional provisions within this solicitation, whenever you are making changes or updates to your contract.

Contract terms and conditions are split into two sections for organizational purposes only. Their placement here has no effect on their meaning or application. Rather, the terms and conditions are organized this way merely to help you better manage and understand your Schedule contract. All terms and conditions listed in this solicitation are incorporated into your contract at the Schedule level and flow down to the order level.

- A. Terms Related to Schedule Contract Administration - These clauses outline key components that are related to Schedule requirements and administrative contracting components to keep your Schedule up to date.

[Provision and Clauses mapped to section 3a go here](#)

- B. Clauses Related to the Performance of an Order - These clauses outline key components of your contract that flow down to the order level and may impact the ordering activity.

[Provision and Clauses mapped to section 3b go here](#)

Incorporated by Reference (IBR): Many of the provisions and clauses cited in this solicitation are incorporated by reference, as authorized in the Federal Acquisition Regulation (FAR) or the General Services Administration Acquisition Manual (GSAM). A review of these clauses and provisions will be necessary for you to understand all aspects of the solicitation. The full text of any FAR and GSAM clauses which are incorporated by reference in this solicitation may be found in the electronic file titled 'Regulations Incorporated by Reference', or they can be accessed at the following URLs: FAR: <https://www.acquisition.gov/far/> GSAM: <https://www.acquisition.gov/gsam/gsam.html>

IV. List of Attachments

This section outlines the attachments, templates, and supplemental documents that are part of this solicitation. The purpose and location of each document is stated below.

Offerors must review and submit the most recent version of the documents with their offer. Offers that do not include the most recent version of attachments will not be accepted.

- A. Solicitation Requirements and Informational Documents - Found in FBO and eOffer as part of the solicitation package.
 - Significant Changes Document - Outlines significant solicitation changes from one refresh to the next.
 - Available Offerings Summary
 - Category Attachments (1 attachment for each large category) - Listing of Special Item Numbers, relevant NAICS and corresponding SIN information. Unique category evaluation criteria or terms and conditions are included in the category attachments.
 - IBR Full Text Clauses Document
- B. Required Offer Documents found at 'Available Offerings and Requirements' GSA.gov page (www.gsa.gov/mascategoryrequirements)
 - Price Proposal Template (excel format only) - The price proposal is a mandatory offer document. For ease of use, we have divided the price proposal into relevant offering categories. You only need to fill out the price proposal template or templates relevant to your offerings. Each attachment can be found on the 'Available Offerings and Requirements' GSA.gov page.
 - a) Products
 - b) Services and Training
 - c) Travel
 - d) Transportation and Logistics Services
 - CSP-1 (not applicable to TDR)

C. Incorporated by Reference - Found on the GSA.gov 'Available Offerings and Requirements' page (www.gsa.gov/mascategoryrequirements)

- Wage Determinations are applicable to services that fall under the Service Contract Labor Standards Act. These wage determinations are incorporated by reference into your Schedule contract at the time of award. Wage determinations are updated annually on Schedule contracts via a mass modification.
 - a) Standard Wage Determinations
 - b) Non-Standard Wage Determinations
 - c) Unpublished Wage Determinations

D. Required as Applicable Offer Documents - These documents require action on the part of the offeror. Some documents are completed directly in eOffer and others are completed offline and uploaded into eOffer prior to offer submission. Requirements are set forth in SCP-FSS-001, SCP-FSS-002, and in each large category attachment.

Templates that can be filled out and completed within the eOffer System (if applicable):

- Service Contract Labor Standards (SCLS) also known as the Service Contract Act (SCA) labor matrix - Required for SCLS applicable offers.
- Subcontracting Plan - Required for other than small businesses. Information is completed in eOffer, but a copy must be downloaded, signed and also attached to eOffer. Template can be found on the GSA.gov 'Available Offerings and Requirements' page (www.gsa.gov/mascategoryrequirements)

Templates provided on the GSA.gov 'Available Offerings and Requirements' page (www.gsa.gov/mascategoryrequirements)

- Letter of Supply - required if you are providing products that you do not manufacture
- Agent Authorization Letter

E. Category Specific Attachments and Templates - Depending on the products or services your company would like to offer, additional attachments may be required as part of your offer submission. Large categories, subcategories and SINs that require submission of additional attachments with your offer are outlined in the large category attachments.

All category specific attachments, templates and additional requirements can be found on the MAS 'Available Offerings and Requirements' page (www.gsa.gov/mascategoryrequirements).