



CMS' Use of GSA Schedules

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Building and Maintaining Relationships to Achieve Results*

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Benefits of a GSA Schedule Contract

- A GSA Schedule contract does not guarantee you'll receive orders for Government work
- But it does provide a simplified, streamlined way for Government to obtain supplies and services from your company
 - Faster
 - Easier
 - More Economical

Limitations of GSA Schedules

- For commercial products, services and solutions only
- Orders must be:
 - Firm-Fixed-Price (FFP);
 - Time and Material (T&M); or
 - Labor Hour (LH)

CMS Uses GSA Schedules

In FY12, CMS awarded

- 508 actions (orders and modifications)
- Valued at approximately \$465M

using GSA Federal Supply Schedules

Market Research

- Market research is an integral part of acquisition planning
- Primarily want to identify what is available and who can provide the required product or service
- Government procurement officials want to know:
 - What are your core competencies
 - What's your prior experience
 - “How can I get to you” or “What contract vehicles do you have in place”
 - Such as GSA Schedule, Government Wide Acquisition Contract (GWAC) or agency specific IDIQ

CMS Requirements

- Predominately services, not supplies
- Require a Statement of Work (SOW)
- Best Value Trade-Off Award Determinations (non-price factors more important than price)
- Often services that are not conducive to firm-fixed-price
 - Requirements not sufficiently defined
 - Uncertainties in performance do not permit costs to be estimated with sufficient accuracies

Roles in GSA Schedule Contracts

- GSA Schedule Contracting Officer – Responsible for establishing and administering the GSA Schedule contract
- Order Activity Contracting Officer – Responsible for purchasing supplies and services and administering orders against a GSA Schedule contract
- Contractor – Provides product or service

Ordering Activity Responsibilities

- Acquisition Planning
- Identify and evaluate Schedule solutions
- Issue and document the Schedule order
- Administer the Schedule order
- Perform closeout duties

Use of GSA Federal Supply Schedules is covered in FAR 8.4

Ordering Procedures (no SOW)

For supplies or fixed price services without an SOW:

- At or below the Micro Purchase Threshold
 - Place an order with contractor that can meet need
 - Attempt to distribute orders among contractors
- Between Micro and Simplified Acquisition Threshold (SAT)
 - Survey three or more schedule contractors
 - Place order with the contractor that represents the best value
- Exceeding SAT
 - Develop Request for Quote (RFQ)
 - Receive 3 or more quotes
 - Seek price reduction
 - Fairly consider all quotes
 - Place order with the contractor that represents the best value

Ordering Procedures (w/SOW)

For services requiring an SOW:

- At or below the Micro Purchase Threshold
 - Place an order with contractor that can meet need
 - Attempt to distribute orders among contractors
- Between Micro and Simplified Acquisition Threshold (SAT)
 - Develop SOW and evaluation criteria
 - Issue RFQ to three or more schedule contractors
 - Specify type of order (firm-fixed-price, labor-hour)
 - Place order with the contractor that represents the best value
- Exceeding SAT
 - Develop SOW and evaluation criteria
 - Receive 3 or more quotes
 - Seek price reduction
 - Fairly consider all quotes
 - Place order with the contractor that represents the best value

Types of Requirements Documents

- Statement of Work (SOW) – detailed description of the specific tasks or services a contractor is required to perform, including how they are to be performed.
- Performance Work Statement (PWS) – describes the tasks to be performed in order to achieve the required results.
- Statement of Objectives (SOO) – a high level statement of need that describes the required outcomes/objectives. The solution is up to the quoter to describe.

Typical RFQ Content

- Special Item Number (SIN) and Schedule
- Agency specific terms
- SOW/PWS
- Quote Submission Instructions
- Evaluation Factors

Contractor Team Arrangements (CTAs)

- An arrangement between two or more schedule contractors to work together to meet government requirements
- Written agreement between team members detailing responsibilities
- Provides a total solution by combining the supplies and services from the team members separate GSA schedule contracts
- Permits contractors to compete for orders that they may not qualify for independently
- Allows more opportunities for small businesses and small disadvantaged businesses
- CMS unable to pay multiple schedule contractors, so CTA arrangement would require the lead contractor to receive payment and pay other team members

Best Value

- Best Value Continuum



Low price,
technically acceptable

High price,
technically superior



- RFQ will identify
 - if LPTA or trade-off between non-price factors and price
 - the evaluation factors and their relative weight

Evaluations

- Price must always be evaluated
 - Shall seek a price reduction when the order or BPA exceeds the SAT
- Examples of CMS non-price factors
 - Technical Approach
 - Management Plan
 - Personnel
 - Experience
 - Past Performance

Things to Consider

- Serving as a subcontractor or in a teaming arrangement can provide valuable experience
- Getting on GSA Schedules, GWACS and agency-specific IDIQs provides an easy, streamlined access to obtaining Government contracts
- Having an approved accounting system required to receive cost reimbursement contracts

Questions

