

GSA Multiple Award Schedules



The Multiple Award Schedules (MAS) Program is a governmentwide contract vehicle for commercial products and services available to eligible ordering activities. (To see a list of eligible ordering activities please refer to www.gsa.gov/eligibilitytouse.) Multiple Award Schedules are also known as “GSA Schedules,” “VA Schedules,” and “Federal Supply Schedules (FSS).” In the Federal Acquisition Regulation (FAR), Schedules are called Federal Supply Schedules (FSS). Federal agencies and other eligible users procure \$45 billion annually in goods and services through the Schedules program.

Through the MAS program, GSA establishes contracts with thousands of commercial businesses that offer supplies or services at fair and reasonable prices. The program provides access to a broad range of professional services, including management, financial, engineering, environmental, graphic design, landscaping services, and much more. In addition, the program offers commercial products ranging from computer hardware to office supplies to hardware and tools. A comprehensive list of available products and services can be accessed through GSA’s eLibrary at gsaelibrary.gsa.gov. An online shopping portal is available at www.gsaadvantage.gov.

The benefits of using Schedules include:

- **Cost savings** – Ordering activities can achieve cost savings through pre-negotiated, market-based pricing that leverages the buying power of the federal government, plus the ability to negotiate further discounts at the order level. In addition, Schedules have lower administrative costs than conducting an open-market competition.
- **Time savings** – Since schedules are pre-competed and on-demand, they reduce procurement lead times significantly. Requests for Quote (RFQs) do not require a synopsis on FedBizOpps and solicitations are not required to remain open for 30 days. Note: solicitations should remain open for a reasonable amount of time to allow contractors an opportunity to provide a quote and ensure adequate competition.
- **Greater transparency** – GSA eTools (i.e., GSA Advantage and GSA eBuy) increase transparency within the acquisition process when you conduct market research, make purchases, and prepare Requests for Information (RFIs) or Requests for Quote (RFQs).
- **Control the procurement** – Self-service (the agency places the order) and assisted service (GSA places the order on behalf of the agency) options are available.
- **FAR compliance** – Schedule contracts are up-to-date and contain the latest policy and FAR guidance. When the FAR changes, GSA updates the Schedule contracts, as applicable, through the modification process.
- **Flexibility and choice** – The ordering activity may add local terms and conditions as well as supplemental clauses from agency supplements such as the Defense Federal Acquisition Regulation Supplement (DFARS). Order terms and conditions must not conflict with Schedule contract terms and conditions. Ordering activities also establish their own evaluation criteria and have over 40 million products and services available through the Schedules program.
- **Socioeconomic benefits** – The ordering activity always receives the socioeconomic credit when placing orders with small businesses, including any of the socioeconomic subcategories. The requiring activity receives socioeconomic credit when using GSA assisted acquisition services to place the order.



Resources to Help You Learn More About Schedules Ordering Procedures

Comprehensive, up-to-date information on the Schedules program is always available at www.gsa.gov/schedules.

Order Checklist for Contracting Officers

A checklist for placing orders against Schedules is available online at <http://go.usa.gov/3CPAY>.

MAS Desk Reference

GSA has a comprehensive Multiple Award Schedule Desk Reference Guide detailing all relevant information and ordering guidelines for the MAS program, as well as helpful tips and policy guidance. You can order it at no cost online at www.gsa.gov/cmls or by calling (800) 488-3111. Access to an electronic copy is also available. You can also access it online at www.gsa.gov/masdeskreference.

Basic Ordering Guidelines

Ordering procedures are prescribed by FAR Subpart 8.4 and are delineated into procedures for ordering products and services without a statement of work (FAR 8.405-1), services with a statement of work (FAR 8.405-2), and establishing and ordering from Blanket Purchase Agreements (BPAs) (FAR 8.405-3). You can review ordering guidelines in detail at www.gsa.gov/masguidelines.

Blanket Purchase Agreements

BPAs offer an excellent opportunity for federal agencies and Schedule contractors alike by providing convenience, efficiency, and reduced costs.

Benefits of using BPAs:

- Provide opportunities to negotiate improved discounts
- Satisfy recurring requirements
- Reduce administrative costs by eliminating repetitive acquisition efforts
- Permit ordering activities to leverage buying power through volume purchasing
- Enable ordering activities to use streamlined ordering procedures
- Reduce procurement lead time
- Permit ordering activities the ability to incorporate terms and conditions not in conflict with the underlying contract

For more information on BPAs please visit www.gsa.gov/bpa.

Training

In partnership with the Federal Acquisition Institute (FAI) and the Defense Acquisition University (DAU), GSA has developed online Continuous Learning Modules for the acquisition workforce covering topics such as Basic Contracting for GSA Schedules, Buying Services through GSA Schedules, BPAs and Contractor Teaming Arrangements (CTAs), GSA Schedules and Small Business, and more. GSA also teaches a monthly webinar series on these topics and more. You can find a complete course listing, registration links, and webinar schedule at www.gsa.gov/masnews.