



## GSA Schedule Services

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# Service Overview

## GSA

Thank you for contacting us about our General Services Administration (GSA) services. Our staff is experienced and can help you successfully develop your GSA Schedule Application.

The General Services Administration is the unit of the federal government responsible for procurement (purchase) of goods and services for all federal government agencies. If you are interested in having your business sell a product or service to the federal government, you will need to win a GSA Contract. The GSA establishes long-term government contracts with commercial firms to provide access to millions of commercial products and services at volume-discount pricing.

A GSA Schedule is a formal agreement to sell goods or services from your company to various government departments using terms outlined and administered by the GSA. A GSA Schedule is also called a GSA Contract and although the GSA doesn't order from you, they do facilitate the process. Government agencies use the information in the GSA Schedule to order from you. Your GSA Schedule has your contract number, the duration of your contract, the Federal Acquisition Regulations (FAR) clauses, description of the goods or services your company offers, the maximum rates or prices you may charge the government, and other items.

### **Our GSA Services Include:**

- Phone consultation, helping you to understand the GSA schedule/contract process.
- Assisting the client to gather all of the necessary documents and supporting papers needed to develop GSA Schedule Application.
- Uploading the application and supporting documentation into the GSA Federal Acquisition Service online system (e-Offer).

Our experts have the knowledge and experience in identifying the appropriate schedules and Special Item Numbers (SINs); we also understand the GSA Contract process and requirements.

### **The GSA Schedule Contract Award Steps include:**

- Eligibility Determination
- Required Registrations
- Company Past Performance Evaluation
- Identification of appropriate GSA Schedule
- Downloading Corresponding Solicitation
- Preparing the Application

# GSA Services


## GSA Schedule Types

GSA Contract (1 Schedule—3 SINs)	\$	2,899
GSA Consolidated (3 Schedules—9 SINs)	\$	3,499

## Additional Options

Additional SIN (each)	\$	109
Additional Changes (2 hrs)	\$	109
GSA Expert Consultation	\$	159
GSA Qualification Evaluation	\$	109

## Payment & Promotions



**No Payments + No Interest if paid in full within 6 months** on purchases of \$99 or more  
Check out with PayPal and choose PayPal Credit  
Subject to credit approval. See terms. US customers only.

- Buy 2 Get One Cert Free

**Pricing Does not include shipping**

## Other Certifications \*

- SBA 8a
- DOT
- HUB Zone
- State MBE/WBE
- City/County MBE/WBE
- WBE– National
- NMSDC– National
- LGBT
- Veteran Registry

## Get A Free Marketing Review

\*Application fees from certifying agencies (if applicable) are not included.

# Frequently Asked Questions

## What is GSA?

The GSA also known as the General Services Administration is responsible for managing federal contracts and pre-approves vendors to supply specific products and services using SINs to the US Federal Government as outlined in the GSA contract submitted using eOffer. The advantage of GSA contract is it allows a vendor to sell directly to the federal government without competitive bidding. In other words, the federal purchasing agent can purchase products or services on the spot rather than having to bid out the work.

## Why should I consider the GSA Schedule?

GSA was established to help government agencies negotiate prices. This is done via the GSA Schedules Program, which list the amount the government has agreed to pay for vendor's products or services. Small businesses have the potential to dramatically expand their revenues by getting listed on the GSA Schedule of approved vendors and then going after and winning contracts. Government agencies can order directly from a GSA Schedule contractor through an online shopping and ordering system know as GSA Advantage!

## What is an SIN? How do I know which ones apply to my organization?

Supplies and services are categorized in each GSA Schedule by a Special Item Number (SIN). These numbers are an internal system used by the GSA that directly ties into North American Industry Classification System (NAICS) codes. BizCentral USA can assist you in locating appropriate matches based on having a clear specific list of NAICS codes and understanding of the services that are performed under them. Remember that your previously completed contracts should typically outline all work performed that must correspond with the SIN or NAICS in order for it to considered for GSA.

## Is there a fee to participate in the GSA program?

**There are no direct participation fees to submit an eOffer to the GSA; however certain third-party information's required by the GSA that have fees such as "Digital Certificates" for each negotiator (\$119.00 ea. / 2yrs) and Past Performance Evaluation from Duns & Bradstreet (\$215 per report).**

# Frequently Asked Questions

## How long is the process to apply for GSA?

The length of time to finalize the GSA process is dependent on the timeliness of the negotiator to respond to GSA inquiries and agree to pricing deemed fair by both parties. For most GSA e-Offers, it takes one to two months for the contract officer to begin review. It is normal for the GSA contract officer to have some questions during the review process. Most of the questions will be asked in written form via a fax or an e-mail. Depending on the nature of the questions in the first round, the GSA reserves the right to ask additional some follow-up questions verbally or in writing to ensure that it has all of the information needed to make a decision and verify that the business has provided its best and final offer. In most cases, the GSA will last for additional discounts during this final conversation. They will also go through terms and conditions in the final offer. Once the GSA and the applying organization have agreed to all of the terms of the potential contract the GSA will request a Final Proposal Revision (FPR) letter outlining the terms agreed to by both parties. The entire process can be as short as a few months or over a year depending on how “fair” the rates are deemed by the GSA office.

## What are the pre-requisites for applying to GSA?

The GSA requires that you have the following minimum criteria in order to apply:

- DUNS #
- System for Award Management (SAM) profile including the representations and certifications section (i.e. FAR Report).
- Completed “Pathway to Success Education Seminar” for proof of understanding the GSA process
- Must have three years of experience for professional service schedules or two years of experience for selling products
- Earned at least \$100,000 to \$150,000 in gross sales within the past year.

Completed the Open Ratings process for each product/service you wish to offer in the GSA. In other words you must submit reference requests for works completed for each SIN and receive a minimum of 4 responses in order for you to offer that service. These references are based exclusively on past business performance and it is recommended that you provide information for 10 organizations to ensure that you earn the required 4 replies back to the survey.

# Frequently Asked Questions

- Most recent 2 years of profit and loss statement along with a balance sheet. This requires the business to use a verified accounting system.
- Each labor category or products sold that you propose must be associated with at least two previous completed contracts within the last 24 months. Price sheet and detailed justification for each service or product included in the eOffer. The pricing list specified to the GSA must be consistent with the actual amounts paid in the 2 or more contracts included alongside your proposal for each SIN.

## **What is eOffer?**

eOffer or eMod is a tool that uses digital certificates to allow vendors to prepare and submit Schedule offers/contract modification requests online. This is the method by which the GSA receives your contract (i.e. request) to participate in its program

## **How many contracts must I have completed in order to qualify for GSA?**

The GSA requires that you have a minimum of 2 completed contracts for each SIN you apply for on a GSA schedule. These contracts must be completed no more than 24 months from when you submit you offer to the GSA.

## **How long is my GSA contract number good for?**

The GSA contract is awarded for a five year period and can be renewed for 3 additional 5-year periods.

# About Us

## Our Mission

Founded in 2004 and headquartered in Orlando, FL, CharityNet USA serves as a “one-stop” resource center for startup, small and mid-size nonprofit organizations. Expanding from a one product, one owner company in 2004, to currently offering over thirty products and services and staffing over twenty professionals, CharityNet USA understands what it takes to grow a business from the ground up. Now, we are leaders in the industry, with a satisfied client base of over 30,000 and growing.

Today, nonprofit entrepreneurs looking to start or grow their own organization turn to us for assistance with their business needs. From 501c3 tax exempt services, strategic plan development and grant writing to accounting, web design, marketing and everything in between, we work to get our clients the most out of their organization.

At CharityNet USA, our goal is to help organizations succeed, even after their services are completed. In addition to the featured business services, we offer free tools and resources to provide ongoing support for every client. These include: a web directory, free marketing reviews, a listing of service needs and informational articles and tips; just to name a few.

Our company is all encompassing. We have a proven business model that has fostered annual growth within the organization. We believe our product quality, commitment to excellent customer service and competitive pricing have enabled us to do this, even during a recession. We consistently strive to improve our product line and package structures to better meet the revolving needs of our clients.

## Our Brands

Since our founding in 2004, we have discovered the specific attention needed by for profit and other nonprofit and religious organizations. The CharityNet USA brands: BizCentral USA, ChurchNet USA and HelpNet USA, provides individuals in the for-profit and religious sectors with the specialized assistance needed to form successful and sustainable businesses and organizations.

**BizCentral USA:** A for profit subsidiary of CharityNet USA serving as the nation's number one provider of small business startup services.

**ChurchNet USA:** A nonprofit subsidiary of CharityNet USA serving as an online church and ministry resource center.

**HelpNet USA:** An online resource community that brings together individuals and nonprofit