

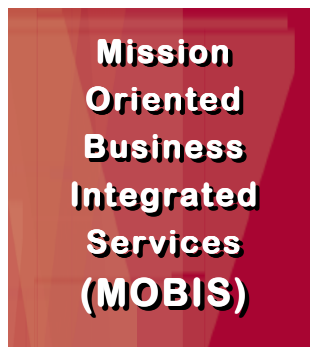
GOVERNMENT PURCHASING VIA GSA AND MOBIS

ABOUT GSA SCHEDULES AND MOBIS

The US General Services Administration (GSA) has established long-term Multiple Award Contracts (also called “Schedules”) with private sector businesses. These schedules greatly simplify the contracting process. All Federal Agencies may use these Schedules to purchase over 11 million goods, supplies, and services from thousands of vendors.



GSA's MOBIS Schedule focuses on management, organizational, and business improvement services. MOBIS's Special Item Number 874-1: **Consulting Services**, links Federal Agencies to contractors who provide expert advice, assistance, research, guidance, and consulting in:



gsa.gov/mobis

- Strategic development
- Program planning, implementation, and evaluation
- Managerial systems
- Executive/management coaching services
- Performance and mission accomplishment
- Organizational operation
- Individual, team, and organizational development
- Customized training
- Studies, analyses, scenarios, and reports relating to mission-oriented business programs or initiatives
- Leadership development
- Policy and regulatory development and review
- Improving other aspects of agency performance and mission accomplishment

ADVANTAGES OF GSA SCHEDULES

By using GSA Schedules, rather than procuring on the open market, Federal Agencies gain these advantages:

- Ordering is easier (see “How to Order” on the back of this page)
- Synopses are not required for purchases
- Vendors have been vetted by GSA and contracts have been awarded in compliance with all applicable laws and regulations
- Reduced procurement lead times and contract administration
- Costs are fair and reasonable: GSA has negotiated prices based on most-favored customer discounts
- Lower administrative costs
- Orders are considered full and open competition
- Meets small business goals
- Direct relationship between agency and contractor



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HOW TO ORDER MOBIS SERVICES THROUGH GSA¹

STEP 1: FEDERAL CUSTOMER DEVELOPS A STATEMENT OF WORK (SOW)

The SOW includes background, scope, objectives, tasks (i.e., results of the work rather than methods for completing the work), delivery (what, when, and where the contractor must deliver), government-furnished property, security requirements, place of performance, and period of performance.

STEP 2: CUSTOMER CREATES A REQUEST FOR QUOTES (RFQ)

- Typical RFQs include a performance-based statement of work, evaluation criteria, and any special instructions.
- Customers may include a preference for receiving offers from small businesses.
- Customers select contractors based on Best Value. Thus, the RFQ should request enough information to facilitate a Best Value decision.

STEP 3: CUSTOMER DISTRIBUTES THE RFQ; METHOD IS BASED ON PURCHASE AMOUNT

PURCHASE AMOUNT	ORDERING PROCEDURE
Up to micro-purchase limit of \$2,500	Customer chooses and places the order directly with a contractor.
Purchases of \$2,500 to \$100,000	Customer <ul style="list-style-type: none"> • Prepares a statement of work; Requests firm-fixed prices • Sends a Request for Quotes to at least 3 Schedule contractors capable of performing the work (The list of Schedule contractors for SIN 874-1: Consulting Services may be found at gsa.gov/mobis) • Reviews the quotes received • Selects the contractor who provides "Best Value" • Places a Task Order directly with the contractor
Purchases over \$100,000 up to \$1 million	Customer <ul style="list-style-type: none"> • Contacts all Schedule holders that offer the required work in order to fulfill requirements in Section 803 of the National Defense Authorization Act of 2002. This may be done by posting the RFQ on ebuy.gsa.gov

STEP 4: CONTRACTOR(S) RESPOND

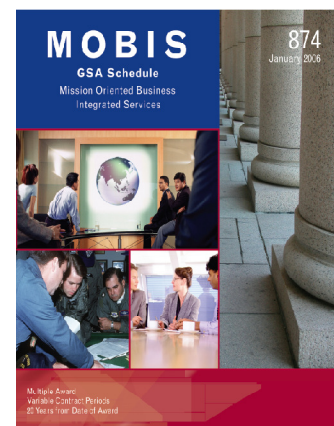
STEP 5: CUSTOMER CHOOSE CONTRACTOR

- Customer evaluates offers according to the RFQ's basis for award
- Customer selects a contractor based on Best Value

STEP 6: CUSTOMER CREATES A TASK ORDER

STEP 7: CUSTOMER MONITORS CONTRACTOR PERFORMANCE

STEP 8: WORK IS ACCOMPLISHED



dric.com/gsa/mobisbrochure.pdf

¹ Adapted from FAR 8.4 and GSA MOBIS Brochure, shown at right