



GSA Procurement

Check out our latest
Schedule Program offerings.

Introducing...

GSA'S ASSISTED PROCUREMENT SERVICES FOR PROFESSIONAL SERVICES

An Exciting New GSA Service That Helps You Determine
the Services You Need and Helps You Get Them...
and We Even Manage the Contracts for You!

As a Federal program manager/contract specialist, you are aware of your mission and the challenges you face...but how do you find perfect solutions that help you achieve results quickly and in the most cost-effective way? The answer is GSA's assisted procurement services for Professional Services—a new offering designed to help you locate the services you need, issue and administer the contract, and manage the funds. GSA will provide you with a customized solution that precisely matches your organization's needs!

Starting with the acquisition process, GSA can compose your Request for Proposal (RFP), develop an acquisition strategy that maximizes your options, conduct the acquisition, and sign the contracting documents. GSA can even ensure that you get credit toward your agency's small business and socio-economic goals!

Once the contract is awarded, GSA can manage the project by acting as the Contracting Officer's Technical Representative (COTR) by monitoring performance, developing schedules, controlling costs, resolving problems, and reporting milestones.

Our Financial Management offering completes this remarkable suite of services. Under this service, GSA can manage project funds and can provide you with reports, accept invoices, prepare receiving reports, and even pay the invoices submitted by the industry partners involved in the contract.

“Our strength lies in the acquisition support we provide contracting officers before and after award,” states Tom Brady,





Assistant Commissioner of the Office of Professional Services. “We make their jobs easier and less painful. We are unbiased advisors who consult with clients to assess their needs; we do the procurement, and then we do the grunt work to pay the bills, prepare reports, and any other service clients might require. We provide a service to clients so they can stay focused on their missions.”

The Professional Services available for assisted services are:

- **Management Organization and Business Improvement Services (MOBIS)** offers a comprehensive and wide-ranging selection of management and business services, to include Systems Integration (non-IT), Logistics Management, Physical Security, Information Security, A-76 support, Human Resources Management, Environmental Program Management, Data Collection and Analysis, Business Performance Improvement, Call Center Business Consulting and Project Management;
- **Logistics Worldwide (LOGWORLD)** helps your agency procure comprehensive logistics solutions to enhance or replace existing operations through Supply and Value Chain Management Services, Acquisition Logistics, Distribution and Transportation Logistics Services, Deployment Logistics Services, Logistics Training Services, Support Products, Operations and Maintenance;

- **Professional Engineering Solutions (PES)** provides for obtaining Chemical, Electrical, Mechanical and some Civil engineering services to perform tasks, such as strategic planning for an engineering project, concept development, design and integration, testing, integrated logistics support and acquisition, and life cycle management.

Future assisted service offerings are planned for other Professional Services. They include:

- Energy Management Services;
- Environmental Services;
- Financial and Business Improvement Services;
- Language Services; and
- Marketing, Media, and Public Information Services.

The cost of using assisted procurement services varies between 1% and 5% of the value of your project, depending on the level and extent of service provided. Whatever the level of service you request, you will find the increased efficiency and peace of mind priceless. To find out more about how GSA can help you, contact GSA’s National Customer Service Center at 1-800-488-3111 and ask to speak with Operator 306.

The NEW JWOD Catalog is Here!



Get your **FREE** copy

by calling **1-800-433-2304**
or email your request to
customer_service@nib.org

The new Javits-Wagner-O'Day (JWOD) Catalog for 2003 is the federal customer's reference guide to JWOD mandatory source items with descriptions and ordering instructions for over 2600 SKILCRAFT and other JWOD products.

Choose a print copy or a CD Rom

SKILCRAFT and other JWOD products are created by people who are blind or have other severe disabilities working in agencies associated with National Industries for the Blind (NIB) and NISH.



General Products Acquisition Center

Special Announcement

Effective April 1, 2003, Schedule 539 – Solutions and More (SAM) – was divided into 5 new Schedules. The new Schedules were created to realign our products and services into more recognizable Core Business Lines. All pre-existing SAM programs and contracts have been regrouped under the five new programs, with the exception of the Audio/Visual Equipment program. This program's related SINS have been transferred to Federal Supply Schedule 58 I. The new descriptive titles assist in the identification of the products and services covered by the separate schedules. Customers will experience more effective E-Library searches facilitated by clarification and expansion of our program titles and SIN descriptions.

The General Products Acquisition Center proudly presents our five new Schedules. Each schedule is described below, with the assigned Business Development Specialist annotated for ease of reference.

SCHEDULE 056

Building And Building Materials / Industrial Services And Supplies

FSG	<u>Program Subtitle</u>
FSG 39	Warehouse Equipment & Supplies
FSG 46	Air & Water Purification Equipment & Sewer Treatment Equipment
FSG 49	Maintenance & Repair Shop Equipment with Related Environmental Products
FSG 54	Pre-engineered / Pre-fabricated Buildings & Structures
FSG 54	Above Ground Storage Tanks / Systems, Fuel Dispensing Units & Fuel Management Systems
FSG 56	Building Materials
FSG 61	Power Distribution Equipment, Generators and Batteries
FSG 62	Solar Energy Systems, Energy Saving Lighting Products and Specialty Lighting

For more information, please contact:

Mr. Sandy Tatum
(817) 978-8631
sandy.tatum@gsa.gov

General Products Acquisition Center

SCHEDULE 073

Food Service, Hospitality, Cleaning Equipment And Supplies, Chemicals And Services

<u>FSG</u>	<u>Program Subtitle</u>
FSG 68	Chemical & Chemical Products
FSG 72	Recycling Collection Containers & Waste Receptacles
FSG 73	Food Service Equipment, Supplies & Services
FSG 79	Cleaning Equipment, Accessories, Janitorial Supplies, Cleaning Chemicals & Sorbents
FSG 85	Toiletries, Personal Care Items, Linens, & Lodging & Hospitality Supplies & Services, and Hospitality Wear



For more information, please contact:

Ms. Helen Carter
(817) 978-8660
helen.carter@gsa.gov

SCHEDULE 078

Sports, Promotional, Outdoor, Recreational, Trophies And Signs (Sports)

<u>FSG</u>	<u>Program Subtitle</u>
FSG 78 & 23	Fun in the Great Outdoors
FSG 78	Sports & More
FSG 99	Trophies, Awards, Presentations, Promotional Products, Briefcases & Carrying Cases, Trade Show Displays & Exhibit Systems & All Related Products
FSG 99	Signs & Safety Zone Products



For more information, please contact:

Ms. Cheryl Allen
(817) 978-2044
cheryl.allen@gsa.gov



General Products Acquisition Center

SCHEDULE 084

Total Solutions For Law Enforcement, Security, Facilities Management, Fire, Rescue, Clothing, Marine Craft And Emergency / Disaster Response

<u>FSG</u>	<u>Program Subtitle</u>
FSG 19	Marine Craft & Equipment
FSG 42	Firefighting & Rescue Equipment
FSG 63	Alarm & Signal Systems
FSG 84	Special Purpose Clothing
FSG 84	Law Enforcement & Security Equipment

For more information, please contact:

Mr. Harry Henson
(817) 978-8684
harry.henson@gsa.gov



SCHEDULE 736

Temporary Administrative And Professional Staffing (TAPS)

<u>FSG</u>	<u>Program Subtitle</u>
R699	Temporary Administrative & Professional Staffing <ul style="list-style-type: none"> • Administrative & Clerical Support • Data Processing • Material Handling & Packing • Mechanics and Maintenance/Repair • Informational, Arts and Miscellaneous • Technical & Professional • Introduction to New Labor Categories

For more information, please contact:

Sharon Strohecker
(817) 978-2504
sharon.strohecker@gsa.gov



Get Your Message Out!

Use GSA's Marketing, Media and Public Information Services Schedule!

Does your agency need assistance educating the public about its programs? Do you require expertise for the strategic placement of campaigns? Does your agency require a comprehensive media plan that includes advertising, web site design, graphic design or direct mail? If you answered "yes" to any of these three questions, the GSA's Marketing, Media and Public Information Services (MMPIS) Schedule is your solution!

We awarded contracts to various types and sizes of marketing and media firms that can help your agency accomplish its goals. We take all of the guesswork out of finding a qualified contractor because all firms on schedule demonstrate the highest professional standards in the industry and are pre-approved to do business with you! Therefore, your agency's procurement lead times are greatly reduced! Under the MMPIS schedule, a multitude of services are available. We have categorized the following Special Item Numbers (SINs) into five groupings: Advertising, Public Relations, Electronic Marketing, Specialty Services, and Full Service, making it easier for you to find exactly what you need!

Advertising:

Public Education and Outdoor

Marketing and Media Services: Services include, but are not limited to, pamphlets, magazines, newspaper advertisements, electronic displays, billboards, skywriting and bumper stickers.

SIN 738 5

Radio, Television and Public Service

Announcements Services: Services include, but are not limited to, development of radio or TV announcements, development of draft scripts or storyboards, media buying and ad tracking.

SIN 738 6

Direct Mail Services: Services include, but are not limited to, address list compilation, merging/purging mail lists, tracking of the direct mail piece, address list compilation and warehousing/clearinghouse services.

SIN 738 9

Public Relations:

Press and Public Relations Services:

Services include, but are not limited to, providing customized media and public relations services to include the development of media messages and strategies, giving recommendations of media sources for placement of campaigns, preparing speeches and presentations, distributing press materials and scheduling broadcast interviews.

SIN 738 4

Electronic Marketing:

Web Site Design and Maintenance

Services: Services include, but are not limited to, creating, developing administering and/or enhancing existing web site designs, providing media in a format compatible with the ordering agency's software requirements and providing continual web site updates and maintenance.

SIN 738 2

Specialty Services:

Market Research, Media Analysis and

Related Services: Services include, but are not limited to, reviewing, revising and/or developing customized strategic marketing plans that formulate short and long-range goals, identifying the best target audience, establishing measurable marketing objectives, determining marketing trends, conducting focus groups and operating call centers to obtain market research data.

SIN 738 1

Trade Shows/Exhibits and Conference/Events Planning Services:

Services include, but are not limited to, pre-conference planning, which includes topic identification, speaker scheduling and site selection, designing and producing trade show booths, assisting in coordinating others to participate in the event, providing support to complete conference paperwork and coordinating audio/visual support.

SIN 738 3

Get Your Message Out!

Commercial Photography Services:

Services include, but are not limited to, black & white photography, color and digital photography, aerial photography, still photographs, photo editing and high-resolution scans.

SIN 738 10

Commercial Art and Graphic Design

Services: Services include, but are not limited to, developing conceptual designs and layouts, sketches, publication designs and graphic design.

SIN 738 11

Videotape and Film Production

Services: Services include, but are not limited to, writing, directing, shooting, arranging for talent, narrating and editing.

SIN 738 12

Full Service:

Full Service Marketing, Media and Public Information Services:

Contractors provide all phases of a marketing task, from conceptualization to execution. They will create solutions using strategically targeted marketing tactics which may include media plans and creative multimedia execution of campaigns using the following types of services, but not limited to: radio, television and outdoor advertising; web site design; graphic design; events planning; public relations; market research; and direct mail.

NOTE: Use this SIN when your task requires at least two or more services specified under other SINs listed above.

SIN 738 8

By utilizing this schedule, your agency can hire a competent contractor capable of performing complex and varied marketing and media tasks. No longer must you rely on cumbersome procurement vehicles. Simply turn to GSA's Marketing, Media and Public Information Services Schedule to obtain the kind of expertise you need, with speed and ease! To find out more about this valuable schedule, please visit our website at

fss.gsa.gov/services/marketing.

For more information, please contact your GSA Representative:

Janis Freeman

(703) 305-7633

(703) 305-6144 fax

janis.freeman@gsa.gov

Need Envelopes?

It's a quarter to five in the afternoon, and you're 1503 envelopes short for a mailing.

Look for envelopes under schedule **75 II A Office Products and Services**. You can order your envelopes on-line through GSA Advantage at www.gsaAdvantage.gov, or call a contractor directly. If you decide to call, please specify that you are ordering off the GSA contract and cite the vendor's contract number. Our

vendors offer a broad range of business envelopes suitable for all your mailing needs.

For more information please contact your GSA representative:

Tara Jenkins

(212) 264-7765

tara.jenkins@gsa.gov

Supports Navy Seal Mission During Operation Enduring Freedom

Schedule 738 II offers highly qualified language contractors who provide Federal agencies mission-specific Immersion and Isomersion language training. Taught by native speakers, these programs immerse students into a specific language and culture, which enables them to function effectively in a very short time frame. This type of training is particularly effective because it combines classroom training and field exercises. The ease and flexibility of procuring this type of training from the Language Services Schedule caught the Navy's attention.

Earlier in 2002 a Contracting Officer supporting the U.S. Navy Seals at Little

Creek Amphibious Base contacted GSA with an urgent requirement. The Seals were preparing for an imminent deployment in support of Operation Enduring Freedom and required High Intensity Arabic Tactical, Immersion (overseas), and Sustainment/Enhancement Training. GSA immediately assigned a Contracting Officer to work with the customer throughout the acquisition process.



This collaboration was highly successful. The Navy was able to issue a task order to a small business within 30 days, receive credit for a small business award and meet the requirements of the Competition in Contracting Act.

Based on their initial experience with the Language Schedule, the Navy Seals have issued a second task order for High Intensity Tactical training in the following languages: Indonesian, Vietnamese, Korean and Tagalog.

For more information on the Language Services Schedule, please contact GSA at:

**800-241-7246 (RAIN) or
language@gsa.gov**

Meeting the Homeland Security Challenge: Supporting Our Nation's First Responders

Recent news stories of unknown “white powder” substances being found in our nation’s post offices highlight the continued threat posed by malicious individuals or groups with access to weapons of mass destruction, including biotoxins such as anthrax, smallpox and botulism. When the needed response to these events exceeds the capacity of local and Federal first responders, the Environmental Services Schedule (899) offers a variety of rapidly available support services to Federal agencies. In the past, the IRS successfully used an Environmental Services vendor to conduct anthrax sampling at four New York City locations. Within 24 hours, the IRS found a qualified vendor and had issued a task order. Within 72 hours, an Environmental Services vendor was able to complete the task and enabled the IRS to resume normal business operations. Other agencies waited for weeks, and in some cases even months, for their sampling results when using contract vehicles that were not under the GSA Environmental Services Schedule.

Other services available to meet the Homeland Security Challenge under this schedule include:

- Preparedness & Support
- Biological/Chemical Detection & Cleanup
- Defending Against Bio-terrorism
- Bio/Chem Testing/Survey
- Securing America’s Borders and Buildings
- Real Property/Personnel Vulnerability Assessment

For more information on the Environmental Services Schedule, please contact GSA’s Management Services Center at:

800-241-7246 (RAIN)
environmental@gsa.gov

For a complete listing of available GSA schedules visit:
www.gsaelibrary.gsa.gov.

Quality Solutions Catalog Now Available!

 GSA’s *Quality Solutions* catalog explores all five Schedules formerly part of our Solutions and More (SAM) Schedule in depth. Copies are now available through the Centralized Mailing List Service. Please call (817) 334-5215, fax (817) 334-5561, or e-mail us at cmls@gsa.gov and ask for catalog



GSA Points of Contact for Management Services

Management Services Center: mgmt.services@gsa.gov

Warren Hayashi	(800) 241-RAIN (7246) Ext 7050	warren.hayashi@gsa.gov
Joan Rodgers	(800) 241-RAIN (7246) Ext 7900	joan.rodgers@gsa.gov

Inquiries for GSA Management Services Schedules:

MOBIS

Helen Jay	(253) 931-7063	mobis@gsa.gov
Debbie Gamble	(253) 931-7895	mobis@gsa.gov

Energy

Carolyn DiCugno	(253) 931-7042	energy@gsa.gov
Staci Plymale	(253) 931-7611	energy@gsa.gov

Environmental

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Dennis Seibert	(253) 931-7051	environmental@gsa.gov

Logworld

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Language

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Corporate

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MarkeTips

Cindy Duncan	(253) 931-7068	cindy.duncan@gsa.gov
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GSA's National Furniture Center Announces Evergreen Award Winner

The U.S. General Services Administration (GSA) presented Mohawk Industries with the GSA Evergreen Award on March 19, 2003. GSA's Administrator, Stephen A. Perry, and Mid-Atlantic Regional Administrator, Barbara L. Shelton, presented the award in Philadelphia to Mr. Tom Lape, President of the Mohawk Industries Commercial Brands.

GSA's, National Furniture Center established the Evergreen Award in support of Executive Order 13101 dated September 14, 1998, titled "Greening the Government through Waste Prevention, Recycling and Federal Acquisition." This policy requires that executive agencies incorporate waste prevention and recycling into the agency's daily operations and work to expand markets for recovered materials through greater Federal Government preference and demand for such products.

The Evergreen Award is designed to recognize the efforts of GSA's corporate partners in recycling, waste reduction and the identification of environmentally preferable products. To help agencies buy green, GSA also publishes the Environmental Products and Services Guide. The guide lists over 3,000 environmentally oriented products and services available from GSA's Federal Supply Service.

Founded in 1878, Mohawk Industries is one of the oldest corporations in the U.S. and has been dedicated to creating state-of-

the-art carpet products through cutting edge design. Mohawk has shown this same dedication in their commitment to the environment and is a founding member of the U.S. Green Buildings Council (USGBC), the nation's foremost coalition of leaders from across the building industry, that promotes environmentally responsible, profitable and healthy places to live and work. GSA, the largest commercial-style real estate organization in the United States, is also a member of the USGBC and was the first Federal activity to join.



Mohawk Industries is one of many contractors on the GSA Schedule 72 I A for floor coverings. This schedule provides a variety of flooring needs, ranging from carpeting and rugs to carpet tiles and cushions.

For more information please contact:

Sharon Booker (Evergreen Award)

(703) 305-6341

(703) 308-3658 fax

Sharon.booker@gsa.gov

Marcelles Barr (72 I A Floor Coverings' Schedule)

(703) 305-6001

(703) 305-6290 fax

marcelles.barr@gsa.gov



Who says good marketing help is hard to find?

GSA brings the same ease to hiring photographers, market researchers, or Web-designers as it does to procuring office products. From advertising and call centers to video production and event planning, our contractors can get the job done.

To learn more about GSA's Marketing, Media and Public Information Services Schedule, email us at fss.services@gsa.gov, or for a list of actual contractors visit fss.gsa.gov/mam.



Smarter Solutions