



Using the Federal Supply Schedules:

Making the Purchase

Using the Federal Supply Schedules to purchase commercial products and services could not get much simpler. However, it does take a bit of planning on the purchaser's part to make sure that each order complies with Federal Acquisition Regulations (FAR 8.4) and that each purchase advances the goal of obtaining the best value for the government. Once planning has been completed, the purchaser follows a simple ordering procedure that minimizes the time that transpires between the identification of a requirement and the implementation of a solution.

Planning an FSS Purchase

Planning an FSS purchase revolves around the answers to four questions:

- Which FSS should be used for the purchase?
- What is the estimated price of the purchase?
- What is being purchased: products, services, or both?
- Is there an ongoing need for the product/service being purchased?

Finding the Right FSS. The FSS program encompasses hundreds of schedules through which Federal agencies can obtain millions of products and services. To find out if the specific product or service you need is available on an FSS, your first stop should be GSA's **Schedules E-Library** at <http://www.gsaelibrary.gsa.gov/ElibMain/ElibHomeT>. While there are a number of ways to search the e-library, a simple key word search will usually get you to the right schedule within a few keystrokes. For example, key words such as **human resources** or **employee relations** will take you to **Schedule 738 X, Human Resources and EEO Services**. Once at this site, you can determine the full range of products and services that can be purchased using this schedule. You can also identify the contractors offering products/services on this schedule and link to their price lists on the GSA's online shopping and ordering system, **GSA Advantage!** (<http://www.gsaadvantage.gov/>). (See sample e-schedule on back of page.)

Estimated Purchase Price. It is important to know the estimated price of the product/service to be purchased because this impacts the procedure you will use to place an order. The procedure differs slightly depending on whether the purchase price falls above or below the threshold for micro-purchases (\$2,500) or falls above or below maximum order threshold for the FSS being used.

What is Being Purchased? It is also important to know whether you are purchasing a product or a service. Once again, this impacts the procedure you will use to place an order. If you are ordering a product, you can generally make an "apples to apples" comparison of the prices offered by various schedule contractors using **GSA Advantage!** However, if you are seeking services, you cannot obtain meaningful pricing without asking potential contractors to respond to a statement of work because a contractor's price will depend on the level of effort and mix of labor categories applied to specific tasks.



Is There an Ongoing Need for the Product/Service Being Purchased? The FSS program allows you to set up blanket purchase orders with one or more FSS contractors to satisfy the recurring need. BPAs reduce administrative costs and eliminate the need for repetitive, individual purchases. More information on BPAs can be found at www.fss.gsa.gov/schedules/bpas.cfm. A sample BPA (developed by GSA) appears later in this "tool kit".

Ordering Procedures

Products or Services that Do Not Require A Statement of Work	Services Requiring a Statement of Work
Under \$2,500 Micro-Purchase Threshold	
Place order directly with the contractor for the item that best meets your needs.	Place order directly with the contractor for the item that best meets your needs.
Over \$2,500 Micro-Purchase Threshold	
<ul style="list-style-type: none"> Review products/services using GSA Advantage!, then make a best value determination, or review 3 schedule contractors' price lists. Select best value. 	<ul style="list-style-type: none"> Prepare a statement of work (SOW). Send RFQ and SOW to 3 schedule contractors. Evaluate bids and make best value determination. <p>Note: see sheet entitled "Ordering Procedures for Services".</p>
Over Maximum Order Threshold	
<ul style="list-style-type: none"> Review additional price lists or use GSA Advantage! to obtain additional price information. Seek price reductions from contractors before making best value selection. 	Same as above, but seek more than 3 quotations and seek price reductions.

GSA Schedules E-LIBRARY

GSA ADVANTAGE! GSA/FSS HOME HELP

For more information on the following schedule data, contact:
Sandy Sabbers
Phone: (212) 264-0479 E-mail: skszasdra.sabbers@gsa.gov

SEARCH SCHEDULE LIST BASIC SCHEDULE ORDERING GUIDELINES

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738 X - HUMAN RESOURCES MANAGEMENT AND EEO SERVICES

595 21 General Support Services: Planning; Recruitment and Internal Placement; Pre-Employment Screening; Position Classification; Personnel Actions; Training; Employee Assistance; Employee Relations; Outplacement

Contractor	Contract #	Phone	Items Available in GSA Advantage?
ANDERSEN, ARTHUR, LLP	GS-15F-0056K	(202)481-3621	coming soon
ANDROCLES INC	GS-15F-0031K	(727)781-8701	yes...View/Order
E CLARK & ASSOCIATES	GS-15F-0048K	(443)394-9800	coming soon
GENE ROULEAU & ASSOCIATES INC	GS-22F-8084H	(301)989-9659	yes...View/Order
HUMAN RESOURCES SELECT SERVICE	GS-15F-0037K	(314)776-5884	coming soon
J & E ASSOCIATES, INC	GS-15F-0061K	(301)495-0400	coming soon
KLEIN LANDAU & ROMM	GS-15F-0036K	(202)728-0100	yes...View/Order
NATIONAL HOTLINE SERVICES, INC.	GS-15F-0050K	(540)368-1900	coming soon
SPRAIT ASSOCIATES, INC.	GS-15F-0059K	(610)896-3717	coming soon
STARMOUNTAIN INC	GS-15F-0049K	(703)960-7000	coming soon
US INVESTIGATION SERVICES INC	GS-22F-9736H	(703)442-3970	coming soon

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Sample contractor listing for a Federal Supply Schedule. The example shown is from the FSS for Human Resources/ EEO Services. It shows the companies whose contracts allow them to provide general human resource services.