



Using the Federal Supply Schedules: Tools to Get Started

The General Services Administration, Federal Supply Service administers a contracting program intended to make it easier for Federal agencies to obtain a wide array of commercial products and services at competitive prices.

Under the program, GSA awards contracts to multiple companies supplying comparable services and products. These contracts, known as Federal Supply Schedule (FSS) contracts or Multiple Award Schedule (MAS) contracts, are awarded to responsible companies that offer to provide commercial services or products at prices equal to or lower than the prices charged to their most favored customers. Once GSA awards the contracts, agencies authorized to participate in the FSS program (all Federal agencies worldwide) can order goods and services directly from FSS contractors using a simple contracting procedure. Because GSA has handled the legwork of assessing contractors' past performance and negotiating "most favored customer" pricing, orders placed in this manner are considered to be full and open competition for the purposes of Federal Acquisition Regulations. [See FAR 6.102(d)(3).]

J & E Associates, Inc. is one of the many companies that have been awarded one or more FSS contracts by GSA. A privately held management consulting firm established in 1985, J & E assists Federal agencies responsible for health, social, and educational service functions in carrying out their missions. The broad range of services we provide can be obtained under two FSS contracts: one for **Management, Organizational, and Business Improvement Services (MOBIS)** (GSA contract number GS-10F-0117K), and the second for **Human Resources and Equal Employment Opportunity (EEO) Services** (GSA contract number GS-15F-00661K).

This "tool kit" explains how to purchase products and services – from J & E Associates or from other FSS contractors -- using these two contract vehicles. Specifically, it explains:

- What products and services can be purchased using the MOBIS FSS.
- What products and services can be purchased using the Human Resources/EEO FSS.
- How to find out which companies hold FSS contracts and what products and services they provide.
- How to order products and services from FSS contractors.
- How to establish a blanket purchase order with an FSS contractor.



What is the MOBIS FSS?

The MOBIS FSS encompasses commercial products and services intended to help government agencies to improve performance, quality, timeliness, and efficiency throughout their organizations. At present the products and service available via the MOBIS FSS fall within the broadly defined specialty areas shown in the table below.

Item Number	Description	Available from J & E
874-1	Consultation Services: Expert advise, assistance, guidance, or counseling in support of an agency's management, organizational, and business improvement efforts.	✓
874-2	Facilitation Services: Services to assist agencies engaging in collaborative work efforts, working groups, or integrated products/processes. Assistance bringing together diverse teams and/or groups with common and divergent interests.	✓
874-3	Survey Services: Expert consultation, assistance, and deliverables associated with all aspects of surveying within the context of MOBIS.	✓
874-4	Training Products: Off-the-shelf or customized training packages to meet specific agency needs related to management, organizational, and business improvement services.	Coming Soon
874-5	Support Products: Workbooks, slides, CD-ROMs, etc., used in support of other specialty items.	Coming Soon
874-6	Privatization Support Services and Documentation: Expert advice, consultation, assistance, and documentation in support of studies conducted under OMB Circular A-76 or other privatization/commercial activities studies products, or efforts.	Coming Soon
874-7	Program Integration and Project Management: Services to manage and integrate various management and business improvement programs and projects.	✓
874-8	Alternative Dispute Resolution: Can include ombudsmen, negotiated rulemaking, special masters, early neutral evaluation, non-binding arbitration, mediation, partnering, magistrates, private judging, binding arbitration, conciliation, consensus building, neutral experts.	Coming Soon

What is the Human Resources/EEO FSS?

The Human Resources/EEO FSS is intended to assist the Federal government in achieving a high-quality, productive work force by providing access to the services of contractors with expertise in the field of human resource management. These contractors can provide services ranging from small-scale efforts to complete outsourcing (post A-76). The human resources portion of this FSS consists of the specialty areas shown below.

Item Number	Description	Available from J & E
595-21	General Support Services: Encompasses human resource planning, recruitment and internal placement, pre-employment screening, position classification, personnel actions, training, employee assistance programs, employee relations and outplacement services.	✓
595-23	Review and Integration Services: (1) Reviews human resources departments and other offices relating to the outsourcing of functions. (2) Acts as program manager to connect/integrate services provided by multiple contractors.	✓
595-24	Workers' Compensation: Support management of claims processing under the Federal Employees' Compensation Act pursuant to the Department of Labor, Office of Workers' Compensation Program.	

