

A close-up, low-angle shot of a clock face, showing the numbers 11 and 12. The clock hands are visible, and the entire image has a greenish-yellow tint.

Leveraging Buying Power to
Save You Time and Money:

Your Guide to
Cooperative
Purchasing for
Information
Technology



An Exciting Opportunity for State and Local Information Technology Acquisition



By popular demand, we are pleased to present the second edition of Your Guide to Cooperative Purchasing for Information Technology. With the speed of technological change, this new program has been rapidly generating interest. From its beginning in May 2003 until September 30, 2003 the program transacted more than \$8 million in sales. In fiscal year 2004 sales have grown to \$36.4 million. Some states have been especially quick to understand and share in the rewards that our Federal customers have enjoyed for many years.

A wide variety of organizations are eligible for the program: The 50 states. All counties, municipalities, cities, towns and townships. Tribal governments. Public authorities (as indicated in the U.S. Housing Act of 1937). School districts, colleges and institutions of higher learning. Even unincorporated areas. When qualified by their own governing bodies, each of these organizations may obtain information technology products and services for less time and money. We believe that you can further appreciate how Schedule 70 of the Multiple Award Schedules (MAS) encompass the best commercial contractors nationwide.

This Guide contains the information you need to get started. You'll find the overall benefits of Cooperative Purchasing, along with details about Schedule 70. You'll discover how to use our extensive online tools for more information about products and services. We've also put together a handy list of Frequently Asked Questions.

I am happy to note that we continue to hear from many different kinds of organizations, who are taking advantage of this program. Similarly I look forward to hearing about your experience. If you have any further questions, please contact the GSA National Customer Service Center at 1-800-488-3111.

Sincerely,

Donna D. Bennett

Commissioner, Federal Supply Service

General Services Administration



Now You Can Order IT Products and Services with the Convenience and Buying Power of GSA Schedule 70

Access to federal acquisition vehicles is expanding, both in the scope of its offerings and eligible buyers. You may be familiar with Section 1122 of the 1994 National Defense Authorization Act, allowing law enforcement equipment for specific missions to be purchased through the Multiple Award Schedules (MAS) program by state and local agencies. In contrast, the new E-Government Act of 2002 has opened the door for you to buy information technology products and services from GSA Schedule 70. This most comprehensive implementation of a cooperative purchasing arrangement to date leverages the IT buying power and expertise of GSA for many jurisdictions throughout the country.

AN EXTENSIVE AND CUSTOMIZABLE OFFERING OF IT PRODUCTS, SOLUTIONS AND SERVICES

With this unprecedented access to the Schedules, you can combine products and services cost-effectively to meet very specific needs. You can integrate your enterprise network through our large number of IT products and services: automated data processing equipment, including hardware and firmware, software, supplies and support equipment. Total solutions from design to installation to integration to maintenance are available from a large number of suppliers. In fact, over the past few years, the majority of Schedule 70 contracts have gone to services, from consulting and programming to operations and total facilities management. Most important, these excellent products and services, cataloged and contracted for by the U.S. government, are available to you now.

DIVERSE STATE AND LOCAL ORGANIZATIONS ARE ELIGIBLE

If you're with a state or local government organization, there's a good chance you qualify for Cooperative Purchasing. Federal law no longer restricts any state or local government entity from qualification. Hence, you'll find that virtually all public sector organizations within the United States are eligible:

- States
- Counties
- Municipalities, cities, towns, townships
- Tribal governments
- Public authorities
- School districts, colleges and other institutions of higher education
- Council of governments (incorporated or not) (unless excluded by state or local law)

Any "instrumentality" of these entities, such as legislative and judicial departments, qualifies. Even regional or interstate government entities are eligible. To make sure you qualify, please refer to your state or local acquisition regulations. As of the time of this publication, 30 states have enacted Cooperative Purchasing provisions.

A PROVEN, RELIABLE PROCESS

Consider the advantage of one safe, centralized source for all of your needs. GSA is an unprecedented public sector organization, continually refining our process, based on years of experience and acquisition expertise. Each day we're responsible for millions of dollars of acquisitions. Spending on IT Schedules has increased 24% while "open market," do-it-yourself contracts have declined 16% between 1997 and 2002.* As a result of our pursuit of a better way to buy, you should find Cooperative Purchasing as simple, perhaps easier than your current process for acquiring IT.

With GSA's Cooperative Purchasing, your unparalleled selection of information technology offerings is comparable to private sector buying. Each year, we help contracting officers and project managers get the right technology for their needs to the tune of more than \$14 billion. Since we have already negotiated with the top commercial contractors, your preliminary work is done.

The Multiple Award Schedules (MAS) program operates in accordance with the Federal Acquisition Regulation (FAR) governing federal agency procurement. FAR 8.4 sets forth the ordering procedures for the MAS program. States and local governments may use these procedures for placing orders. One of the added benefits of Cooperative Purchasing is its ability to help any local small and disadvantaged business. If socioeconomic goals are a purchasing concern in your state regulations, GSA e-Library can locate these businesses in your constituency.

*Source: Post Newsweek Tech Media

GSA's acquisition experts have tailored Schedule 70 to keep pace with the fast-moving changes in information technology. Our vendors are constantly updating the technologies on the Schedule. We write contracts to allow continuous refreshment with new technologies. As a result, you are not wasting time and money buying "last year's innovations." Instead you get the technology that you want now, from the latest computers to fiber optic, wireless and enterprise networking solutions.

To ensure that your contracts represent the latest technologies, our Modification Process allows contractors to "upgrade" contracts at any time during the contract period. Under a current contract, contractors can add provisions for new products and services to meet changing needs. Hence, the latest technology will always be available for your programs. With this flexibility, Cooperative Purchasing can give you the best value in the fast-changing world of information technology.

Cooperative Purchasing Expands Your IT Horizons While Saving Time and Money

The Faster Way to Get Your IT Products and Services

EXPEDITE YOUR ACQUISITION RESEARCH WITH OUR ONLINE TOOLS

Cooperative Purchasing offers a better, more efficient way to find your buying options. You can rely on the proven speed of GSA Schedules, from research and order through delivery.

Through GSA Advantage!, you can search for items or services, using key words, part numbers, national stock numbers, supplier names and/or contract numbers. Compare features, prices, delivery options and identify contractors who provide the item or service.

Through e-Library, our 24/7 online resource, you can drill down from product and service categories or SIN descriptions to find the right products, solutions and services. Compare all of the contractors with related offerings, obtain contact information and access links to their websites. You can also see which contractors are in your own geographic area.

GET QUOTES AND ACCOMPLISH YOUR PAPERWORK THROUGH A STREAMLINED CONTRACTING PROCESS

Cooperative Purchasing lets you use an existing contract between the Federal Government and a vendor as the framework for your own negotiations. The Federal contract becomes a safe and sure starting point from which you can create your own contract with mutually agreed upon modifications. Each prospective vendor must undergo a rigorous seven-step process that ensures a roster of stable,

reputable contractors. Since the Schedules are designed as five-year contracts with three five-year options, you don't have to start over each year. This vendor stability helps you achieve the kind of quality and customer satisfaction usually abetted by longer-term relationships. We establish Schedule contracts with well-known and new technology firms. It would be extremely difficult for smaller acquisition organizations to duplicate the breadth and quality of contractors available through GSA Schedules.

PURCHASE A "TOTAL SOLUTION" UNDER ONE CONTRACT

Our contractor team arrangements help you save time by acquiring multiple offerings through a single order. Hence you can obtain a complex solution with a one-time negotiation, under which multiple contractor partners can work together to provide total solutions. Instead of managing complex contractor and subcontractor relationships, you can arrange a "customized multi-vendor solution" simply and efficiently.

Contract language also makes it possible for you to buy "total solutions" by allowing the inclusion of related purchases. You can add incidental items to a Schedule order provided they meet three criteria: 1.) The lowest overall price. 2.) The appropriate procurement regulations. 3.) A fair and reasonable price.

How Cooperative Purchasing Works

The entire program is voluntary, both for you and the contractor. Although GSA will assist you in learning how to use Schedule 70, the United States Government is not a party in the contract. Although exact procedures may vary according to your locality, in general, Cooperative Purchasing involves the following elements:

- Research your acquisition with GSA's online tools, GSA Advantage!® and e-Library.
- Define the scope of your requirements.
- Contact selected contractors.
- Evaluate the options and make your selection.
- Using the GSA Schedule Contract as a model, negotiate your contract with the selected vendor with mutually agreed upon modifications.
- Receive your products or services from the contractor.
- Pay the contractor as per your contract agreement.
- GSA receives an Industrial Funding Fee (IFF) directly from the contractor.

Stretch Your IT Acquisition Budget with Cooperative Purchasing

LEVERAGE PRICING, BASED ON FEDERAL BUYING POWER AND EXPERT NEGOTIATIONS

Our built-in competitive factors improve your final negotiation position for the best deal. In setting up your contract, we negotiate "most favored customer pricing," based on the aggregate buying power of the Federal Government. Thus, all of our buyers receive a "best customer discount" regardless of the quantity of their individual purchase. If you purchase regularly from an individual vendor, you can even arrange a Blanket Purchase Agreement, which streamlines your paperwork and allows you to ask for further price reductions.

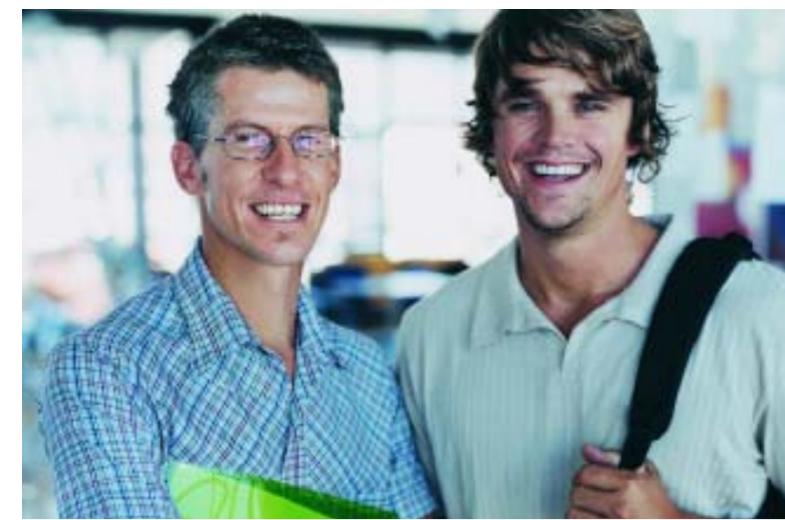
NEGOTIATE PRICES LOCALLY FOR THE MOST SATISFACTORY ARRANGEMENT

The Schedules program permits and encourages you to seek price reductions from the contract price. State and local governments are responsible for doing these additional negotiations, based on their own requirements.

ACHIEVE BEST PRICES WITH THE MAXIMUM ORDER THRESHOLD

GSA does not restrict your order with a maximum order limitation. Schedule contractors can accept any size order. You then have more options and the chance to get the best possible value by negotiating downwards from the contract price. In accordance with the FAR 8.404(b), the Maximum Order Threshold represents the trigger point for you to seek a further price reduction based on the size of your order.

At state-supported universities, we are constantly looking for opportunities to save money. Our first experience with Schedule 70 pricing was for a software license for more than \$100,000, and we saved more than 20% on that contract alone.



The Multiple Award Schedules (MAS): The Efficient Way to Acquire Information Technology

In the past eight years, GSA has become an unprecedented public sector enterprise, offering a better way for government entities to meet resource needs for their mission. The Multiple Award Schedules (MAS) Program – commonly referred to as “Schedules” – reflects the dramatic growth and improvement within GSA. Originally established in 1949 by the Federal Property and Administrative Services Act to simplify the process of acquiring commonly used supplies and services in varying quantities while obtaining volume discounts, GSA remains the foremost agency to award and administer contracts. Continuing to update and revise the Schedules’ process and content shows the application of our acquisition expertise to new areas.

SCHEDULE 70 is the designator for contracts covering the purchase of IT equipment, software and services. Today, GSA annually enters into contracts with commercial firms to provide more than \$14 billion towards Schedule 70 products and services. These contracts are available worldwide to all federal agencies and to state and local governments (except where restricted by state and local procurement laws).

SCHEDULE 00CORP is the designator for Consolidated Products and Services Schedules (CPSS). When a vendor offers products and services under a number of Schedules, the vendor has the option of migrating to a single consolidated product and service Schedule. CPSS allow the vendors to offer their entire product line through a single Schedule. This can streamline acquisitions for contractors and buyers alike. The Federal Government currently purchases more than \$235 million a year in products and services through CPSS.

As you look over the following pages, you’ll note that Schedules are broken down into subcategories referred to as Special Item Numbers (SINs). SINs are descriptions of specific product and service offerings. Vendor contracts are organized based on SINs.

Of course, these listings only include the wide variety of categories within the Schedules and their Special Item Numbers (SINs). When you explore these categories themselves, contractor by contractor, you’ll find a much greater selection that can help match the exact offering to your needs.

Schedules work for us. Service from the vendors has been great and reducing the procurement lead time is a tremendous advantage. We want to expand our use.



Schedule 70: Your Path to Proven IT Solutions

HARDWARE: A COMPREHENSIVE SELECTION OF COMMERCIAL EQUIPMENT

Schedule 70 SIN 132 8 Purchase of Equipment

Computers/Desktop Computers, Professional Workstations, Servers, Laptop/Portable/Notebook Computers, Large Scale Computers, Optical and Imaging Systems, and Other System Configuration Equipment; Printers, Displays, Graphics (including Video Graphics, Light Pens, Digitizers, Scanners, and Touch Screens), Network Equipment, Other Communications Equipment, Optical Recognition Input/Output Devices, Storage Devices (including Magnetic Storage, Magnetic Tape Storage, and Optical Disk Storage), and Other Input/Output and Storage Devices; ADP Support Equipment; Micro Computer Control Devices, and Telephone Answering and Voice Messaging Systems; ADP Boards; Communications Equipment Cables; Fiber Optic Cables; Fiber Optic Cable Assemblies and Harnesses; Coaxial Cables; Telephone Equipment, and Audio and Video Teleconferencing Equipment; Communications Security Equipment; Facsimile Equipment (FAX); Two-Way Radio Transmitters/Receivers/Antennas, Broadcast Band Radio Transmitters/Receivers/Antennas, Microwave Radio Equipment/Antennas and Waveguides, and Satellite Communications Equipment; Airborne Radio Transmitters/Receivers; Radio Navigation Equipment/Antennas (except airborne); Pagers and Public Address Systems.

Schedule 70 SIN 132 3 Leasing of Products

Equipment available under SIN 132 8 is available under this SIN through contractors who specialize in leasing arrangements.

Schedule 70 SIN 132 4 Daily/Short-Term Rental

The rental of Information Technology products for brief periods of time for purposes such as disaster recovery, trade shows, short term training support of other short-term requirements.

SOFTWARE: THE LATEST SOFTWARE FOR YOUR APPLICATIONS

Schedule 70 SIN 132 32 Term Software License

Software that is available for a licensed term: Operating system software, application software, electronic commerce (EC) software, utility software, communications software, core financial management software, ancillary financial systems software, special physical, visual, speech, and hearing aid software.

For desktop computers: applications, business management, communications, educational, e-commerce/Internet, entertainment, financial management, graphics, home and reference, kid’s center, license center, Macintosh, multimedia, Office

Suites, operating systems, PDA software, programming, utility and virus detection software.

For large-scale computers: application, EC, communication, financial management, operating systems and utility software.

Schedule 70 SIN 132 33 Perpetual Software License

“Boxed” software that is licensed for an unlimited time: Operating system software, application software, electronic commerce (EC) software, utility software, communications software, core financial management software, ancillary financial systems software, special physical, visual, speech, and hearing aid software.

Schedule 70 SIN 132 12 Equipment Maintenance

This SIN is applicable to maintenance, repair service and repair parts/spare parts for government-owned information technology equipment.

Schedule 70 SIN 132 34 Software Maintenance

Usually includes upgrades or refreshes of software packages.

SERVICES: PROFESSIONAL EXPERTISE

Schedule 70 SIN 132 52 Electronic Commerce Services

E-Mail Services, Internet access services, navigation services, other data transmission services, and value added network services.

Schedule 70 SIN 132 50 Classroom Training

Includes computer-based training or hands-on classroom training for information technology.

Schedule 70 SIN 132 51 Professional Services

Information systems (IS) design & integration, automated news, data and other IS services, CAD/CAM services, desktop management, IT backup and security services, IT data conversion services, IT facility operation and maintenance, IT network management services, IT systems analysis services, IT systems development services, information assurance, and programming services.

WIRELESS COMMUNICATIONS: THE LEADING EDGE IN MOBILITY

Schedule 70 SIN 132 53 Wireless Services

Includes wireless service for cellular/PCS voice and pagers.

00CORP Consolidated Products and Services Schedules (CPSS), Containing IT SINs: For Larger, Long-term Acquisitions

Schedule 00CORP SIN C 5805
Telephone and Telegraph Equipment

Schedule 00CORP SIN C 5810
Communications Security Equipment and Components

Schedule 00CORP C 5815
Facsimile Equipment

Schedule 00CORP C 5820C
Radio and Television Communication Equipment, Except Airborne

Schedule 00CORP C 5821B
Radio and Television Communication Equipment, Airborne

Schedule 00CORP C 5825
Radio Navigation Equipment, Except Airborne

Schedule 00CORP C 5826
Radio Navigation Equipment, Airborne

Schedule 00CORP C 5830
Intercommunication and Public Address Systems, Except Airborne

Schedule 00CORP C 5841
Radar Equipment, Airborne

Schedule 00CORP C 5895B
IT Communication Equipment

Schedule 00CORP C 5995
Cable, Cord, and Wire Assemblies: Communication Equipment

Schedule 00CORP C 6015
Fiber Optic Cables

Schedule 00CORP C 6020
Fiber Optic Cable Assemblies and Harnesses

Schedule 00CORP C 6145B
Coaxial Cable for IT

Schedule 00CORP C 7010
IT Equipment System Configuration

Schedule 00CORP C 7025
IT input/output and Storage Devices

Schedule 00CORP C 7030
IT Software

Schedule 00CORP C 7035
IT Support Equipment

Schedule 00CORP C 7042
Mini- and Micro-Computer Control Devices

Schedule 00CORP C 7050
IT Components

Schedule 00CORP C D301
IT Facility Operation and Maintenance Services

Schedule 00CORP C D302
IT Systems Development Services

Schedule 00CORP C D304
IT Telecommunications and Transmission Services

Schedule 00CORP C D306
IT System Analysis Services

Schedule 00CORP C D307
Automated Information System Design and Integration Services

Schedule 00CORP C D308
Programming Services

Schedule 00CORP C D310
IT Backup and Security Services

Schedule 00CORP C D311
IT Data Conversion Services

Schedule 00CORP C D313
Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services

Schedule 00CORP C D316
Telecommunications Network Management Services

Schedule 00CORP C D317
Automated News Services, Data Services

Schedule 00CORP C D399
Other ADP and Telecommunications Services, includes data storage on tapes, compact disks, etc.

Schedule 00CORP C J070
Information Technology

Schedule 00CORP C N070
Information Technology Installation of IT Equipment

Schedule 00CORP C U012
IT Software, Equipment, and Telecommunications Training

Schedule 00CORP C W070
Leasing or Rental of Equipment

A Guide to Cooperative Purchasing: Frequently Asked Questions

We have assembled this set of Frequently Asked Questions to attempt to address the concerns that often arise about this exciting new program. Of course, we anticipate that you may have further inquiries as you participate in Cooperative Purchasing. Whenever you are not sure about any aspect of the program, we invite you to query the online resource, the National Customer Service Center or your regional representative, which you'll find following the Frequently Asked Questions. ■ Although some of these questions may seem technical in nature, the Schedules program is fully user-friendly, serving thousands of employees each day, many of whom are not acquisition specialists. In fact, the goal of the Schedules program has always been to streamline the acquisition process on behalf of agency missions and the taxpayer.

1. What is Cooperative Purchasing?

Section 211 of the E-Government Act of 2002 (the Act) amended the Federal Property and Administrative Services Act, to allow for "Cooperative Purchasing." Cooperative Purchasing allows for the Administrator of General Services to provide states and localities access to certain items offered through GSA's Federal Supply Schedule 70, Information Technology (IT) and CPSS, containing IT Special Item Numbers (SINs). The information technology available to state and local governments includes automated data processing equipment (including firmware), software, supplies, support equipment and services.

2. Can state and local governments purchase from all Federal Supply Schedules?

No. Section 211 of the Act only allows for state and local government entities to purchase from Federal Supply Schedule 70, Information Technology, and IT SINs of CPSS. State and local government entities may not purchase information technology from any other GSA Schedules.

3. Can state and local governments utilize GSA's Government Wide Acquisition Contracts (GWACS) under Cooperative Purchasing?

No. State and local government entities may only purchase information technology from Federal Supply Schedule 70, Information Technology, and IT SINs of CPSS. The GWACS are not authorized for use by state and local government entities under Section 211 of the Act.

4. When does Cooperative Purchasing go into effect?

Technically, Cooperative Purchasing was effective upon publication of the Interim Rule in the Federal Register (May 7, 2003). However, existing Schedule 70 and CPSS, containing IT SINs, must be modified, as mutually agreed between the schedule contractor and the Federal Supply Service, to allow for Cooperative Purchasing.

5. How are state and local governments defined?

The General Services Administration Acquisition Regulation (GSAR), Part 538.7001, Definitions, offers the following definition of state and local governments:

The States of the United States, counties, municipalities, cities, towns, townships, tribal governments, public authorities (including public or Indian housing agencies under the United States Housing Act of 1937), school districts, colleges, and other institutions of higher education, council of governments (incorporated or not), regional or interstate government entities, or any agency or instrumentality of the preceding entities (including any local educational agency or institution of higher education) and including legislative and judicial departments.

We were very happy with the cost savings from our purchase through GSA Schedules.



6. *Can contractors or grantees of state and local government entities purchase from the Schedule contracts?*

No. Neither contractors, nor grantees, are authorized to purchase from the GSA Schedules under the Cooperative Purchasing Program.

7. *Are Cooperative Purchasing orders subject to the Industrial Funding Fee (IFF)?*

Yes. Each Schedule contract price includes an industrial funding fee, which is represented in the prices paid by ordering activities and passed on to GSA by Schedule contractors. The IFF reimburses GSA for procurement and administrative costs incurred to operate the GSA Schedules Program.

8. *Will GSA waive, or give a portion of, the IFF to state and local government entities?*

No.

9. *Are state and local government entities required to use the GSA Schedules Program?*

No. Cooperative Purchasing is voluntary for both state and local government entities and for Schedule contractors. State and local entities have full discretion to decide if they wish to make a Federal Supply Schedule purchase, subject to any limitations that may be established under state and local laws and procedures.

Similarly, Schedule contractors have the option of deciding whether they will accept orders placed by state or local government buyers. Schedule contractors will make this decision on two levels. First, on the contract level, Schedule contractors will decide which SIN(s) they want to offer under Cooperative Purchasing and enter into a mutual agreement with GSA to modify the contract. Second, even after an existing contract is modified or a new contract awarded, a Schedule contractor will retain the right to decline orders received from state or local government entities on a case-by-case basis. Schedule contractors may decline an order, for any reason, within a 5-day period after receipt of the order; however, credit card orders must be declined within 24 hours.

10. *How do I place an order against the Schedule?*

State and local government entities are encouraged to use GSA's Schedule Ordering Procedures to ensure the benefit of receiving the best value from GSA Schedule contractors. When it is not feasible to use GSA's Schedule Ordering Procedures, state and local entities may follow their own ordering procedures for buying products and services under Cooperative Purchasing.

11. *If the contractor does not perform acceptably under a Cooperative Purchasing Order issued by a state or local entity, should the ordering activity request the GSA Contracting Officer take corrective measures?*

No. Acceptance of an order by the Schedule contractor under Cooperative Purchasing constitutes the formation of a new contract between the non-federal ordering activity and the Schedule contractor. The ordering activity's Contracting Officer is responsible for all contract administration under the new contract. While the majority of the terms and conditions of the Schedule contract are incorporated by reference into the Cooperative Purchasing Order (see Question 13 below for exceptions), the Federal Government is not liable for the contractor's performance or non-performance. Disputes that cannot be resolved by the parties may be litigated in any state or federal court with jurisdiction, using the principles of federal procurement law and the Uniform Commercial Code, as applicable and appropriate. However, state and local government entities may submit information concerning a contractor's performance to the GSA Contracting Officer for consideration when evaluating the contractor's overall performance under the GSA Schedule contract.



12. *Under Cooperative Purchasing, can ordering activities include terms and conditions required by state or local statutes, ordinances, regulations or orders?*

Yes. However, the additional terms and conditions must be included as a part of the statement of work or the statement of objectives and must not conflict with the terms and conditions of the GSA Schedule contract.

13. *Are any GSA Schedule contract terms and conditions not incorporated by reference into Cooperative Purchasing orders?*

Yes. The following contract terms and conditions are not incorporated by reference into Cooperative Purchasing orders:

- Disputes Clause
- Patent Indemnity Clause
- Commercial Item Contract Terms and Conditions*

* Portions of the Commercial Item Contract terms and conditions that specify compliance with laws unique to federal government contracts are not applicable to cooperative purchasing orders.

14. *Are Prompt Payment provisions incorporated into Cooperative Purchasing orders?*

Yes. Clause 552.232-81, Payments by Non-Federal Ordering Activities, allows for the terms and conditions of a state's prompt payment law to apply to orders placed by eligible non-federal ordering activities. However, if the ordering activity is not otherwise subject to a state prompt-payment law, the activity is covered by the Federal Prompt Payment Act in the same manner as federal ordering activities.

15. *Are state and local government preference programs affected by Cooperative Purchasing?*

No. Cooperative Purchasing does not impact state and local government preference programs.

16. *May state and local government entities use credit cards to purchase products and services under this program?*

Yes. Schedule contractors can accept any state and local government-issued credit cards for orders placed under Cooperative Purchasing. Contractors are required to accept credit cards up to the micro-purchase threshold and contractors may voluntarily accept orders exceeding the micro-purchase threshold.

17. *Can state and local governments issue Blanket Purchase Agreements (BPAs) under the Schedule contracts?*

Yes. State and local government entities may issue BPAs under the Schedule contract.

18. *Can state and local governments use existing BPAs under the Schedule contract?*

No. State and local governments cannot use existing BPAs, unless they were initially included as authorized users of the BPA. Existing BPAs cannot be modified to include state and local government entities.

19. *Can state and local government entities be granted additional price reductions under the Schedule contracts?*

Yes. State and local government entities may be granted additional price reductions under Cooperative Purchasing.

20. *Will a spot discount to state and local government entities under the GSA Schedule contract trigger the Price Reductions clause?*

No. Granting state and local government entities additional price discounts under the GSA Schedule contract will not trigger the Price Reductions clause.

21. *Does the Trade Agreements Act apply to contracts between the Schedule contractor and state and local government entities?*

Yes. All Schedule contract terms and conditions, except those stated in Question 12, will apply to contracts between the GSA Schedule contractor and state and local government entities.

We hope that you have found these answers informative. Please let us know if you have additional questions.

Use GSA's Comprehensive Online Resources to Locate the Right Vendor, Products and Services

Our Online Tools offer the fastest, most efficient way to transition to the Cooperative Purchasing program. Each day thousands of contracting officers, project managers and end users turn to these resources to search for specific offerings or to enhance their overall acquisition knowledge.

GSA Advantage!®

www.gsaAdvantage.gov

GSA Advantage!® is our electronic online shopping and ordering system. GSA Advantage! provides online access to several thousand contractors and millions of services and products. Presently state and local customers can search for items using keywords, part numbers, national stock numbers, supplier names, contract numbers and other indicators. Compare features, prices and delivery options.

FSS Center for Acquisition Excellence

(formerly known as U-MAS)
fsstraining.gsa.gov

The FSS Center for Acquisition Excellence is a training and networking tool to help agencies take advantage of commercial solutions through GSA acquisition vehicles. The Center provides courses on Cooperative Purchasing, the Schedule program, links to publications, message boards, and updates to changes in the program. Visit the

FSS Center for Acquisition Excellence online at your convenience. It's available 24 hours a day 7 days a week, FREE of charge.

e-Library

www.gsa.gov/elibrary

e-Library is our primary acquisition resource for cooperative purchasing.

When you access the site, you'll discover an online database of more than 4,000 vendors. You can search the e-Library by SIN, contractor, contract number, Schedule number or keyword. The site even identifies contractors who are available in your geographic area.

If available, the contractor's Internet address will be shown, and you can use it to link to their respective websites.

The GSA website

www.gsa.gov/cooperativepurchasing

We've created this easy-to-use site to keep you up to date with

all of the essential information about Cooperative Purchasing. This website continuously updates this Guide with definitions, new Frequently Asked Questions and news about use of the program, as well as any changes in process and procedures. We suggest that you bookmark this site and refer to it often.



Note: To find the SINs that are eligible for Cooperative Purchasing, make sure they have this icon.



3

Three Ways to Leverage the Buying Power of Cooperative Purchasing

The Federal Government buys more IT products, systems, solutions and services than any other public or private sector organization. A large percentage of those purchases go through GSA Schedule 70. Cooperative Purchasing is a new way for you to take advantage of this aggregate buying power and leverage it for your needs.

Presently, all public sector organizations must accomplish IT acquisitions with the greatest efficiency and cost saving possible. Yet there must be total assurance that the vendors are qualified. Otherwise project managers and users cannot realize the great savings possible through IT solutions.

We have designed Cooperative Purchasing to meet your IT needs today with the flexibility to serve you long into the future. When you purchase off Schedule 70, you'll have an unparalleled array of commercial options, available through a buying process that frequently beats private sector purchasing on time-to-delivery. You'll have the capability to order as small or large a quantity necessary... with your baseline pricing guaranteed and further price reductions always negotiable. You'll have the security of dealing with pre-screened vendors along with the independence of a voluntary program in which the Federal Government is not a party to your contracts.

We offer three convenient ways to get started:

1 Contact the vendor directly

Simply contact the eligible vendor or vendors of your choice directly. You'll find contact information on GSA Advantage!® and in e-Library. The eligible vendors, as indicated by the  icon, are knowledgeable about Cooperative Purchasing. They are ready to be your first point of contact. You are free to enter into a Cooperative Purchasing agreement with any eligible Schedule vendor without involving GSA.

2 Contact the National Customer Service Center

Call NCSC at 1-800-488-3111. Or email NCSCcustomer.service@gsa.gov.

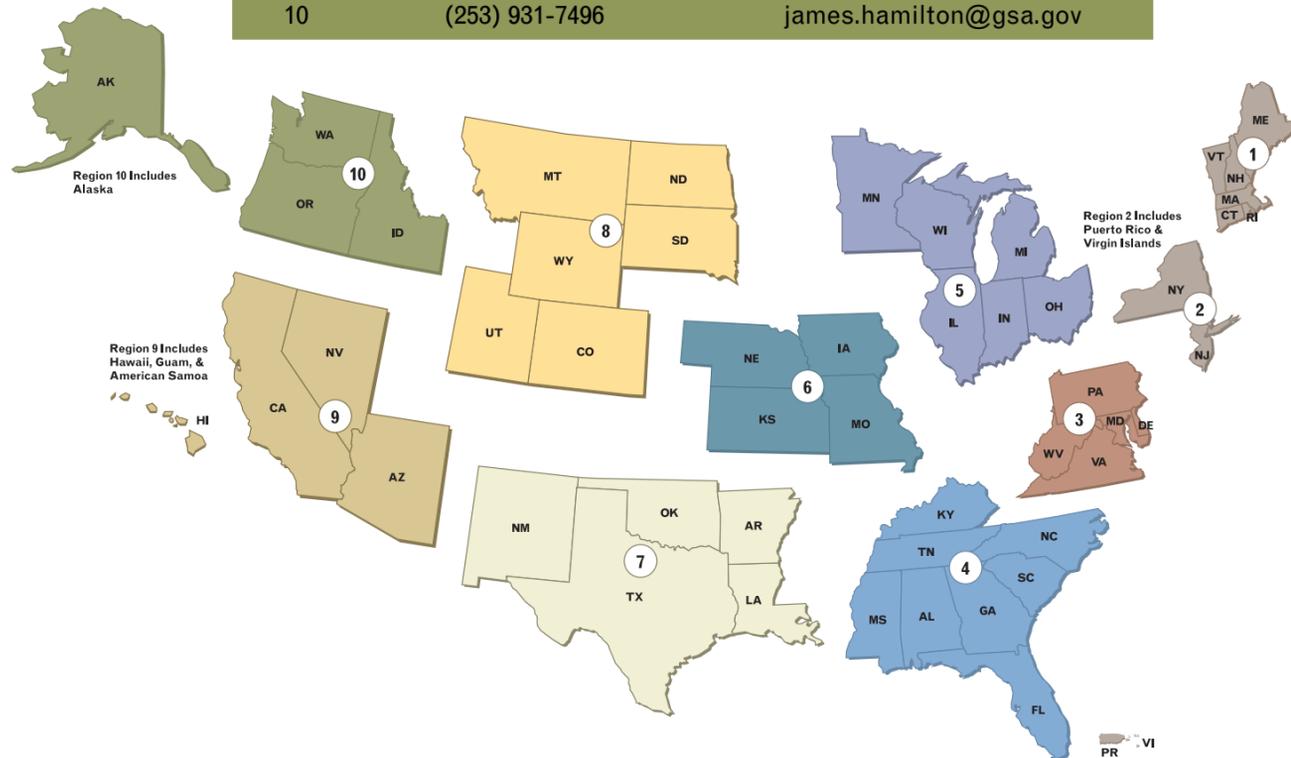
3 Contact Your Regional or National Representative

GSA is headquartered in Washington, D.C., with 10 regional offices. Our Customer Service staff calls on agencies throughout the United States to provide information about the Multiple Award Schedules Program. Contact the GSA office in your region to learn more about Cooperative Purchasing. Schedule a visit from your local GSA representative to discuss how we can help your organization.



To facilitate Cooperative Purchasing, please find the regional representative that's closest to your organization:

Region	Phone	Email
1-2	(212) 264-0305	judy.poskanzer@gsa.gov
3	(215) 446-5055	michael.ruggeri@gsa.gov
4	(404) 331-3026	kelley.holcombe@gsa.gov
5	(866) 333-4472	frank.hoeft@gsa.gov
6	(816) 926-5548	timothy.benoit@gsa.gov
7	(817) 978-2892	charles.little@gsa.gov
8	(817) 978-2892	ken.bowen@gsa.gov
9	(415) 522-2803	william.villarroel@gsa.gov
10	(253) 931-7496	james.hamilton@gsa.gov



For more information about the program, visit www.gsa.gov/cooperativepurchasing





GSA CMLS
WAREHOUSE 9 SOUTH DOCK
501 W FELIX ST
FT WORTH TX 96115-3404

Official Business
Penalty for Private Use \$300

www.gsa.gov
APRIL 2004
5-4-00322
ITCA-G001

Presorted
Standard
Postage and
Fees Paid
GSA
Permit No. G-30



*Up-to-date information
about cooperative purchasing.
I get it.*



5-4-00058
ITCA-G001

Take the first step towards enhancing your IT acquisition capabilities.
Just call the National Customer Service Center.

Like many acquisition officials, you've probably been looking forward to Cooperative Purchasing. Now you can order a broad range of information technology products and services directly from GSA Schedule 70. You can even call us without any previous knowledge of GSA and the Multiple Award Schedules program.

We understand that procuring information technology can be challenging. That's why we specialize in putting our clients in touch with a GSA expert with

the answers. Each day, we connect customers with procurement expertise in the areas of hardware, software, communications solutions and IT services. Just tell us about your organization, and we'll find the right person for you.

Get in touch with us today. For all your Cooperative Purchasing questions, contact the National Customer Service Center. Call us at 1-800-488-3111. Or email us at NCSCcustomer.service@gsa.gov. For more information about the program, visit www.gsa.gov/cooperativepurchasing.



GSA Federal Supply Service