

# Integrated Technology Services

## Overview: IT Schedule 70 Offer Preparation

August 2012

## **Purpose of this Training**

- Provide guidance on how to complete an IT Schedule 70 eOffer
- Clarify the process and expectations for submitting an eOffer
- Provide an open forum for prospective contractors to seek clarification
- Promote better quality eOffers from contractors who are informed about the program and process

# OVERVIEW OF IT SCHEDULE 70



# IT Schedule 70 Overview

## IT Schedule 70 Features

- ID/IQ contracting vehicle to procure IT commercial products & services
- Leverages full buying power of federal government to negotiate ceiling prices, and empowers our customers to obtain deeper discounts
- Est. 85% of all contracts held by Small Businesses. More than 40% of all IT Schedule 70 Sales by Customer Agencies are with Small Business
- Enable agencies to meet socioeconomic goals
- Available to state/local under certain authorities
- Small Business Set-Asides are now available on Federal Supply Schedule

## IT Schedule 70 Offerings

- Software Licenses
- IT Equipment (Sales or Lease)
- IT Training Courses
- IT Professional Services
- E-Commerce Services
- Wireless Services
- Satellite Services
- Identity and Access Management Products and Services:
  - Digital Certificates
  - HSPD-12 Products and Services

## IT Schedule 70 is Green!

- Solicitation Refresh 30 published February 13, 2012
- All offers and mods **MUST** be submitted electronically through the eOffer/eMod system
  - Reduces paper consumption
  - Files are electronic = always accessible



## **IT Schedule 70- Special Item Numbers (SINs)**

### **Software:**

- 132 32      Term Software Licenses
- 132 33      Perpetual Software Licenses

### **Hardware:**

- 132 8      Purchase of Equipment
- 132 9      Purchase of Used/Refurbished Equipment

New SIN: 132 99 - Introduction of New Information  
Technology Services and/or Products



## Integrated Technology Services

# IT Schedule 70 Special Items Numbers (SINs) Cont.

### Services:

132 3	Leasing	132 60A	Electronic Credentials, Not Identity Proofed
132 4	Short Term Rental	132 60B	Electronic Credentials, Identity Proofed
132 12	Maintenance of Equip./Repair	132 60C	Digital Certificates, including ACES
132 34	Maintenance of Software as a Service	132 60D	E-authentication Hardware Tokens
132 50	Training Courses	132 60E	Remote Identity & Access Managed Service Offering
132 51	IT Professional Services	132 60F	Identity & Access Management Professional Services
132 52	E-Commerce Services	132 61	Public Key Infrastructure (PKI) Shared Service Provider (SSP) Prog.
132 53	Wireless Services	132 62	HSPD-12 Product and Service Components
132 54	Commercial Satellite Communications (COMSATCOM) Transponded Capacity	132 100	Ancillary Supplies and/or Services
132 55	Commercial Satellite Communications (COMSATCOM) Subscription Services		

# Integrated Technology Services

## GETTING STARTED





## How to Obtain the Solicitation

➤ FedBizOpps (FBO):

[www.fbo.gov](http://www.fbo.gov)

➤ Other Sources:

<http://www.gsaelibrary.gsa.gov>

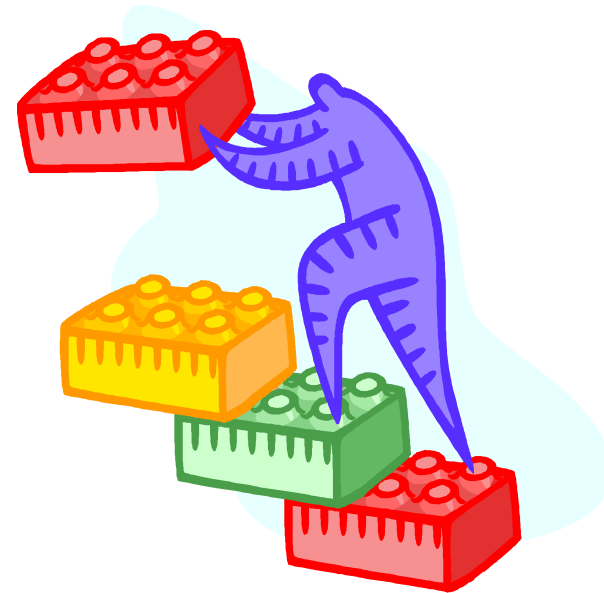
<http://www.eoffer.gsa.gov>

Search by Solicitation Number:

**FCIS-JB-980001-B**

## Digital Certificate

- Cost: approximately \$120 for two (2) years
- Four-step process, which may take 7-14 days
- Must Update every two (2) years
- Legal identity
  - Protect
  - Report if lost or stolen
  - Do not leave behind
    - Change Computers
    - Leave Company



## Registrations

### ➤ **SAM – System for Award Management**

One system to manage entity information in one record

- Central Contractor Registration (CCR)
- Online Representations & Certification Application (ORCA)
- Website: [www.sam.gov](http://www.sam.gov)

### ➤ **Dun & Bradstreet (D&B)/Open Ratings Performance Evaluation**

- Website: [www.ppereports.com](http://www.ppereports.com)

## **Vendor Support Center**

**Website: <http://vsc.gsa.gov>**

One-stop resource to help GSA's commercial partners succeed in the federal government marketplace

- Pathways to Success Training
- Vendor Toolbox – Readiness Assessment
- Schedules Overview

# PREPARING an eOFFER



## Preparing the IT Schedule 70 eOffer – Required Information

- Evaluation Factors
- SF1449
- Vendor Response Document
- Commercial Pricelist
- Production Point
- Commercial Sales Practices Format (CSP-1)
- Labor Category Matrix (services only)
- Proposed Economic Price Adjustment (EPA) Mechanism
- Proposed Price List (Offered Pricing)
- Open Ratings Past Performance Evaluation

## **Evaluation Factors**

All offers must address the following evaluation factors:

**Factor 1:** Financial Responsibility Determination

**Factor 2:** Corporate Experience

**Factor 3:** Past Performance

**Factor 4:** Project Experience for SINs 132 51 and 132 60f

**Factor 5:** Project Experience for SINs 132 54 and 132 55

**Factor 6:** Information Assurance Minimum Security Controls Compliance for SIN 132 54, Commercial Satellite Communications (COMSATCOM) Transponded Capacity, and SIN 132 55, Subscription Services

**Factor 7:** Price

## **SF1449 & Vendor Response Document**

### **SF1449**

- Complete Blocks 12, 17, 23, 24
- Sign and date the form

### **Vendor Response Document**

- Complete all Clauses
- Provides a Supporting Documentation Checklist



# **Commercial Pricelist & Production Point**

## **Commercial Pricelist**

- Submitted by Offerors who utilize a commercial pricelist as part of their business practices/policies

## **Production Point**

- Location where “End Product” was manufactured
  - Establishes Trade Agreement Act Compliance
    - FAR Subpart 25
- Not applicable to Services

## Commercial Sales Practices Format (CSP-1)

- Prepared for each SIN offered
- Must provide:
  - Sales to the general public – 12-month period
  - Projected Sales under this contract
  - Discounting Policies or Standard CSP
    - Matrix of Customers and Discounts
    - Narrative description

# Integrated Technology Services

## Labor Category Matrix Template

### INFORMATION TECHNOLOGY SERVICES (SAMPLE ONLY)

Commercial Labor Category	Minimum/ General Experience and Years of Experience	Functional Responsibility	Educational Requirements	DOD Contract #D12345 Sub or Prime T&M or FFP? Period of Contract:	USAF Contract # E12345 Sub or Prime T&M or FFP? Period of Contract:	Boeing Contract # F2345 Sub or Prime T&M or FFP? Period of Contract:	Commercial Rate ** Show Effective Date of Pricelist	Proposed GSA Schedule Rate without IFF
Program Manager	10 Years Experience  Or state "Same as GSA pricelist" if in fact it is the same.	State what the individual's function was/is (not duties) on the contract(s) shown or state "Same as GSA pricelist" if in fact it is the same.	Bachelor's Degree* in Computer Science, Engineering, or Information Technology Or state "Same as GSA pricelist" if in fact it is the same.					
System Engineer	5 Years Experience  Or state "Same as GSA pricelist" if in fact it is the same.	State what the individual's function was/is (not duties) on the contract(s) shown or state "Same as GSA pricelist" if in fact it is the same.						

### BEST RATE (LOWEST PRICE) PRICE AND SKILL / EXPERIENCE MATRIX

- Provide as many of your best (lowest priced) contracts, as necessary, for comparison with labor rates being offered to the government. Rates offered to the government should not be higher than your BEST (LOWEST) RATES under any contract shown. Also, if any of your government contracts carry a security clearance, GSA should be offered that same security clearance. USE AS MANY COLUMNS AS YOU NEED TO SHOW YOUR BEST CONTRACTS.
- If any of these contracts are based on dollar volume, please indicate the dollar, volume (On a Separate Sheet) and the rates the volumes are based on.
- Blending of rates is not allowed. Provide the lowest hourly rates at which any labor category has been sold. Insert the name and contract number of the Government/ Commercial contract. Please note whether you are a subcontractor or prime. If you are a subcontractor make sure you show your subcontractor rates, not the prime rates.
  - Make sure you state what the degree is in (computer science, engineering, liberal arts and whether it is a Bachelors or Associates. In Addition, if there are any labor categories that the minimum educational level is a certificate in a specific area, please state the area of certification.
  - Insert your commercial rate and provide a copy of your commercial catalog or pricelist. An effective date should be printed on the catalog or pricelist. If you don't have or publish a printed commercial pricelist make a statement to that affect and provide the page(s) from the contracts (commercial or government) established above that reflect each labor category and the agreed to rate(s).

## **Economic Price Adjustment (EPA) Mechanism (3 Types)**

1. For Contracts Based on a Commercial Pricelist
2. For Contracts Not Based on a Commercial Pricelist: Escalation Rates
3. For Contracts Not Based on a Commercial Pricelist: Market Indicator

**GSAR 552.216-70 and I-FSS-969 *Economic Price Adjustment  
Clauses***

## Proposal Pricelist Preparation

- Clause I-FSS-600 provides the format for the pricelist, to include the following:
  - Identify SINs
  - Geographic Scope of Contract
  - Payment and Delivery
  - Terms and Conditions
  - Pricing

## Open Ratings Past Performance Evaluation

- To assist the Government in assessing an Offeror's past performance this evaluation must be completed and submitted with the offer
- The cost of the report is paid by the Offeror

# Preparing the IT Schedule 70 eOffer Additional Information

**Additional information may be required depending on the size of your company and/or the SINs offered by your company**

Attachment	Who Must Submit?
Subcontracting Plan	Large Businesses with exceeding \$650K
Letters of Supply	Resellers
Dealer/Reseller Spreadsheet	Resellers
Project Experience	Professional Service Providers
Labor Category Descriptions	Professional Service Providers
Training Course Descriptions	Professional Service Providers – Classroom Training
Compensation Plan for Professional Employees	Professional Service Providers with expected sales
Authorized Dealer(s) Information	Resellers
Solicitation Exceptions/Waivers/Deviations	Any Offeror Taking Exception with any of the Applicable Terms and Conditions, FAR Clauses, or GSAR Clauses

## Small Business Subcontracting Plan

- Applicable for large business exceeding \$650K
  
- Outlines Offeror's:
  - Small business subcontracting goals
  - Reporting requirements
  - Recordkeeping requirements



## Letter of Supply

- Required by all Offerors who are dealers/ resellers offering a manufacturer's products
  
- Must comply with the following:
  - Submitted on the manufacturer's letterhead
  - Demonstrate continuous source of supply
  - Signed by corporate official of the manufacturer

## Dealer/Reseller Spreadsheet Template

- Required by all Offerors who are dealers/ resellers offering a manufacturer's products
- Provide accurate and complete pricing information on the manufacturer, dealer/reseller and GSA proposal

## Project Experience

- Narratives required by all Offerors Providing IT Professional Services (132-51 & 132- 60F)
- Demonstrate capability to perform SINs offered by providing the following information:
  - Project/Contract Name
  - Project Description
  - Dollar Amount of Contract
  - Project Duration
  - Point of Contact and Telephone Number

## Labor Category Descriptions

- Required by all Offerors providing IT Professional Services (132-51 & 132-60F)
- Labor Category Descriptions
  - Title of labor category
  - Functional responsibility performed
  - Qualifications
  - Education required

## Training Course Descriptions for SIN 132-50

- Required by all Offerors providing IT specific Classroom Training as a Service
- A formal catalog or a written description of class offerings
- Length of course
- Location (Contractor or Customer site)

## Compensation Plan for Professional Employees

- Required by all Offerors Providing IT Professional Services per FAR 52.222-46 (132-51 & 132-60F)
- It sets forth salaries and fringe benefits proposed for the professional employees who will work under the contract
- May submit general compensation practices from Offeror's Employee Handbook

## Authorized Dealer(s) Information

- Required by Offerors who plan to allow Authorized Dealer to sell on their behalf
- A list of authorized dealers must be submitted
- Upon contract award, authorized dealers must follow the terms and conditions of the Contractor's GSA Schedule 70 Contract
- Authorized dealer(s) information must be kept Up-to-Date

## Exceptions/Waivers/Deviations

- Offeror may take exception to the terms and conditions within the solicitation
- Provide written documentation of the rationale behind Offeror's exception
- Once award is made and FSS approved pricelist is uploaded to GSA Advantage, a Gold Star indicator will appear next to the contractor's name in GSA eLibrary if no exceptions were taken



# USEFUL REMINDERS



## Useful Reminders

- Read the entire solicitation prior to preparation of an offer
- Ensure the information provided is clear, concise, and complete
- Utilize the templates and checklists provided in the solicitation
- Utilize the resources available on the Vendor Support Center website
- Electronic submission of offers through eOffer is mandatory

## **Need Assistance?**

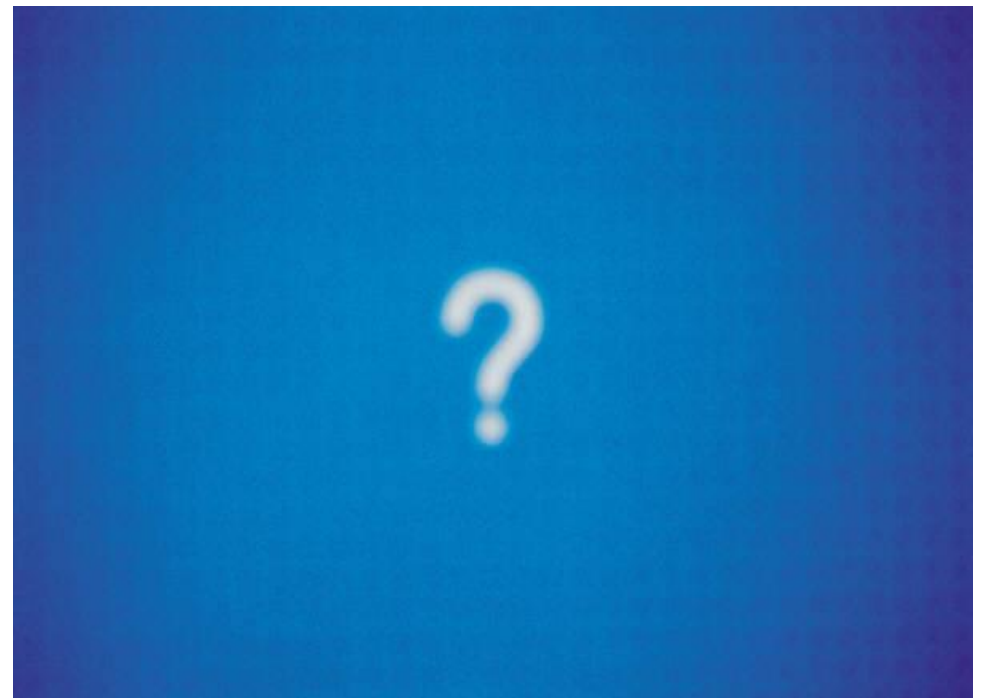
**eOffer/eMod Helpdesk**

**Phone: 866-472-9114**

**Email: [eoffer@gsa.gov](mailto:eoffer@gsa.gov)**

**IT Schedule 70 Helpline**

**Phone: 877-446-4870**



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**Integrated Technology Services**

**Questions?**

