

CMS' Use of GSA Schedules

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Building and Maintaining Relationships to Achieve Results

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Benefits of a GSA Schedule Contract

- A GSA Schedule contract does <u>not</u> guarantee you'll receive orders for Government work
- But it does provide a simplified, streamlined way for Government to obtain supplies and services from your company
 - Faster
 - Easier
 - More Economical

Limitations of GSA Schedules

- For <u>commercial</u> products, services and solutions only
- Orders must be:
 - Firm-Fixed-Price (FFP);
 - Time and Material (T&M); or
 - Labor Hour (LH)

CMS Uses GSA Schedules

In FY12, CMS awarded

- 508 actions (orders and modifications)
- Valued at approximately \$465M

using GSA Federal Supply Schedules

Market Research

- Market research is an integral part of acquisition planning
- Primarily want to identify what is available and who can provide the required product or service
- Government procurement officials want to know:
 - What are your core competencies
 - What's your prior experience
 - "How can I get to you" or "What contract vehicles do you have in place"
 - Such as GSA Schedule, Government Wide Acquisition Contract (GWAC) or agency specific IDIQ

CMS Requirements

- Predominately services, not supplies
- Require a Statement of Work (SOW)
- Best Value Trade-Off Award Determinations (non-price factors more important than price)
- Often services that are not conducive to firmfixed-price
 - Requirements not sufficiently defined
 - Uncertainties in performance do not permit costs to be estimated with sufficient accuracies

Roles in GSA Schedule Contracts

- GSA Schedule Contracting Officer –
 Responsible for establishing and administering the GSA Schedule contract
- Order Activity Contracting Officer –
 Responsible for purchasing supplies and services and administering orders against a GSA Schedule contract
- <u>Contractor</u> Provides product or service

Ordering Activity Responsibilities

- Acquisition Planning
- Identify and evaluate Schedule solutions
- Issue and document the Schedule order
- Administer the Schedule order
- Perform closeout duties

Use of GSA Federal Supply Schedules is covered in FAR 8.4

Ordering Procedures (no SOW)

For supplies or fixed price services without an SOW:

- At or below the Micro Purchase Threshold
 - Place an order with contractor that can meet need
 - Attempt to distribute orders among contractors
- Between Micro and Simplified Acquisition Threshold (SAT)
 - Survey three or more schedule contractors
 - Place order with the contractor that represents the best value
- Exceeding SAT
 - Develop Request for Quote (RFQ)
 - Receive 3 or more quotes
 - Seek price reduction
 - Fairly consider all quotes
 - Place order with the contractor that represents the best value

Ordering Procedures (w/SOW)

For services requiring an SOW:

- At or below the Micro Purchase Threshold
 - Place an order with contractor that can meet need
 - Attempt to distribute orders among contractors
- Between Micro and Simplified Acquisition Threshold (SAT)
 - Develop SOW and evaluation criteria
 - Issue RFQ to three or more schedule contractors
 - Specify type of order (firm-fixed-price, labor-hour)
 - Place order with the contractor that represents the best value
- Exceeding SAT
 - Develop SOW and evaluation criteria
 - Receive 3 or more quotes
 - Seek price reduction
 - Fairly consider all quotes
 - Place order with the contractor that represents the best value

Types of Requirements Documents

- Statement of Work (SOW) detailed description of the specific tasks or services a contractor is required to perform, including how they are to be performed.
- Performance Work Statement (PWS) describes the tasks to be performed in order to achieve the required results.
- Statement of Objectives (SOO) a high level statement of need that describes the required outcomes/objectives. The solution is up to the quoter to describe.

Typical RFQ Content

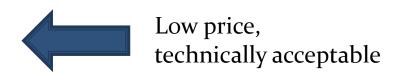
- Special Item Number (SIN) and Schedule
- Agency specific terms
- SOW/PWS
- Quote Submission Instructions
- Evaluation Factors

Contractor Team Arrangements (CTAs)

- An arrangement between two or more schedule contractors to work together to meet government requirements
- Written agreement between team members detailing responsibilities
- Provides a total solution by combining the supplies and services from the team members separate GSA schedule contracts
- Permits contractors to compete for orders that they may not qualify for independently
- Allows more opportunities for small businesses and small disadvantaged businesses
- CMS unable to pay multiple schedule contractors, so CTA arrangement would require the lead contractor to receive payment and pay other team members

Best Value

Best Value Continuum



High price, technically superior



- RFQ will identify
 - if LPTA or trade-off between non-price factors and price
 - the evaluation factors and their relative weight

Evaluations

- Price must always be evaluated
 - Shall seek a price reduction when the order or BPA exceeds the SAT
- Examples of CMS non-price factors
 - Technical Approach
 - Management Plan
 - Personnel
 - Experience
 - Past Performance

Things to Consider

- Serving as a subcontractor or in a teaming arrangement can provide valuable experience
- Getting on GSA Schedules, GWACS and agency-specific IDIQs provides an easy, streamlined access to obtaining Government contracts
- Having an approved accounting system required to receive cost reimbursement contracts

Questions

