

**VA**



U.S. Department  
of Veterans Affairs

# How to Obtain a VA FSS Contract

**- Beginner Level -**

October 17, 2019

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- FSS Overview
- Is FSS Right for You?
- Steps to an FSS Contract Award
- Solicitation Documents
- Review & Award Process
- Contractor Responsibilities
- Resources

# FSS Overview

## What is VA FSS?

- Multiple Award Schedule - Every Company provided same opportunity to acquire a contract
- Commercial Products & Services
- Open & Continuous Solicitation
- Multi-Year Contracts with a 5 year base + 5 year option *except for Schedule 65 I B (no option period) and 66 III (5-year base + 3, 5 year options)*
- Ordering open to all Federal agencies and to State & Local Gov't under Stafford Act

## What are our schedules?

**65 II A** - Medical Equipment & Supplies

**65 I B** - Drugs, Pharmaceuticals & Hematology Related Products

**65 II C** - Dental Equipment & Supplies

**65 V A** - X-Ray Equipment & Supplies

**65 II F** - Patient Mobility Devices *(includes wheelchairs, scooters, walkers, canes, etc.)*

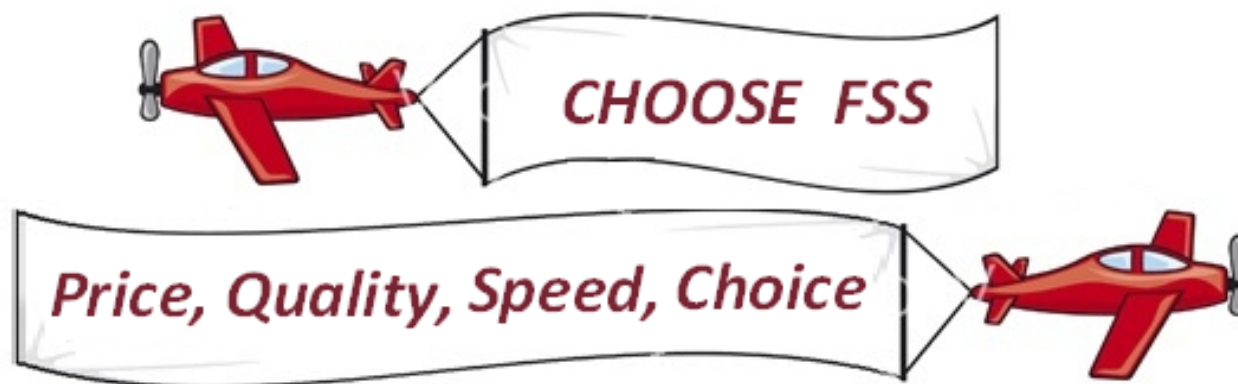
**65 V II** - Invitro Diagnostics, Reagents, Test Kits & Test Sets

**66 III** – Cost Per Test Clinical Laboratory Analyzers

**621 I** - Professional & Allied Health Care Staffing Services *(aka Temporary Staffing)*

**621 II** – Medical Laboratory Testing & Analysis Services *(aka Reference Labs)*

# What are the benefits of FSS?



## PRICE

- **Competitive Pricing** – awarded prices are competitive with FSS and commercial market pricing
- **FOB Destination** – awarded prices already include shipping from the contractor to the buyer

## QUALITY

- Contractors have expert knowledge
- Contracts awarded to responsible companies

## **SPEED**

- Reduced acquisition costs and lead times
- Prices already determined fair and reasonable by VA FSS CO

## **CHOICE**

- Flexibility to choose from more than 1 million commercially available medical equipment and supplies, pharmaceuticals, & services
- Open and Continuous solicitation

## Small Business Sales under VA Schedules – FY2018

Schedule	Total Sales	SB	WOSB	SDV	8(a)	HUB Zone	VOSB	SDVOSB
65 I B - Drugs, Pharmaceuticals & Hematology Related Products	\$ 11,300,482,824.91	6.86%	0.43%	0.06%	0.07%	0.03%	0.58%	0.36%
65 II A - Medical Equipment & Supplies	\$ 1,677,759,576.08	42.84%	10.57%	6.24%	0.27%	7.70%	18.91%	17.30%
65 II C - Dental Equipment & Supplies	\$ 110,364,226.14	13.09%	0.65%	0.30%	0.00%	-	0.25%	0.08%
65 II F - Patient Mobility Devices	\$ 229,413,862.00	46.11%	6.35%	1.81%	0.58%	0.02%	12.14%	5.29%
65 V A - X-Ray Equipment & Supplies	\$ 6,421,080.05	97.46%	56.62%	-	1.93%	-	2.88%	0.28%
65 VII - Invitro Diagnostics, Reagents, Test Kits, & Test Sets	\$ 129,773,508.00	3.38%	0.22%	0.09%	0.08%	0.59%	1.39%	1.05%
66 III - Cost per Test Clinical Laboratory Analyzers	\$ 295,177,141.13	1.07%	-	-	-	-	-	-
621 I - Professional & Allied Healthcare Staffing Services	\$ 421,985,642.24	56.66%	11.57%	14.31%	9.27%	2.35%	16.58%	14.36%
621 II - Medical Laboratory Testing & Analysis Services	\$ 131,468,755.24	1.92%	0.00%	0.00%	-	-	-	-

# Is FSS Right For You?

## Assessing Need

Search [FedBizOpps](#), [Federal Procurement Data System](#), and [Schedules Sales Query](#) to answer:

- Is there a need for my products/services?
- Which federal agencies have purchased my products/services?
- Where are those agencies located?
- What was the price of those sales?

## Product Restrictions

### Scope

- Do the products and/or services you offer fit under a VA Schedule solicitation Special Item Number (SIN) category?
- Can you provide nation-wide coverage?

### Commercial Items

Do your products meet the definition of a commercial item at [FAR 2.101](#)?

## Product Restrictions - Continued

### FAR 52.225-5 Trade Agreements

Are your products U.S.-made or designated country end products?

### Manufacturer Letter of Commitment/Supply

If you are a dealer/distributor, can you obtain a letter of supply (or other evidence) from all manufacturers in order to assure the offeror a source of supply sufficient to satisfy the Government's requirements?

## Assessing Competition

### Can you compete with current Schedule contractors?

Conduct market research to identify and assess your competition prior to submitting a proposal.

- [NAC Contract Catalog Search Tool](#)
- [GSA eLibrary](#) or [GSA Advantage!](#).

Your review should include priced and non-priced factors (e.g. delivery times, warranty terms, etc.)

## The VA Awards Contracts to ...

- Responsible Companies
- At Fair and Reasonable Prices – Determined by Comparisons with
  - 1) Most Favored Customer Pricing
  - 2) Commercial Market Pricing
  - 3) Current, Awarded FSS Contract Pricing

## Post Award Responsibilities

- Be able to meet the contract minimum of \$25,000 in annual Government sales.
- Meet all the requirements of the solicitation (pre-award and post-award).
- Have the time and resources to dedicate towards administering & marketing the contract after award.

# Steps to Obtaining an FSS Contract

- 1) Take the [GSA “Pathway to Success”](#) course.
- 2) Download the [schedule solicitation](#) from [FedBizOpps](#) and complete all required documents, including obtaining a [DUNS](#) number and registering at [SAM.gov](#).
- 3) Submit your proposal via e-mail to [vafssoffers@va.gov](mailto:vafssoffers@va.gov). Be sure to visit our [Electronic Acceptance of FSS Offers](#) web page for complete details on submission format and logistics.
- 4) Be timely and complete in your response to requests for information and clarification from your assigned Contract Specialist.
- 5) Be ready to negotiate your best offer for a successful FSS contract award.

# Solicitation Documents

## FedBizOpps (FBO)

FSS solicitations are published on FBO at <https://www.fbo.gov/>.

Obtain the most recent solicitation version by following the FBO links on our [VA Schedules](#) web page.

Our 621 I solicitation files may be obtained by contacting the FSS helpdesk at [HelpDesk.AMMHINFSS@va.gov](mailto:HelpDesk.AMMHINFSS@va.gov).



## Solicitation Files on FBO

- Document files are located under the “Solicitation” heading on right hand side of web page.
- Hover your mouse over the links to see the full title of the document.
- Amendments follow the base solicitation and are comprised of revisions, additions, etc. to the solicitation.

**ALL FILES**


[Attachment](#)


Mar 27, 2018


[RFP-797-652F-05-0001...](#)

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[Solicitation 1](#)


Mar 27, 2018


[RFP-797-652F-05-0001...](#)


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[Amendment 1](#)


Sep 10, 2018


[RFP-797-652F-05-0001...](#)


[RFP-797-652F-05-0001...](#)


[RFP-797-652F-05-0001...](#)

## Doc 01 - Solicitation Document

- *Includes All Regs - For Offeror to Read & Understand*
  - Read Me First
  - Solicitation Document
  - Regulations Incorporated by Reference

## Doc 02 - Vendor Response Document

- *Includes All Fill-Ins for Offeror to Return w/ Proposal*
  - Vendor Response Fill-Ins
  - Commercial Sales Practices (CSP)
  - Past Performance (as applicable)
  - Small Business Subcontracting Plan (as applicable)
  - Proposal Submission Checklist

## Doc 03 - Price Proposal Preparation

- *Excel Spreadsheet to be returned with offer*
  - Price Proposal Spreadsheet
  - Figure 515.4-2
  - Dealers/Distributors Disclosures (as applicable)

## Doc 04 - Vendor Response Document for Overseas Delivery

- *Optional - Fill-Ins for offer to Return*

## **Additional Solicitation Sections for Services Schedules (621 I, 621 II & 66 III)**

Statement of Work (read & understand)

&

Technical Proposal (complete and return with offer)

# Review & Award Process



## Procurement Action Lead Time (PALT)

- Usually 180 calendar days beginning after offer is deemed accurate and complete (240 days for service offers).
- Time frame may be shorter or longer depending upon the completeness and complexity of the offer and the workload of the assigned Contract Specialist.
- Offers that must be reviewed by the VA Office of Inspector General (OIG) generally exceed 180 days (see [OIG Reviews](#) page).

# Contractor Responsibilities

## Recurring Requirements

What	Who	When
Sales Reports & IFF	All contractors	Quarterly
System for Award Management (SAM)	All contractors	Pre-Award & Annually
VETS 4212 Federal Contractor Reporting	All contractors	Annually by Sep 30 <sup>th</sup>
Affirmative Action Plan / EEO-1 Report	As applicable	Annually by March 31
Insurance Certificates	Schedules 621 I, 621 II, & 66 III	Pre-Award & Annually
Service Contract Reporting	Schedules 621 I, 621 II & Services SINS (as applicable)	Annually by Oct 31st
Small Business Subcontracting Plan	Large businesses (as applicable)	As applicable based on plan type
eSRS Reports	Large businesses (as applicable)	Annually & Semi-Annually (as applicable)

## Other Contract Policies & Obligations

Minimum Contract Sales Criteria	Modifications	Price Reductions
Extensions & Cancellations	Trade Agreements	Manufacturer Letter of Supply
Price Lists	Maximum Orders	Government Purchase Card

# Resources

**Fed Biz Opps:** <https://www.fbo.gov/>

**FSS Home Page:** <http://www.fss.va.gov/>

**VA Schedule Programs:** <https://www.va.gov/opal/nac/fss/schedules.asp>

**Prospective Contractors:** <https://www.va.gov/opal/nac/fss/prospective.asp>

**Getting on Schedule:**

<https://www.va.gov/opal/nac/fss/gettingOnSchedule.asp>

**eOffers:** <https://www.va.gov/opal/nac/fss/eOffers.asp>

## **Contractor Responsibilities:**

<https://www.va.gov/opal/nac/fss/responsibilities.asp>

## **Office of Inspector General (OIG) Reviews:**

<https://www.va.gov/opal/nac/fss/oig.asp>

**FSS Training Page:** <https://www.va.gov/opal/nac/fss/training.asp>

- Webinars
- Prospective Contractors – Solicitation Assistance
  - Guide to Vendor Response Document
  - Guide to CSP
  - Reasons for Proposal Return

## **Procurement Technical Assistance Centers (PTAC):**

<http://www.aptac-us.org/contracting-assistance/>

**FSS Helpdesk:** [fss.help@va.gov](mailto:fss.help@va.gov)

# QUESTIONS?

***Be sure to attend the next webinar in this series, “How to Produce a Compliant VA FSS Contract Proposal” (Intermediate Level)!***