

Government Contract Services, Inc.

GSA Schedule Outline of Services



*Three Levels to choose from:
Bronze/Silver/Gold*

BRONZE:

Overview of Bronze level service with GCS

Government Contract Services, Inc. will work with your company to determine the best strategy for pursuing a GSA Schedule. We have over 20 years of experience working inside, outside and with government organizations. We understand what is necessary to get tasks accomplished in a timely manner – we speak the “language” and are able to translate because we started as insiders. Our perspective comes from a wide range of experiences and makes us uniquely qualified to help you through the GSA Schedule process, and ultimately ensure the timely completion of your Schedule.

Government Contract Services, Inc will:

- Determine the best Schedule(s) for your products and/or services
- Determine appropriate Special Item Numbers (SINs)
- Determine if getting on a “Master Schedule” is appropriate for your business.
- Provide Schedule Sales Query of competitors already on schedule
- Outline and consult with your representatives to create a working commercial sales pricing and discount structure
- Translate government documents, language and regulations into easily understandable tasks and templates
- Outline a commercial sales pricing and discount structure with your representative and consult in creation.
- Help you formulate an acceptable GSA price and discount policy
- Work with the GSA Contracting Officer to ensure acceptance of commercial standing before submission of Schedule.
- Prepare the correct response files for the GSA
- Review documents before submission
- Other tasks that may or may not be required will be completed as needed;
- JWOD Application and approval if applicable
- Small Business sub contracting plan if applicable

Government Contract Services will take the time to understand how your business and industry operate, and use this knowledge to eliminate as many obstacles as possible before documents are submitted to the federal government. We review your final draft of strategies and plans before they are submitted to maximize your chances of GSA Schedule approval

Government Contract Services will complete all of the processes that are necessary to ensure that your documents are ready to be submitted and approved by the GSA. After review is completed, we e-mail you the final forms to sign and send to the appropriate office.

Fee: Onetime charge of \$4,995.00 (For one Schedule and one Special Item Number)

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SILVER:

Overview of Silver level service with GCS

Silver is our most popular level of service. At this level, we guarantee your company will get on the GSA Schedule, and we do all of the work. We do all letters, revisions, amendments and paperwork. We field phone calls, respond to information requests, send and receive faxes and do whatever else is necessary. At this level we act as your agent. We negotiate your preferred customer pricing with the government and leave you free to do what you do best. We work directly with the government on your behalf -- the only contact required between you and the government is a conference call to finalize negotiations (based on prices we have negotiated on your behalf).

The Silver Level of service delivers the elements of the Bronze Level PLUS GCS will prepare all responses on your behalf, update and make changes to the proposal after submission, perform negotiations with the government and prepare final proposal revisions.

Government Contract Services will continue to follow up with the negotiations of the solicitation and:

- Respond to any questions submitted by the government
- Respond to any amendments needed for the solicitation
- Revise proposal as required and re-submit revised sections
- Update the proposal as necessary for re-submission
- Provide GSA with necessary clarifications
- Prepare and submit your Best and Final Offer to GSA

Government Contract Services will complete all processes necessary to guarantee your GSA contract.

Fee: Onetime charge of \$7,500.00—Standard Schedules (For one Schedule and one Special Item Number)

Fee: Onetime charge of \$7,995.00—Specialty Schedules (For one Schedule and one Special Item Number)

****Specialty Schedules Include: 03 FAC, 51V, 520, 541, 56, 65, 70, 736, 738X, 871, 874, 874V, 899**

GOLD:

Overview of Gold level service with GCS

Gold is our total solution package. At this level, we combine our silver package with our experience, expertise and connections to form a mutually beneficial long-term account management solution. We guarantee your company gets a GSA Schedule, and once awarded, we take over all aspects of account maintenance for your GSA account. This is a great solution for customers who want to maximize sales and

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minimize headaches. If you don't have the expertise, time, resources or ability to effectively manage, or maximize the potential of your GSA account -- this all encompassing solution is the best fit for you.

Our gold service delivers all the benefits of silver PLUS account maintenance for the life of your entire GSA contract. We act as your account administrator and do what is necessary to help you maintain your GSA contract. We draft letters, do quarterly reports, update pricing, and correspond with the government on your behalf. We prepare you for annual evaluations and audits. In addition, we help you with new business opportunities and a customized marketing campaign.

- GSA Advantage Submission.
- Requirements must be fulfilled to keep your new GSA Schedule. One major requirement is to get registered and “go live” with GSA Advantage – the government’s electronic pricing submission program. This process can be quite daunting, but we register your company and do all electronic filing and updating for you.
- We continue ongoing support consistent with our “cradle to grave” approach to government contracting. GCS will maintain an active interface with you and the government:
 - Set up a marketing campaign to help increase sales
 - Prepare brochure to comply with GSA mailing requirements
 - Request lists of potential customers from the government for direct marketing
 - Outline strategic plan for the first five years of GSA Contract
 - Collaborate with existing clients to set up sub-contracting opportunities for your business
 - Monitor submitted price lists to ensure compliance with pricing issues
 - Submit quarterly Industrial Funding Fee (IFF) reports to GSA
 - Negotiate price modifications to your schedule
 - Addition and deletion of products to schedule

Government Contract Services employs a proven contract administration system which enables your company to maximize GSA sales and is still flexible enough to fine tune and customize for optimization.

GOLD Payment Option I:

Fee: Onetime charge of 10,500 + 5% commission on sales per quarter (One Schedule and one Special Item Number)

GOLD Payment Option II:

Fee: Onetime charge of 15,500 + 2.5% commission on sales per quarter (One Schedule and one Special Item Number)