



VA is in the process of having closed captioning incorporated in this platform. In the meantime, If you would like the link to the recording for this presentation that will include closed captioning, [click here](#) to send your request via email. Due to the manual process that is required to create closed captioning, the link will be provided to you within 48 hours.



If you would like the link to the recording for this presentation that will include closed captioning, in the Q&A box type “CC”. Due to the manual process that is required to create closed captioning, the link will be provided to you within 48 hours via the email address you used to register for this webinar.



VA



U.S. Department
of Veterans Affairs

How to Obtain a VA FSS Contract

- Beginner Level -

November 2021



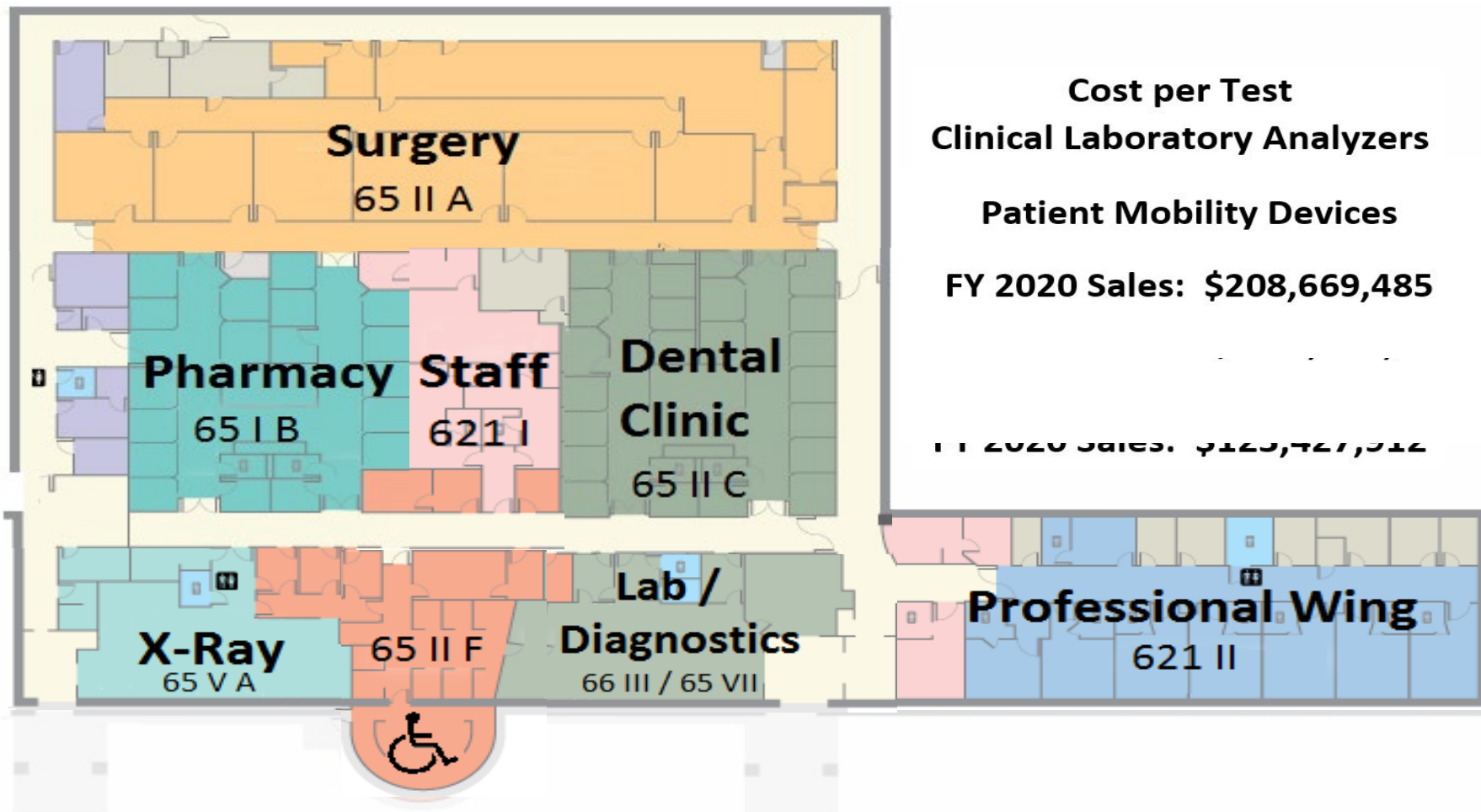
- FSS Overview
- Is FSS Right for You?
- Steps to an FSS Contract Award
- Solicitation Documents
- Review & Award Process
- Contractor Responsibilities
- Resources



FSS Overview

What is VA Federal Supply Schedule (FSS)?

- A Government-wide acquisition program established in 1960 by GSA
- Multi-year contracts for healthcare related commercial products and services
- Approximately 1 million commercial products & services falling under 9 Schedules on over 1700 contracts
- Open and continuous solicitations – enhances competition
- FY 20 Sales of \$15.5 billion: VA Sales of \$10.1 billion / OGA Sales of \$5.4 billion / SLG Sales of \$13 million



Cost per Test
Clinical Laboratory Analyzers
Patient Mobility Devices
FY 2020 Sales: \$208,669,485

FY 2020 Sales: \$123,727,312

65 | B - Drugs, Pharmaceuticals & Hematology Related Products

- Includes prescription drugs, over-the-counter drugs, human blood products, and other items such as medicated cosmetics, dietary supplements, and antiseptic soaps & dispensing equipment
- Quick Facts
 - Contractors: 465
 - Items: 14,029

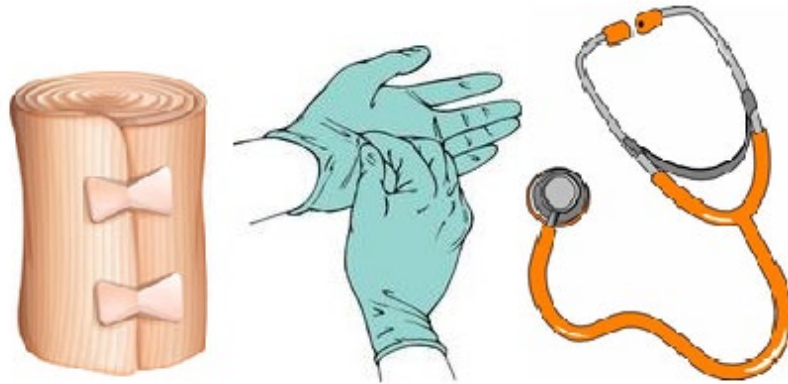


65 II A - Medical Equipment & Supplies

- Includes nearly 100 product categories ranging from bandages, latex glove, and surgical sponges to medical diagnostic instruments and wound drainage systems

- Quick Facts

- Contractors: 746
- Items: 531,796



65 II C – Dental Equipment & Supplies

- Includes items such as hand instruments, lab equipment, operatory items, orthodontic supplies, dental x-ray materials, teeth, dental furniture, etc.

- Quick Facts

- Contractors: 58
- Items: 104,062



65 II F – Patient Mobility Devices

- Includes wheelchairs, scooters, walkers, canes, crutches, ramp systems, shower aids, commode chairs, grab bars, vehicle transport lifts, etc.

- Quick Facts

- Contractors: 128
- Items: 35,973



65 V A – X-Ray Equipment & Supplies

- Offers both traditional and digital x-ray products, including x-ray film, video x-ray equipment, angiographic injectors, as well as film related products such as illuminators/viewers, processors, grids and cassettes, hangers, lead aprons, shields, etc.

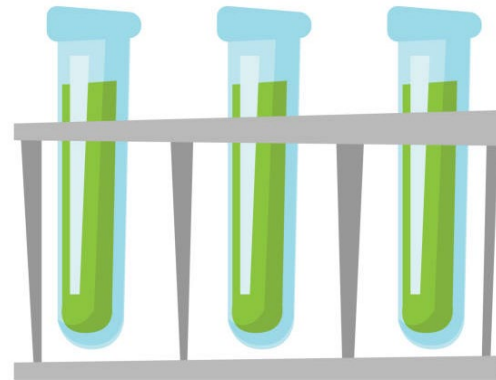
- Quick Facts

- Contractors: 9
- Items: 7,117



65 V II – Invitro Diagnostics, Reagents, Test Kits & Test Sets

- Includes items such as blood bank, chemistry, hematology, histology/cytology, microbiology, phlebotomy, serology/immunology, glucose monitoring, and urinalysis tests, etc.
- Quick Facts
 - Contractors: 34
 - Items: 10,408



621 I – Professional & Allied Healthcare Staffing Services *(aka Temporary Staffing)*

- Includes such categories such as physicians, audiologists, EMT paramedics, dental related services, respiratory therapy, physical therapy, nurses, dietitian, chiropractor, etc.
- Quick Facts
 - Contractors: 242
 - Items: 4,313



Hourly Rates under Schedule 621 I

- Rate awarded as a “not to exceed” price.
- If contract provides nation-wide coverage, rate is based on highest priced location nationally.
- If contract is awarded specific states only, rates are established for each state based on highest priced location within a state.

Temporarily, because of COVID-based price fluctuations in some cities, we are permitting a “market differential” to be added to the not to exceed rate. This requires justification by the ordering activity Contracting Officer. See 621 I [Mass Modifications](#) 0010 - 0012 which have been incorporated into all 621 I contracts.

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

- Includes such testing categories as clinical chemistry, cytogenetics, cytology, clinical drugs of abuse and toxicology, endocrinology, hematology, immunology, microbiology, organ or disease-oriented panels, urinalysis, etc.
- Quick Fact
 - Contractors: 27



66 III – Cost-Per-Test Clinical Laboratory Analyzers

- Clinical analyzer types include immunochemistry, chemical, coagulation, hematology, microbiology, and urinalysis
- Quick Fact
 - Contractors: 17



Complete Schedules Listing

65 I B - Drugs, Pharmaceuticals & Hematology Related Products

65 II A - Medical Equipment & Supplies

65 II C - Dental Equipment & Supplies

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

65 V A - X-Ray Equipment & Supplies

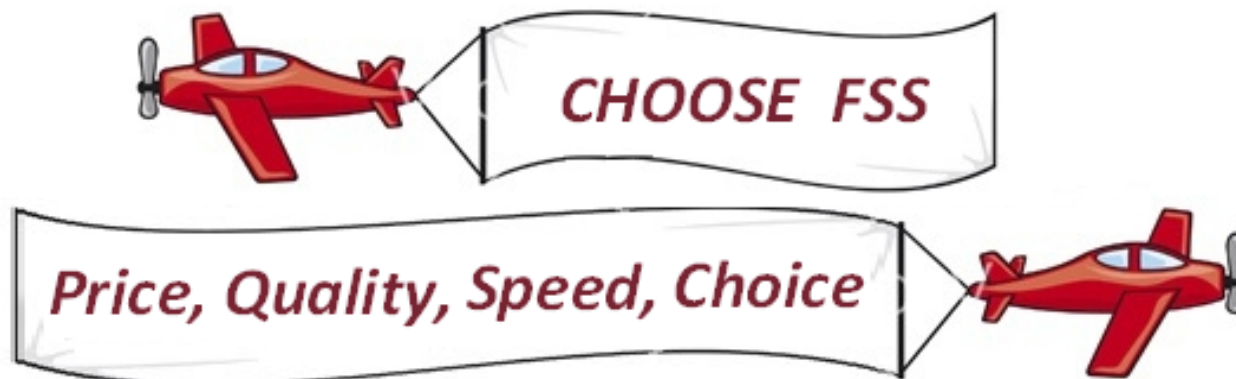
65 V II - Invitro Diagnostics, Reagents, Test Kits & Test Sets

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

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

66 III – Cost Per Test Clinical Laboratory Analyzers

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 – FY2020

Schedule	Total Sales	SB	WOSB	SDV	8(a)	HUB Zone	VOSB	SDVOSB
65 I B - Drugs, Pharmaceuticals & Hematology Related Products	\$12,866,774,183.79	7.97%	0.11%	0.10%	0.00%	0.00%	1.01%	1.00%
65 II A - Medical Equipment & Supplies	\$1,354,250,958.48	43.01%	8.93%	2.91%	0.22%	5.47%	17.99%	16.00%
65 II C - Dental Equipment & Supplies	\$70,711,037.24	13.34%	0.34%	0.65%	-	0.25%	0.22%	0.07%
65 II F - Patient Mobility Devices	\$208,669,484.99	48.82%	7.30%	8.57%	0.61%	1.86%	12.55%	9.51%
65 V A - X-Ray Equipment & Supplies	\$3,367,625.86	98.87%	5.16%	-	1.62%	-	68.56%	68.12%
65 VII - Invitro Diagnostics, Reagents, Test Kits, & Test Sets	\$140,766,314.28	4.61%	1.28%	0.02%	0.02%	-	0.95%	0.95%
66 III - Cost per Test Clinical Laboratory Analyzers	\$260,464,589.77	1.25%	-	-	-	-	-	-
621 I - Professional & Allied Healthcare Staffing Services	\$441,146,292.14	34.37%	9.00%	11.89%	6.97%	0.44%	9.59%	9.06%
621 II - Medical Laboratory Testing & Analysis Services	\$123,427,912.00	1.12%	0.08%	0.00%	-	-	-	-



Is FSS Right For You?



Assessing Need

Search Contract Opportunities and Contract Data at [Beta.SAM.Gov](https://beta.sam.gov) and the [Schedules Sales Query](#) to answer:

- Is there a need for your products/services?
- Which federal agencies have purchased your 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 domestic/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 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 the 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 solicitation and complete all required documents, including obtaining a [DUNS](#) number and registering at [SAM.gov](#).
- 3) Submit your proposal via e-mail to vafsoffers@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

Contract Opportunities ([Beta.SAM.gov](https://beta.sam.gov))

Although FSS solicitations are published in the Contract Opportunities section of the new site [Beta.SAM.gov](https://beta.sam.gov), you should ***always*** obtain the most recent solicitation by following the links on our [VA Schedules](#) web page.

Note: At this time, due to interface issues with Beta.SAM, the individual schedules' web pages will provide a zip file of the solicitation and amendment documents. For schedule 621 I, it will instruct you to e-mail our FSS Helpdesk at HelpDesk.AMMHINFSS@va.gov.



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 th
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

Contract Opportunities: [Beta.SAM.Gov](https://beta.sam.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>

Electronic Acceptance of Offers:

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

Contractor Responsibilities:

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

FSS Helpdesk: fss.help@va.gov

- Learn more about VA OSBDU: <http://www.va.gov/osdbu>
- Learn more about some basic requirements before competing for government contracts: <https://www.sba.gov/about-sba/sba-performance/policy-regulations/laws-regulations>
- Learn how to get verified with VA: <https://www.va.gov/osdbu/verification/>
- Locate a Verification Assistance Counselor: <https://www.va.gov/osdbu/verification/assistance/counselors.asp>
- Learn more about permits and licensing: <https://www.sba.gov/licenses-and-permits>
- Learn more about TIN: <http://www.irs.gov/smallbiz>
- Learn more about the Dun & Bradstreet DUNS number: <http://fedgov.dnb.com/webform>
- Obtain a DUNS number: <https://www.dnb.com/duns-number/get-a-duns.html>
- Learn more about SAM.gov: <http://www.sam.gov/>
- Learn more about Product Service Codes (PSCs): <https://www.acquisition.gov/psc-manual>
- Learn more about Acquisition Systems: [https://www.acquisition.gov/?q=Acquisition Systems](https://www.acquisition.gov/?q=Acquisition%20Systems)

- Access contract data in the Data Bank: <https://sam.gov/reports/awards/standard>
- Certify with the Small Business Administration: <https://certify.sba.gov/>
- Learn more about participation in SBA's contracting programs: <https://certify.sba.gov/am-i-eligible>
- Learn more about CPARS: <http://www.cpars.gov/>
- Learn more about Procurement Technical Assistance Centers (PTACs): <https://www.sba.gov/offices/headquarters/ogc/resources/362381>
- Locate your local PTAC and Procurement Center Representative: <https://www.sba.gov/local-assistance/federal-contracting-assistance#section-header-2>
- Learn more about Boots to Business: <https://www.sba.gov/sba-learning-platform/boots-business>
- Learn more about subcontracting opportunities (SUBNet): https://eweb1.sba.gov/subnet/client/dsp_Landing.cfm
- Learn more about GSA schedules and selling to the Government: <https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedule/selling-to-the-government>

- Learn more about Joint Ventures: <https://www.sba.gov/federal-contracting/contracting-assistance-programs/joint-ventures>
- Learn more about handling protests: <https://www.sba.gov/content/certificate-competency-program>
- Learn more about Certificates of Competency and Determinations of Responsibility: https://www.acquisition.gov/sites/default/files/current/far/compiled_html/subpart_19.6.html
- Learn more about size standards: <https://www.sba.gov/category/navigation-structure/contracting/contracting-officials/small-business-size-standards>
- Learn more about Surety bonds: <http://www.sba.gov/surety-bonds>
- Learn more about Credit Signal: <https://www.dnb.com/products/small-business/credit-signal.html>
- Learn more about the Defense Contract Audit Agency: <http://www.dcaa.mil/>
- Learn more about VA Small Business Programs: <http://www.va.gov/osdbu/programs/>
- Learn more about VetBiz: <https://www.vetbiz.va.gov/>
- Learn more about Public Law 109-461: <http://www.va.gov/ogc/docs/pl109-461.pdf>

- Learn more about the Public Law 95-507:
<https://www.govinfo.gov/content/pkg/STATUTE-92/pdf/STATUTE-92-Pg1757.pdf>
- Learn more about GSA Smart Pay Program: <https://smartpay.gsa.gov/content/gsa-smartpay-vendors>
- Learn more about Subpart 19.5 – Set-Asides for Small Business:
https://www.acquisition.gov/sites/default/files/current/far/html/Subpart%2019_5.html
- Access the Dynamic Small Business Search (DSBS):
http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm
- Access the VA Forecast of Contacting Opportunities (FCO):
<https://www.vendorportal.ecms.va.gov/eVP/fco/FCO.aspx>
- Learn more about how to win contracts: <https://www.sba.gov/content/federal-contracting-resources-small-businesses>
- Learn more about CAGE codes: <https://cage.dla.mil/Home/UsageAgree>
- Learn more about NAICS codes: <https://www.census.gov/naics/>
- Learn more about Contract Cost Principles and Procedures for Veterans Services:
<https://www.va.gov/oal/library/vaar/vaar831.asp>

- Access the Contract-Awarded Labor Category (CALC) tool: <https://calc.gsa.gov/>
- Learn more about VA OSDBU Women Veteran-Owned Small Business Initiative (WVOSBI) program: <https://www.va.gov/OSDBU/wvosbi.asp>
- Learn more about VA Acquisition Regulation (VAAR): <http://www.va.gov/oal/library/vaar/>
- Locate a Small Business Liaison near you: <https://www.va.gov/osdbu/about/contacts.asp#sbl>
- Learn more about the Federal OSDBU Directors Interagency Council: <https://hallways.cap.gsa.gov/app/#/gateway/federal-osdbu-directors-interagency-council>
- Learn more about Contractor Team Arrangements: <https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedule/schedule-features/contractor-team-arrangements>
- Access the list of required documents for VIP application: <https://www.va.gov/OSDBU/docs/Required-Documents-for-VIP-Application-4Dec2018.pdf>

- Access the Veteran Entrepreneur Portal: <https://www.va.gov/osdbu/entrepreneur/index.asp>
- Access the Executive Order on Advancing Racial Equity and Support for Underserved Communities through The Federal Government: <https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/20/executive-order-advancing-racial-equity-and-support-for-underserved-communities-through-the-federal-government/>
- To learn more about the National Defense Authorization Act (NDAA) OF 2021” <https://www.congress.gov/bill/116th-congress/house-bill/6395>
- To learn more about the American Rescue Plan: <https://www.whitehouse.gov/briefing-room/legislation/2021/01/20/president-biden-announces-american-rescue-plan/>
- To learn more about HIRE Vets Medallion Award: <https://www.hirevets.gov/about>
- CVE Webinar Schedule: [https://www.va.gov/osdbu/verification/you asked we listened.asp](https://www.va.gov/osdbu/verification/you_asked_we_listened.asp)
- Access VA OSDBU calendar: <https://www.va.gov/osdbu/calendar.asp>
- Access DAP events: <https://vetbiz.va.gov/events/>
- Learn more about Grant opportunities: <https://www.grants.gov/>

- Learn more about the Veteran Entrepreneur Investment Program: <https://veip.penfedfoundation.org/>
- Learn more about FAR Subpart 8.4 Federal Supply Schedules: [https://www.acquisition.gov/far/part-8#FAR Subpart 8 4](https://www.acquisition.gov/far/part-8#FAR_Subpart_8_4)
- Learn more about Federal Acquisition Regulation: <https://www.acquisition.gov/browse/index/far>
- Learn more about FAR Part 10 Market Research: <https://www.acquisition.gov/far/part-10>
- Learn more about FAR Part 12 Acquisition of Commercial Items: <https://www.acquisition.gov/far/part-12>
- Learn more about FAR Part 13 Simplified Acquisition Procedures: <https://www.acquisition.gov/far/part-13>
- Learn more about FAR Subpart 15.403: [https://www.acquisition.gov/far/part-15#FAR 15 403](https://www.acquisition.gov/far/part-15#FAR_15_403)
- Learn more about FAR Part 14 Sealed Bidding: <https://www.acquisition.gov/far/part-14>
- Learn more about FAR Part 15 Contracting by Negotiation: <https://www.acquisition.gov/far/part-15>

- Learn more about FAR Part 19 Small Business Programs: <https://www.acquisition.gov/far/part-19>
- Learn more about the Veteran Business Outreach Center (VBOC) program: <https://www.sba.gov/local-assistance/resource-partners/veterans-business-outreach-center-vboc-program#section-header-3>
- Learn more about SCORE, nonprofit organization: <https://www.score.org/>
- Access online guide to government information and services: <https://www.usa.gov/>
- Access federal spending information: <https://www.usaspending.gov/>
- Learn more about SBA 2021 National Veterans Small Business Week: <https://www.sba.gov/national-veterans-small-business-week>

Join Us For:

Our Upcoming Webinar

Finding VA Opportunities Using SAM.gov

Wednesday, November 17, 2021, 2:00 p.m. EST

OSDBU Help Desk Phone: 1-866-584-2344

SOC email: OSDBUStratComm@va.gov

Social Media

Twitter: <https://twitter.com/VAVetBiz>

Facebook: <https://www.facebook.com/VAVetBiz/>

YouTube: <https://www.youtube.com/c/VAOSDBU>

LinkedIn: <https://www.linkedin.com/in/va-osdbu-104492199/>



QUESTIONS?