

Going Green, Buying Green

GSA will eliminate its impact on the natural environment and use its government-wide influence to reduce the environmental impact of the federal government. GSA is a proving ground for innovation and is developing and evaluating green technologies and practices. Access additional information at <http://www.gsa.gov/sustainability>

Green construction - Sustainable design helps reduce negative impacts on the environment, and the health and comfort of building performance. The basic objectives of sustainability are to reduce consumption of non-renewable resources, minimize waste, and create healthy, productive environments. Sustainable design principles include the ability to:

- optimize site potential;
- minimize non-renewable energy consumption;
- use environmentally preferable products;
- protect and conserve water;
- enhance indoor environmental quality; and
- optimize operational and maintenance practices.

Facilities operation - Facilities Operations provides services to 1,523 federal owned facilities across the country and include the following: delegations, electrical/mechanical maintenance, energy and water conservation, accessibility, lease management, and custodial operations, green construction and renovation. **Going Green, Buying Green**

Alternative fuel and electric vehicles - GSA offers customers new, more fuel-efficient vehicles that provide long-term environmental benefits and save taxpayers money. Customers can buy these vehicles from **GSA AutoChoice**; lease them from **GSA Fleet**, or use **GSA Schedules** to lease automobiles and light trucks directly from automotive vendors. These Green vehicles include **Alternative Fuel Vehicles & Biodiesel Fuels**.

Products - Types are energy efficient, recycled, water efficient, biobased, environmental preferable, and non-ozone depleting substances.

To learn more about Sustainable Acquisition, access: www.sftool.gov/greenprocurement

GSA eTools

GSA eLibrary
www.gsa.elibrary.gsa.gov

GSA Advantage!®
www.gsaadvantage.gov

GSA eBuy
www.gsa.gov/ebuy

GSA Reverse Auctions
<http://reverseauctions.gsa.gov>

The Federal Strategic Sourcing Initiative (FSSI)
<http://strategicsourcing.gov> Additional information and instructions are available at the: **GSA Vendor Support Center** (<http://www.gsa.gov/vendorsupportcenter>) and

FedBizOpps (<http://www.fbo.gov>)

Become a better vendor with OSBU-sponsored training and free resources (www.gsa.gov/smallbizresources)

General Websites:

How GSA Helps Small Businesses

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

GSA Small Business Program Video

<http://www.gsa.gov/portal/category/108067>

GSA Mentor - Protégé Program

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

GSA Vendor Support Center

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

GSA Property for Sale (public auctions)

<http://www.govsales.gov/html/index.htm>

GSA Small Business Support - Regional Contacts

<http://www.gsa.gov/portal/staffDirectory/topic/37@@>

Federal Procurement Data System (FPDS)

<https://www.fpds.gov/fpds.gov>

Federal Acquisition Regulations (FAR)

<https://www.acquisition.gov/far/index.html>

Federal Business Opportunities (FedBizOpps)

<http://www.fbo.gov> (lists opportunities over \$25,000)

U. S. Small Business Administration (SBA)

<http://www.sba.gov>

Procurement Assistance Centers (PTAC)

<http://www.ptac-us.org>

U. S. Minority Business Development Agency

<http://www.mbda.gov/>

Defense Logistics Agency (DLA)

<http://www.dla.mil>

The Southeast Sunbelt Region 4 serves Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina and Tennessee

Regional Office of Small Business Utilization

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Email: r4smallbiz@gsa.gov

www.gsa.gov/r4smallbusiness



Doing Business With GSA Video Series
www.gsa.gov/r4smallbusiness

Get up-to-the-minute news on Region 4 OSBU happenings, training, and business opportunities on Social Media:



https://twitter.com/US_GSAR4 (#R4OSBU)



<https://twitter.com/GSAOSBU>



<http://www.facebook.com/pages/GSA-Office-of-Small-Business-Utilization/219614578049300>



<https://interact.gsa.gov/groups/small-business-solutions>

Federal Recycling Program



Printed on 100% PCW paper



DOING BUSINESS
WITH GSA

IS GSA RIGHT FOR YOU?

A QUICK GUIDE TO THE RESOURCES NEEDED TO JOIN THE FEDERAL MARKETPLACE



SMALL BUSINESS FIRST

www.gsa.gov/r4smallbusiness

GETTING STARTED...

GSA's Southeast Sunbelt Region Small business specialists advocate for **small businesses**, including those owned by women, minorities, socially and economically disadvantaged individuals, and Armed Forces veterans.



Who Are We?

The General Services Administration (GSA) oversees an annual budget of approximately \$16 billion and awards contracts for commercially available products and services; and construction and maintenance of Federal buildings and U. S. Courthouses.

GSA develops, advocates, and evaluates government-wide contracting and procurement policies. Access additional information at <http://www.gsa.gov>.

Contracting Activities

GSA contracts provide many opportunities for small businesses. GSA operates two central contracting service areas for federal customers:

- **Federal Acquisition Service (FAS)**, which includes Integrated Technology, Information Technology Commodities, Telecommunication Services/Products, Professional Services, Network Services, Commercial Products, Government Fleet & Automotive, Travel & Transportation, and Personal Property Disposal programs. Access additional information about FAS at <http://www.gsa.gov/fas>.
- **Public Buildings Service (PBS)**, which is the Federal landlord and includes contracting for design/construction/renovation/maintenance of Federal Buildings and U.S. Courthouses; Federal real estate services, such as purchasing property and obtaining commercial leased space for federal tenants; contracting for building related services, such as security, cafeteria, facility management, landscaping services, etc. and Architect/Engineer Services and Real Property Disposal. Access additional information about PBS at <http://www.gsa.gov/pbs>.

Small Business Advocacy

The Office of Small Business Utilization is GSA's advocate for small, disadvantaged, women, veteran, and service-disabled veteran owned businesses and businesses located in HUBZone census tracts. Access additional information at <http://www.gsa.gov/sbu>. This website has links to GSA's Mentor-Protégé Program, contacts for small business support, Doing Business with GSA Guidebook and other small business publications, GSA's Forecast of Contracting Opportunities, and GSA's Subcontracting Directory.

Small business events are also posted in Federal Business Opportunities at <http://fbo.gov>. Click button, "Search Small Business Events."

Small Business Set-Aside

Set-aside contracts and procurements for small businesses ensure opportunities for: women-owned, HUBZone, veteran-owned small business, service-disabled veteran-owned small business and 8(a) (eligible small disadvantaged business entities).

GSA's Mentor-Protégé Program

GSA's Mentor-Protégé Program is designed to encourage and motivate GSA prime contractors to assist small businesses and enhance their capability of performing successfully on GSA contracts and subcontracts. The goal is to increase the overall number of small businesses receiving GSA prime contract and subcontract awards, resulting from mentorship and refined business practices. Access additional information at <http://www.gsa.gov/mentorprotege>.

Getting Started

Prior to submitting an offer for consideration of a GSA contract:

- **Know the National Industrial Classification Code (NAICS)** for your particular product(s) and/or service(s). Access the information at <http://www.sba.gov>.
- Apply to obtain a **DUNS Number** at <http://www.dnb.com> or phone 800-333-0505.
- Create your **business profile** on the System Award Management (SAM) at <http://sam.gov>. Effective July 30, 2012, SAM replaced the Centralized Contractor Registration System (CCR), Online Representations and Certifications Application (ORCA) and Excluded Parties Listing System (EPLS).
- **Formal Certification:** If you qualify, you may apply for the 8(a) Socio-Economically Disadvantaged Business, Woman- Owned Business Certification, or the Historically Underutilized Business Zone (HUB). For an explanation of each of these certifications and how to apply online: <http://www.sba.gov>.

Congress created the Procurement Technical Assistance Program (PTAP) to help businesses seeking to compete successfully in federal, state and local government contracting. Funded through Cooperative agreements between DoD and state/local entities, PTAC's provide a range of expert services at little or no charge. The PTAC's also offer a wide range of free classes and other training. For information on how the PTAC can assist your business and locate the PTAC in your area, access http://www.aptac-us.org/new/Govt_Contracting/find.php.

Multiple Award Schedule (MAS) Program

The MAS allows the Federal Government to contract with multiple vendors for indefinite delivery, indefinite quantity (IDIQ) contracts. To qualify, vendors must provide fair commercial pricing and fill out the appropriate solicitation. To apply online, access <http://www.gsaelibrary.gsa.gov>, search and identify the solicitation for your product/service and submit paperwork to the listed acquisition center.

Teaming Arrangements

Under a Contractor Team Arrangement (CTA), two or more GSA Schedule contractors work together to meet ordering activity needs. By complementing each other's capabilities, the team offers a total solution to the ordering activity's requirement, providing a "win-win" situation for all parties. Access additional information at <http://www.gsa.gov/contractorteamarrangements>.

Cooperative Purchasing

Under the Cooperative Purchasing Program, state and local government entities may purchase a variety of Information Technology (IT) products, software, and services from contracts awarded under GSA Federal Supply Schedule 70, Information Technology as well as from contracts under the Consolidated (formerly Corporate Contracts) Schedule containing IT special item numbers.

State and local government entities may also purchase alarm and signal system, facility management systems, firefighting and rescue equipment, law enforcement and security equipment, marine craft and related equipment, special purpose clothing, and related services from contracts awarded under GSA Federal Supply Schedule 84, Total Solutions for Law Enforcement, Security, Facility Management Systems, Fire Rescue, Special Purpose Clothing, Marine Craft, and Emergency/Disaster Response. <http://www.gsa.gov/stateandlocal>

Disaster Relief/Recovery

During disasters and emergencies, GSA provides assistance to federal employees, vendors and citizens. Many services and products are needed for relief. Access additional information on GSA's emergency response activities at <http://www.gsa.gov/emergency response>.

Vendors who are already holders of GSA Schedule and Governmentwide Acquisition Contracts (GWACs), the Contracting Officers (COs) working with the FEMA during Directory at <http://www.gsa.gov/subdirectory>

Additional Opportunities

Subcontracting

Large prime contractors who have received federal contracts, other than construction, valued at over \$650,000 and large prime contractors who have received federal contracts for construction valued at over \$1.5 million are required to set aside a minimum of 23% to subcontracting. The GSA Subcontracting Directory is published for small business concerns seeking subcontracting opportunities with General Services Administration (GSA) prime contractors. The directory lists large business prime contractors who have subcontracting opportunities. Access additional information regarding subcontracting opportunities and the Subcontracting relief efforts are using.

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Ready to apply for a contract?

GSA VENDOR SUPPORT CENTER

<https://vsc.gsa.gov/contracts/getContract.cfm>