

THE SIX-STEP PROCESSSM

Step One: INTRODUCTORY ACTIVITIES

- 1-1 Understand the GSA Multiple Award Schedule
- 1-2 Watch “Pathway to Success” and complete the quiz (<http://vsc.gsa.gov>)
- 1-3 Choose the Large Categories, Subcategories and SINs that fit your business
- 1-4 Review SAM.gov to make sure your records are complete
- 1-5 Complete the Readiness Assessment (<https://vsc.gsa.gov/RA/ReadinessAssessment.pdf>)

Step Two: FOUNDATIONAL REVIEW AND ACTIVITIES

- 2-1 Review/Prepare Your Commercial or Commercial Market Price list
- 2-2 Review the Solicitation and Attachments
- 2-3 ~~Obtain a digital certificate~~ (Update: Digital Certificate no longer required. Get FSS login instead.)
- 2-4 Gather the information for 3 reference customers or gather 3 CPARS
- 2-5 Request Letters of Supply if required

Step Three: PRICING PREPARATION

- 3-1 Determine the items you want on the Schedule
- 3-2 Determine your GSA pricing strategy
- 3-3 Gather Most Favored Customer (MFC) pricing information if needed
- 3-4 Draft GSA Price Proposal Template
- 3-5 Gather pricing support (invoices/contracts) if required

Step Four: DOCUMENT PREPARATION

- 4-1 Review/Create Proposal Requirements Checklist/Matrix
- 4-2 Draft Commercial Sales Practices Format (CSP-1) if required
- 4-3 Draft Proposal Template or Schedule-Specific documents
- 4-4 Complete the Summary of Offer if applicable
- 4-5 Finalize Price Proposal Template
- 4-6 Draft Subcontracting Plan (if large business)

Step Five: REVIEW DOCUMENTS AND DRAFT PROPOSAL

- 5-1 Review Drafts and compare to requirements matrix/checklists
- 5-2 Distribute Draft Proposal for internal review
- 5-3 Incorporate Comments from internal review

Step Six: PROPOSAL REVIEW AND PRODUCTION/UPLOAD

- 6-1 Final Review of all documents
- 6-2 Proposal Production
- 6-3 Submit Proposal/Upload Proposal

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