

## **INITIAL QUESTIONS – Are you ready for a GSA MAS?**

The first thing we do when a client wants to dive into the GSA process is ask these five questions:

- 1) Do you have a commercial price list?
- 2) Do you follow your commercial price list?
- 3) Do you have at least \$250,000 (more is better) in sales over the last year or two and will you be able to sell at least \$25,000 through your GSA schedule (if awarded) within the next two years and then every year after that?
- 4) Is your product compliant with the Trade Agreements Act (i.e. is it made in the USA or a designated country)?
- 5) Is your company able to show that it is financially responsible?

If you can say yes to these five questions, this may be a great time for you to complete a proposal for one of the most respected and effective federal government contracting vehicles. The GSA Schedule program is open to all businesses whether large or small as long as they meet GSA's requirements and submit a winning proposal to GSA, so don't let your size hold you back.



When you see this sign,  
it's time to stop and  
assess your situation,  
make a choice, and/or  
document information.  
Below is our first pause.

**ARE YOU READY FOR A GSA SCHEDULE?** Complete the following by reading the parameter in Column 1, choosing the best-fitting statement in Column 2 and writing the corresponding points in Column 3:

<b>Column 1 (Parameter)</b> <b>Read this statement and choose the option in Column 2 which fits best.</b>	<b>Column 2 (Check the statement which fits your current status.)</b>	<b>Column 3</b> <b>“Points”</b>
This is the status of my Commercial (or Market) Price List (CPL).	<input type="checkbox"/> I have a written CPL (3 pts) <input type="checkbox"/> I have an informal CPL and can formalize it in writing (2 pts) <input type="checkbox"/> I have no CPL, but can try to make one (1 pt)	
We sell commercially or have sales to federal agencies. This is the status of my CPL and how closely we follow it.	<input type="checkbox"/> I follow my CPL to a “T” (3 pts) <input type="checkbox"/> I generally follow my CPL, but there are some clients I have to discount outside my parameters (2 pts) <input type="checkbox"/> I discount as needed to make sales regardless of what is written in my CPL. I have to survive and that takes sales. (1 pt)	
My annual sales for last year (and good past performance) are...	<input type="checkbox"/> over \$300,000 and excellent past performance (3 pts) <input type="checkbox"/> between \$100,000-\$299,000 and/or good past performance (2 pts) <input type="checkbox"/> less than \$100,000 and/or not much past performance (1 pt)	
My products are made in the USA or a designated Country (products made in China are not accepted).	<input type="checkbox"/> All my products are TAA compliant or I only sell services. (3 pts) <input type="checkbox"/> Some of my products are TAA compliant and I sell services as well. (2 pts) <input type="checkbox"/> None of my products are TAA and I sell no services. (1 pt) (for more TAA info, see: <a href="https://vsc.gsa.gov/administration/compDetails.cfm">https://vsc.gsa.gov/administration/compDetails.cfm</a> )	
This explains how my financials look overall and describes my accounting system (QuickBooks is typically acceptable).	<input type="checkbox"/> I have two-to-three years of excellent financials, and an excellent accounting system. (3 pts) <input type="checkbox"/> I have two-to-three years of reasonable financials <or> my solicitation doesn’t require two years, and my accounting system is adequate. (2 pts) <input type="checkbox"/> I have financials, but things have been mighty tough and they don’t look that great. (1 pt)	
Add up all the points you have written in column 3 and write the total here		
<p><b>How to interpret your score:</b></p> <p><b>11-15 points</b> – This may be the perfect time for you to take advantage of the GSA MAS program and prepare a proposal. You may have an excellent chance at completing a winning GSA proposal.</p> <p><b>6-10 points</b> – A GSA Schedule may be within your grasp; but you may want to tighten up your business practices as you work towards your proposal to enhance your chance at completing a winning GSA proposal.</p> <p><b>1-5 points</b> – You may wish to examine your business practices and results before you embark on the preparation of a GSA proposal. You may be able to complete a winning GSA proposal, but the odds do not look so good at this time. You are welcome to call us for a free consultation just to be sure – 617-356-7204.</p>		

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