Major GSA Schedule Requirements

Minimum Technical Requirements for Services Schedules:

•	IT Schedule 70 Services SINs: You must have at least three past projects that are within the scope of SIN(s) that you are pursuing. These projects must have been completed within the last two years, or at least the first year of a multi-year contract must have been completed in order to be valid as past performance substantiation.

•	00CORP Professional Services and most other Services Schedules: You must have at least two past projects that are within the scope of SIN(s) that you are pursuing. These projects must have been completed within the last two years, or at least the first year of a multi-year contract must have been completed in order to be valid as past performance substantiation. Additionally, your company must have been in business, performing these types of services and running revenue for a minimum of two years.

Minimum Pricing Requirements for Services or Products:

•	For each labor category or product that you want to put on GSA Schedule you must have billed for that labor category or product within the last 2-3 years. The exception to this would be products resellers, but it is still best to have a history of having sold that line previously.

•	You will have to provide invoice substantiation as proof of billing for each labor category or product.

Financials:

•	For each of the Schedules, you will have to provide financials for the past two fiscal years. If you don't have audited statements then a Profit & Loss and Balance Sheet from your accounting system will suffice. If you are showing losses in either of the years you will have to provide an explanation and rationale for improvement moving forward.

Customer References:

●	You will have to request a past performance survey from Open Ratings. For this you provide a minimum of 6 and maximum of 20 customers that will be contacted to complete a 10 question online survey. These may be any type of customer and can include the prime and/or end users from the same contract if necessary. There must be some representation from the projects used in the Technical Requirement.

N.B. Though these are not all of the proposal requirements, if you have these covered, you should have no issue working through the rest of the extensive data collection necessary to get your proposal prepared and awarded.

If you'd like to discuss your options or need assistance with your proposal submission, please contact Courtney Fairchild at (202)-234-8933 or cfairchild@globalservicesinc.com.