



## GSA Schedule Requirements

### Minimum Technical Requirements for Services Schedules:

- IT Large Category SINs: You must have at least two (2) past projects that are within the scope of SIN(s) that you are pursuing. These projects must have been completed within the last two (2) 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.
- Professional Services Large Category and most Large Category SINs: You must have at least one (1) past project that is within the scope of SIN(s) that you are pursuing. This project must have been completed within the last two (2) 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 (2) 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 two (2) to three (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 Schedule submission, you will have to provide financials for the past two (2) 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 demonstrate past performance by verifying in eOffer that three (3) or more of your CPARS meet the Solicitation criteria ((j)(2)(ii)(A)). If you do not have CPARS that fulfill this requirement, you may submit a list of customer references outlined in (j)(2)(ii)(C).

**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](mailto:cfairchild@globalservicesinc.com).**