

GSA Fact Sheet #1: GSA And Your Small Business

A Quick Guide to General Services Administration Contracts

What is GSA?

Federal buyers represent the world's largest buying group. Buyers use GSA to find suppliers (vendors) for almost any product or service you can imagine.

Simply put, GSA is a giant catalog of suppliers (maybe you). To be listed in the catalog, you must be awarded a GSA contract.

Once you win, it is easy for buyers to purchase from you. Most transactions under \$25,000 are simple. Do you want to see what GSA suppliers are offering? Use *GSA Advantage!*, described below.

How to use *GSA Advantage!*

1. Go to www.gsaadvantage.gov.
2. Enter any labor or product search term in the "What are you looking for?" field. Examples: "Program Manager", "Office Supplies", "Equipment", "Construction".
3. Observe your competitors' prices and other information.
 - Learn from QualityU how to use such resources to find GSA business.

About QualityU

QualityU helps businesses win and manage GSA Contracts. We do more than simply help you get the GSA contract:

- We serve companies just like yours nationwide.
- We save your time by doing all the basic work. You provide information.
- We teach you how to play.
- We deal with the government for any questions as we pursue your award.
- After you win, we can help you market, administer the contract, upload price lists, and manage your *GSA Advantage!* catalog listing.

We sincerely hope this information is useful to you. Thank you for your time.

www.QualityU.com

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Is GSA Right For You?

If you sell anything from IT Services to farm equipment and supplies, GSA may be a way to substantially increase your revenue. GSA is best for established companies, because GSA often wants past performance references, a commercial price list, copies of invoices, and basic financials such as a Balance Sheet and a Profit and Loss Statement. We'll tell you up front how it looks for you with a no-cost, no-obligation consultation.

How to get on schedule.

Winning an award takes time, patience, and great attention to detail.

1. Go to www.gsa.gov, then select "Schedules e-library".
2. Locate the schedule that fits your offerings.
3. Download and print the schedule.
4. Fill-in the blanks and include additional information as required (price lists, discount history, and so on).
5. Send in to GSA and be ready to negotiate your GSA discount.
 - No time? Need help with all this? Call QualityU : GSA Contract Specialists.

Get Registered!

Are you registered with Central Contractor Registry (CCR)? If so, does it represent you well? CCR registration is required for GSA contracts, but it is more than that; it is your best chance at advertising to the government and all of its prime contractors for contracts. Buyers look at CCR Profiles to find suppliers. If you your profile is bad, you are probably missing opportunities every day because buyers will not call you.

How to register with the federal Central Contractor Registry (CCR).

Information you need beforehand:

- Dunn & Bradstreet credit number (DUNS). It's free. Go to www.dnb.com. For faster response, call them at 1-866-705-5711 and tell them you need a number to register with the government.
- North American Industrial Classification (NAICS) code. Find at www.sba.gov, "Business Opportunities", "Search Tool for NAICS...".
- Bank account and routing numbers (these are printed on your checks).
- Bank telephone number.
- If you use an Automated Clearing House (ACH) have the name and phone.
- If you already have a CCR Profile, you need your TPIN (Trading Partner Identification Number) and DUNS numbers to edit your profile.

1. For new registrations, go to www.ccr.gov. Then select "Start New Registration".
2. Follow the instructions. You will be given a "Confirmation Number" to use temporarily until you get your TPIN from CCR.
3. Edit your profile. You can save your work as you go, so you don't have to finish in one session. Use your Confirmation Number as your temporary password.

For existing registrations, select "Update or Renew Registrations Using TPIN", then use your TPIN and DUNS to enter.

**Is your CCR Profile the best it can be?
Contact QualityU for a free, no-obligation CCR Profile evaluation.**