**Information Overview**. Professional Solutions Delivered, LLC (ProSoDel) is a Department of Veterans Affairs CVE verified Service-Disabled Veteran-Owned Small Business (SDVOSB). Possessing a GSA contract enables ProSoDel the ability to provide support services to any Federal Government agency or authorized Commercial GSA buyers.

GSA has consolidated the separate schedule sources to one with the award of the GSA Multiple Award Schedule (MAS) modification. ProSoDel possesses the following:

|  |  |
| --- | --- |
| **Source** | **SIN** |
| GSA MAS | 54151S  541611  541614SVC  OLM |

Our Federal Supply Schedule (another name for the GSA MAS) contract offers customers the ability to meet acquisition challenges while achieving their missions. This Multiple Award Schedule (MAS) provides a streamlined, effective commercial contracting vehicle using FAR 8.405 ordering procedures. GSA MAS gives Federal Government agencies the ability to use a single long-term, Government-wide contract to procure simple to complex fixed-price, time and materials, or labor-hour professional services.

# ProSoDel’s GSA Contract Vehicle information:

* Contract Number: GS-00F-013BA
* Contract Period: August 15, 2019 through August 14, 2024
* SIN 54151S: Information Technology Professional Services (SUBJECT TO COOPERATIVE PURCHASING)

IT Professional Services and/or labor categories for database planning and design; systems analysis, integration, and design; programming, conversion and implementation support; network services, data/records management, and testing.

* SIN 541611: Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award.

Personal services as defined in FAR 37.104 are prohibited.

* SIN 541614SVC: Supply and Value Chain Management

Includes supply and value chain management, which involves all phases of the planning, acquisition, and management of logistics systems.

* SIN OLM: Order-Level Materials

OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

OLM SIN-Level Requirements/Ordering Instructions:

OLMs are:

- Purchased under the authority of the FSS Program

- Unknown until an order is placed

- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)

- Only authorized for use in direct support of another awarded SIN.

- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN)

- Subject to a Not To Exceed (NTE) ceiling price

OLMs are not:

- Open Market Items.

- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

OLM Pricing:

- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).

- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%.

NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.

# Why Use the GSA Schedules?

* Fast – Services purchased through the GSA Schedule can be acquired in under 30 days
* Unlimited Order Size
* Best Price – Prices reflect best competitive rates among federal clients
* Direct Working Relationship with ProSoDel.

**How to contract with ProSoDel through GSA** Preparing to Contract with ProSoDel:

1. Establish your short- and long-term requirements
2. Discuss the requirements with a ProSoDel representative
3. Prepare a statement of work (scope, schedule, and deliverables)
4. Seek your contracting office or officer’s acceptance of the work and establishment of the funding mechanism
5. Have your contracting office or officer submit to ProSoDel a request for proposal/RFQ.

# GSA Advantage!

ProSoDel’s GSA contract information is accessible online utilizing the GSA’s eLibrary located at: <https://www.gsaelibrary.gsa.gov/> Search for Professional Solutions Delivered by using our company name or GSA contract number (GS00F013BA)

Here is a link to our [GSA Price List](https://www.gsaadvantage.gov/ref_text/GS00F013BA/0WL6AA.3SBJ91_GS-00F-013BA_GS00F013BASUPPLYSCHEDULEPRICELISTSEP2021.PDF) on GSA eLibrary and GSA Advantage.

# GSA eBuy

GSA eBuy allows federal agencies to post and solicit, request for quotations (RFQs) among GSA Schedule and GWAC contracts for specific functional categories, which fall under unique SINs.

GSA eBuy RFQ (Request for Quote) and Award process | Website: [www.ebuy.gsa.gov](http://www.ebuy.gsa.gov/)

1. Buyers must have a valid GSA FAS ID and password. Sign up at [www.ebuy.gsa.gov](http://www.ebuy.gsa.gov/) (Register for User ID and Password)
2. Access e-Buy through the Buyers login section.
3. Conduct research of sources. You may search by GSA MAS or GSA GWAC (GWAC requires delegation of authority) or by keyword. [www.gsaadvantage.com](http://www.gsaadvantage.com/) (ProSoDel has a GSA MAS)
4. **Step 1**: e-Buy will display a list of all Schedule Vendors (Seller), along with their socio-economic status and other vendor information, under the SIN category selected that are in GSA

Advantage! Buyer may now choose which Sellers receive notification of the Buyer’s requirements.

1. **Step 2**: Enter RFQ information and include attachments if available (PWS). Buyer may also flag if this is only a RFI or seeking sources request. Select closing date of RFQ (minimum of 2 days but default is 5 days). Buyer can also “Save to Draft” if not ready to Submit.
2. Once RFQ is submitted, the clock begins to tick and all the Sellers whom were selected, will receive an email notification about the RFQ.
3. At any time the RFQ is “Open” the Buyer may modify the contents, forward to a co-worker, or cancel the RFQ. All Sellers will be notified of a modification or cancellation via automatic email.
4. After the RFQ close date, e-Buy will send an email message alerting the Buyer the RFQ has closed and it is now time to review the quotes and make an award.
5. Under Sellers “My RFQ’s” page in e-Buy, access the RFQ ID and a listing of all quotes received will be provided. Buyer begins reviewing responses by clicking Quote ID for each Seller.
6. If the Buyer has decided to make an award, the Buyer should click on the “Award-Notify Vendor” button for that Quote ID. This generates an email to the Seller of the award decision. This does not obligate funds. The Buyer may generate a purchase order on-line using e-Buy or use their own internal order and payment system.

For more information on how to access ProSoDel’s services, please contact Ms. Cassie Stroud at (804) 616- 3606 or via email at [bizops@prosodel.com.](mailto:bizops@prosodel.com)