



## GSA ORDERING GUIDE

Foursyte provides Government agencies with analytical, technical, and program support to promote, grow, and protect our country's national security mission.



We are proud to offer these services under the GSA Multiple Award Schedule (GSA MAS), a Government-wide purchase vehicle that gives Government customers the ability to quickly and cost-effectively obtain total solutions for their needs using a single easy-to-use contract.

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## GSA MAS Contract – Rapid Ordering for Professional Services

Our contract is for a wide range of professional services and can be reviewed on the GSA Advantage Website or by visiting [Contract No. 47QRAA24D008F](#). Customers can make orders for our services through the GSA's eBuy website or through the procedures described below.

### Why Should an Agency Order Services under the GSA MAS?

Under the GSA Schedule program, agencies compare and select from the GSA list of pre-qualified contractors whose pricing has already been found to be fair and reasonable. By using the GSA MAS, agencies can be assured that their procurements will meet the best value criteria and comply with the Competition in Contracting Act.

### Who Can Order Through the GSA MAS Professional Services Schedule?

The GSA MAS is available to all Federal agencies, mixed ownership government corporations, the District of Columbia, and state and local governments.

### What Services does Foursyte provide under the GSA MAS?

Our GSA MAS award is for Professional Services (Special Item No. 541611), Professional Legal Services (Special Item No. 541110), and Order- Level Materials (Special Item No. OLM). We can provide Government customers a range of mission-essential services under these categories, including:

 Policy, Legal, and Regulatory Plans for Emerging Technology & RDTE

 Vendor Due Diligence and FOCI Mitigation Support (NDAA Section 847)

 Program assessments and audits (financial, legal, investigative)

 Classified Program Support – Acquisition, Legal, Security

 Privacy Compliance and Data

 Secure Facility Planning and Acquisition

 Governance/Acquisition (PAI/CAI)

 Specialized Procurement Services (CONUS/OCONUS)

 Technology Scouting

 Financial Intelligence and CTF

 Executive Support and Seminars – Emerging Threat, Technology, Security

 Responses to GAO and IG Audits/Reports

## How The Multiple Award Schedule Works

Authorized agencies can issue RFQs on the MAS via GSA's eBuy system or through direct email to contract holders. Government customers issue RFQs for services under the appropriate Special Item Number(s) (SIN) that align with the scope of work of the intended acquisition. Contract rates are pre-negotiated to ensure fair and reasonable pricing.

### Standard Ordering Procedures (FAR 8.405-2):

1. Create a Government buyer account on [GSA eBuy](#), which allows agencies to prepare and post Requests for Quotations (RFQs) for specific supplies and services offered under GSA Schedule contracts. If the Government buyer does not create an account on GSA eBuy, it can still order services through direct contact with GSA MAS holders (via email or fax).
2. Choose the applicable MAS ordering process by reference to the total order value.
  - **Orders at or below Micro-Purchase Threshold (\$10,000).** For an orders at, or below, the micro-purchase threshold, the Government buyer may award an order to any GSA MAS contractor that can meet the agency's needs. The buyer can do this through eBuy or direct contact. Buyers can also make purchases under the MPT using the Government Purchase Card (GPC). See FAR 2.101.
  - **Orders up to Simplified Acquisition Threshold (\$250,000).** For an order up to the simplified acquisition threshold, the buyer must complete a Request for Quote (RFQ) (including a statement of work and evaluation criteria). The buyer may survey more than three contractors through GSA Advantage, or review at least three Multiple Award Schedule contractors' price lists, or request quotes from at least three MAS contractors if the buyer has a scope of work.
  - **Orders exceeding the Simplified Acquisition Threshold (\$250,000+).** For proposed orders above the simplified acquisition threshold (\$250,000), the Buyer must post the RFQ on eBuy or provide the RFQ to as many schedule contractors as practicable. The Buyer must indicate how long the RFQ will remain open (# of days). RFQs must remain open for a minimum of 48 hours. The default setting is 5 calendar days.
3. Issue an award by using a standard task order (such as the [GSA Form 300](#), the [Department of Defense Form 1155](#), or other form of Government documentation). If the contract includes security requirements, the Agency should prepare and attach the relevant security documentation (such as the Department of Defense Form DD-254).
4. Document the order by describing the services purchased, the amount paid, the evaluation criteria, and the process used to identify the vendor. Make payment by any authorized means, including the Governmentwide commercial purchase card (GPC).

### For More Information:

[GSA eLibrary Contractor Information](#) | [GSA eBuy](#) | [GSA Advantage](#)



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