



Capitol 50
Consultants
the government contract specialists

Capitol 50's GSA Offer Checklist

Submitting a GSA Offer requires a lot of information, this will walk you through all of the required documentation for a complete offer.

Program Qualifications

Does your company qualify for any of GSA's offer programs?

- FastLane Offer?
- Springboard Offer?
- Streamlined Offer?



Special Item Number (SIN)

What SIN(s) does your product/service offering fall under?

- Review potential SIN list
- Determine which SINs you will have the required supporting documentation for
- Required NAICS listed in SAM for each SIN applying for
See SIN/NAICS crosswalk for additional information

Company Data

- Previous 2 years profit/loss Statements (not required for springboard or fastlane)
- Previous 2 years balance sheets (not required for springboard or fastlane)
- If there is a negative balance on any of the above you will need to provide an explanation.
- Corporate Experience Narrative
- Quality Control Narrative
- 3 completed past performance questionnaires (if springboard- these can be personal experience)
- Contract POCs: These can be the same or different people but one POC needs to be assigned for the following:
 - Contract Administrator
 - IFF Reporting POC
 - Order POC
 - Marketing POC
 - FAR Report (downloaded from SAM)
- If not a small business a subcontracting plan will be required

GSA updates templates on a regular basis- be sure that you are completing the most recent documents from [SAM.gov](https://www.sam.gov)

Service Only Requirements

- Professional Compensation Plan/ Employee Handbook
- Project Narratives (1 required per SOW)
- Statements of Work- See SIN/NAICS crosswalk for additional information
- Service Contract Labor Standards Matrix- if non-professional services



Product Only Requirements

- Letter of Supply from each manufacturer included in offer
 - Warranty Policy
 - Return goods policy
 - EULA- only required if offering software
- NOTE: SOWs are not required for product SINs.

Reminder:

All documents must be within the last 24 months from submission date

Notes:

Have Additional Questions?

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CSP vs. TDR

What is TDR and do you qualify?

- If you qualify for TDR and select that option, you are not required to complete a CSP or provide pricing support
- If you are not TDR- you are required to complete and submit a Commercial Sales Practices document and provide pricing support

Pricing Requirements

- Commercial or Market price list
- GSA Price Proposal Template
- Price Narrative- this is a document on company letterhead choosing the EPA or Escalation clause.
- Pricing Support (only required if not TDR). In the form of invoices or quotes to commercial customers