

The GSA Contract Acquisition Process

Research & Planning

Initially, we will research your company, place you into the proper GSA Schedule, and then compile a Project Plan according to your company, as well as download all GSA document templates.

Records Requirement

According to your specific Project Plan, we will email you a short list of the initial documents needed from you to get started.

Document Preparation

Once your initial documents are received, GSA Focus will prepare ALL required GSA documents, and generate any supplementary documents.

Confirmation & Completion

GSA Focus will email you any final information & documentation needs. These will complete the preparations, and a document will be provided to outline the terms, conditions, prices, etc.

Final Review & Submission

Once your approval is given, and a final accuracy review of the documents is undertaken, then the completed GSA documents will be submitted electronically to the GSA E-Offer system.

GSA Review

The GSA will assign a Contracting Officer (CO) to begin reviewing your documents. This process usually takes between 2-5 months.

Clarification

GSA Focus will provide the CO with any answers and additional document needs.

Rejection

The documentation was found to be insufficient for any number of reasons.

Negotiation

The documents are all in working order. Now, the prices offered to the GSA are going to be researched by your CO for fairness, and a negotiation process will ensue according to their findings.

Award

GSA Focus will prepare a Final Proposal Revisions document, and you will sign it. Once this is emailed to your CO, they will begin the final processing to get your GSA Number assigned.

Post Award

You can now use your GSA Contract, but GSA Focus will be working to get your company information, products and/or services listed on the GSA website, and establish your GSA Ebuy account. GSA Focus will also work to write copy for the GSA page of your website, and issue a Press Release.