



U.S. General Services Administration

Federal Acquisition Service

GSA Schedules



Contractor Team Arrangement (CTA) Basics

What is a CTA?

What is a Contractor Team Arrangement (CTA)?

- ❑ A CTA is an arrangement between two or more MAS contractors (FAR 9.6 does NOT apply)
- ❑ Contractors join together to provide a total solution to meet an agency's requirements
- ❑ Contractors complement each other
- ❑ Allows contractors to compete for orders for which they may not qualify independently



**Contractor Team
Arrangement (CTA)**



CTAs and the Multiple Award Schedules (MAS)

- Orders placed under an MAS CTA are subject to the terms and conditions of each team member's MAS contract
- Each member of the team is a party to the contract
- Roles and responsibilities are defined by the team
- CTA documentation is crafted by the MAS contractors, not the Government



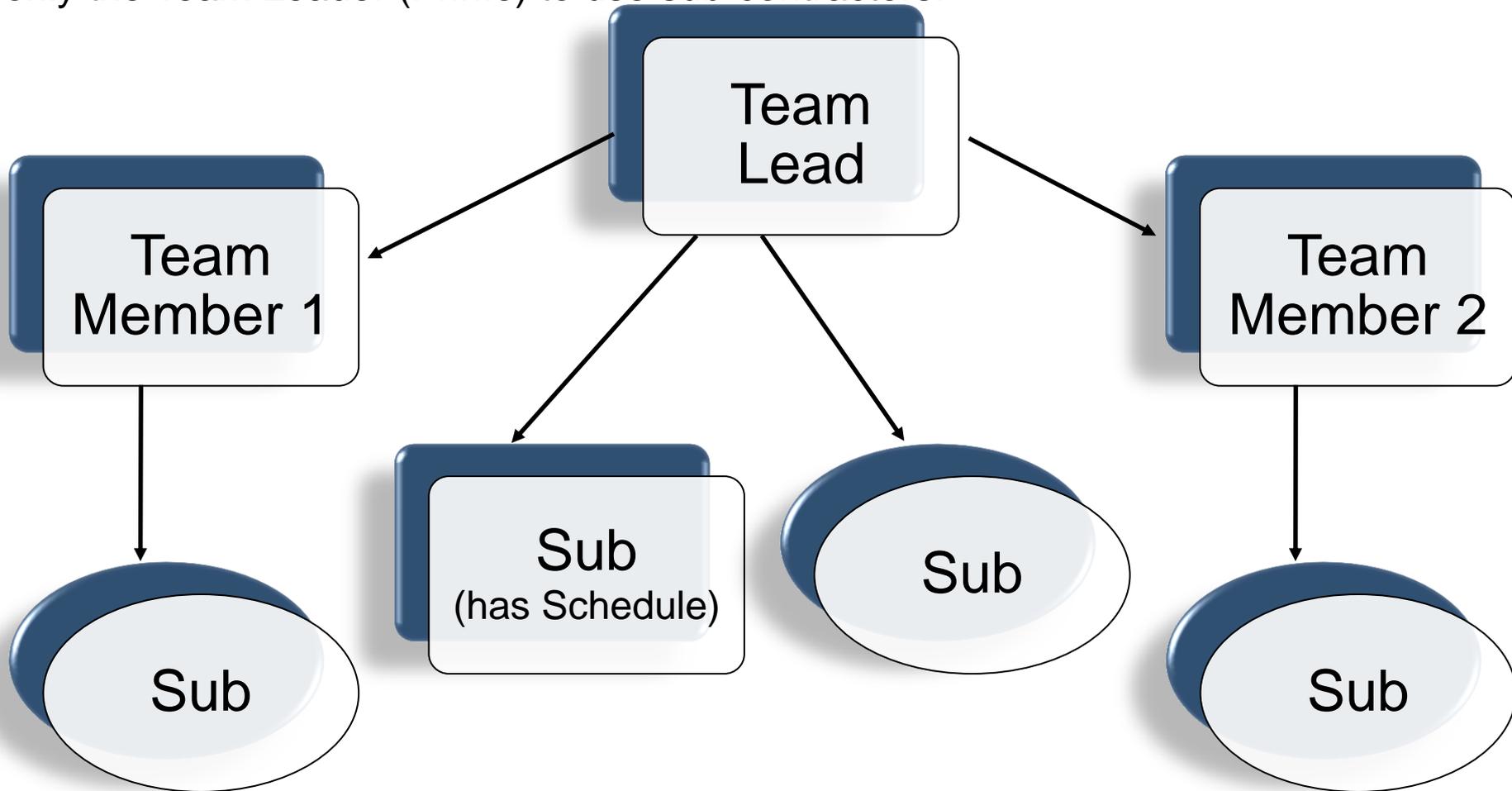
Schedule CTA Benefits

Benefits to the Ordering Activity	Benefits to the Contractors
Procure a total solution	Focus on the supplies/services that best match their resources and strengths
Satisfy socio-economic procurement goals	Levels the playing field for small businesses
Increases competition	Reduces risk
	Compete for Schedule orders for which they wouldn't otherwise qualify

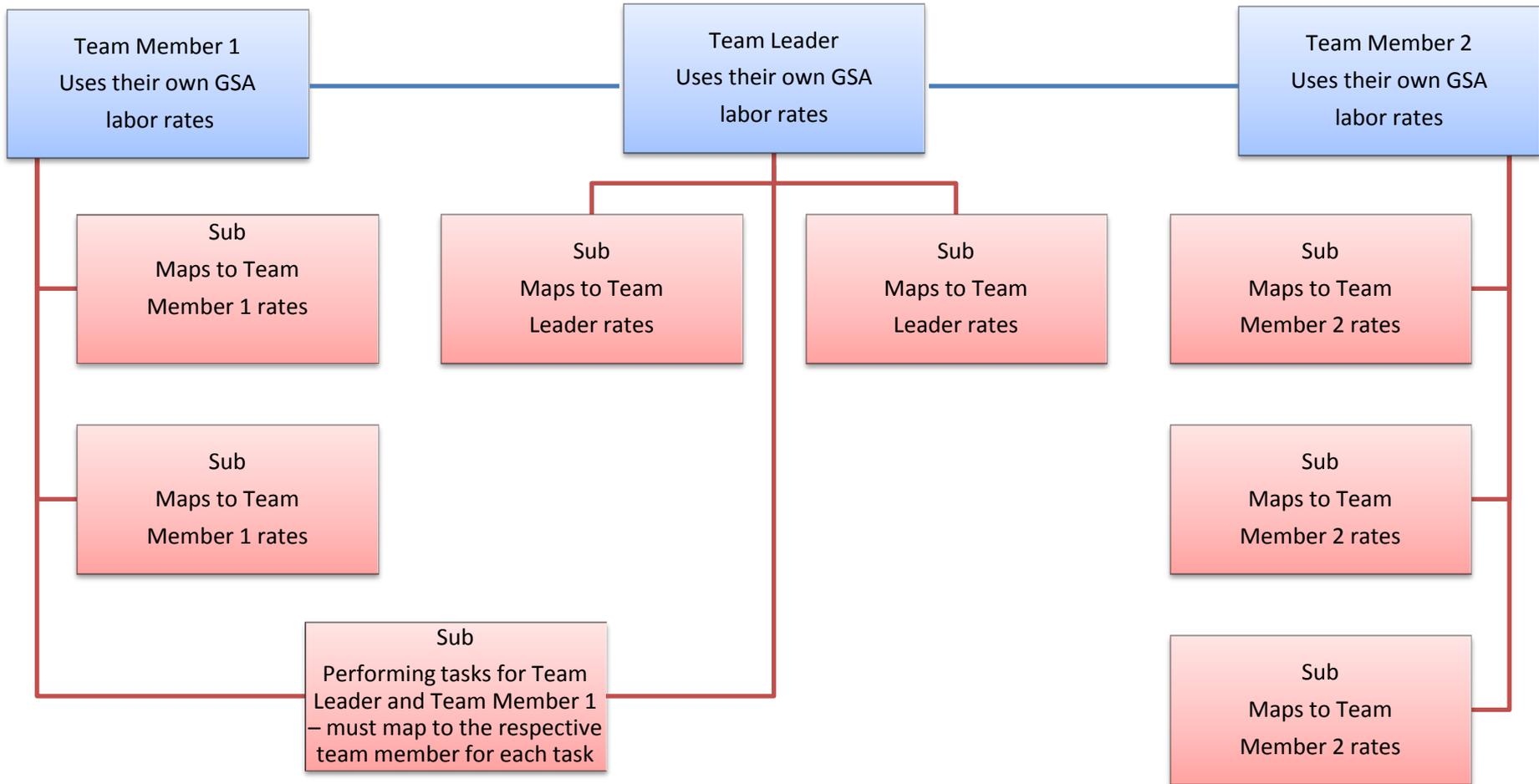
It's a Win-Win Situation!

MAS Teaming and Subcontracting

This is a representative structure per GSA procedure. AMCOM EXPRESS allows only the Team Leader (Prime) to use sub-contractors.



CTA Scenario for Task Order or BPA awarded against GSA Multiple Award Schedule. This is a representative structure per GSA procedure. AMCOM EXPRESS allows only the Team Leader (Prime) to use sub-contractors.



Team leader/members must perform using their own labor rates. Team leader/members may use sub-contractors, but subs must map to the team leader/members labor categories and rates for performance of the work. No teaming allowed at the sub-contract level.

Subs may not perform work outside the scope of the respective GSA schedule unless the work has been designated as an ODC and considered open market IAW FAR 8.402(f).



Key Differences between CTA and Subcontractor Arrangements

Key Questions	CTA	Prime/Sub Arrangement
Who must hold the Schedule Contract?	Each member	Only prime contractor
Who is considered a party to the task order? (Privity)	Each member	Only prime contractor
Who has ultimate responsibility for contract duties?	Each member	Only prime contractor
What rates can be charged?	Up to the MAS rate for member providing the services	Up to the MAS rate for the prime contractor

Communication

- ❑ CTA should outline points of contact
- ❑ Since Government has privity with all team members, ordering activity may communicate directly with CTA team members
- ❑ Communication may be through team lead if desired by the ordering activity





Ordering Activity's Responsibilities

Agencies should review CTAs to:

- Gain an understanding of how the arrangement will work
- Identify any areas of responsibility that may require clarification
- Identify deficiencies in the CTA in order to enhance probability of successful performance
- Verify proposed unit prices or hourly rates against MAS contracts
- Ensure CTA does not conflict with underlying terms and conditions of MAS contract
- Verify that CTA meets any conditions specified in the RFQ

CTA Contractors' Responsibilities

- Team lead generally receives task/delivery order; Government should report entire amount of order in FPDS-NG against team lead's MAS contract
- The CTA document should designate who is responsible for invoicing and payment
- Each team member reports its MAS contract sales to GSA and remitting the appropriate IFF





Administration of CTA Orders

Ordering activity administrative actions taken for all MAS orders apply to CTA orders; the ordering activity should:

- Perform inspection and acceptance
- Apply remedies for nonperformance, including termination for cause
- Terminate (if appropriate) for the Government's convenience
- Issue final decisions on disputes arising from performance of the order; dispute cannot relate to MAS contract terms and conditions



Dealing with Problems/Issues

- ❑ Each team member is responsible per the terms and conditions set within their Schedule contract

- ❑ CTA document should identify which team member is responsible at each phase

- ❑ Government has remedies for non-performance IAW FAR 8.406-3 and 8.406-4
 - Inspection and acceptance clause remedies

 - Termination for cause



Small Business Issues



MAS Supports Small Business Utilization

- ❑ MAS Program promotes small business through socioeconomic preference or set-asides

- ❑ FAR Part 19, *Small Business Programs*
 - Applies to Schedule contracts

 - Does not apply to orders

- ❑ Exception to FAR 19 applicability at the order level:
 - Bundling (FAR19.202-1(e)(1)(iii))

 - Size standard criteria



FAR Part 19: Small Business Programs

- ❑ Part 19 generally does not apply to schedules orders – (See 8.404(a))
 - FAR 8.405-5 provides policy for Schedules set-asides

- ❑ **19.502-4 Multiple-award contracts and small business set-asides.**
 - Contracting officers may, at their discretion—
 - (c) Set aside orders placed under multiple-award contracts for any of the small business concerns identified in FAR 19.000(a)(3)...
 - ...“For Federal Supply Schedules Program orders see FAR 8.405-5.”

- ❑ **19.508(c)** requires clauses for total and partial set-asides as well as limitations on subcontracting be added to orders under MAS.



FAR Subpart 8.405-5 – Small Business

- ❑ **8.405-5(a)** – Preference programs of Part 19 are not mandatory

- ❑ **8.405-5(a)(1)** – Set-asides are discretionary for orders and BPAs for small business concerns identified in 19.000(a)(3)

- ❑ **8.405-5(a)(2)** – Follow the ordering procedures at 8.405-1, 8.405-2, and 8.405-3 as applicable
 - The specific small business program eligibility requirements identified in Part 19 apply



FAR Subpart 8.405-5 – Small Business

- ❑ 8.405-5(b) – Orders placed against schedule contracts may be credited toward the ordering activity’s small business goals.
 - For purposes of reporting, an ordering agency may only take credit if the awardee meets a size standard that corresponds to the work performed
 - Ordering activities should rely on the small business size representations made at the Schedule contract level

- ❑ Agencies do not need to make a separate size determination at the order level, however...
 - GAO has upheld agencies’ right to request a recertification at the order level (CMS Information Services Inc., B-290541, Aug. 7, 2002)



Certification Requirements for MAS Contracts

- ❑ MAS contracts size standard certification is generally valid for 5 years
- ❑ Firms must recertify at the time of an option exercise
 - Exceptions:
 - Novation (within 30 days after effective)
 - Merger or Acquisition (within 30 days after effective)
- ❑ See FAR 19.301-2



What is Considered a Small Business?

- ❑ SBA establishes small business size standards
- ❑ Industries are classified using the North American Industry Classification System (NAICS)
- ❑ For GSA Schedules – NAICS codes are applied at the Schedule contract level
 - May not use NAICS codes at the order level that have not been awarded on the Schedule contract
(See 13 CFR 121.404(g)(3)(iv))



Re-cap of Small Business

Set-Aside	Non-Set-Aside
Ordering activity may conduct discretionary set-asides	Ordering activity should give preference to small business if at least two
FAR Part 19 does not apply – See 8.405-5 (ordering procedures come from 8.405-1, 8.405-2, or 8.405-3)	May use socioeconomic status as an evaluation factor
Limitations on subcontracting apply	No limitations on subcontracting
NMR applies	NMR does not apply
Ordering activity receives socioeconomic credit	Ordering activity receives socioeconomic credit
No “rule of two” – Must ensure competition requirements in 8.405-1, 8.405-2, or 8.405-3 are met	

Key Web Resources

- ❑ FAQ concerning Set-Asides on Schedules
 - www.gsa.gov/portal/content/113371
 - www.gsa.gov/schedulesandsbgoals

- ❑ MAS Training Student Guides
 - www.gsa.gov/mastrainingstudentguides

- ❑ MAS Desk Reference
 - www.gsa.gov/masdeskreference



GSA Schedules

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GSA Schedules



Set Aside Orders for Small Business

Agencies have the ability to set aside orders and Blanket Purchase Agreements (BPAs) issued under GSA Schedules.

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1 2 3 4 5

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GSA establishes long-term governmentwide contracts with commercial firms to provide access to millions of commercial products and services at volume discount pricing. These can be ordered directly from [GSA Schedule contractors](#) or through the [GSA Advantage!®](#) online shopping and ordering system. View our handy [MAS Desk Reference](#) guide.

[Find out more about Schedules >](#)

FOR FEDERAL AGENCY CUSTOMERS

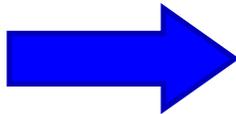
I work for a federal agency and would like to learn more about ordering procedures and guidelines.

[FOR STATE AND LOCAL GOV'T CUSTOMERS](#)

I work for a state or local government agency and would like to learn more about GSA programs authorized for my use.

[FOR VENDORS](#)

I would like to learn how to get on a GSA Schedule to sell my commercial product and/or service.



CONTACTS

MAS Helpdesk (National Customer Service Center)
(800) 488-3111

- mashelpdesk@gsa.gov
- [View Contact Details](#)

Business Breakthrough

Help for advancing your business in federal contracting

HELP WITH GSA SCHEDULES

- [Contacts and Resources](#)

PURCHASING PROGRAMS

- [Assisted Acquisition Overview](#)
- [GSA SmartPay®](#)

E-TOOLS

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Additional Web Resources

- Multiple Award Schedules www.gsa.gov/schedules
- eLibrary www.gsaelibrary.gsa.gov
- GSA *Advantage!* www.gsaadvantage.gov
- eBuy www.ebuy.gsa.gov
- MAS News www.gsa.gov/masnews
- Federal Acquisition Regulation (FAR) www.acquisition.gov/far
- NAICS Codes are at <http://www.census.gov/eos/www/naics/>
- SBA's Table of Size Standards at http://www.sba.gov/idc/groups/public/documents/sba_homepage/serv_sstd_tablepdf.pdf



Webinars and Online Training

- Monthly Webinars sponsored by the MAS Program Office <http://www.gsa.gov/masnews>
- Training Videos - <http://www.gsa.gov/portal/content/210517>
- Continuous Learning Modules
 - Federal Acquisition Institute
 - Defense Acquisition University



<http://icatalog.dau.mil/> Search for continuous learning modules with FAC prefix



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