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CFMH Chatter

Director's Corner - by Debbie Harms



Requests for Volunteers for Industry Day

As the federal fiscal year comes to a close, the Center is once again diligently planning for next year's Industry Day Conference. We recently mailed a survey out to all Industry Partners regarding preferences for dates and locations, and we are currently trying to match your preferences with hotel availability. We should be able to nail down the date and the host hotel in the next two weeks.

We will send out a save-the-date email as soon as this information becomes available.

In addition to soliciting your input on the best time and place for the event, the Center would also like to solicit your input on some of the formatting for next year's conference. Two areas where we would like to have increased Industry Partner involvement in planning for next year's conference is in the area of "break-out training" and "informational topics". We receive significant Industry Partner feedback via the post-conference surveys each year regarding the formatting and topics for each of these areas.

With this in mind, I am establishing two committees who will be chartered with determining the training topics and with coming up with a list of informational topics for next year's conference. I envision each committee having adequate representation from both the Center and from the Industry Partners. The committees will initially meet weekly via conference call.

Should you be interested in volunteering for one of these two committees, (training or informational topics) please email Dana Fairley at dana.fairley@gsa.gov with your name and preferred committee. Dana will compile a listing of committee members for both areas, and notify members of meeting dates and times. Due to time constraints involved with scheduling speakers and trainers, I am asking that all interested parties please volunteer by close of business on 14 September, 2007.

Looking forward to hearing from you,

Debbie Harms



“Have you ever ended the quarter and wondered how your sales compared to those of your competition? Use Schedule Sales Query to find out.”



Call (816) 926-6760 for marketing assistance from the Business Management Division.

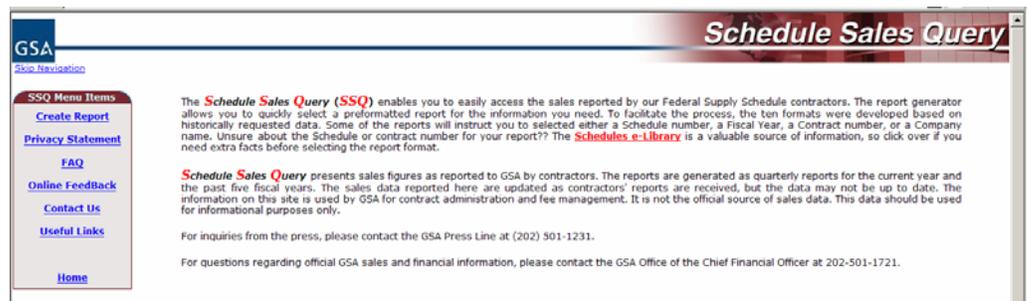
Marketing Assistance – Schedule Sales Query

Have you ever ended the quarter or your fiscal year and wondered how your sales trends compared with those of your competitors? This is an important question, and savvy schedule holders should be interested in how they fared in the federal market place as compared to their peers. Given the nature of the federal budgeting and acquisition processes, comparing your sales numbers from one quarter to the next or from one fiscal year to the next, might not portray an accurate picture of the effects of your marketing and sales efforts. Federal spending varies each year for different commodities and services, and it is often more telling to measure your trends against those of your peers than to strictly measure yourself against your performance last period.

GSA's *Schedule Sales Query (SSQ)* enables you to easily accomplish these comparisons, and to access the sales reported by any Federal Supply Schedule contractor. *SSQ* presents sales figures as reported to GSA by contractors. The reports are generated as quarterly reports for the current year and the past five fiscal years. The *SSQ* report generator allows you to quickly select a preformatted report for the information and comparisons you need. To facilitate the process, the ten formats were developed based on historically requested data. Some of the reports will instruct you to select either a Schedule number, a Fiscal Year, a Contract number, or a Company name.

The sales data reported in *SSQ* are updated as contractors' reports are received, and once in a while, the data may not be up to date. The information on this site is used by GSA for contract administration and fee management, and it is not the official source of sales data.

To access *SSQ*, go to the vsc.gsa.gov, and select *Schedule Sales Query*.



CFMH Business Management Division

Front left, BMD Director—Tim Benoit, Mary Snodderly, CFMH Director—Debbie Harms, Dana Fairley, Joan Green. Back left, Dave Schaad, Mike Dean, Jennifer Hazelman, and Gary Jenkins.



Payment Procedures for Schedule Purchases

Industry partners are sometimes faced with questions from the ordering activity about how payment for services rendered or products purchased using their GSA Schedule is to be made. The short answer is that payment must be made in accordance with the Federal Acquisition Regulations (FAR) and any applicable agency acquisition regulations ~ such as the GSAM for purchases made by GSA, or the DFAR for Department of Defense acquisitions. Requests to pay by Government Purchase Card may be made by ordering activities that do not have an available Contracting Officer to assist with its procurement of products or services. For all schedule contracts, payment can be made by Government Purchase Card for purchases below the micro-purchase threshold (\$3000 for all products and for services not subject to the Service Contract Act; \$2500 for services subject to the Service Contract Act). Some industry partners may also choose to accept the Government Purchase Card for purchases over the micro-purchase threshold. Training for purchase card holders is available on GSA's website under the Training section.

If the ordering activity does not want to or cannot use a purchase card to make payment, the industry partner must submit a final invoice and any other required documents to the Government office from which payment will be made. This could be the ordering activity office or a separate payment office, but it should be designated in the task or delivery order. If the ordering activity has questions about what forms are to be used, it should contact an acquisition office within its agency to ensure proper procedures are followed. This includes initiating procedures to utilize Electronic Fund Transfer (EFT) payment procedures. Accepting EFT payments will most likely greatly reduce the time it takes for the industry partner to receive payment versus requesting a paper check. A reminder that all Schedule purchases must be in accordance with the requirements of C-FSS-370, Contractor Tasks/Special Requirements, paragraph (j) Availability of Funds. This clause states that the Government's obligation on orders placed under the contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made.

"For all schedule contracts, payment can be made by Government Purchase Card for purchases below the micro-purchase threshold."



Heartland Region Sends RA Down the River



Heartland Regional Administrator Brad Scott is back to work after spending four days racing down the Missouri River in his kayak. Early July 24, as part of the Missouri River 340 Endurance Race, Scott and 75 competitors left Kansas City on a 340 mile trek across Missouri to St. Louis, where he arrived late in the afternoon on July 27. In conjunction with an early Combined Federal Campaign fund-raiser many Heartland Region employees pledged money by

the mile and raised more than \$2,500 as additional motivation for Scott to participate and finish the race. Enduring heat, humidity, bugs, bats, lack of sleep, and barge traffic among other challenges, Scott arrived about 21 hours ahead of the 100 hours allowed by race officials.

Quick Update on the Schedule 51V Revision

The CFMH has been working diligently on revising the 51V Schedule as discussed at the SuperStore Leadership Council Meeting during the Industry Days in March. We are expecting final approval within the next two weeks to proceed with our proposed changes to be effective October 1, 2007. Once this approval is received, you will be receiving notification explaining the changes and how it will affect your contract.



Energy Management Services Added to Schedule 03FAC

Energy Management Services were transferred to the Center for Facilities Maintenance and Hardware in October of 2006 where it was inserted into the Schedule 03FAC Facilities Maintenance and Management under SINS 871-200, 871-201, and 871-299. Prior to that date the services were administered under Schedule 871 II through the Management Services Center in Auburn, WA.

These energy management services have a great fit with our existing Schedule 03FAC since emphasizing energy savings is a key component of effectively maintaining and managing a facility. While the CFMH is very glad to have these new services, there has been an unexpected learning curve in trying to understand what energy management services encompasses and what new innovative services our federal customers are looking for. The CFMH has been working diligently to better understand the energy services market and has developed an Energy Services Strategic Plan. The purpose of this plan is to formalize a strategic plan of action to understand what energy services entail, develop relationships with our Industry Partners, identify opportunities for energy services in the federal market, and develop a communication plan for marketing energy services to the federal government.

One of the steps outlined in the plan that we recently completed is a phone survey that was given by the respective Contracting Officer assigned to each of our Energy Industry Partners. The survey was designed to help us understand more about the energy management services each company provides, learn who their top customers are, and to begin discussing the potential revision of the current energy SINs to encompass a total solution for federal customers. In addition, an Energy Leadership Council is being formed to address key issues specific to energy services market (see Energy Leadership Council below) for more information.

“If any Energy Services Industry Partners would like to volunteer to be part of the Energy Leadership Council, contact Jennifer Hazelman at 816-926-7193.”



Energy Leadership Council Kickoff Meeting Held

The CFMH held their very first Energy Leadership Council meeting on August 8th in conjunction with the GovEnergy show in New Orleans. There were twelve Industry Partners in attendance as well as Jennifer Hazelman and Gary Jenkins, Business Development Specialists, Jay Willingham, Supervisory Contract Specialist, and Lou Meredith, Contract Specialist representing the CFMH.

The Council has been formed to create a venue for important energy specific issues to be addressed. One of the key functions of the Council will be to develop regular communication between the CFMH and industry. Regular quarterly meetings are planned for the future. If any Energy Services Industry Partners would like to volunteer to be part of the Council, or are interested in learning more, please contact Jennifer Hazelman at 816-926-7193.

Some of the topics discussed at the meeting were:

- The CFMH Acquisition and Business Management Divisions and their respective roles
- An overview of the CFMH Strategic Plan for Energy Services
- Energy Legislation
- Industry Partner Marketing Assistance Program
- GSA Assisted Acquisition Services
- Revision of Energy Management SINs

Information about any future meetings will be forthcoming in the near future. We hope to see more Energy Services Industry Partners at our next meeting.



Customer Success Story

In January 2006, the Landing Gear Division at the Naval Air Station, in Jacksonville, Florida, was having critical machine failures with all of their 5-axis machining centers. All but 2 of the existing machines were in need of repair. RLH Machine Tools, Inc. was notified of this problem and went to work finding the right machines capable of machining the necessary components required for this equipment. It took 6 new machines to help the customer through this major ordeal. The customer required a turn-key installation, and RLH and their contractors were on site, overseeing that the work was done completely and professionally.

RLH went to work finding the right machine tool builder for this application, Mitsui Seiki. Long known for building machines of superior accuracy and reliability, Mitsui Seiki, with RLH Machine Tools, Inc.'s support, supplied (5) trunion-type and (1) tilt-prindle 5-axis machining center, along with a tool holder balancer, a tool presetter, and all the necessary tooling to best utilize the accuracy and repeatability of these machine tools.

Installation of this equipment included shipping, unloading, set-up, electrical hook-ups, foundations, air hook-ups, training for operators, maintenance, and programmers. This was all done in a timely manner, within 10 months of the installation of the first machine. Once again, RLH Machine Tools, Inc. has the experience to turn-key any project. RLH prides themselves in their ability and can manage any machine tool program, large or small.

Great job RLH Machine Tools, Inc! If you have a brief success story you would like to share, please submit it to Dave Schaad at dave.schaad@gsa.gov.



Awards and Recognition



Frank's Supply Receives Small Business Contractor of the Year Award

On June 26-28, 2007, at the Department of Energy's 8th Annual Small Business Conference held in Washington, DC, Frank's Supply was honored and presented the award for Small Business Contractor of Year. Please join us in congratulating Frank's Supply for their outstanding award!

Dan Perkins Awarded Academic Scholarship From The American Council Of The Blind

On July 3, 2007, Dan Perkins, Procurement Contracting Officer, Facilities Maintenance and Hardware Acquisition Center, was presented with an academic scholarship from the American Council of the Blind (ACB), during the annual ACB Conference held in Minneapolis, Minnesota. Dan will use this scholarship to continue his pursuit of a Master's Degree in Management and Leadership from Webster University located in Kansas City, Missouri. Great job Dan!

If you have received an award or special recognition that you would like included in the newsletter, please submit it to Dave Schaad at dave.schaad@gsa.gov.

"...RLH and their contractors were on site, overseeing that the work was done completely and professionally."



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MAINTENANCE & HARDWARE**

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Sales Statistics for FY2007

YTD Through 3rd Quarter for FY06-FY07

	FY06	FY07	
	<u>YTD through</u>	<u>YTD through</u>	<u>Growth</u>
	<u>Q3</u>	<u>Q3</u>	
51V	451,656	463,565	2.64%
O3FAC	62,973	106,893	69.74%
Total	514,945	\$570,458	10.78%

e-Buy Statistics Year to Date for FY2007

Schedule	Closed RFQs	Responses	Quotes	RFQs w/ Responses	RFQs w/ Quotes	Response Rate	% of Total
51V	296	1771	806	285	236	96.3%	6.5%
O3FAC	45	151	24	43	19	95.6%	1.0%

We appreciate all of your hard work. Thank you!

The CFMH



Welcome to Our New Industry Partners!

Company Name

Schedule

Powerland Equipment 03FAC
 Modern Specialties co. 03FAC
 CTG Energetics, Inc. 03FAC
 POR-15 Inc. 51V
 L & F Phelan Inc. 51V
 Ensoft Consulting Inc. 03FAC
 Bartlett Services Inc. 03FAC
 Hertz Equipment Rental Corp. 51V
 Novi Energy LLC 03FAC
 Metropolitan Professional Services 03FAC
 Bad Boy, Inc. 51V
 Schaeffer Mfg. Co. 51V
 TL Services, Inc. 03FAC
 US Foam & Etch Inc. 51V

Company Name

Schedule

Rapid Heating Air Conditioning 03FAC
 Working Buildings LLC 03FAC
 Direct Resource Inc. 51V
 VTC, LLC. 03FAC
 Sunbelt Rentals 51V
 MNA Constructors, LLC 03FAC
 Stutton Corporation 51V
 Aurora Brown 03FAC
 American Residential Services 03FAC
 Trame Mechanical Inc. 03FAC
 Portable Air Conditioning 51V
 Gutierrez Industries, Inc. 51V
 I.S. Enterprises Inc. 51V
 Smitty's Building Supply Inc. 51V