



general services  
administration



# We aim to be the provider of choice.

The General Services Administration (GSA) houses federal workers, nationwide, and provides those workers with products and services. We support federal workers wherever they work—in office buildings, warehouses, national forests, or, even, government vehicles. GSA provides workspace, furniture, equipment, supplies, tools, computers, and telephones. GSA also provides travel and transportation services, manages the federal motor vehicle fleet, oversees telecommuting and federal child care centers, preserves historic buildings, manages a fine arts program, and develops, advocates, and evaluates governmentwide policy.

GSA affects almost \$66 billion in financial transactions throughout the government. Its 11 regional offices and Washington, DC, headquarters employ 13,000 people to support the agency-wide goals to:

- Provide best value for customer agencies and taxpayers;
- Achieve responsible asset management;
- Operate efficiently and effectively;
- Ensure financial accountability;
- Maintain a world-class workforce and world-class workplace; and
- Carry out social, environmental and other responsibilities as a federal agency..



We help federal agencies use real estate more efficiently, and provide lasting value in everything we do.

Through our Design and Construction Excellence programs, GSA engages the best private sector architects, construction managers, and engineers to design and build award-winning courthouses, border stations, federal office buildings, laboratories, and data processing centers. In addition, we:

- Lease space to federal customers;
- Repair, alter, and renovate existing facilities;
- Have over 100 child care centers;
- Dispose of property;
- Practice energy conservation, build green, and recycling;
- Preserve and maintain more than 400 historic properties;
- Commission talented artists to create artwork for new federal buildings;
- Conserve a substantial inventory of artwork from the past;
- Through our 11 regional offices, nationwide, deliver comprehensive real estate services; and
- Collect rent from federal tenants, which are deposited into the Federal Buildings Fund, the principal funding mechanism.

## Thousands of federal customers brought together with more than 9,000 contractors.

GSA manages the largest, most diverse and innovative federal marketplace in the world. We serve the federal community as a trusted source for business, administrative, and mission solutions, providing a source for virtually every commercial product or service an agency might need. With a business volume in excess of \$25 billion, we offer more services and products than any commercial enterprise in the world. With location nationwide, we are strategically aligned with U.S. military customers at many locations around the globe.

GSA leads the way as the federal government simplifies business processes and adopts a citizen-centered, web-based approach based on unified information flows. We offer a dedication to public service and a familiarity with the best technology private industry has to offer. This, along with an expertise in technology procurement and a deep knowledge of how government works, uniquely qualifies GSA as a partner customers can turn to as we meet the challenge and adapt to a new digital world.

Whether the job involves human resources, procurement, critical infrastructure protection, or enterprise architecture and information management, GSA has the information technology and telecommunication solutions to get the job done.

We want to ensure that governmentwide policies allow and encourage agencies to develop and use the best, most cost effective management practices. GSA consolidates all of its governmentwide policy-making activities within one central office. These include the:

- Federal government's strategies to acquire \$200 billion a year in goods and services;
- \$8 billion a year spent on government travel; and
- Tens of billions of dollars spent each year on internal administrative management systems.

GSA is re-engineering the traditional policy development model to emphasize collaborative development. The new model calls for involvement of other federal agencies, the private sector, interested parties, and other stakeholders from the onset of policy review and/or formulation. Such collaborative efforts offer numerous advantages, not the least of which is to ensure "buy-in" from the policy customers.

## The nation's front door to your government information and services.

GSA provides access to information in whatever medium citizens prefer—the Internet, e-mail, telephone, fax, or print. For example, a comprehensive resource for information regarding government benefits and services and consumer issues which can be accessed through the Internet (FirstGov.gov), by telephone (1-800-FED-INFO), and via print publications ([www.pueblo.gsa.gov](http://www.pueblo.gsa.gov) or write to: Catalog, Pueblo, CO 81009 or call toll free: 1-888-8PUEBLO).

In addition, we develop and implement innovative technologies that improve the delivery of government information and services to citizens; and works across federal, state, local, and foreign governments and intergovernmental organizations to gain insight into their IT systems and promotes more effective use of information technology.



An advocate for small, minority, veteran, HUBZone and women business owners.

GSA promotes increased access to its nationwide procurement opportunities. We monitor and implement small business policies and manages a range of programs required by law. These programs nurture entrepreneurial opportunities, open doors to new business horizons, and enhance technological capabilities.

Its outreach activities make it possible for the small business community to meet key contracting experts and be counseled on the procurement process. For more information, contact [small.business@gsa.gov](mailto:small.business@gsa.gov).

To learn more about the General Services Administration and the services we provide, please visit our website at [www.gsa.gov](http://www.gsa.gov).



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