

# The Professional Services Schedule: One Contract for a Multitude of Solutions



## Introduction to the Professional Services Schedule

Amid today's shrinking agency budgets and increasing demands on acquisition professionals, GSA is making the Multiple Award Schedules (MAS) program easier to use! As part of this effort, the Professional Services Category consolidated eight professional-services Schedules into a single **Professional Services Schedule (PSS) contract**. Effective since October 1, 2015, the new PSS contract affords access to companies that provide the following professional services:

- Mission Oriented Business Integrated Services (formerly MOBIS, GSA MAS 874) includes a full range of management and consulting services that can improve a federal agency's performance and its endeavors to meet mission goals.
- Professional Engineering Services (formerly PES, GSA MAS 871) provides a streamlined approach for federal agencies and the U.S. military to access qualified firms in many engineering disciplines, such as mechanical, electrical, chemical, (components of) civil engineering, software, and more.
- Financial and Business Solutions (formerly FABs, GSA MAS 520) helps federal agencies obtain quality financial services – and better results with fewer resources. These solutions allow for choice, flexibility, ease-of-use, and access to quality firms in the financial arena, ranging from small businesses to industry leaders.

- Advertising and Integrated Marketing Solutions (formerly AIMS, GSA MAS 541) provides expert help in the advertising, marketing, and related communications fields.
- Logistics Worldwide (formerly LOGWORLD, GSA MAS 874 V) assists federal agencies in procuring comprehensive logistics solutions, including planning, consulting, management, and operational support when deploying supplies, equipment, materials, and associated personnel.
- Environmental Services (formerly GSA MAS 899) supports agencies in meeting their environmental requirements and streamlining the contracting process by providing a faster, more cost-efficient means to meet environment requirements.
- Language Services (formerly GSA MAS 738 II) includes translation and interpretation services for a vast number of languages. Knowledgeable contractors can provide various degrees of support from basic transcribing to advanced analytical consulting. Sign language and training are also offered.

Using the streamlined procurement procedures in **FAR Subpart 8.4 Federal Supply Schedules**, PSS offers federal agencies access to more than 3,300 experienced contractors who provide a range of commercial professional services at discounted and competitive prices.



## Why the Need for One Professional Services Schedule?

GSA created the single **Professional Services Schedule** (PSS) to give federal-agency acquisition professionals the ability to obtain total contract solutions for their professional-services needs using a single contract vehicle. Agencies have access to the same professional services as before – but in an easier-to-use contract environment. Also, for both industry and GSA, PSS eliminates significant contract duplication and workload previously associated with negotiating, administering, and auditing multiple contracts.

## Benefits of the Professional Services Schedule

PSS gives federal agencies the ability to use a single contract to procure simple to complex fixed-price or labor-hour professional services. When using PSS to acquire the professional services, agencies can:

- Use simplified acquisition procedures to issue a Request for Quotation (RFQ) using either your agency's solicitation system or GSA's **eBuy** solicitation system, or issue an RFQ directly to contractors using your agency's procedures.
- Allow unique **Contractor Team Arrangements** to bring a wide variety of industry partners to the negotiating table.
- Customize terms and conditions in task orders – or through Blanket Purchase Agreements – to meet specific requirements
- Be assured that required FAR terms and conditions are incorporated into the contract.
- Ensure adequate participation by small businesses, including setting aside RFQs for various socioeconomic subgroups.
- Save time by using the streamlined procurement procedures of FAR Subpart 8.4.

## How the Professional Services Schedule Works

RFQs can be issued to contractors by Special Item Number (SIN) or solution set (e.g., Financial and Business Solutions), including contractors awarded complementary SINs (e.g., IT, HR, and energy-management services) under PSS.

Agencies can use GSA's **eLibrary** to view the SINs and solutions sets available through PSS, as well as the contractors who've been awarded and authorized to provide these services to federal agencies.

## Streamlined Procurement Procedures

To access PSS, visit GSA's eLibrary and select "00CORP" in the "Quick Search" dropdown box on the right-hand side of the page. Once you've decided which services you need, you can use GSA's **eBuy** to electronically post and receive quotations in a secure environment.

Other resources that can help you properly use GSA Schedules include:

- **FAR Subpart 8.405** (ordering procedures for Federal Supply Schedules)
- GSA's **MAS desk reference guide**
- **GSA Schedules ordering guidelines**
- GSA's **online training resources**
- In-person training and live Web-based training for PSS (contact us at [professionalservices@gsa.gov](mailto:professionalservices@gsa.gov))

## Who Can Order through the Professional Services Schedule?

All federal and appropriately warranted Contracting Officers are authorized to award task orders against PSS.

## For More Information

Visit [www.gsa.gov/psschedule](http://www.gsa.gov/psschedule) or our interactive Web-based communities:

- GSA Interact's **Professional Services Category** community
- **Acquisition Gateway's Professional Services Hallway**

If you have questions about PSS, contact GSA's National Customer Service Center at (800) 488-3111, or email us at [professionalservices@gsa.gov](mailto:professionalservices@gsa.gov).