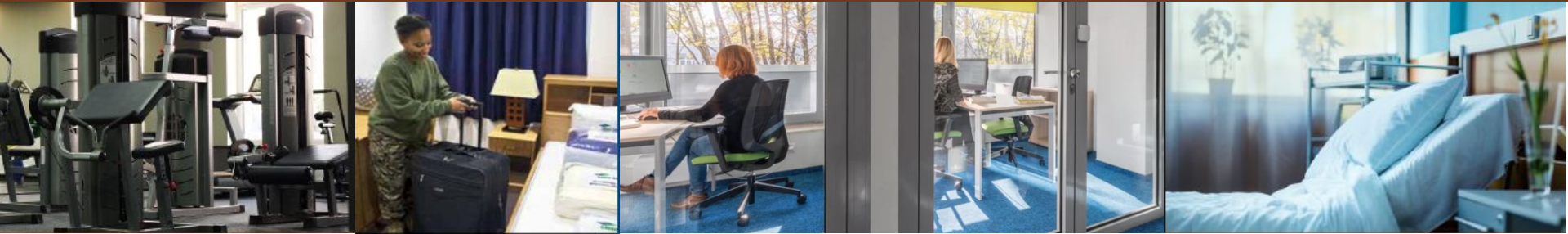




GSA Integrated Workplace Acquisition Center (IWAC)



Packaged Furniture Program Revisions

Industry Meeting, March 23, 2022

Welcome! The meeting will begin at 2pm.

Introductions

- All attendees are muted - we have over 300 attendees!
- The Q&A Box will be open for you during the entire meeting.
- This meeting is being recorded.
- All questions even if unanswered today, will be answered and shared in a Frequently Asked Questions (FAQ) document
- Slides, Video Recording, and the FAQ will be shared after the meeting and posted online with other industry guidance and resources.
- Closed captioning has been enabled in Zoom. To view captions on your screen as subtitles, click the “**Live Transcript - CC**” button.
- Today’s slides can also be downloaded from the Chat window

Ryan Schrank

Director, Integrated Workplace Acquisition Center (IWAC)



Background

[Audit # A201009/Q/3/P21001](#) issued March 30, 2021

- Develop and implement a plan to remove current solicitation language that does not require contractors to submit a Commercial Sales Practices (CSP) disclosure under SIN 33721P, Packaged Office Furniture.
- Develop and implement controls to ensure compliance with [Federal Acquisition Regulation 15.4, Contract Pricing](#); [GSA Acquisition Regulation 538.270, Evaluation of Federal Supply Schedule \(FSS\) offers](#); and *FAS Policy and Procedure 2018-03, Proper Documentation of Price Analysis Decisions – Federal Supply Schedule (FSS) Program.*

Solution?

Contractor Teaming Arrangements

CTAs

Why CTAs?

- Improved compliance with identified regulations: Federal Acquisition Regulations 15.4, Contract Pricing; GSA Acquisition Regulation 538.270, Evaluation of Federal Supply Schedule (FSS) offers; and FAS Policy and Procedure 2021-05, Evaluation of FSS Program Pricing.
- More accurately define how the program operates by formally defining each party's relationship, roles, and responsibilities
- Allows the program to remain largely intact, with minimum disruptions and changes in stakeholder practices, while bringing the program into compliance with the above regulations.

What Changed?

- CTAs now required in lieu of Letters of Supply
- Integrators now referred to as Team Leads
- Suppliers now referred to as Team Members
- [Packaged Furniture Subcategory Instructions](#)
 - SINs Impacted
 - SIN 337121P Packaged Household Dormitory and Quarters Furniture
 - SIN 337127P International Packaged Furniture
 - SIN 33721P Packaged Office Furniture
 - SIN 339113P Packaged Healthcare Furniture

Section A

Current: Packaged vendors are considered prime contractors for all packaged requirement orders placed under their MAS contract. As prime contractors, packaged vendors are solely responsible for the delivery of all supplies and services as specified in packaged requirement orders.

Future: Packaged vendors are considered **Team Leads** for all packaged requirement orders placed under their MAS contract. **As Team Lead, packaged vendors are responsible for the performance of services as specified in packaged requirement orders. Contractor Teaming Arrangement (CTA) partners are considered Team Members. As Team Members, CTA Partners are responsible for the delivery of supplies as specified in packaged requirement orders.**

Section A

Future (Continued): Packaged vendors are considered **Team Leads** for all packaged requirement orders placed under their MAS contract. **As Team Lead, packaged vendors are responsible for the performance of services as specified in packaged requirement orders. Contractor Teaming Arrangement (CTA) partners are considered Team Members. As Team Members, CTA Partners are responsible for the delivery of supplies as specified in packaged requirement orders.**

Team Leads may provide products for a packaged requirement, provided the following:

- **Products are awarded under the Team Lead's GSA Schedule Contract under another SIN outside of the Packaged Furniture sub-category.**
- **The products offered by the Team Lead are not awarded under a Team member's GSA Schedule contract at a lower price.**

Section B

Current: Packaged vendors must have an established corporate history as a project integrator for all types of proposed products.

Future: No Change, except to rename Packaged Vendors to “Team Lead”

Section C

Current: For each proposed SIN, packaged vendors must propose a full and broad array of products/services. The PCO will make a determination that the proposed products and services represent a total solution by analyzing the relevant project experience, supporting invoices and other data. Through examination of this information, the PCO will ensure that the vendor has corporate experience providing services for the proposed mix of packaged products and services.

Vendors must provide supporting invoices for each of the referenced projects included in their technical proposal.

Future: For each proposed SIN, packaged vendors must propose a full and broad array of products/services. **Proposed products are made available and provided directly through the Team Members with whom the Team Lead has a signed CTA with.** The PCO will make a determination that the proposed products and services represent a total solution by analyzing the relevant project experience, supporting invoices and other data. Through examination of this information, the PCO will ensure that the vendor has corporate experience providing services for the proposed mix of packaged products and services.

Team Lead must provide supporting invoices for each of the referenced projects included in their technical proposal.

Section D

Current: SERVICES: At a minimum, all packaged vendors must provide project management and furniture installation services; However, packaged vendors are permitted to propose any type of ancillary service necessary to support their packaged solution.

Services provided under a packaged solution must be provided under a packaged SIN as part of a total solution. Vendors are not permitted to combine packaged SINs with any other ancillary service SIN.

Future: No Change, except to rename Packaged Vendors to “Team Lead”

Section E

Current: Proposed suppliers must hold a current MAS contract covering all proposed items. Proposed items must comply with the current pricing, terms and conditions of the supplier's MAS contract. Packaged vendors must submit the following for all proposed suppliers:

1. The current GSA Catalog of the Supplier
2. The current GSA Terms and Conditions of the Supplier's MAS Contract
3. A completed Letter of Commitment for Packages, located at www.gsa.gov/mascategoryrequirements, signed by the supplier within 12 months of submission to the PCO.

Future: Proposed **Team Members** must hold a current MAS contract covering all proposed items. Proposed items must comply with the current pricing, terms and conditions of the **Team Member's** MAS contract. **Team Leads** must submit the following for all proposed **Team Members**:

1. The current GSA Terms and Conditions of the **Team Member(s)'s** MAS Contract
2. A completed **Packaged Furniture Schedule Level Contractor Teaming Agreement**, *located under the 'Category Specific Attachments and Templates' section* at www.gsa.gov/mascategoryrequirements, signed by the **Team Member and Team Leader** within 12 months of submission to the PCO.

Section F

Current: Commercial Sales Practice (CSP) and/or supporting pricing/technical data are not required for proposed suppliers as prices are already determined fair and reasonable and technical information has been reviewed under the supplier's MAS contract.

Future: Commercial Sales Practice (CSP) and/or supporting pricing/technical data are not required for proposed **team members, as team members will use their own GSA Schedule Contracts to develop and deliver a solution to the customer. Furthermore, the Team Member(s) Commercial Sales Practices have been documented under their awarded MAS Contract.**

Commercial Sales Practice (CSP) and/or supporting pricing/technical data are required for the services offered by the Team Lead.

Section G

Current: Individual products should not be sold under this SIN, unless as a logical follow-on in accordance with FAR 8.405-6.

Future: No Change

Section H

Current: The packaged vendor (not the supplier) is responsible for reporting all sales and remitting the Industrial Funding Fee for orders under packaged furniture SINs

Future: Team Lead and Team Member are responsible for tracking and reporting their respective sales IAW the terms and conditions of their FSS contract and for remitting the Industrial Funding Fee for orders under packaged furniture SINs.

Section I

Current: Packaged vendors are not permitted to publish individual items on GSA Advantage! under any of the packaged furniture SINs; however, vendors should include a reference to the awarded product supplier's MAS contract in their GSA Price List published on GSA Advantage!

Future: No change, except to rename vendors to “Team Leads” and suppliers to “Team Members”

Section J

Current: Packaged vendors are not required to process a contract modification each time modifications are made to a supplier's MAS contract; however, packaged vendors must establish a reliable process to ensure that all proposed products comply with the awarded terms and conditions of the supplier's MAS contract effective at the time an order is placed.

Future: Deleted

What Now?

- Accept Mass Mod for Refresh 10
- Incorporate CTAs via Terms & Conditions (T&C) Modification*

***NOTE:** All current GSA Schedule contract holders, whose contracts have any of the Packaged Furniture Subcategory SINs awarded, will have **180 days** from the date Refresh 10 and the related Mass Modification are issued to **provide signed Schedule level CTAs via a Terms & Conditions modification**. During this transition period, vendors who have not provided CTAs via a Terms and Conditions modification, and those who have, will remain eligible for new and existing opportunities. Vendors who do not submit their CTAs via a Terms & Conditions modification within the 180-day transition period will have all Team Members/Suppliers, whom they do not have a signed CTA with, removed from their awarded packaged SINs.

Modifications

Instructions for incorporating CTAs for EXISTING Suppliers/Team Members

Modification Type: Terms & Conditions

Modification Sub-Type: Revise Terms & Conditions

Required Documentation:

- Letter explaining the modification request
- Signed CTAs
- **Please submit all CTAs for existing Suppliers/Team Leads via ONE Modification

Modifications

Instructions for incorporating CTAs for NEW Suppliers/Team Members

Modification Type: Terms & Conditions

Modification Sub-Type: Revise Terms & Conditions

Required Documentation:

- Letter explaining the modification request
- Signed CTAs
- The current GSA Terms and Conditions of the Team Member(s) MAS Contract

After Modification is Approved

Update your T&C price list document to list the name and contract # of your Team Members

Example Schedule Level CTA

[Example Schedule Level CTA](#)

Questions?

Visit the [Packaged Furniture Program Industry and Guidance Page](#) to find updated guidance, resources, meeting slides, recording and FAQ.

Additional feedback and questions can be sent to furniture@gsa.gov

