

Packaged Furniture Vendor Frequently Asked Questions (FAQ)

Where can I find the new requirements?

- The new requirements are located in the [Furniture and Furnishings Solicitation Category Attachment](#) under C07. Packaged Furniture Subcategory

How long do I have to comply with the new requirements?

- 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.

How do I comply with the new requirements?

- A Terms and Conditions modification is required to incorporate the Schedule Level CTAs into your contract.
- To incorporate CTAs for Team Members (previously referred to a Supplier) that are already awarded to your contract, please include the following in your modification request:
 - Modification request letter or explanation of modification
 - Signed Contractor Teaming Agreement(s) (CTA)
 - **Please submit ALL CTAs under 1 modification
- When adding new Team Members to your contract, please provide the following in your modification request:
 - Modification request letter or explanation of modification
 - Signed Contractor Teaming Agreement(s) (CTA)
 - The current GSA Terms and Conditions of the Team Member(s) MAS Contract
 - This is the GSA Advantage Text File that appears on GSA eLibrary

Can CTAs be submitted in multiple modifications?

- Yes. However, we ask that you submit all CTAs from existing suppliers (Team Members) via one modification where possible. This will assist us with accurately tracking implementation.

Is there an example CTA available for reference?

- Yes. The example CTA can be found under the Furniture & Furnishings section of the Available Offerings page. Link is below:
 - <https://www.gsa.gov/buying-selling/purchasing-programs/gsa-multiple-award-schedule/selling-through-schedule/roadmap-for-new-schedule-offerors/1-get-ready/available-offerings-and-requirements>

Am I required to use the CTA Example?

- No. The CTA Example is intended to be a tool you may choose to use when preparing your CTAs; however CTAs may be accepted in other formats provided all necessary elements are included. Recommended Team Agreement Elements can be found on gsa.gov's Contractor Team Arrangements page under the section titled "Recommended Team Agreement Elements." The link to this page is below.
 - <https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedule/schedule-features/contractor-team-arrangements>

Are order level CTAs also allowed?

- Yes, order level CTAs are allowed if needed for a specific order and would supplement the schedule level CTA.

How often does the CTA have to be renewed?

- A schedule level CTA should be valid for the life of the Team Member's GSA Schedule contract.

Can a Team Member enter into CTAs with multiple Team Leads?

- Yes. There is no limit to the number of Team Leads that a Team Member can enter into a CTA with.

Who is responsible for reporting sales and remitting IFF for orders awarded under a Packaged Furniture SIN?

- Both the Team Lead and the Team Member are responsible for reporting sales and remitting IFF for their portion of the project.

Is the team member required to share their CSP with the team lead?

- No, there is no requirement for the team member/supplier/manufacturer to submit a CSP to the Packaged Furniture SIN Contract Holder. The CSP has already been incorporated into the team member's contract

**If you have questions that are not included here please email furniture@gsa.gov.