

CONTRACTOR RESPONSIBILITIES

In addition to the terms and conditions of the GSA schedule, these are some of the responsibilities on which a prospective GSA contractor should focus:

1. Your company will have two years to generate your first \$25,000 in sales and must reach that threshold every year thereafter, to keep your contract.
2. You must report sales, under the schedule, on a quarterly basis to GSA. This is done online, and takes several minutes to submit. An Administrative contracting officer will be assigned to you specifically to make sure this is accomplished. Under the schedule, the contractor pays an Industrial Funding Fee (.75%), which is incorporated into your GSA price.
3. You must upload your pricelist onto GSA Advantage, the GSA website, and keep it current and accurate.
4. Although the schedule is a 20 year contract, you must renew options to continue every five (5) years.
5. All transactions to modify your contract shall be with the Procurement contracting officer.

If you have any questions about these or other contractor responsibilities, please contact us.