2014 RTOC Summer Meeting
Indio, CA

July 30, 2014
Florence Francis
U.S. General Services Administration
Agenda

- GSA Multiple Award Schedules
- Travel Programs
- Government Travel Program Guidance
GSA Federal Acquisition Service
Supporting our Nations’ priorities

➢ Federal Agency

➢ America’s only source solely dedicated to procuring for the government

➢ Offer innovative solutions at the best value possible
Authority to use GSA Programs

- P.L. 93-638
  - Hospitals/Clinics
  - Contract schools
  - Tribal programs
  - Grant schools

- P.L. 110-441
  - IHBG recipients

Yes, it does take an act of Congress.
Multiple Award Schedules
MAS Overview

- Multiple Award Schedules are negotiated IDIQ contracts
- GSA awards contracts to multiple companies supplying comparable services and products
MAS Overview

- 18,198+ contracts in place

- 15,000+ companies
  - Over 80% small business
  - Native Owned – 191

- Providing over 41M products and services at pre-negotiated discounted prices
Value Proposition

- You will realize cost savings
- Experience flexibility and choice
- Save time
- Control the procurement
How do I use the MAS?

- Contact GSA vendor request for GSA pricing
- Send internal purchase order
- Pay with check or credit card

Simple as ABC

But procurement must be linked to 638 contract
Products/Services

- Furniture and furnishings
- Temporary staffing
- Grant management
- Law enforcement, fire and security
- Environmental services
- Construction material/management
- Office solutions
- Medical equipment/supplies
- Just to name a few
Searching for Products and Services

GSA Electronic Tools (eTools)

- GSA Advantage!® – online shopping
- GSA eLibrary – contract information
- GSA eBuy – online RFQ/RFI
GSA Advantage®
http://www.gsaadvantage.gov
SBA Dynamic Small Business Search

Native-owned business w/GSA contract

http://web.sba.gov/pro-net/search/dsp_dsbs.cfm

This is generally a self-certifying database. The SBA does not make any representation as to the accuracy of any of the data included, other than certifications relating to 8(a) Business Development, HUBZone or Small Disadvantaged Business status. The SBA strongly recommends that contracting officers diligently review a bidder’s small business self-certification before awarding a contract.

### Location of Profile

<table>
<thead>
<tr>
<th>States:</th>
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<td>AL - Alabama</td>
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<td>AA - American Atlantic (APO/FPO)</td>
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Searching within a State: (Requires exactly one state from the State list at left.)

- Congressional District: [Help]

- County: [Select 1 State, then press Lookup] [Lookup Help]

- Area Code or Phone Number Initial Fragment

- Metropolitan Statistical Area [Help]

- SBA Servicing Office [Help]

- Zip Code or Zip Code Initial Fragment

### Government Certifications

**8(a) Certified or 8(a) Joint Venture:**
- Required (Active Certifications only)
- Required (Active Certifications and Previously Certified)
- Required (Previously Certified only)
- Not Required

**Disadvantaged Business Enterprise, Certification States:**
- Required (Active Certifications only)
- Required (Active Certifications and Previously Certified)
- Required (Previously Certified only)
- Not Required

**Small Disadvantaged Business:**
- Required (Active Certifications only)
- Required (Active Certifications and Previously Certified)
- Required (Previously Certified only)
- Not Required
Let’s Review – MAS

- What are they?
- What gives you the authority to use?
- Value propositions
- Ease of use
- 41M products and services
- $$ Savings
- eTools to conduct market research
- Finding Native-owned GSA businesses
Airline City Pair Program
City Pair Program FY 14

- 8 Contract Carriers
- 6,357 domestic and international City Pairs
- Airfares average 59% below lowest unrestricted commercial rates
Benefits

- No advance purchase required
- No stay restrictions
- No airline change/cancellation fees
- Tickets are fully refundable
- Last seat availability
- Dual fares (YCA, _CA)
- No blackout periods
Government Contract Fares

- Two contract fares
  - Standard (YCA)
  - Preferred (-CA)
    - Preferred (-CA) is always cheaper
- 48 Hour Auto-Cancellation (New in FY13!)
  - Reservations that have not been ticketed 48 hours prior to departure are subject to automatic cancellation by the airlines
Airfare Database

The Airline Database Search Tool provides the user with airfare information which allows government travelers all the flexibility possible in planning official travel. Note: If link does not work in Chrome, try in Internet Explorer.

The airfares are listed as one-way to allow for multiple destinations, and airfares are valid in either direction. Domestic airfares include taxes, but not fees such as fuel surcharges, passenger facility charges, segment fees, and passenger security fees. These fees are additional. International airfares are exclusive of taxes and additional fees.

Visit our Baggage Allowance page for weight change information when traveling internationally.

When booking travel, the traveler should use their authorized travel management system; that is, the E-Gov Travel Service for civilian agencies or the Defense Travel System for Department of Defense travelers. If these services are not fully implemented, travelers should utilize their Travel Agent or Commercial Travel Office.

For E-Gov Travel Service Vendors: AirTran/Southwest Primary Market Designation List

The shortcut for this page is www.gsa.gov/citypairsearch.
How to Purchase City Pair Fares

- Approved Booking Channel
  - TMC
  - ETS
  - Cannot purchase City Pair fares through public booking engines (Expedia, Orbitz, etc.)

- Form of Payment
  - SmartPay® 2 Travel Card
  - Centrally Billed (CBA) or Individually Billed Account(s) (IBA)
Mandatory Users of the CPP

- The Indian Self-Determination and Education Assistance Act & Native American Housing Assistance and Self-Determination Act
  - A tribe or tribal organization is eligible to use the Airline City Pairs Program if traveling on authorized government business.

- Get on Mandatory User list
  - Tribes or Tribally designated Housing Entities that are Mandatory Users in Accordance with Section B.4 A(15) & A(22)
  - Current Fiscal Year Awards & [Approved Tribal Users website](#)
Mandatory Users of the CPP, cont

- If not on list, petition must be filed to be added to list of approved users
- Eligible tribes or tribal organizations will be added individually
Guidance on use of Government Travel Programs
Eligibility

➢ Tribes and Tribal Organizations have access when performing travel related to:
  - Grants
  - Contracts
  - Funding/Cooperative agreements

➢ Travel may pertain to non-Federal entities
Eligibility, cont

- Travel Functions must be related to:
  - Indian Self-Determination and Education Assistance Act
  - The Native American Housing Assistance Self Determination Act

- Tribes, Tribal Organizations and other non-Federal Entities **cannot** use the GSA travel programs (except FedRooms) for non-authorized use, such as:
  - Other business travel not authorized above
  - Leisure travel
Prerequisite: Participation SmartPay®2

- SmartPay ® is the government’s official charge card
- Submit GSA SmartPay® Program application to Varuna Singh
  - varuna.singh@gsa.gov
  - or
  - FAX at 703-605-2836
- If approved, GSA Contracting Officer will determine use of the card for the specific programs
  - For example, the Tribes, Tribal Organizations must have statutory authority to use CPP
Obtaining Government Travel Services

- Once the Tribes, Tribal Organizations and other non-Federal Entities have a GSA SmartPay® Travel Card and authorization to access government travel programs, there are several options available to access the government travel services:
  - The Tribes, Tribal Organizations and other non-Federal Entities can:
    - Place its own task order
    - Tag along under an existing task order from another organization
    - Partner with other participating organizations to issue a pooled task order
    - GSA can also assist in finding other task orders with which the Tribes, Tribal Organizations and other non-Federal Entities can use
  - Obtain travel through use of own Travel Agent, which can book government rates using the traveler’s GSA SmartPay® Travel Card
Travel Resources

FEDERAL TRAVELERS

- Domestic Per Diem Rates - GSA sets maximum daily reimbursement rates for lodging, meals, and incidental expenses
- Lodging: Governmentwide managed hotel program offering rates as or below Per Diem
- Airline City Pair Program - Governmentwide discount airline program used for temporary duty travel
- Travel Charge Card - A convenient method for federal agencies and their employees to pay for official government travel and travel-related expenses
- Travel Training - GSA offers classes nationwide
- E/as Virtual Travel Servi - Governmentwide, web-based service to manage travel planning, reservations, authorizations, and reimbursements

More Information »

TRAVEL INDUSTRY

- FaciRoom
- Conference Lodging Services
- Airline City Pair Program - Governmentwide discount airline program used for temporary duty travel
- E/as Virtual Travel Servi - Governmentwide, web-based service to manage travel planning, reservations, authorizations, and reimbursements
- Travel Services Solutions - A multiple-auction schedule offering contract travel agency and consulting services

More Information »

TRAVEL MANAGERS

- TeleTravel
- Conference Lodging Services
- Airline City Pair Program - Governmentwide discount airline program used for temporary duty travel
- E/as Virtual Travel Servi - Governmentwide, web-based service to manage travel planning, reservations, authorizations, and reimbursements
- Travel Services Solutions - A multiple-auction schedule offering contract travel agency and consulting services
- Travel Training and Certification - Provide travelers and approving officials GSA training as well as certification by nationally recognized organizations
- Federal Travel Regulation - Implements statutory requirements and executive branch policies for travel by federal civilian employees and others authorized to travel at government expense
- Travel Manager Excellence Team - Senior travel professionals implementing best travel management practices at their agencies

More Information »

POLICY FOR GOVERNMENT TRAVEL

- Federal Travel Regulation - Implements statutory requirements and executive branch policies for travel by federal civilian employees and others authorized to travel at government expense

More Information »
Assistance
Region 9 (AZ,NV,CA)
Advisor for Native Nations
Florence Francis
520-205-2663 (cell)
florence.francis@gsa.gov

➤ Training and conferences
➤ Customized on-site training - AZ
➤ GSA questions that pertain to tribes
Assistance – Outside Region 9

- Customer Service Directors
  [http://www.gsa.gov/csd](http://www.gsa.gov/csd)

- National Customer Service Center
  1-800-488-3111
  [http://www.gsa.gov/ncsc](http://www.gsa.gov/ncsc)
Questions?
Ahe’hee
(Thank you)