



# **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**

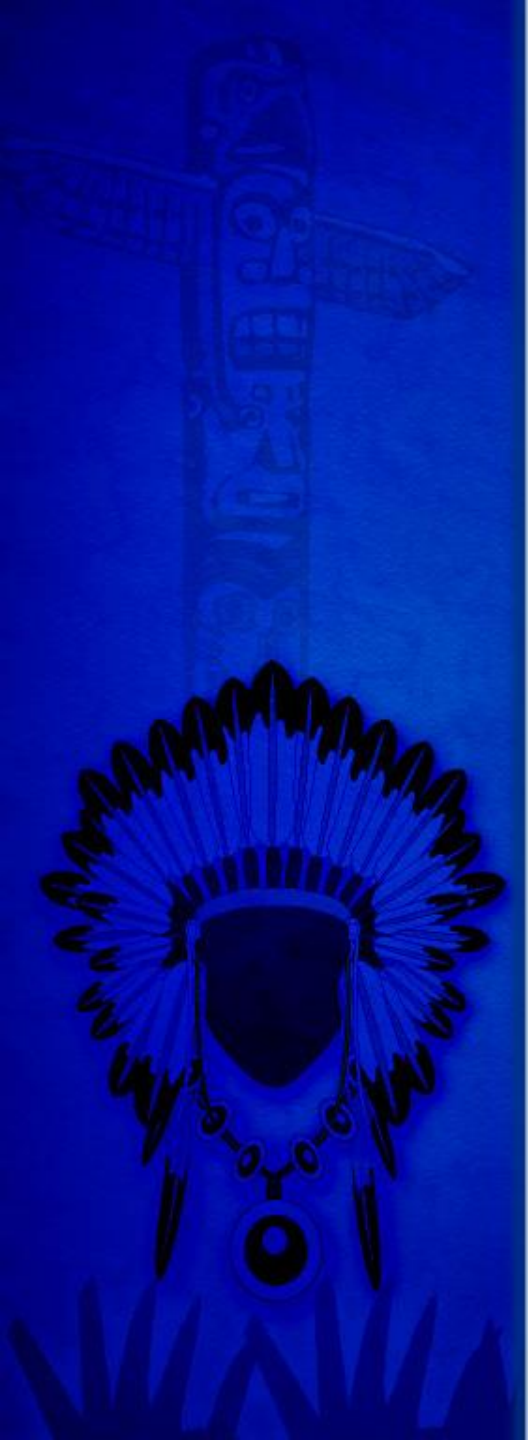
Supporting our Nations' priorities

- **Federal Agency**
- **America's only source solely dedicated to procuring for the government**
- **Offer innovative solutions at the best value possible**

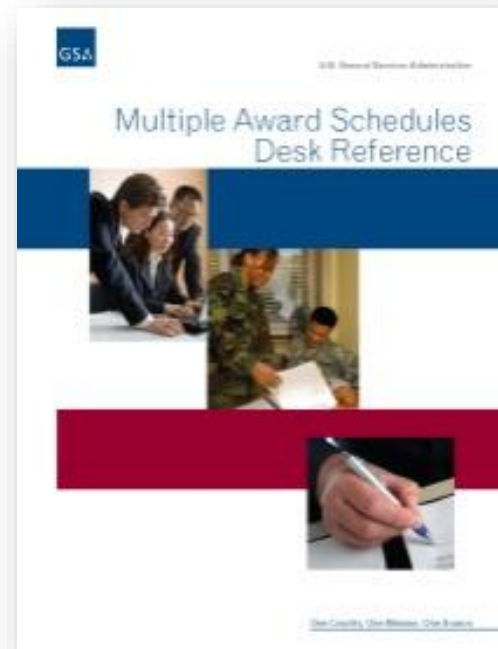
# Authority to use GSA Programs

- 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.

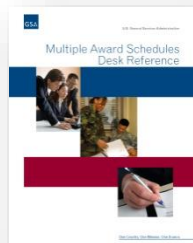


# Multiple Award Schedules



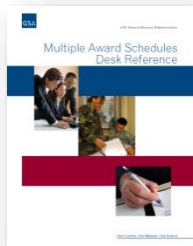
# MAS Overview

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



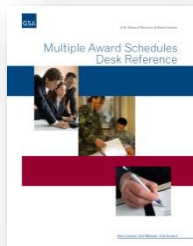
# MAS Overview

- 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



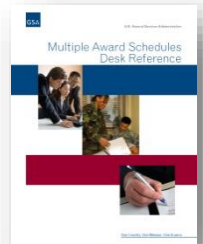


# How do I use the MAS?

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

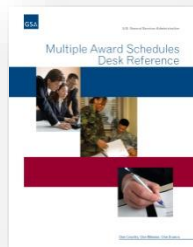
**Simple as ABC**

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!*<sup>®</sup> – online shopping
- GSA eLibrary – contract information
- GSA eBuy – online RFQ/RFI

# GSA Advantage!®

<http://www.gsaadvantage.gov>

**GSA Advantage!**  
Online Shopping

[My Account](#) | [NSN Ordering](#) | [Get Quotes](#) | [Help](#) | [Register](#) | [Login](#)

A service of the U.S. General Services Administration

Shop by **Category** ▾ **Search** Products ▾

**Go** Advanced



## Products

- Building & Industrial
- Electronics & Technology
- Facilities & Supplies
- Furniture & Furnishings
- Law Enforcement, Fire & Security
- Office Equipment
- Office Supplies
- Office Supplies & Equipment FSSI
- Scientific & Medical
- Tools, Paint & Recreational
- Vehicles & Equipment

## Services

- About Buying Services ▸
- Energy Services ▸
- Environmental Services ▸
- Facility Management Services ▸
- Furniture Services ▸
- Human Capital Services ▸
- Office Services ▸
- Professional Services ▸

**GSA** Environmental... sustainability

PRODUCTS, SERVICES & SOLUTIONS

[Learn More »](#)

1 2 3 4 5

## Special Programs



Environmental Products



Wildland Fire Products



Disaster Relief Products



Security Related Products



Ability One Products



Buying Services? Check out eBuy

## Strategic Sourcing

Leveraging Government buying power to get you the best value and price.

Products ▾

Services ▾

[View All Strategic Sourcing Offerings »](#)

# SBA Dynamic Small Business Search

Native-owned business w/GSA contract

[http://web.sba.gov/pro-net/search/dsp\\_dsbs.cfm](http://web.sba.gov/pro-net/search/dsp_dsbs.cfm)

Skip Navigation Accessibility Options  
Mobile View Print Exit Help  
DSBS Quick Market Search TM OnLine

Welcome to the Dynamic Small Business Search

All search form hotlinks open a new browser window.  
All form fields that require typing in data have "tooltips" with data format information.

**NEW FEATURES FOR MOBILE USERS:**  
Phone number hotlinks can be used to dial the number on mobile phones.  
Address hotlinks can be used to show the address in Google Maps.

**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

States:  Searching within a State:   
AL - Alabama  
AK - Alaska  
AA - American Atlantic (APO/FPO)  
AE - American Europe (APO/FPO)  
AP - American Pacific (APO/FPO)  
AS - American Samoa  
AZ - Arizona  
AR - Arkansas  
CA - California  
[\(How to make multiple selections.\)](#)  
 Area Code or Phone Number Initial Fragment  
 Metropolitan Statistical Area [Help](#)  
 SBA Servicing Office [Help](#)  
 Zip Code or Zip Code Initial Fragment

Congressional District:  [Help](#)  
County:  [Lookup Help](#)

### 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

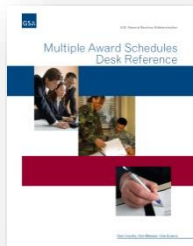
**Small Disadvantaged Business:**  
 Required (Active Certifications only)  
 Required (Active Certifications and Previously Certified)  
 Required (Previously Certified only)  
 Not Required

**Disadvantaged Business Enterprise, Certification States:** [HUBZone Certification](#)

Last modified: 07/13/2004 12:00:00 AM  
[FirstGov](#) > [E-Gov](#) > [Regulations.gov](#) > [White House](#)  
\* Privacy & Security \* Information Quality \* FOIA \* No Fear Act \* ADA  
SBA Processing: 0.225 second  
Session

# 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

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DOING BUSINESS WITH GSA

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BLOG

[Home](#) > [Products & Services](#) > [Travel](#) > [For Federal Travelers](#) > [Find Affordable Airfares with City Pairs](#) >

**For Federal Travelers**

- [Overview](#)
- [GSALodging](#)
- [E-Gov Travel Services \(ETS\)](#)
- ▶ [Find Affordable Airfares with City Pairs](#)
- [City Pair Program \(CPP\)](#)
- [FAQ](#)
- [Resource Library](#)
- [Sign up for Travel Notifications](#)

## 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](http://www.gsa.gov/citypairsearch).

### CONTACTS

**Travel Programs**  
1(888) 472-5585

- [Travel.Programs@gsa.gov](mailto:Travel.Programs@gsa.gov)
- [View Contact Details](#)

**Travel Services Solutions**  
1(888)472-5585

- [Travel.Programs@gsa.gov](mailto:Travel.Programs@gsa.gov)
- [View Contact Details](#)

- Additional Contacts for
- [Travel Management Policy](#)

### HOW DO I . . . ?

- [Search for City Pair Airfares?](#)
- [Sign up for GSA's Center for Travel Management Email Notifications?](#)
- [Find Travel Training?](#)
- [Find State Tax Exemption Forms?](#)
- [Link up the Federal Travel](#)

<http://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





U.S. General Services Administration

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## Travel Resources

### FEDERAL TRAVELERS



- Domestic Per Diem Rates - GSA sets maximum daily reimbursement rates for lodging, meals, and incidental expenses
- Lodging: FedRooms® - Governmentwide managed hotel program offering rates at 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-Gov Travel Service - Governmentwide, web-based service to manage travel planning, reservations, authorizations, and reimbursements

[More Information >](#)

### TRAVEL INDUSTRY



- FedRooms
- Conference Lodging Services
- Airline City Pair Program - Governmentwide discount airline program used for temporary duty travel
- E-Gov Travel Service - Governmentwide, web-based service to manage travel planning, reservations, authorizations, and reimbursements
- Travel Services Solutions - A multiple-award schedule offering contract travel agency and consulting service

[More Information >](#)

### TRAVEL MANAGERS



- FedRooms
- Conference Lodging Services
- Airline City Pair Program - Governmentwide discount airline program used for temporary duty travel
- E-Gov Travel Service - Governmentwide, web-based service to manage travel planning, reservations, authorizations, and reimbursements
- Travel Services Solutions - A multiple-award schedule offering contract travel agency and consulting services
- Management Information Services - Governmentwide, web-based travel management information service
- 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](mailto: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

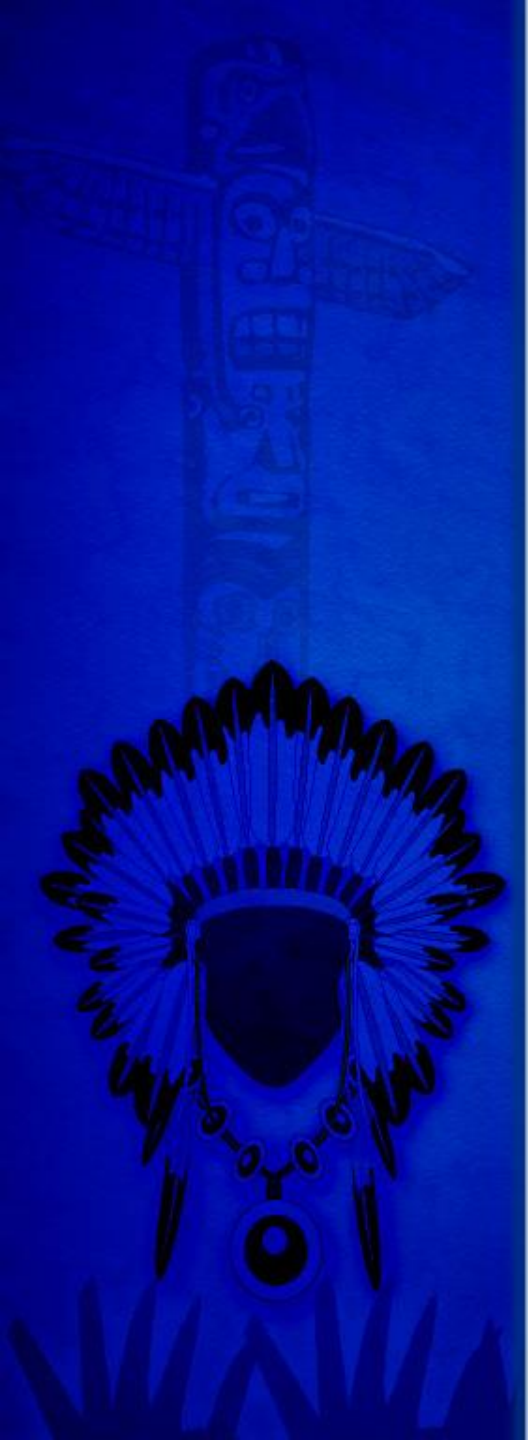
<http://www.gsa.gov/csd>

- National Customer Service Center

1-800-488-3111

<http://www.gsa.gov/ncsc>

**Questions?**





**Ahe'hee**  
(Thank you)