

Easy as 1-2-3

1. Identify the Solicitation/Schedule that **MOST** matches the service/product you wish to offer.
 - a. Visit www.gsa.gov/elibrary, Click on “Visit Now”
 - b. Type in the search bar, your product/service
 - c. Review the schedules that are listed

2. Click on the **SCHEDULE NUMBER** that **MOST** matches your service/product
 - a. Click on the **SECOND** hyperlink which reads “View Solicitation on Fedbizopps”

3. Download the solicitation from Fedbizopps **DIRECTLY** to your computer
 - a. While in Fedbizopps, you will click on the hyperlink that says “**solicitation**”
 - b. Review the information on the following page and click on the link(s) that follow the word “**Description**” in the light blue bar
 - c. If there is more than one link, and you have ZIP capability – please use the “**All Files**” option. If you do not have ZIP, you will have to download each document separately.
 - d. Once downloaded to your computer, you may fill it out on your computer
 - e. Any info not applicable, please indicate with “NA” instead of leaving the space blank.
 - f. Once completed, please Print it out and mail it to the address listed in Block #9
 - g. See the name and number in Block 7a and b for help in completing the solicitation
 - h. **MAKE SURE TO SIGN** Blocs 30 a and b or your document will be returned to you

Special Note: The process of obtaining a contract with GSA (General Services Administration) can take as long as 4-6 months, sometimes a year depending on the commodity. However, the contract award is good for 5 years with three 5 year options which is equal to 20 years. If you desire additional information regarding schedules, please visit www.gsa.gov/schedules .