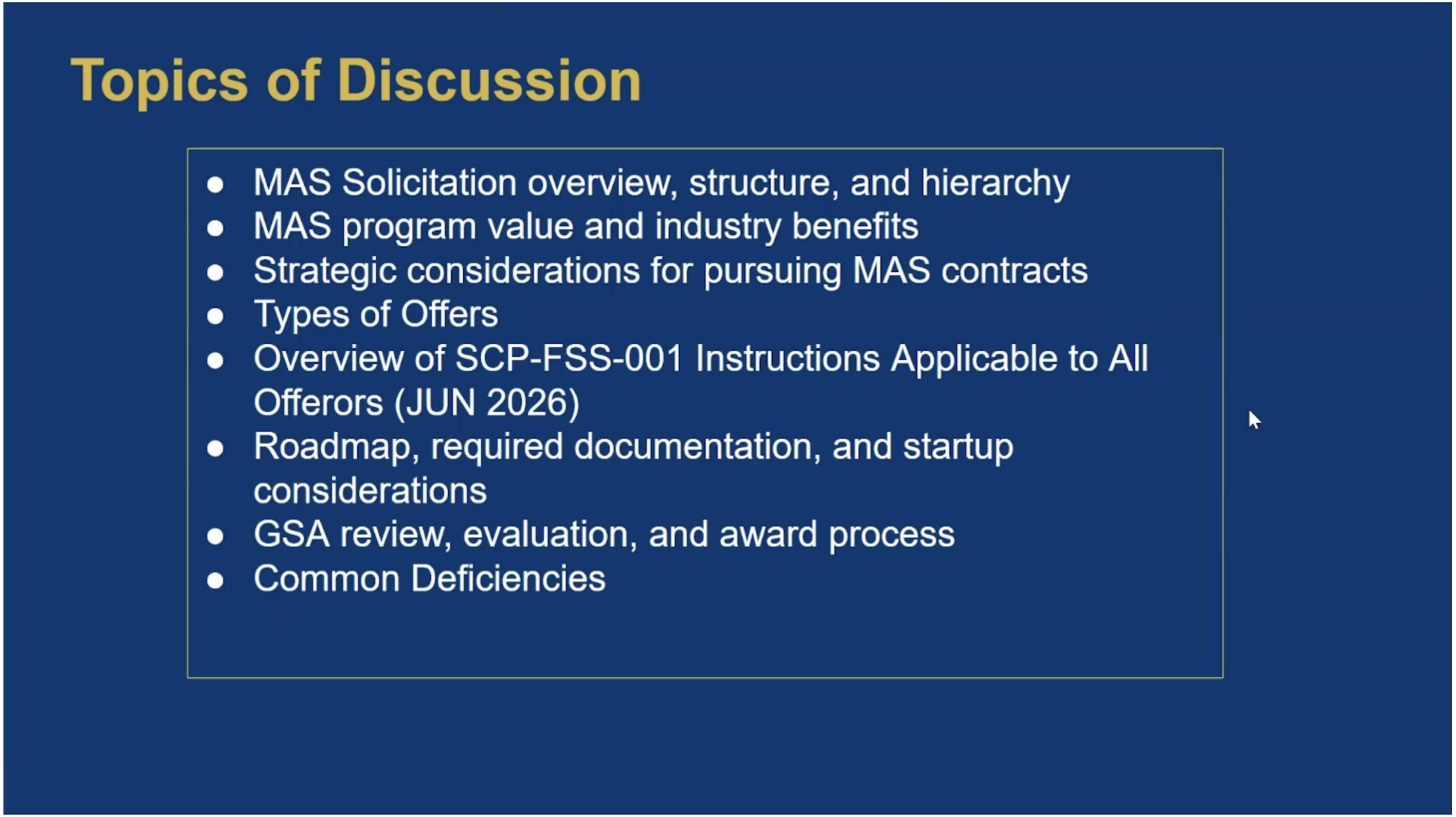
How to Obtain a GSA MAS Contract

Follow the steps from selecting a Special Item Number through submitting an offer and preparing for GSA review. The PDF bookmarks take you directly to each topic.



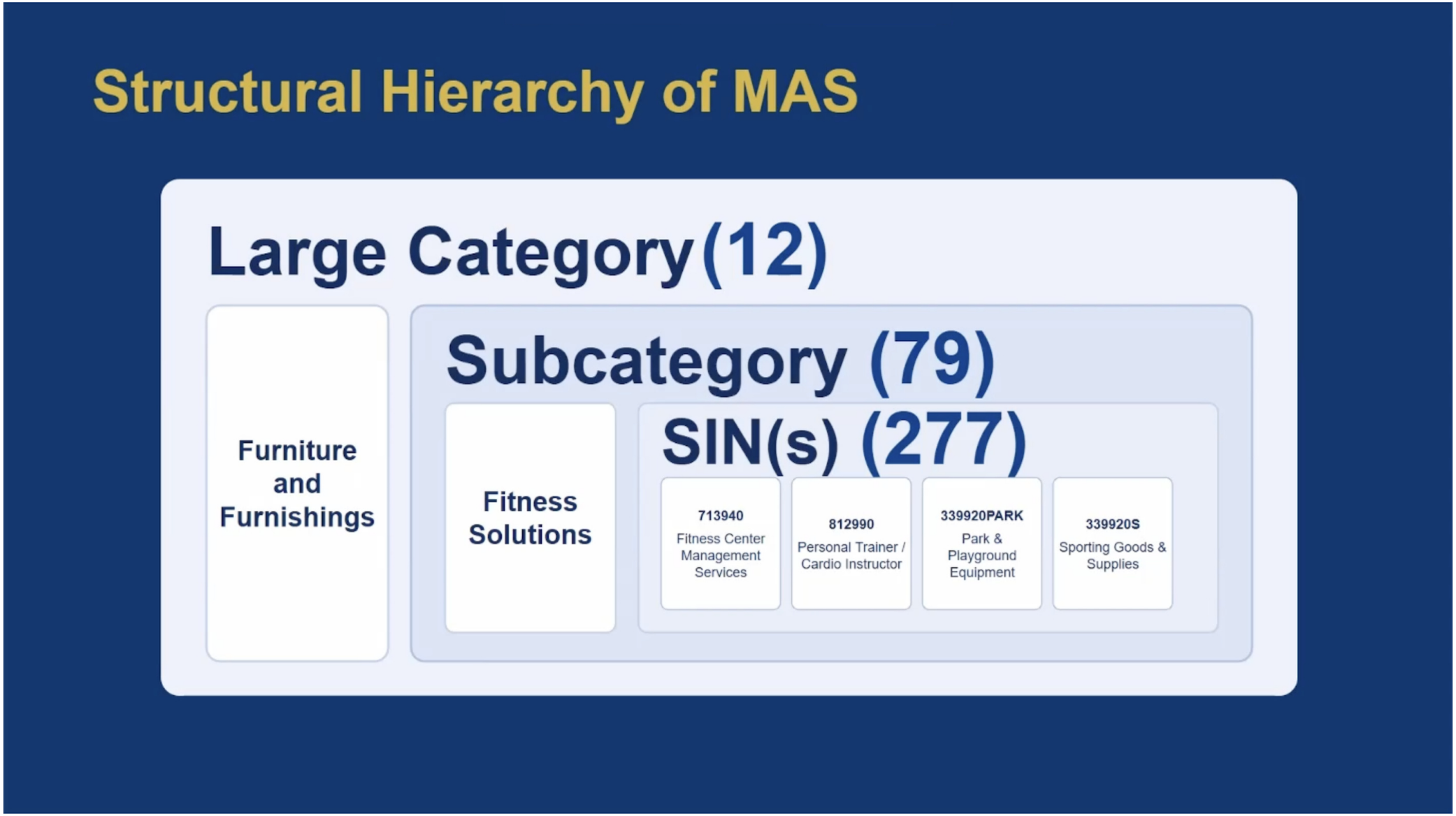
Open the MAS Solicitation

Find solicitation 47QSMD20R0001 on SAM.gov. Review its contract terms, pricing and compliance requirements, and instructions to offerors. Use the refresh in effect when you submit.



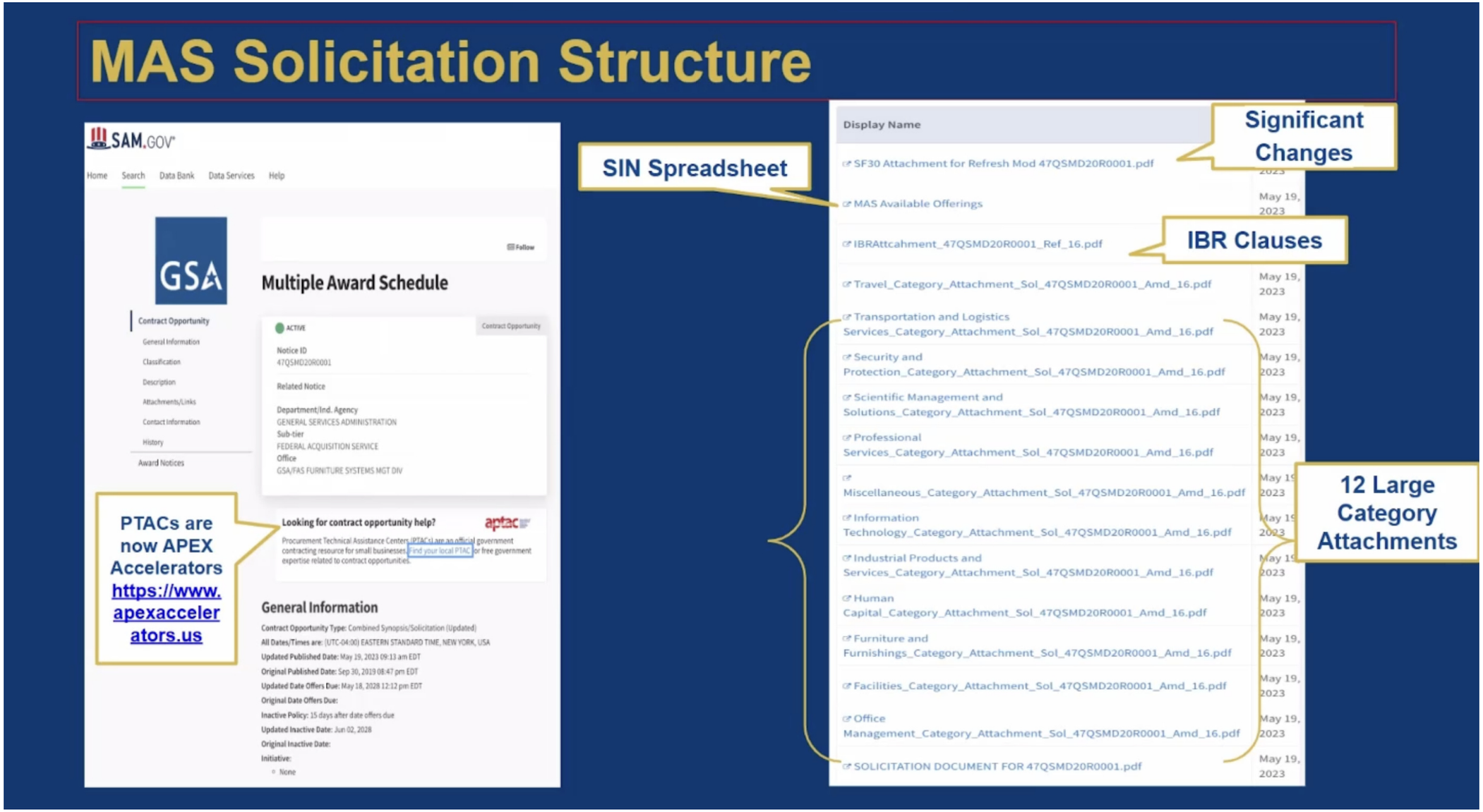
Identify the Right SIN

Start with the Large Category, then find the Subcategory and Special Item Number (SIN). Check whether the scope of the SIN covers each product or service you plan to offer.



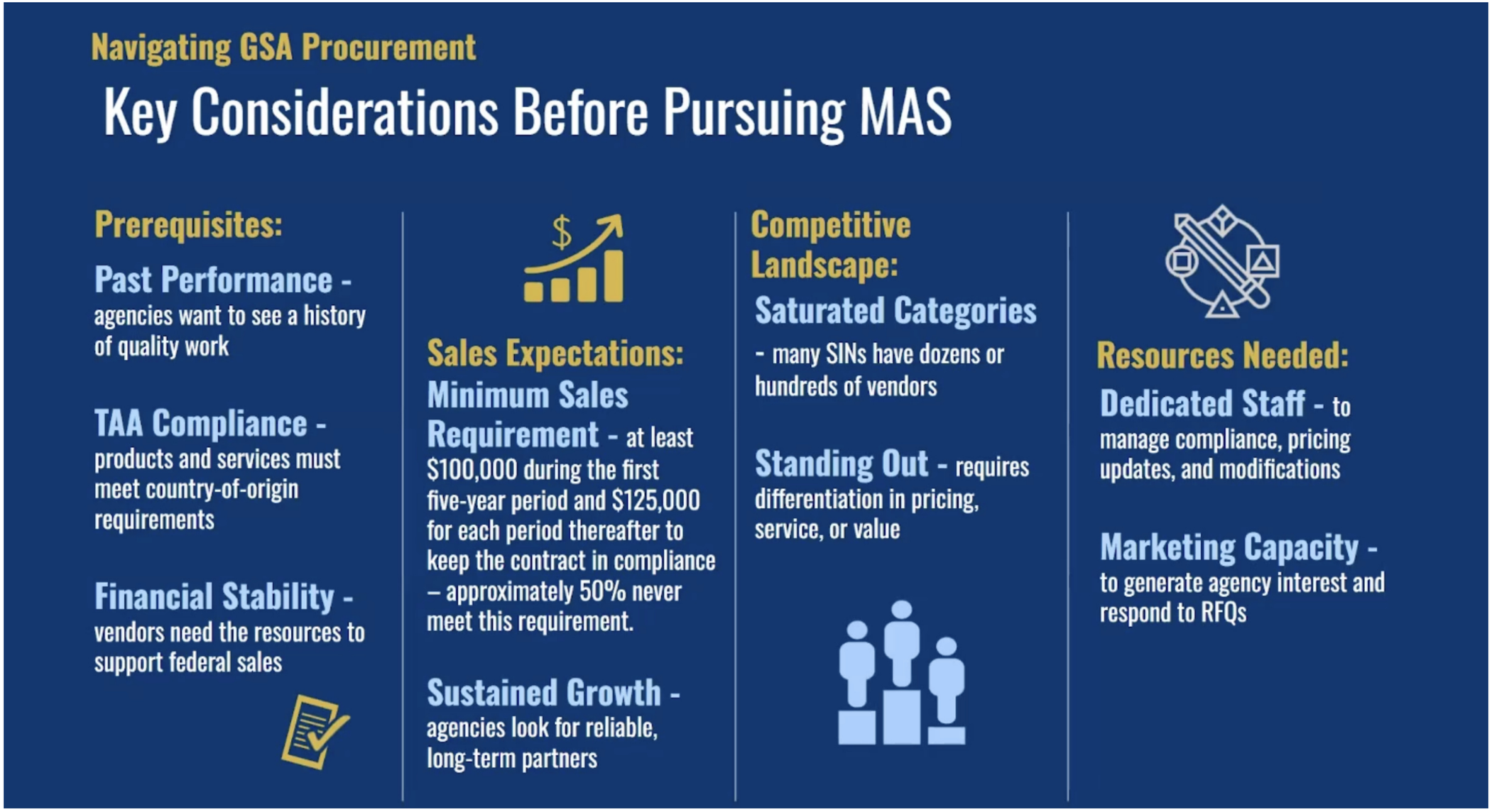
Read the Solicitation and Attachments

Open Significant Changes and the SIN list. Read the master solicitation, the applicable Large Category Attachments, and any additional instructions for each selected SIN.



Assess Your Readiness to Hold a Contract

Review past performance, Trade Agreements Act compliance, and financial readiness. Plan for contract administration, sales reporting, and marketing. The minimum sales thresholds presented are $100,000 in the first five years and $125,000 in each following five-year period.



Use the MAS Roadmap and Offer Checklist

Open Step 3 of the MAS Roadmap and follow the New Offeror Checklist. Verify your SAM registration and complete the Readiness Assessment and Pathways to Success training.

MAS Roadmap

Step 1 - Is getting a MAS contract is in your best interest?

Step 2 - Read the entire MAS solicitation

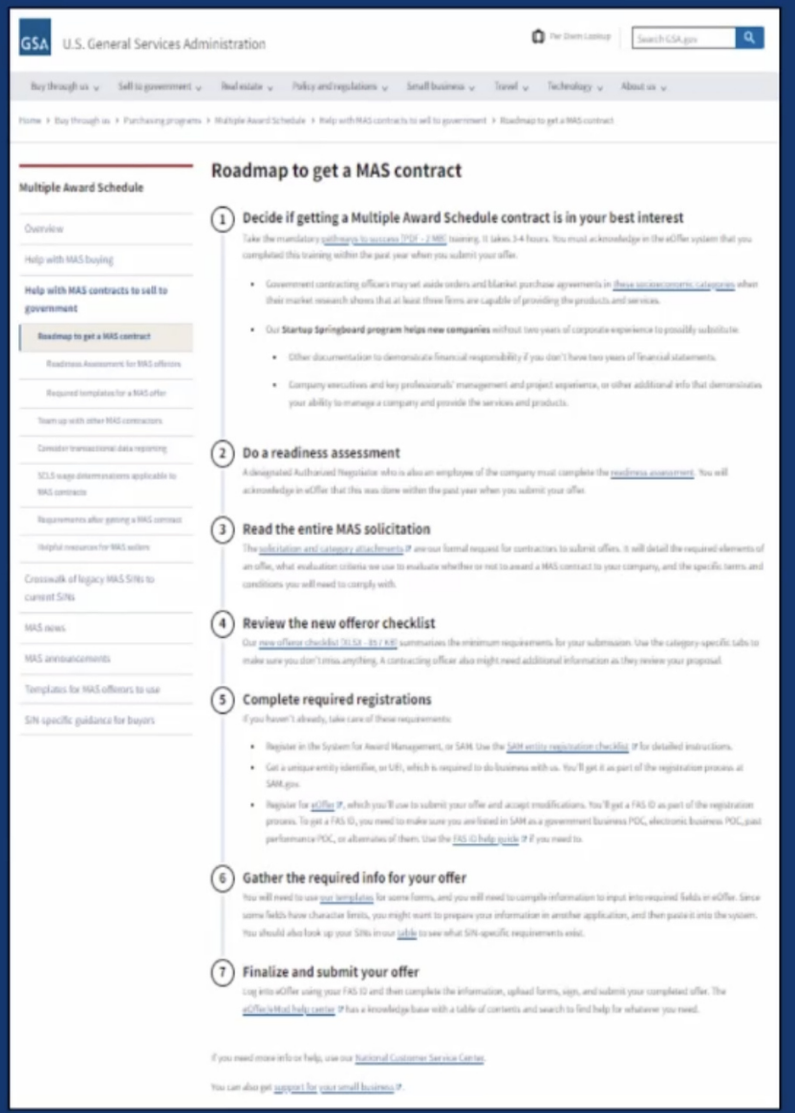
Step 3 - Review the new offeror checklist

Step 4 - Complete prerequisites

- Active SAM registration
- Readiness Assessment
- FAS ID
- Pathways to Success

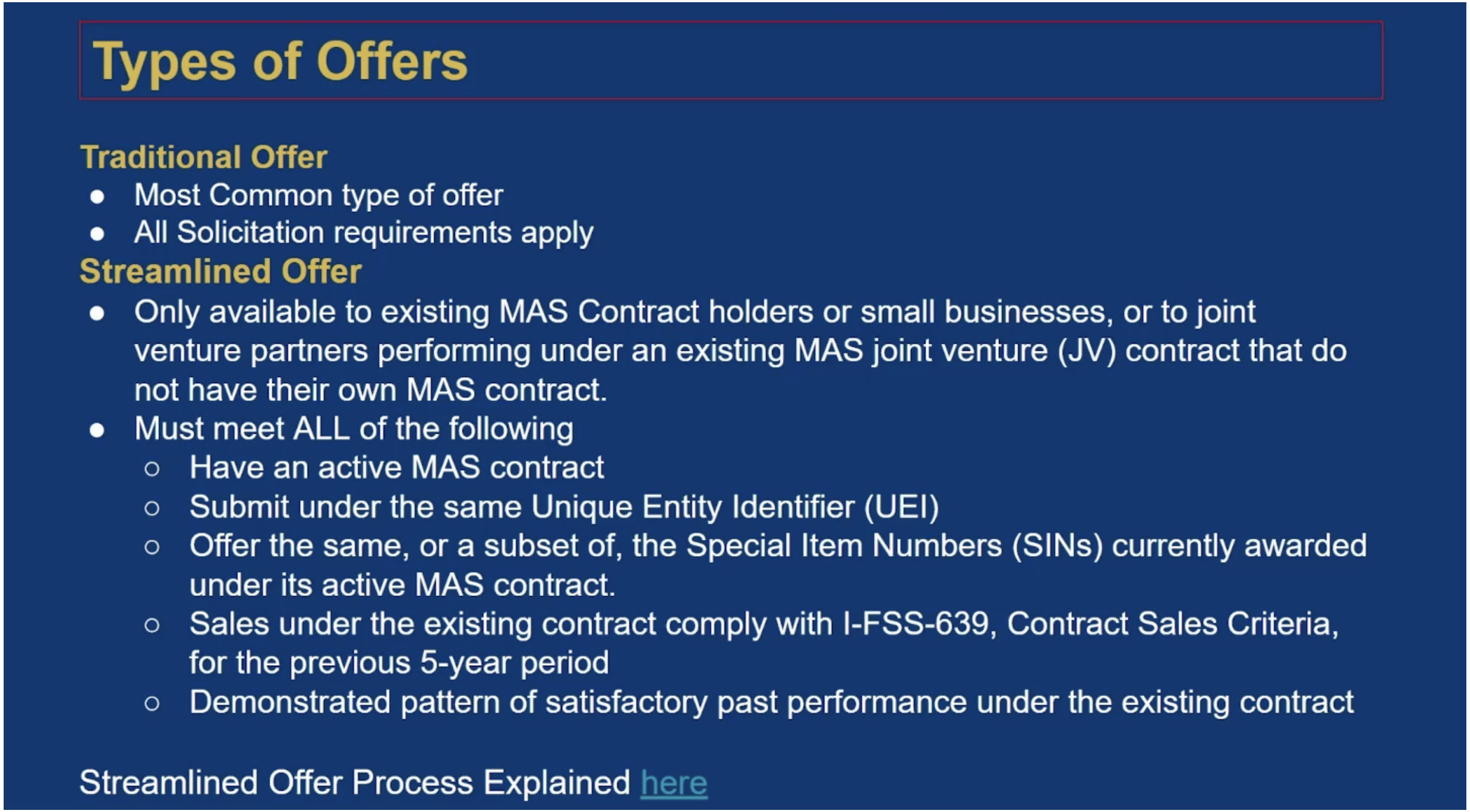
Step 5 - Gather the required info for your offer

Step 6 - Finalize and submit your offer



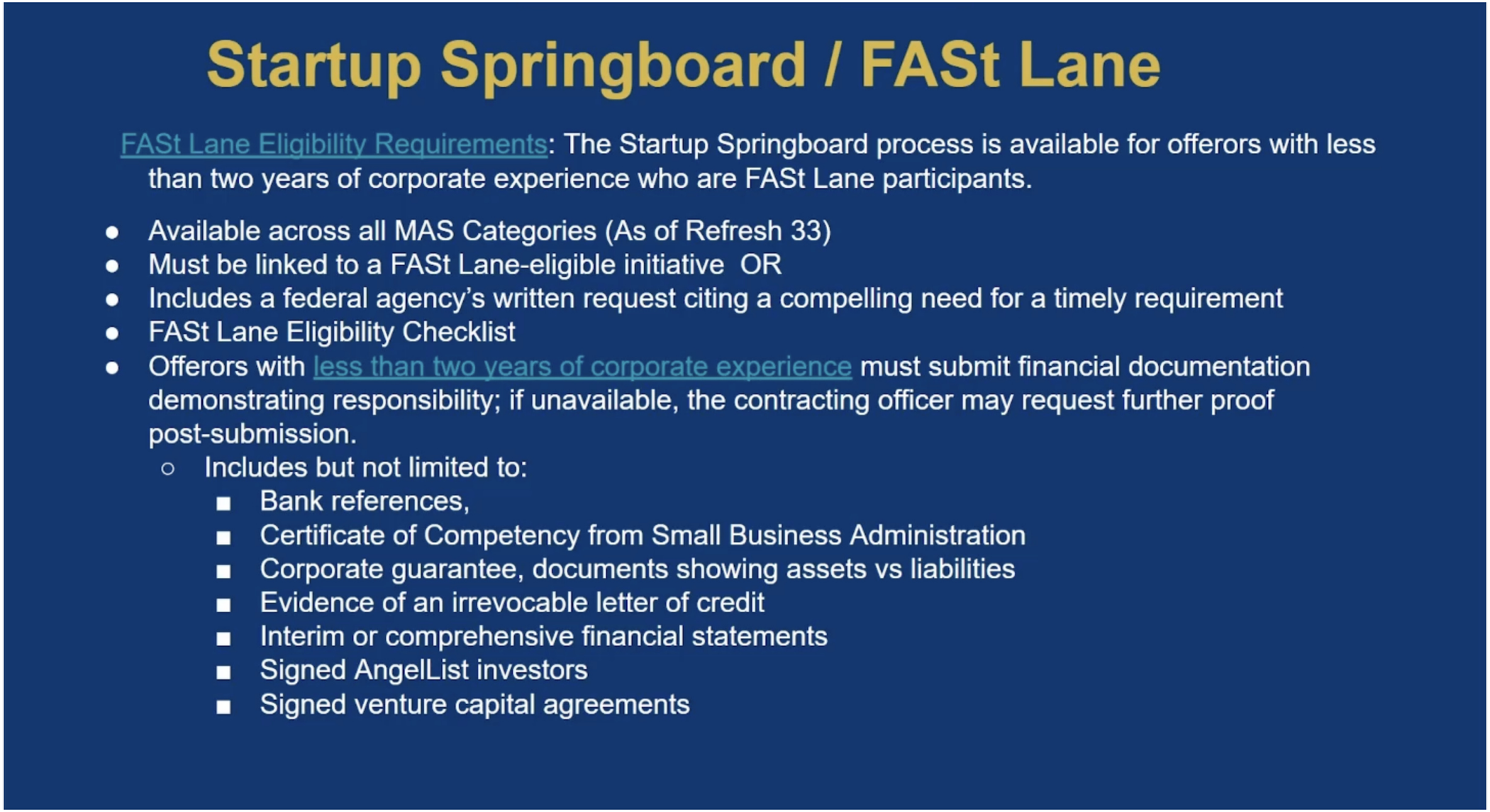
Choose the Correct Offer Type

Most first-time applicants submit a traditional offer. Streamlined offers are available to qualifying existing contractors and require, among other criteria, the same UEI, the same SINs or a subset, and qualifying sales and performance.



Check Startup Springboard and FASt Lane Eligibility

FASt Lane requires a qualifying federal customer reference and other eligibility criteria. Its award goal is approximately 45 days. Startup Springboard can accommodate companies with less than two years of experience that qualify for FASt Lane.



Prepare Joint Venture Documents, if Applicable

Follow the joint venture instructions in SCP-FSS-001. Prepare the Joint Venture attachment, joint venture agreement, and applicable documents for contracts held by the partners. Check the limit on joint venture contract participation.



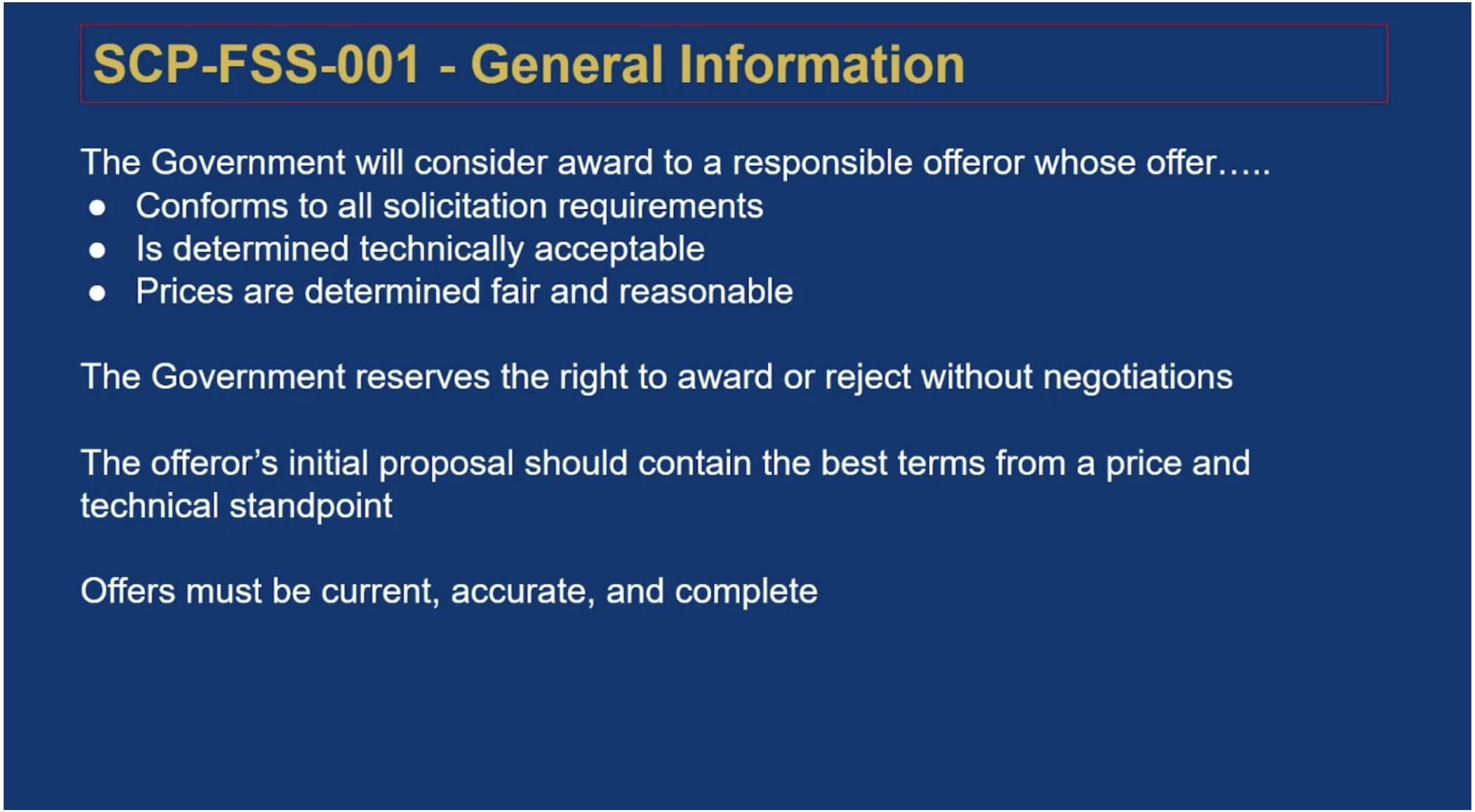
Build the Offer Around SCP-FSS-001

Complete the Administrative/Contract Data, Technical Proposal, and Price Proposal sections. Use the New Offeror Checklist and the instructions specific to each SIN.



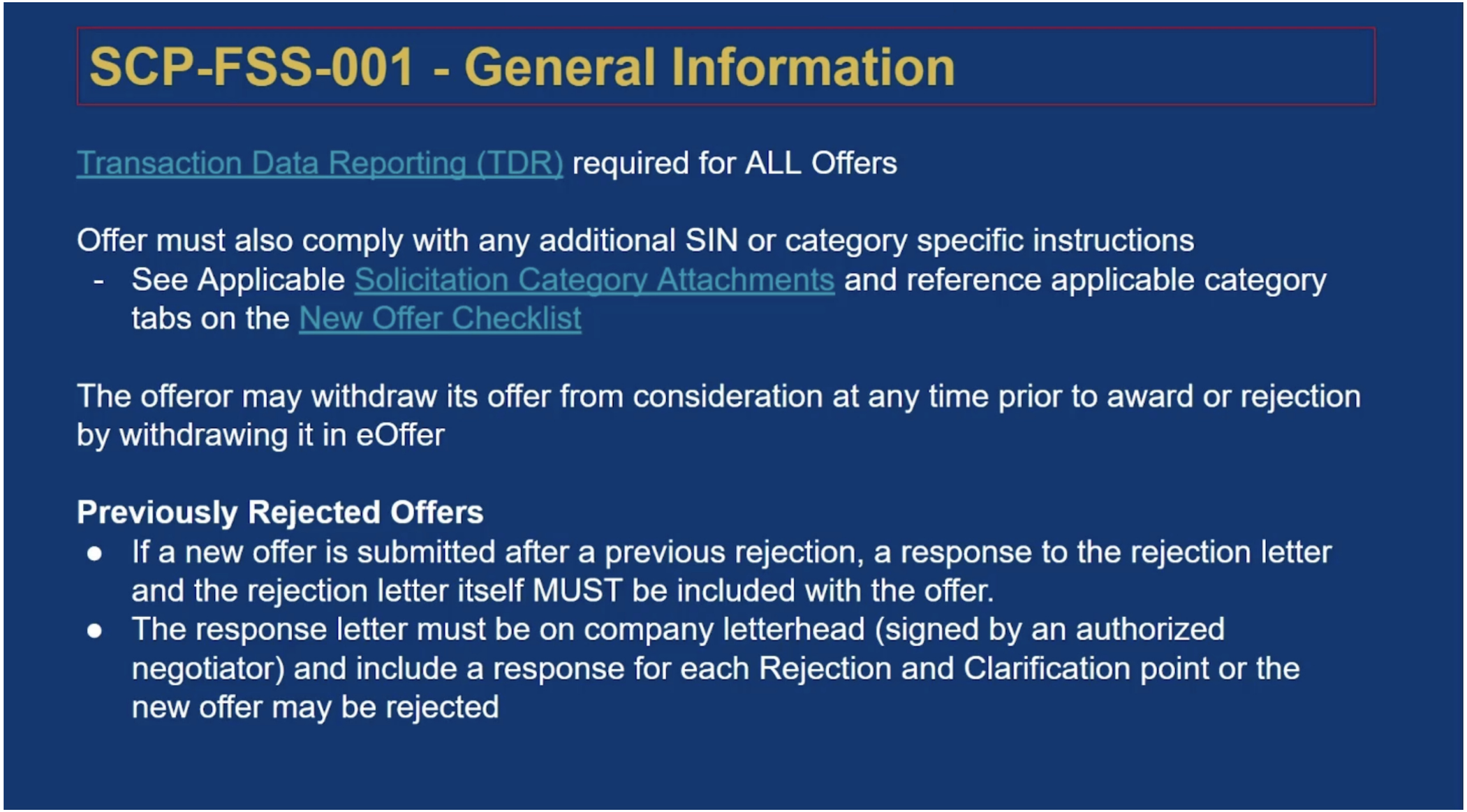
Submit Your Best Complete Offer

Check solicitation compliance, technical acceptability, and the support for your prices and terms. GSA can award or reject an offer without negotiations.



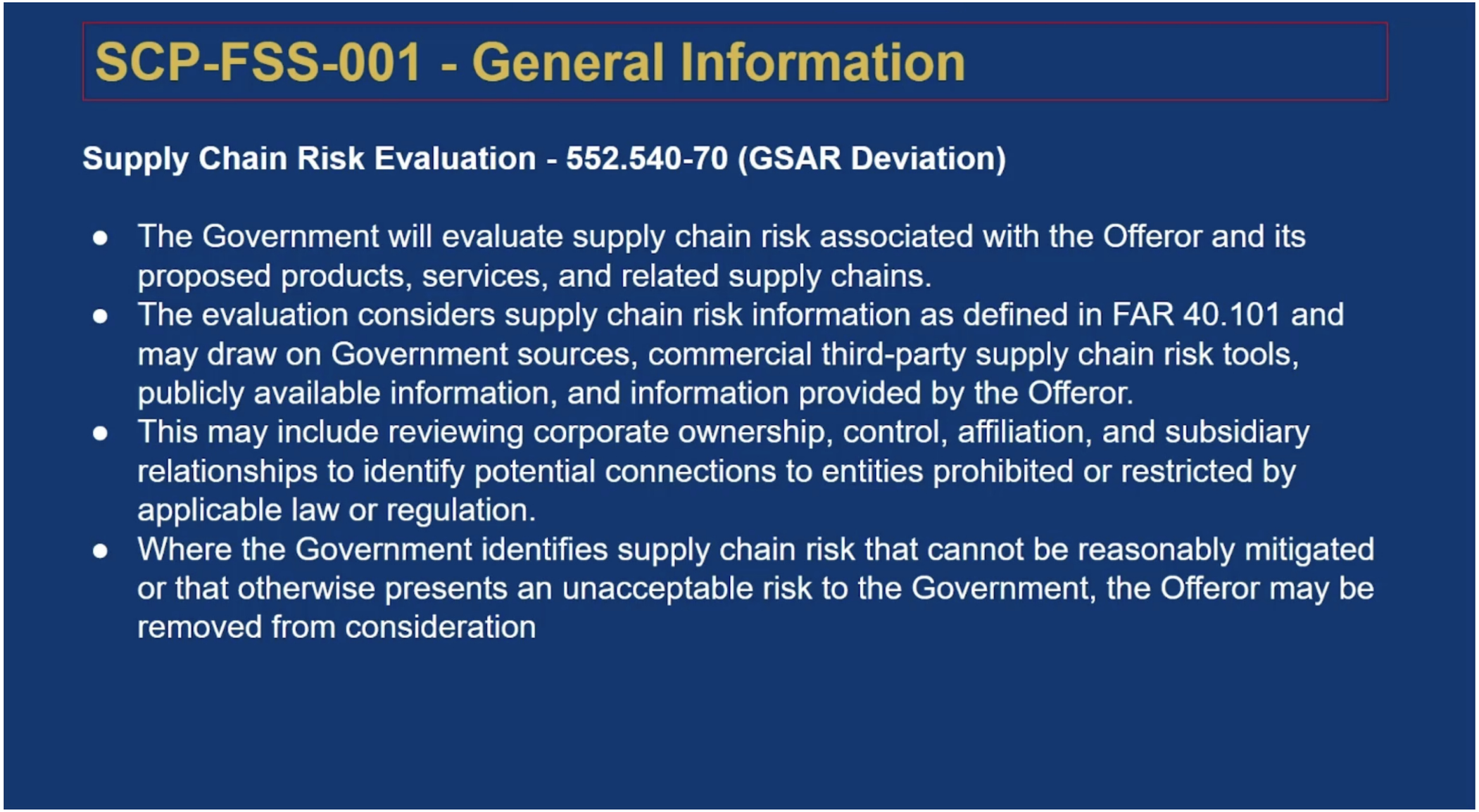
Include the Rejection Letter if You Reapply

Attach the previous rejection letter and a response addressing each rejection or clarification point. Put the response on company letterhead and have an authorized negotiator sign it. Plan for monthly line-item reporting under TDR.



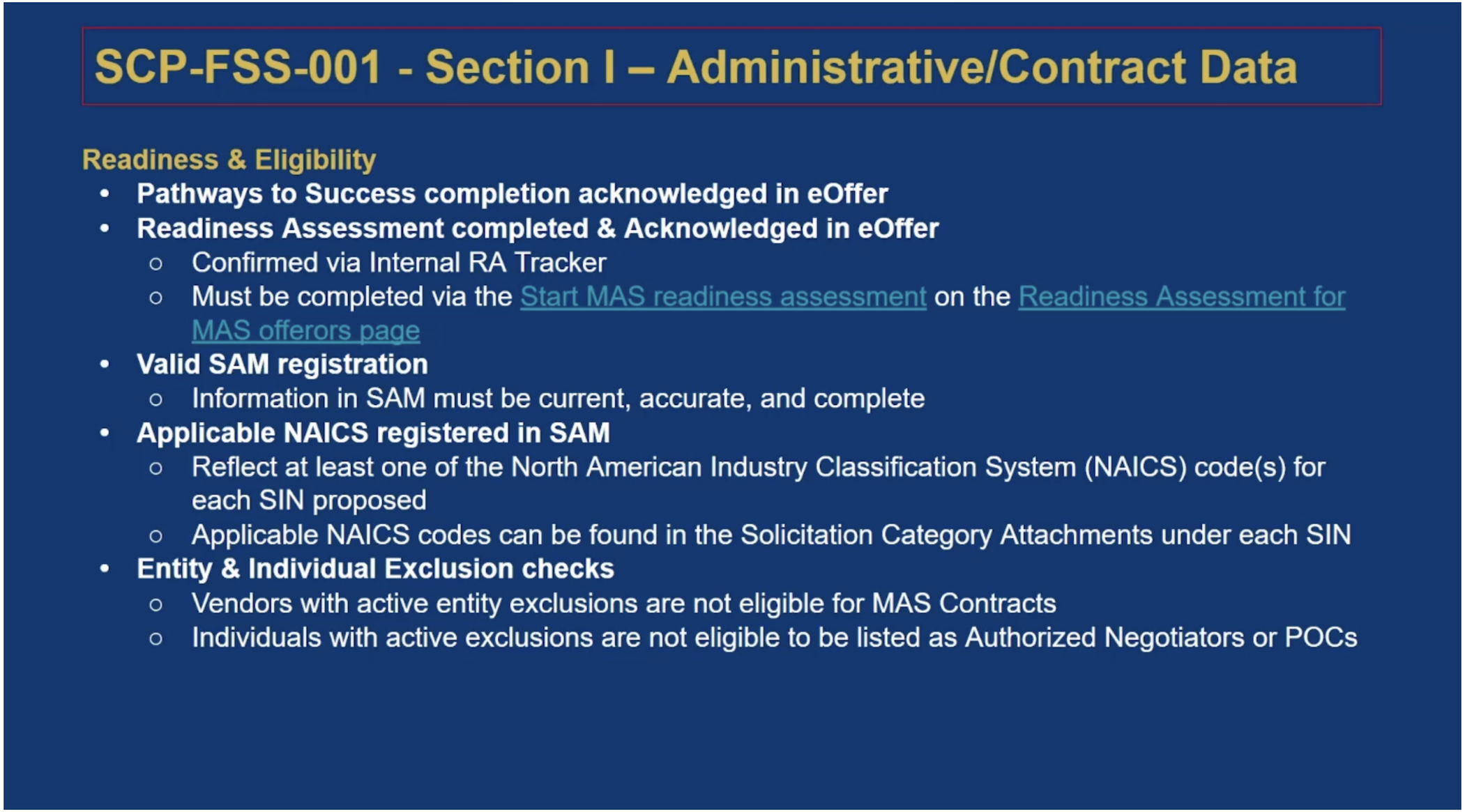
Review Supply Chain Risks

GSA may review corporate ownership, control, affiliations, and supply chain risks. Be ready to explain or mitigate risks identified during review.



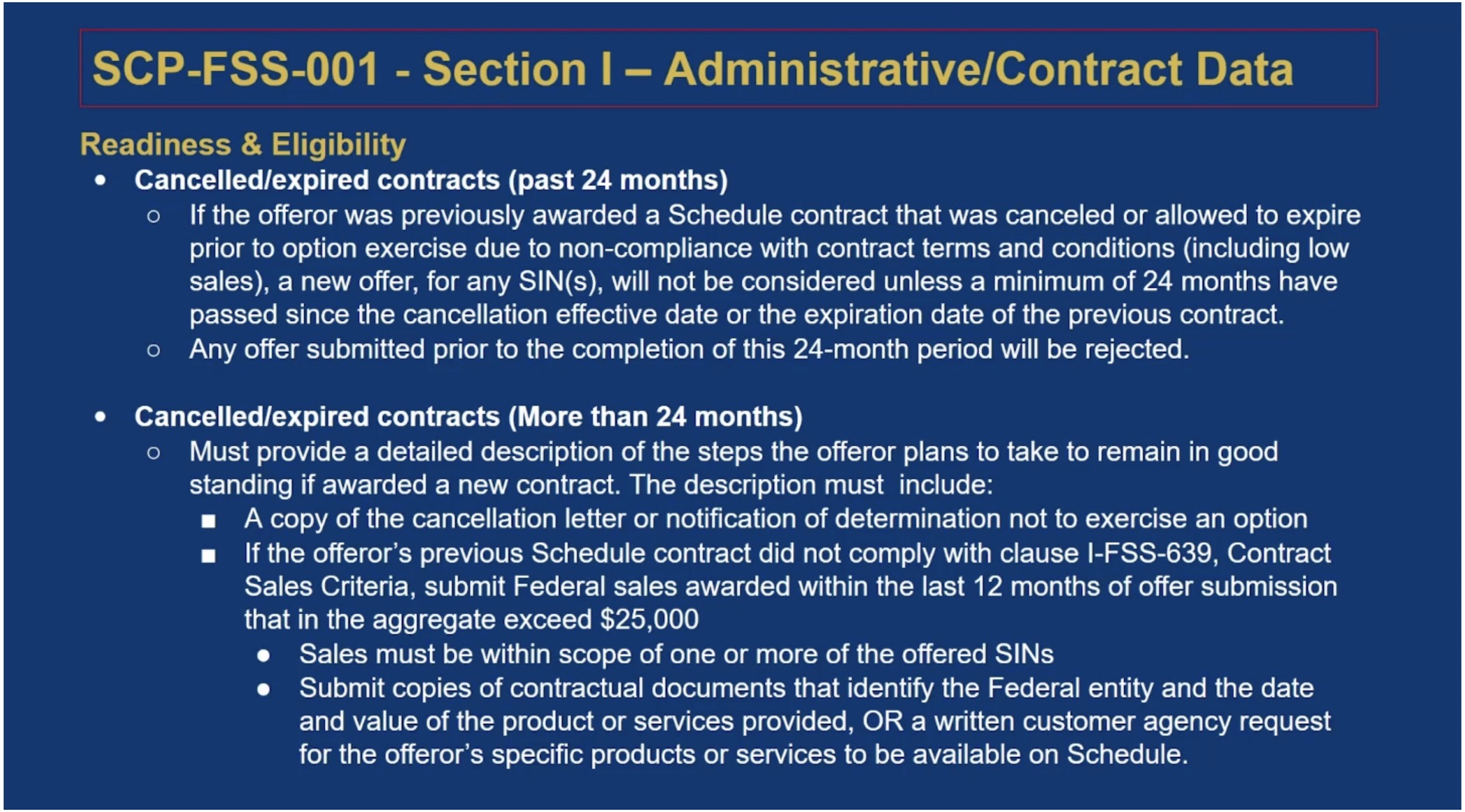
Confirm Readiness, SAM Registration, and NAICS

Complete Pathways to Success and the Readiness Assessment and check that both are current. Verify active SAM registration and at least one applicable NAICS code for each offered SIN.



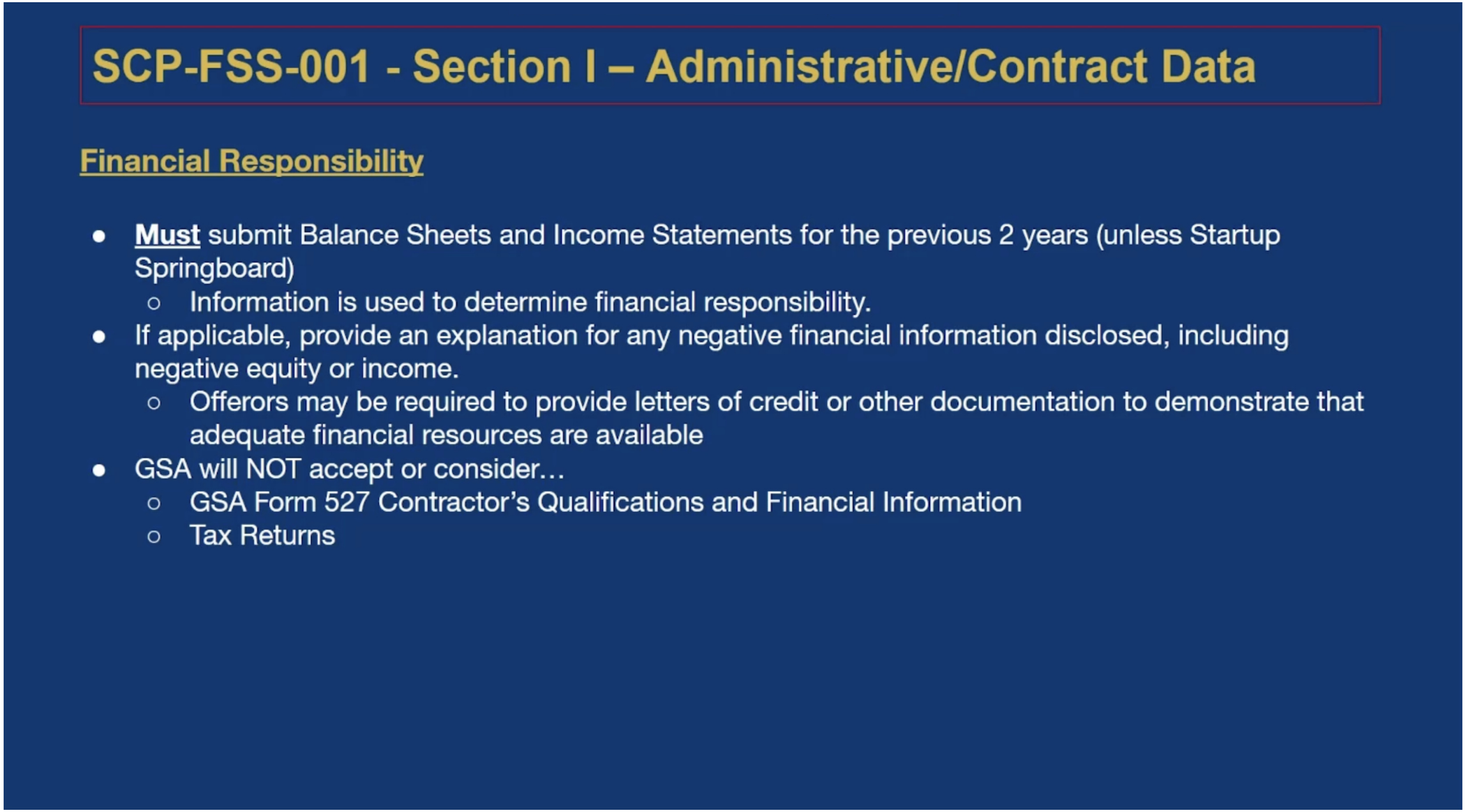
Check Prior MAS Contract History

If GSA canceled a prior MAS contract or declined to renew it for noncompliance, review the 24-month eligibility rule. After that period, check the requirements for the notice and proof of qualifying federal sales during the preceding 12 months.



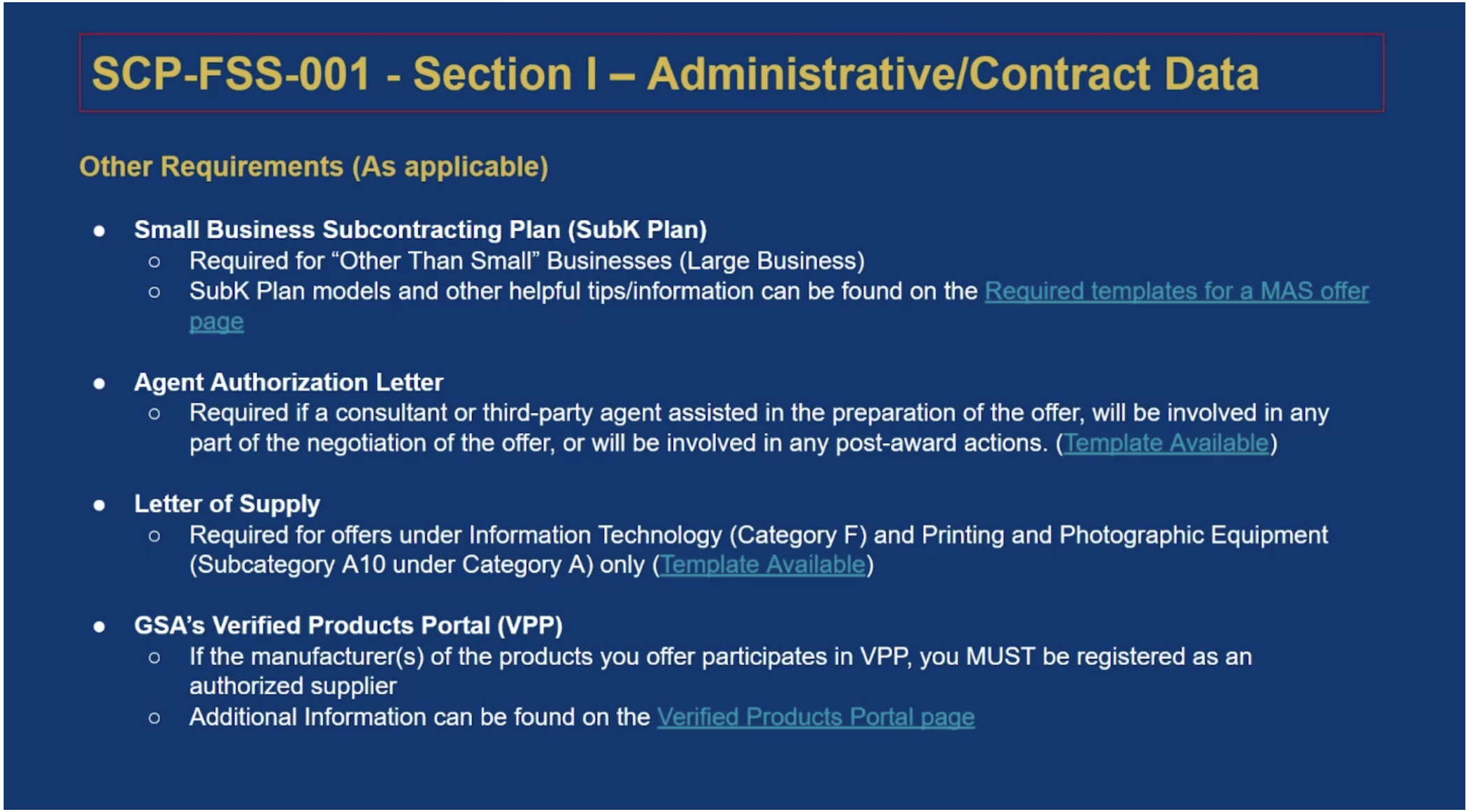
Prepare Financial Statements

Provide a balance sheet and income statement for each of the two required prior fiscal years. Include audited statements if available and explain negative results. Tax returns and GSA Form 527 do not substitute for these statements.



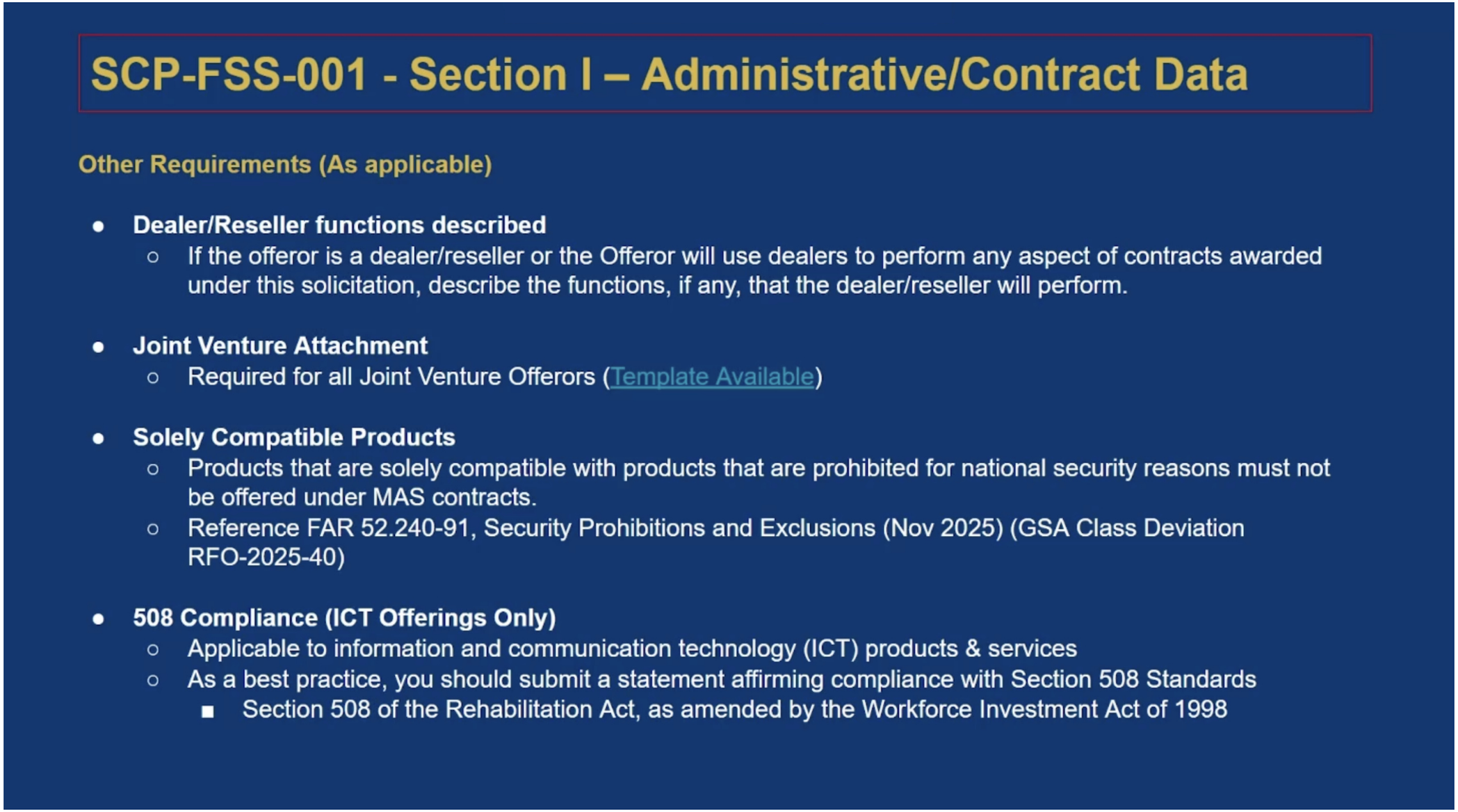
Gather Applicable Administrative Documents

Check whether a subcontracting plan, agent authorization letter, or letter of supply applies. If the manufacturer participates in the Verified Products Portal, confirm that your authorization appears there.



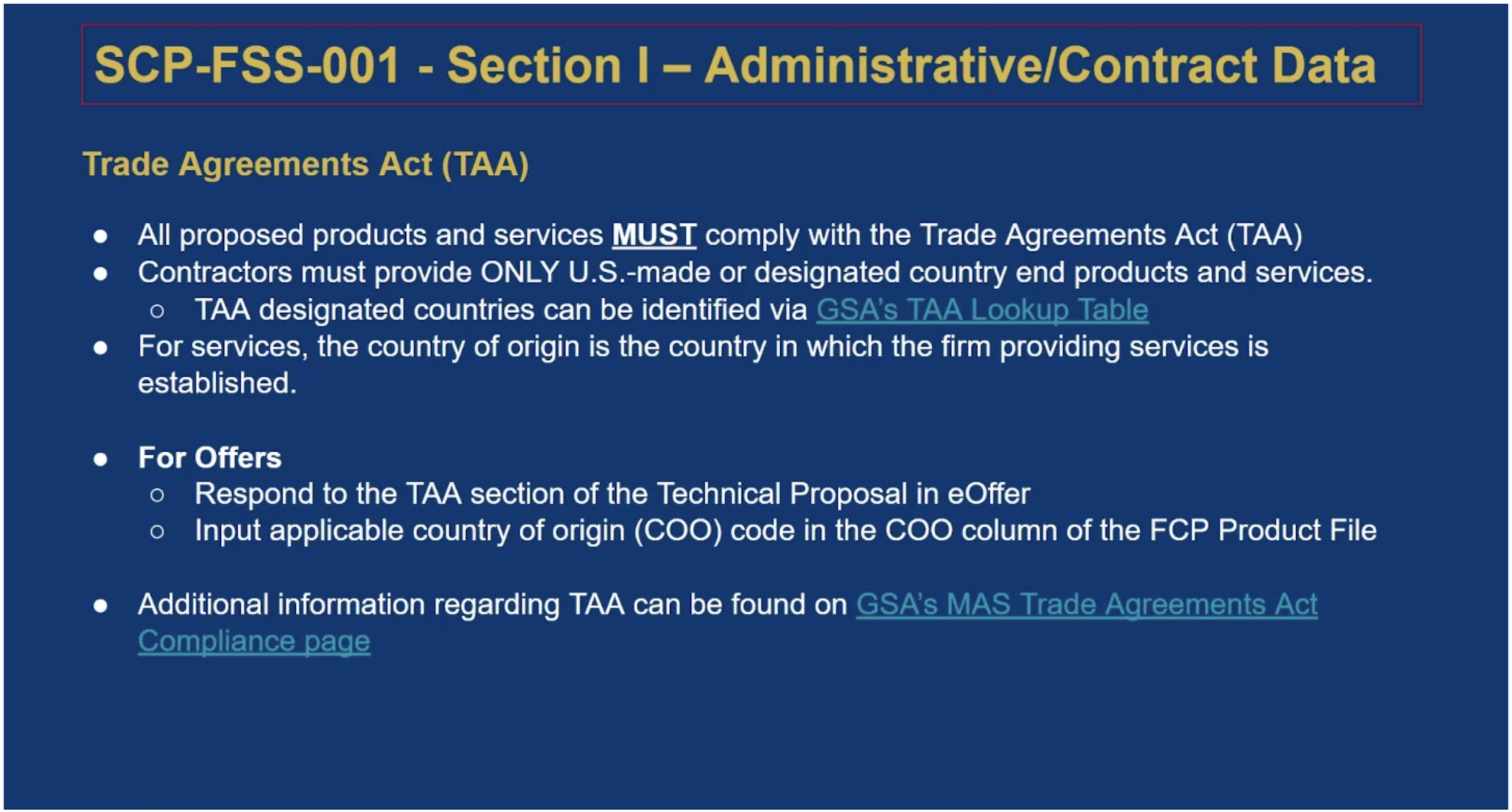
Check Reseller Roles, Product Restrictions, and Accessibility

Describe any dealer or reseller functions. Review restrictions on products that are solely compatible with prohibited products and check Section 508 requirements for applicable information and communications technology.



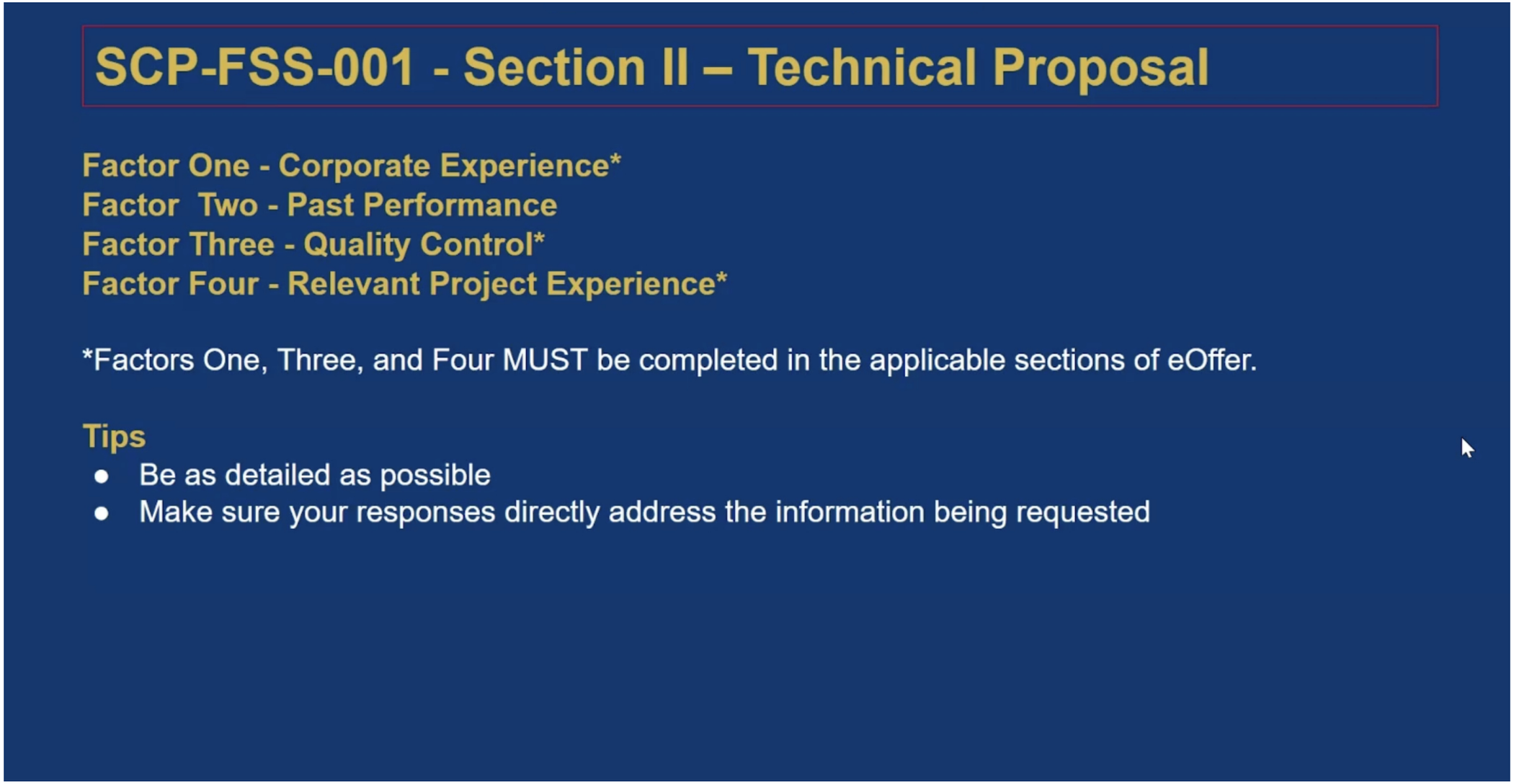
Confirm Trade Agreements Act Compliance

Complete the TAA section in eOffer. Enter country of origin for offered products in the FCP Product File and verify the applicable origin requirements for products and services.



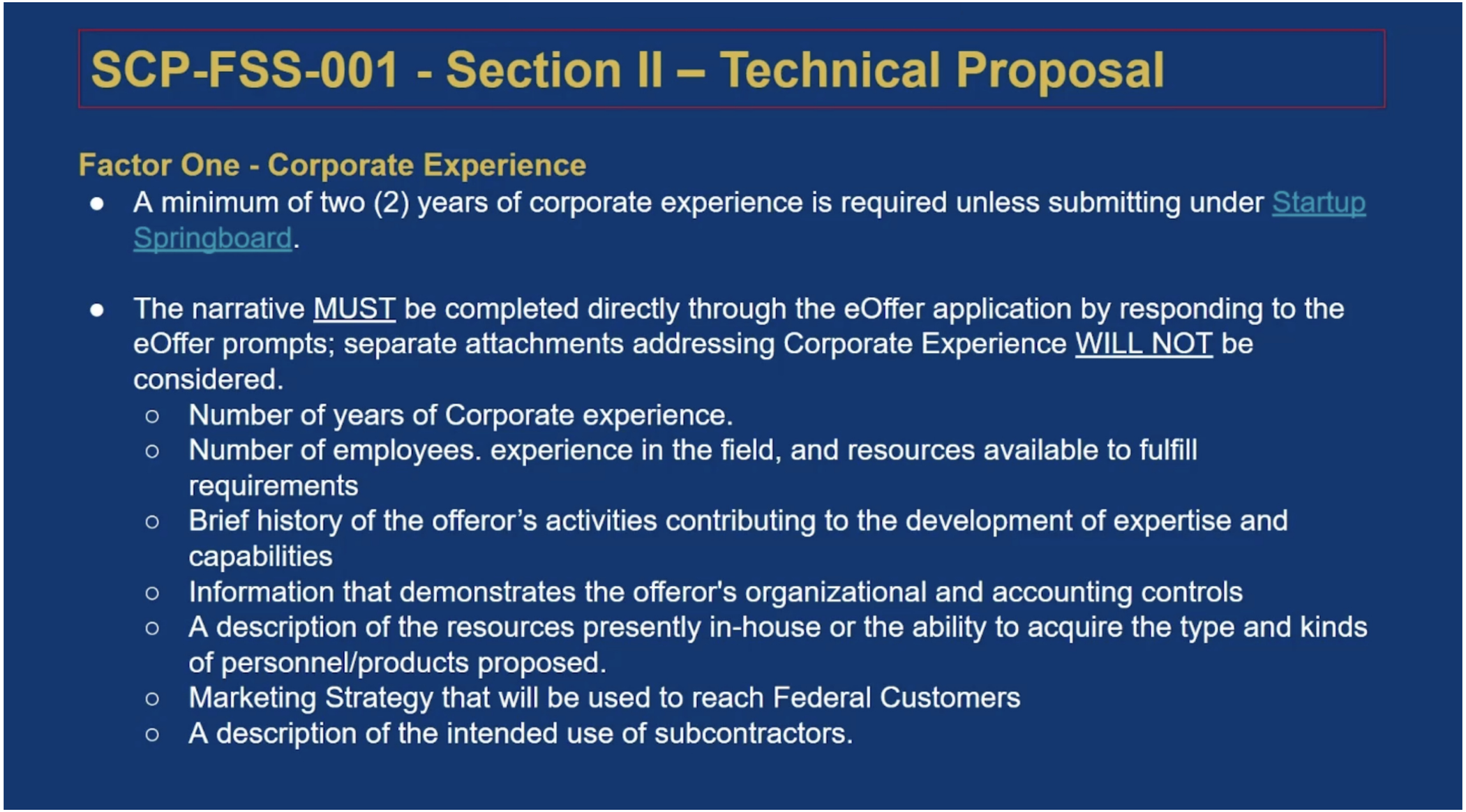
Complete the Technical Proposal

Address Corporate Experience, Past Performance, Quality Control, and Relevant Project Experience as applicable. Enter the narratives for Factors 1, 3, and 4 directly in eOffer and include the applicable Factor 2 evidence.



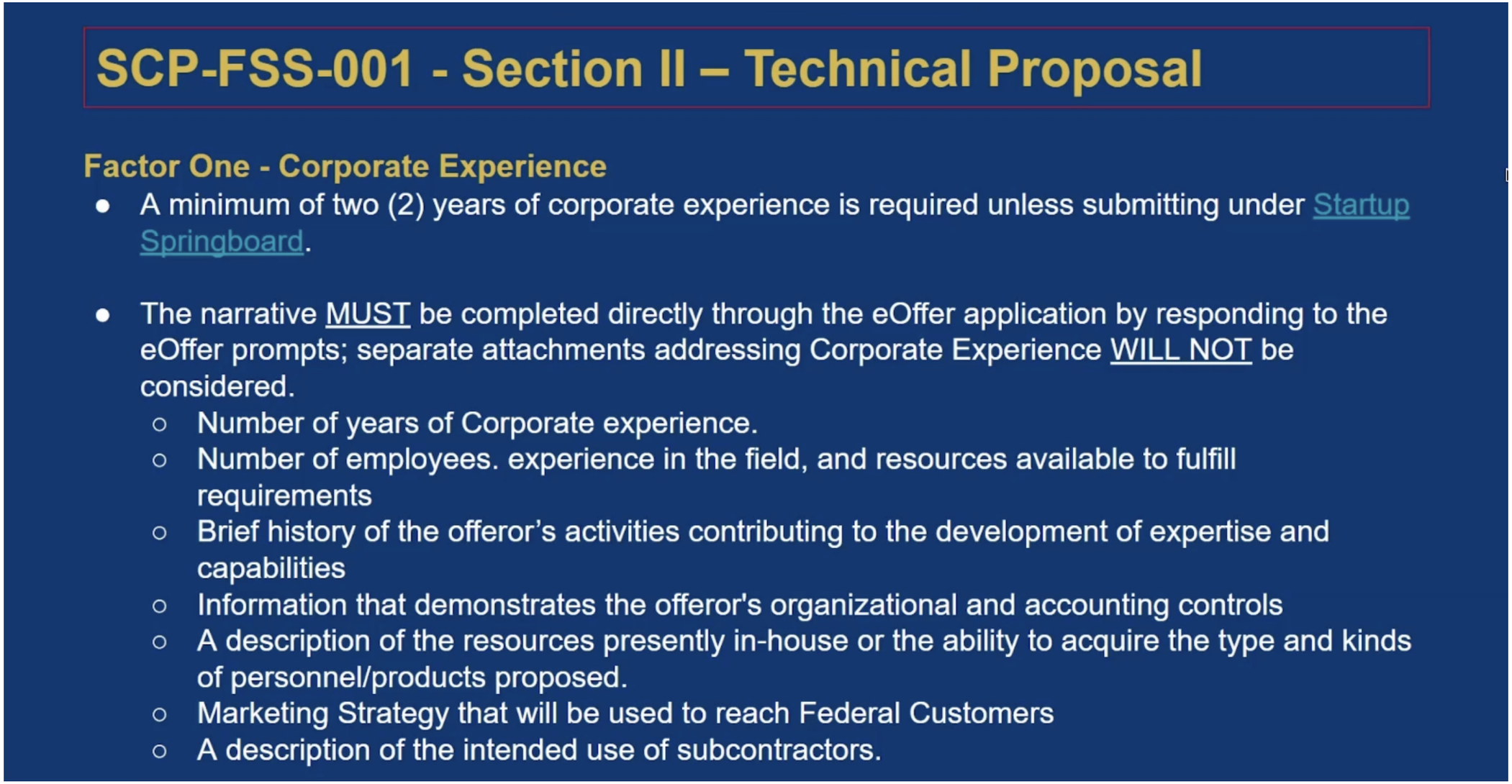
Factor 1 · Corporate Experience

Describe years of corporate experience, employee experience, resources, company history, organizational and accounting controls, marketing strategy, and planned use of subcontractors. Answer every applicable prompt in eOffer.



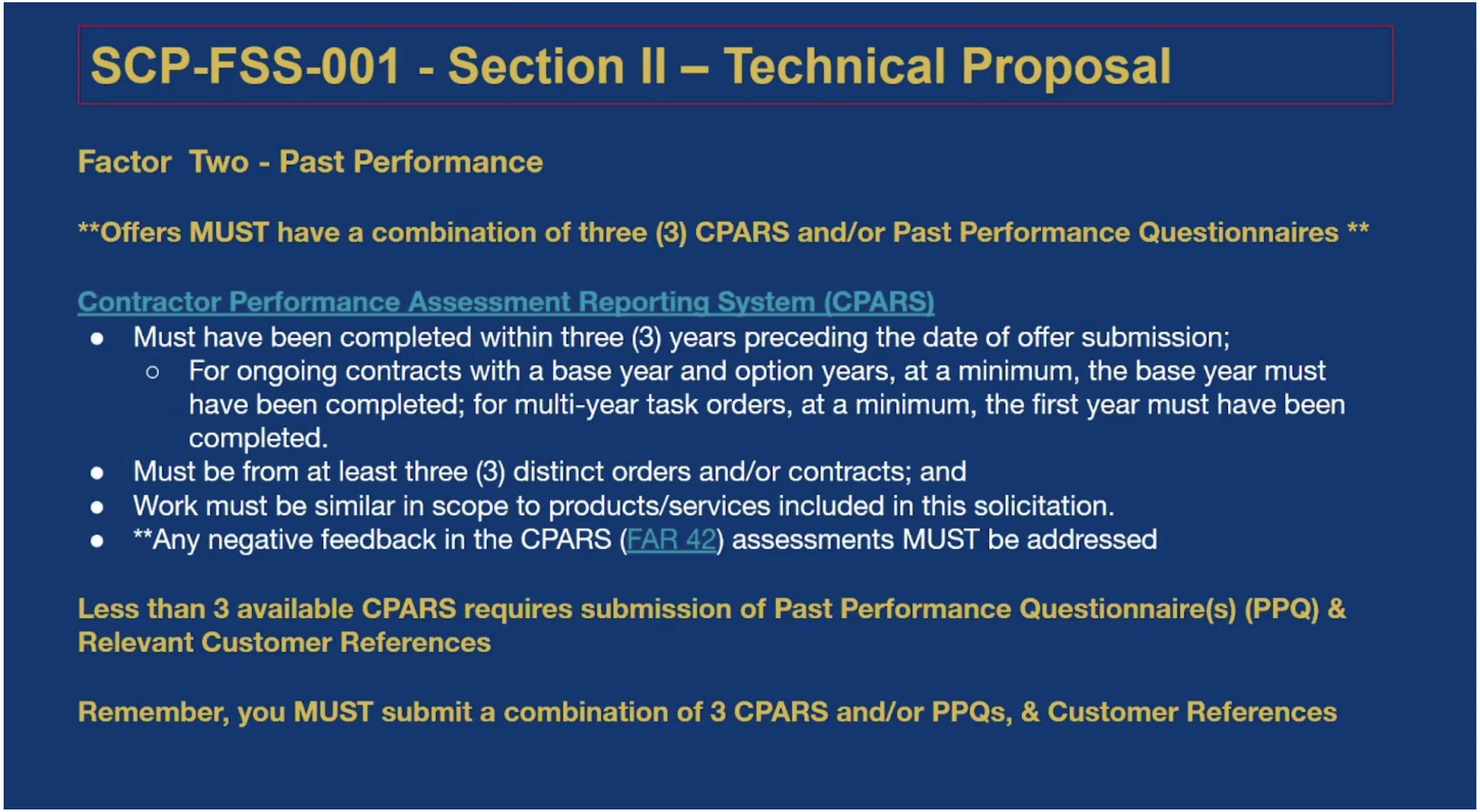
Factor 1 · Check the Full Response

Verify that the narrative covers your resources and ability to deliver. Make sure statements about subcontractor use agree with your Quality Control response.



Factor 2 · Past Performance

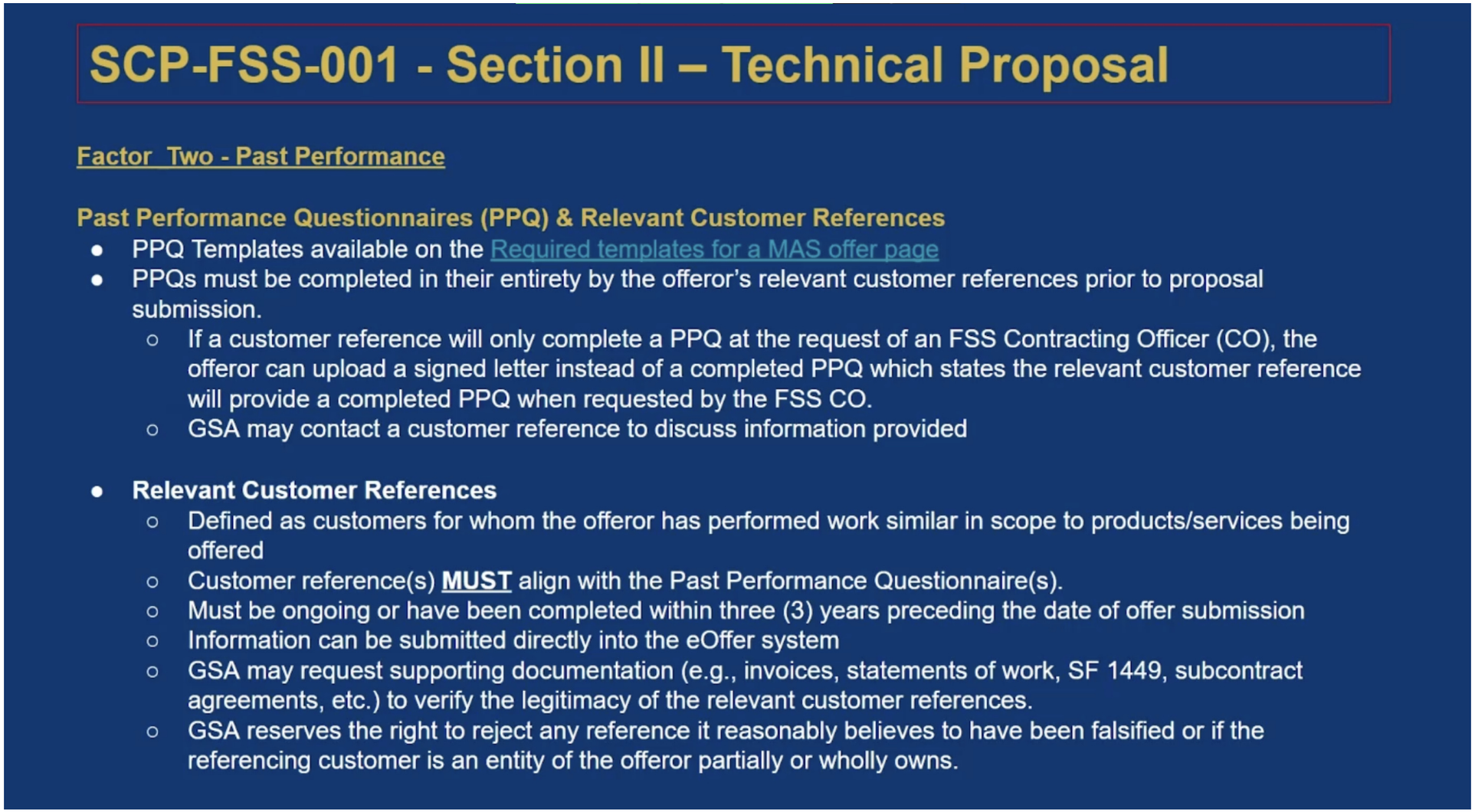
Identify three qualifying references from distinct contracts or orders using eligible CPARS reports, or matched PPQs and customer references. Check the three-year window and the completed first year requirement for ongoing work.



Factor 2 · PPQs and Customer References

Have the customer complete the PPQ. In your matching customer reference, describe the work and how it relates to the offer. Match the customer and project in both records. Keep supporting documents available.

Factor 3 · Quality Control. Enter one narrative in eOffer. Cover review procedures, the people responsible, subcontractors, potential problems, urgent work, and handling simultaneous projects.



Factor 4 · Relevant Project Experience

For applicable services, describe a relevant project for each SIN in eOffer and include supporting project documentation. Check the two-year window or completed first year of ongoing work, along with any SIN-specific instructions.

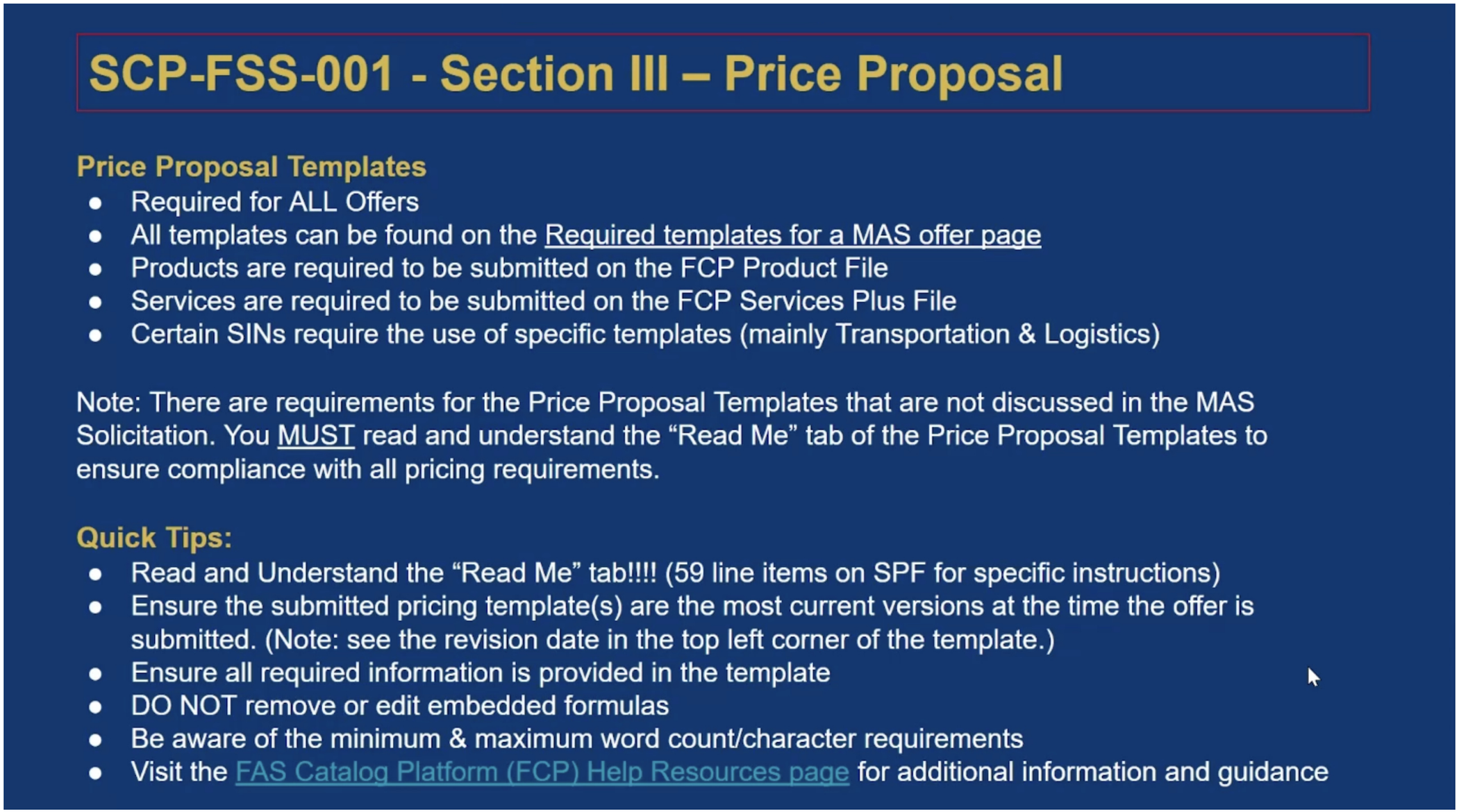
SCP-FSS-001 - Section II – Technical Proposal

Factor Four - Relevant Project Experience

- Applicable to services only
- Provided by responding to the Relevant Project Experience prompts in eOffer
- Narratives are required for each proposed services SIN
- Requirements:
  - Identify the SIN to which the project applies
  - Identify the specific services being proposed under that SIN
  - Projects must either have been completed within the last two years or be ongoing
    - For multi-year projects, the base/first year must have already been completed
  - Adequately address ALL elements in the eOffer prompts
  - For each project description, customer reference information must be provided
  - A completed copy of the Statement of Work, Performance Work Statement, Statement of Objectives, signed SF1449, and/or subcontract agreements for the project.
- Notes:
  - The offeror may use the same project in support of more than one SIN as long as the description clearly identifies the SIN relevant work.
  - Specific services may have additional requirements under Factor Four. Offerors must also refer to SIN or category specific instructions for additional Factor Four requirements for relevant project experience. (Example: 562112 - Hazardous Waste Disposal Services - additional (5) liability insurance requirements).
  - GSA reserves the right to reject any relevant project experience it reasonably believes to have been falsified or if the customer is an entity of the offeror partially or wholly owns.

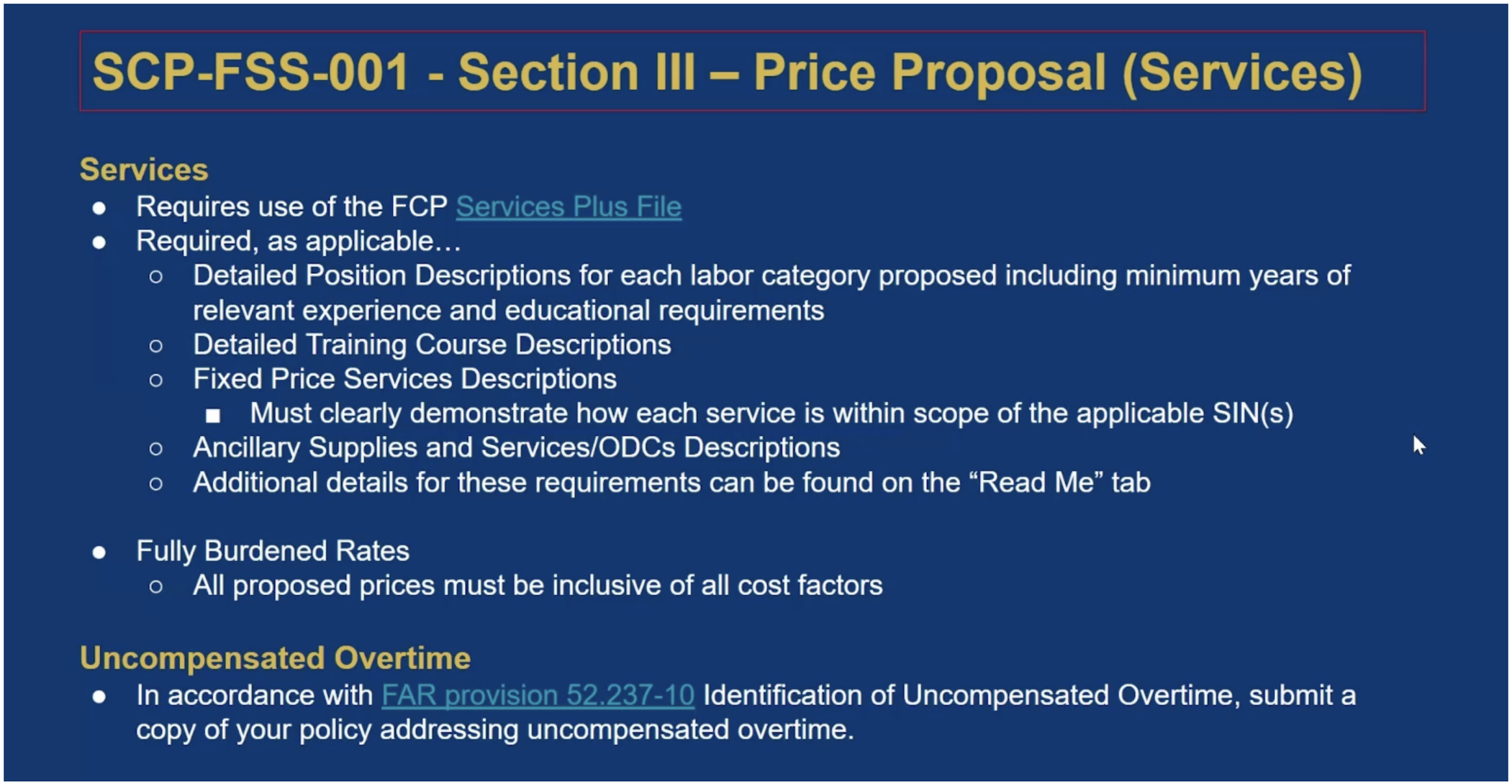
Download the Current Pricing Template

Use the applicable FCP Product File or FCP Services Plus File. Read the Read Me tab, check for SIN-specific templates, complete applicable fields, and preserve the formulas.



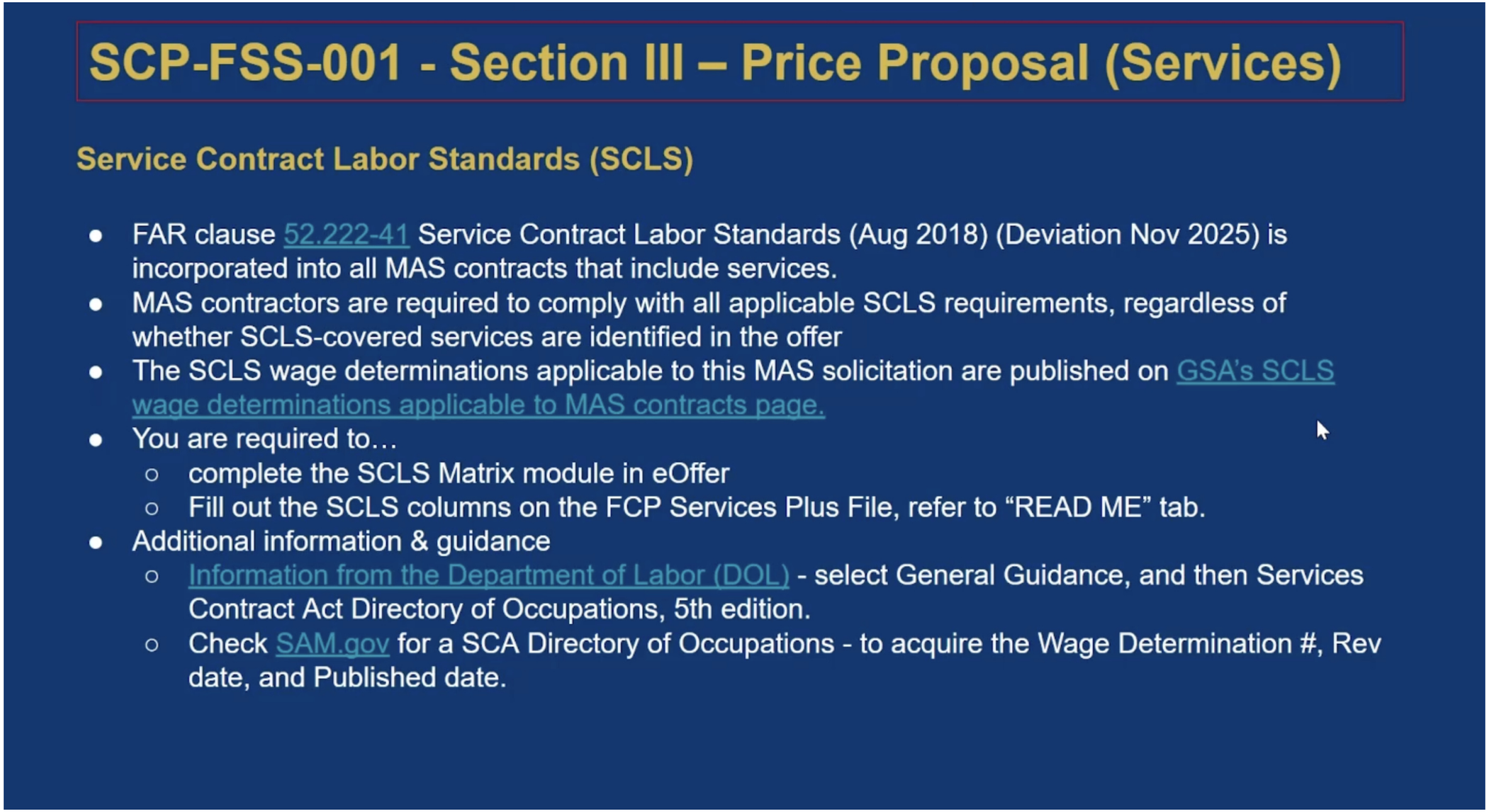
Complete the Services Pricing File

Describe each labor category's responsibilities, relevant experience, education, and applicable credentials. Complete the applicable training or fixed-price sections. Include all costs and provide the applicable uncompensated overtime policy.



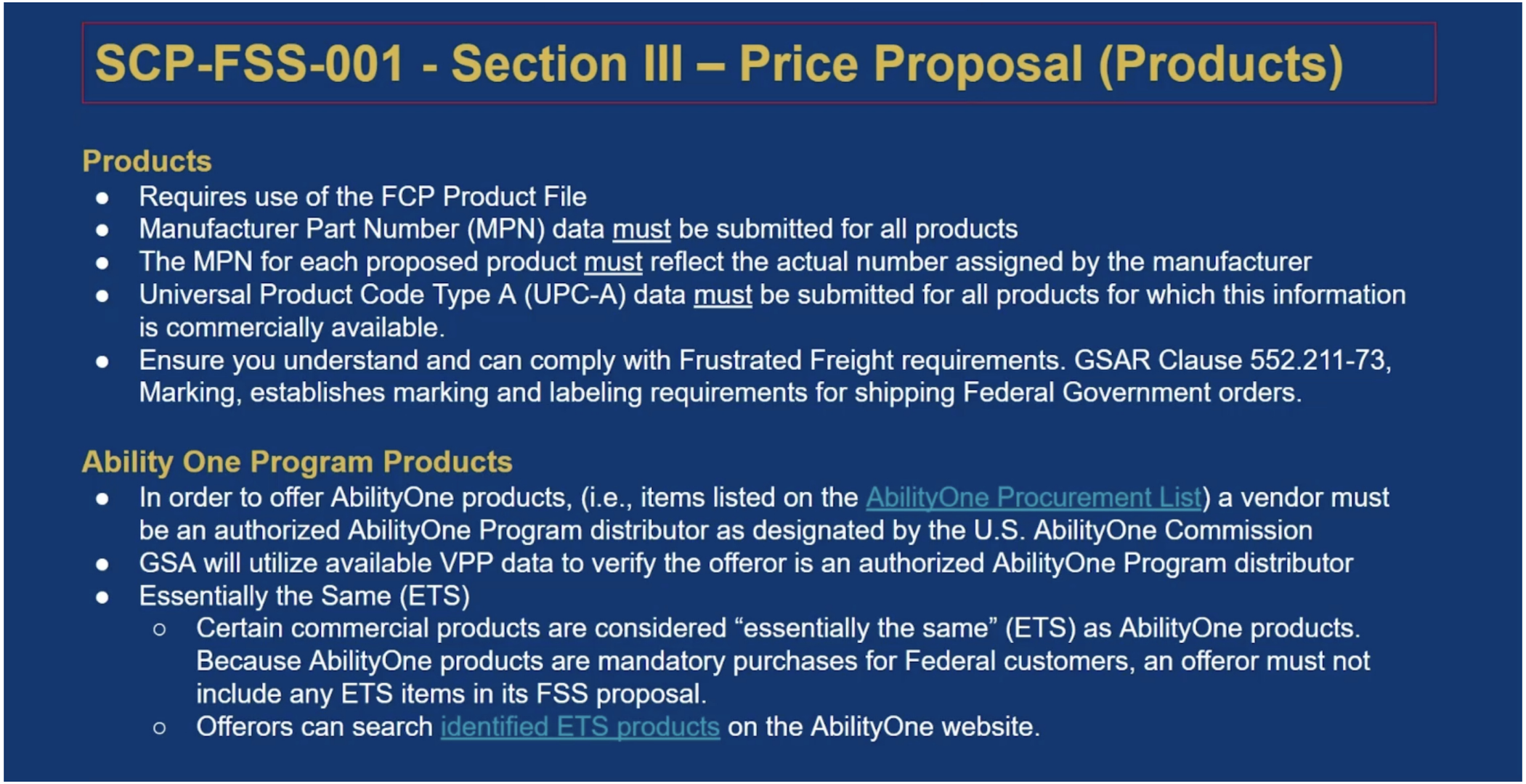
Check Service Contract Labor Standards

Identify applicable labor categories and wage determinations. Complete the SCLS Matrix and the relevant FCP Services Plus fields where required, following the Read Me instructions.



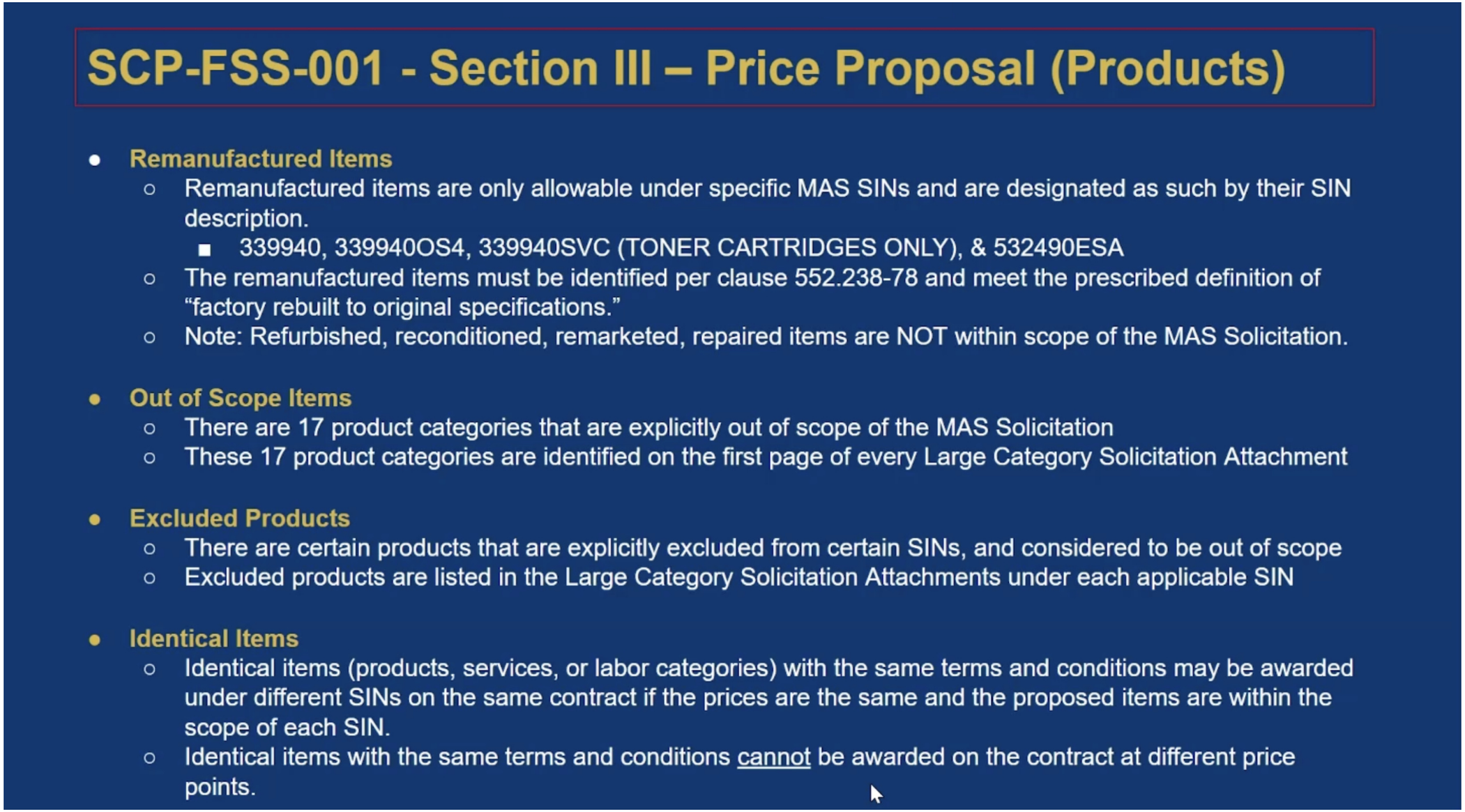
Complete the Product Pricing File

Use the manufacturer's part number and include a commercial UPC-A when available. Check shipping and marking requirements, authorized AbilityOne distribution, and Essentially the Same restrictions.



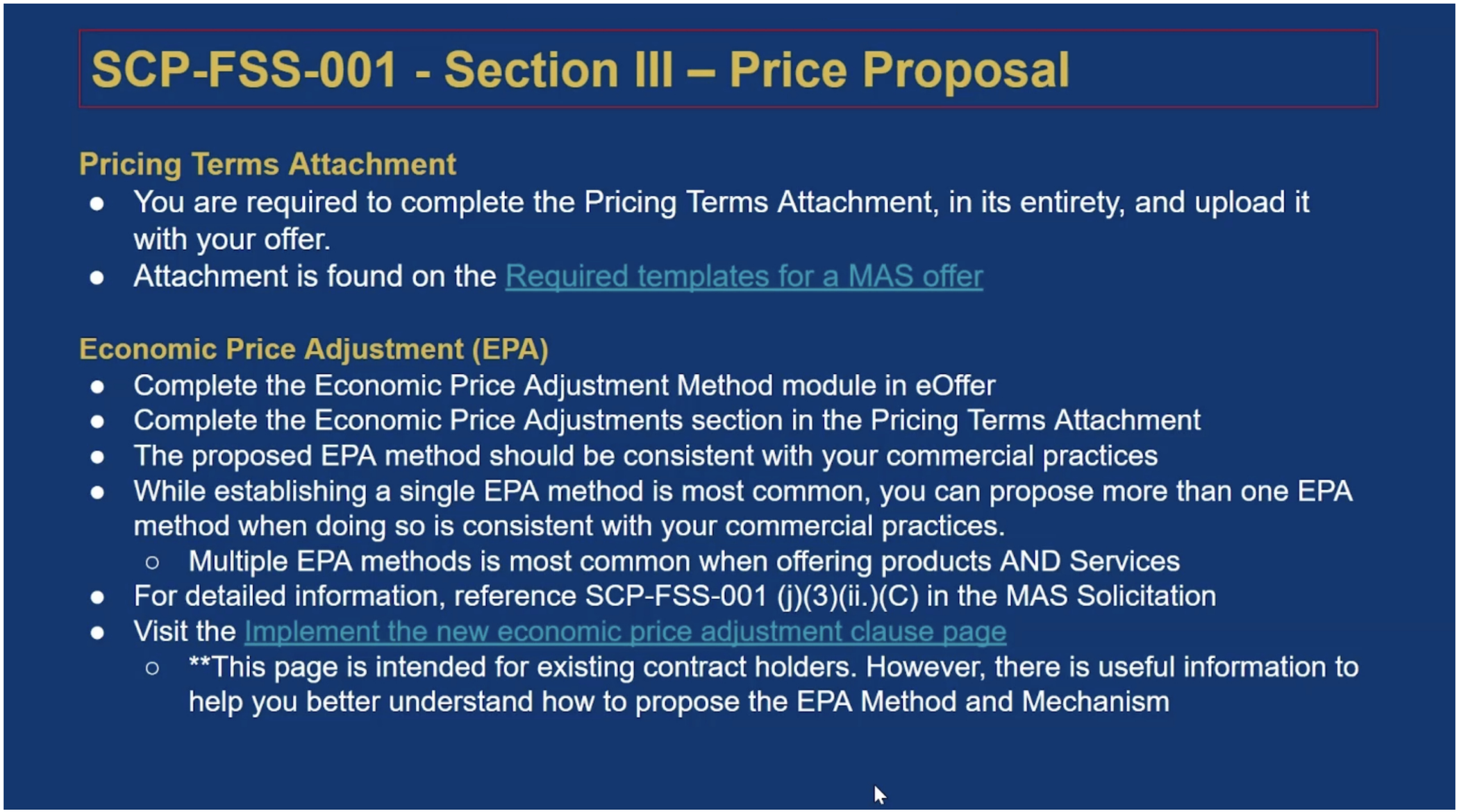
Verify Product Scope and Duplicate Items

Review restrictions on remanufactured items and exclusions under the category and SIN. Identical items listed under multiple SINs must be within each SIN's scope and have the same prices and terms.



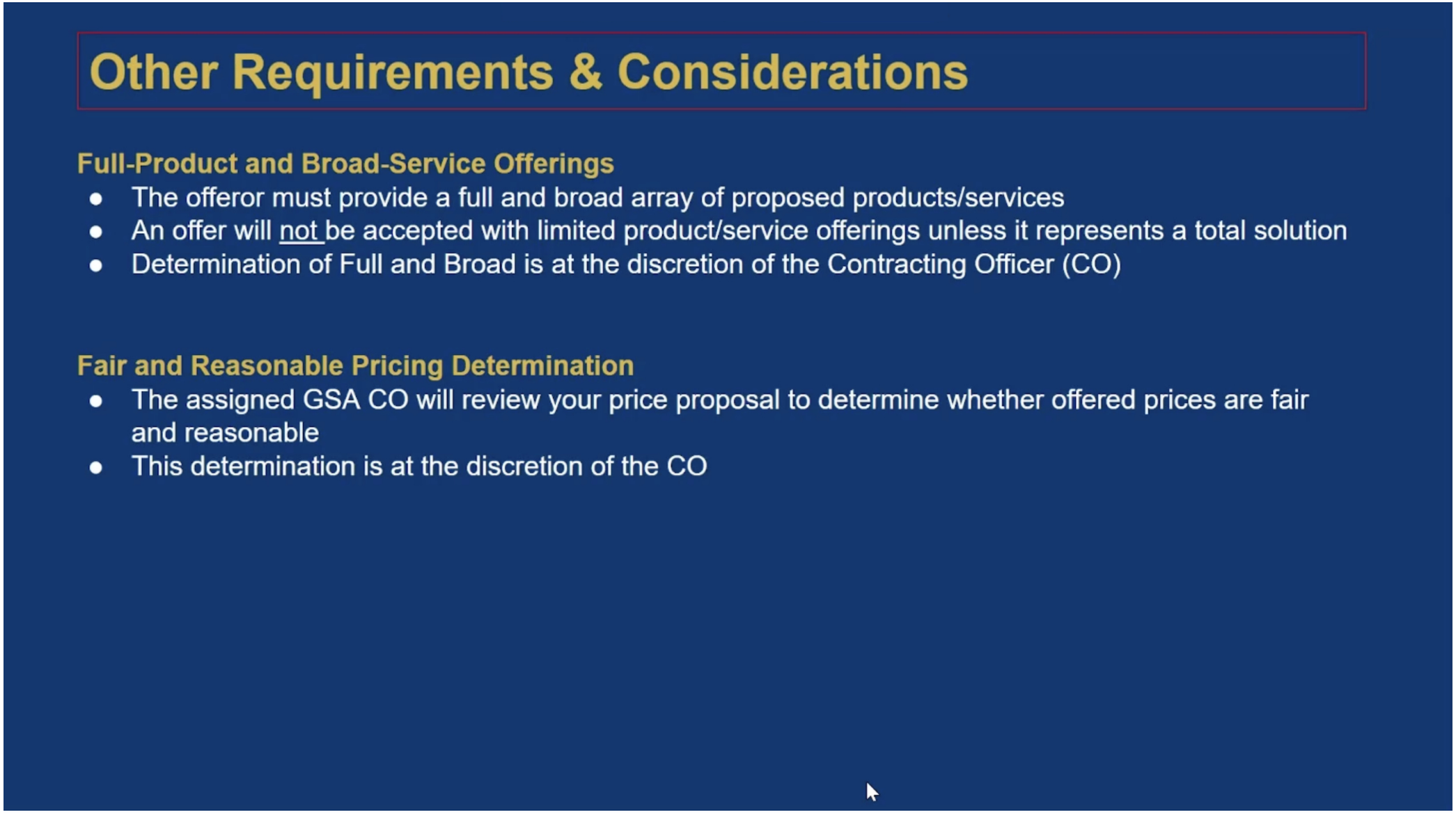
Submit Pricing Terms and Select an EPA Method

Match the Economic Price Adjustment method in eOffer and the Pricing Terms Attachment. The options include fixed escalation, an index, and established pricing. For established pricing, provide a current standalone commercial price list or catalog.



Check the Breadth of the Offer and Support Your Prices

Present a full offering or a complete solution within the proposed scope. Complete the applicable pricing files so GSA can evaluate whether the prices are fair and reasonable.



Submit in eOffer and Track the Review

The Centralized Intake Desk first reviews eligibility and administrative completeness. GSA then evaluates technical merit, pricing, responsibility, and ability to perform. Clarifications and negotiations may follow before award.

