

Does Your Company Qualify for a GSA Schedule?

Check Yes or No for each question below — this quick self-assessment helps us understand your readiness before your consultation.

Once completed, please save this file and email it to steps@gsaprogram.com.

Company Name:

Date:

1. Have you been in business for at least 2 years?

GSA wants to see you have some experience in business.

Yes No

2. Do you have a commercial price list, catalog, or products/services that are sold, leased, or licensed to the general public?

GSA requires you to submit proof of commerciality.

Yes No

3. Have you completed at least 3 projects during the past 2 years in the service or product(s) you want to sell to GSA?

GSA requires Schedule holder applicants to have the same or similar experience as what they want to sell to GSA.

Yes No

4. Has your firm or any of its principals been disbarred from doing business with the federal government, or, within the last 3 years, had a criminal or civil judgment against it related to federal, state, or local government contracting?

A "Yes" answer here means you will not currently be eligible to receive a GSA Schedule contract award.

Yes No

5. Do you have a job cost accounting system?

GSA may audit your contract and requires quarterly reporting of sales made under your Schedule. QuickBooks or similar software is acceptable.

Yes No

6. Have you had at least \$100,000 in sales over the past 2 years?

GSA wants to see that you have "substantial" sales history.

Yes No

7. Do you have three (3) or more "most favored" customers?

GSA wants assurance that you are offering the federal government your best pricing.

Yes No

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8. Do you want to diversify your sales base and improve your cash flow?

The federal government is a customer that pays invoices promptly.

Yes No

9a. Do you sell professional services?

Federal agencies that buy services normally require proposals that include a quality control plan.

Yes No

9b. If yes to 9a — do you have at least a 2-page quality control plan?

This is required for most professional services offerings.

Yes No N/A — don't sell professional services

10. Do you have a product or service — a core competency — that will help solve a problem in government?

Your product and/or service must align with at least one Schedule category offered by GSA.

Yes No