Tools, Templates and Transactional Data in the Acquisition Gateway

GSA SmartPay Training Forum
Sara Schulz, GSA
August 7-9, 2018
Agenda

- Why the Acquisition Gateway?
- Available Tools and Resources
- Live Demo
- Additional Information / Contact Info
The challenge: better tools and data
As a consumer you have so many ways to find what you want to buy...

Organized, indexed and searchable by filtered criteria...
...by proximity, by price, by rating, by speed, by deliver, by vendor preference...
As a federal acquisition professional things are not that easy...

- **41k** Contracting Officers/Specialists + **114k** Program Managers/Analysts
- Difficult to make smart buying decisions for maximum savings
- Lack of data and tools for federal acquisitions professionals
- Challenging to see beyond your agency...

Case-in-Point: Many roles and responsibilities in acquisitions; a business challenge for better information, tools, and resources
Category Management is a purchasing approach that the Federal Government is applying to buy smarter and more like a single enterprise.

It involves:
• **Identifying core categories** of products and services, and managing them accordingly
• **Cultivating and maximizing expertise** to inform and enhance a customer’s buying experience
• **Developing purchasing strategies** so that customers find the best value for the items they need

Category management aspires to eliminate redundancies, increase efficiency, and deliver more value and savings from acquisition programs.

This slide shows how we achieve and how we do get Category Management

Cultivating and Maximizing Expertise (Category Team is developed here)

Developing Purchasing Strategies (Example are the different vehicles: MRO, JAnSAn, OS3)
What is a Best-in-Class contract?

Each category team is responsible for identifying and/or creating Best-In-Class (BIC) contracting solutions for their category...

The identified vehicles will help to:

- Increase Savings through improved pricing, terms and conditions and standards
- Spend through BIC vehicles will count towards Spend Under Management (SUM)
- Use of BIC vehicles will reduce the need for duplicative contracts across the government
- BIC contracts must assess opportunities to maintain or increase small business usage
- BIC solutions and associated tools, templates, guidance, prices paid, and other data will be posted on the Acquisition Gateway to be accessible to all agencies, driving increased traffic to the Gateway

There are 33 Best-in-Class contracts with more expected in FY18.

-Category Management vehicles can be anything from a BPA, to a Strategic sourcing vehicle to an initiative from OMB encouraging the use of a vehicle which allows you to save time and money.
-Each Category team is responsible for identifying a Best in Class category vehicle.

List of what the vehicles can help you to do.
The Acquisition Gateway provides the tools and digital services to make acquisition excellent.

The Gateway envisions driving smarter acquisition by simplifying, accelerating, and improving how the federal government selects and buys products and services.

The Gateway enables good category management that supports the federal acquisition community through every step of the acquisition lifecycle.

Go to https://acquisition.gsa.gov ... or Google "Acquisition Gateway"
Acquisition Gateway
### Acquisition Gateway is a growing community...

Over **20,000** registered professionals and growing...

<table>
<thead>
<tr>
<th>U.S. Department of Treasury Leads by Example in Category Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>The directive, the <a href="https://example.com/apu">Treasury Acquisition Procedures Update (APU)</a>, amends the Department of Treasury Acquisition (DTAP) to require acquisition staff to use the Acquisition Gateway, and Best-In-Class contracting solutions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HHS CIO BPAs</th>
</tr>
</thead>
<tbody>
<tr>
<td>The HHS Vendor Management Office contacted the Gateway team. It has nine (9) BPAs it wants to make the HHS workforce aware of and wanted to publicize them via Solutions Finder.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bulk Buying Laptops and Desktops Makes Federal Dollars Go Further</th>
</tr>
</thead>
<tbody>
<tr>
<td>“The bulk buying event offered an average of 15.6% savings from previous ceiling. According to U.S. Holocaust Memorial Museum Director of Procurement James T. Brady, the new pricing allowed the museum to buy an extra 25 laptops and 30 desktop computers — a savings against the old pricing of $74,345.”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FHFA Saves Over 20% and Cuts Administrative Lead Time By Over 50% with BMO Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using BMO, FHFA cut procurement administrative lead time (PALT) by over 50% by avoiding an open-market buy and separate justifications, and saved over 20% compared to their IGCE.</td>
</tr>
</tbody>
</table>
Access the Acquisition Gateway = 2 choices

Federal Government employees with PIV/CAC cards and a PIV card reader
Non-PIV card holders, contractors, and the General Public
Access the Acquisition Gateway = 2 choices

Federal Government employees with PIV/CAC cards and a PIV card reader.

You will need your PIV card and an OMB Max account

1. Go to https://hallways.cap.gsa.gov
2. Click the Federal Employees Sign-in button
3. Enter your PIN when prompted

No restrictions:
- Full access to all tools and data

Non-PIV card holders, contractors, and the General Public

No PIV card needed... open to everyone!

1. Go to https://hallways.cap.gsa.gov
2. Click the Non-Federal Employees and Public Sign-in button

Key restrictions:
1) No eBuy Open
2) No Prices Paid Portal
3) No Community
4) Very limited access to all content (solutions, articles, tools, templates)
Acquisition Gateway Homepage

Conduct Market Research
- Solutions Finder
  Compare government-wide contract vehicles against each other to help you find the best solution
- Prices Paid Portal
  Get real, verified prices paid by the government to help you build an independent Government Cost Estimate
- CALC Tool
  Find accurate labor rates and build a price range for different types of hourly labor

Manage Your Acquisition Package
- Project Center
  Start your acquisition planning here! Organize milestones, collect and share market research content with your team, all in one place
- Document Library
  Why re-invent the wheel when we can show you how others have planned their acquisitions and structured pre-award documents successfully?
- eBay Open
  Find past and current solicitations to help you and your team in acquisition planning

Join the Community
- Community Discussions
  Ask the experts! Connect with other acquisition professionals and learn best practices
- Connections Finder
  Connect with experts and other acquisition professionals
Project Center

Where can I assemble all the components, documents, and project plan in one place to share with my team?

You can collect resources from across the Gateway apps and upload your own documents.

Manage your acquisition research, documents, and timelines.

Collect, upload, and link to Gateway research.

Track milestones, tasks, and project information.

Share your project with other team members to build your acquisition package collaboratively.
Solutions Finder

What existing government-wide contract vehicles can I use for my agency in this category?

See what solutions are available

Filter by what is available to your agency, solution type, program type, and category

Do a keyword search across all solutions

Side-by-side comparison of up to 4 solutions

Links to solution websites and points of contact

Export results to *.CSV

Pin and save your results for future reference or save to a project in Project Center
What (if any) other examples might be out there for this type of acquisition?

A searchable archive of over 296k electronic Requests for Quote (RFQ) /Proposal (RFP) submitted to eBuy Open

Text search by RFQID, RFQ description or title to easily find relevant examples

Includes the actual attached RFQs and RFPs for your review and download

Filter by Buyer Agency, Schedules, Schedule Names, SINS, SIN Names, Status, and Date range

Records go back to October 2013 and are constantly being updated
CALC Tool
(Contract Awarded Labor Category)

How can I gauge how acceptable the potential labor rates are offered by the RFPs?

Search the actual hourly awarded ceiling labor rates by functional job names

See the 58k results for the average rate and view +/- 1 standard deviation

Filter by education level, experience, work site, business size, SIN/Schedule, and contract year

Do a text search by exact match, contains words, or contains phrase

Export the data as *.CSV, and/or download the graph
How do I create an IGCE for use within my acquisition package?

Provides the ability to create a new IGCE

Search and add labor category data directly from CALC, or manually input data

Add Other Direct Costs (ODCs), G&A and Profits

Add Option Periods

Save and Export to *.CSV
Live Demo
Meet Michelle…  
She’s a Contracting Officer (CO)

General Building Maintenance (elevator, grounds maintenance, pest control etc.)

Challenges:
- Identifying available government-wide solutions
- Seeking best practice on SOW development
- Gaining insight into accurate labor costs to build out an appropriate IGCE

What resources and tools can she use?
- Solutions Finder, CALC tool, IGCE Tool, eBuy Open
Additional Information
The related content carousel recommends Acquisition Gateway content based on the content you are currently viewing to help you find the most useful content quickly and easily.

The Related Content users content titles and other keywords in the document to find other related content you are interested in.

The Related Content Carousel is currently available in Hallway Articles and the Document Library. The Related Content Carousel brings in the following content:

- Solution Finder, Hallway Articles, Document Library Documents, and Community Post
- We are hoping to add it to the Solution Finder in the near future.
New Login Flow: Users will no longer have to sign in to access the homepage and content that is publicly viewable. The only time a user will sign in is when they are trying to access content that is only available to Federal Users.

BIC Research Tool: Users will soon be able to access the Best-In-Class (BIC) Research Tool to conduct market research on BIC solutions. Users can identify and compare available BIC solutions by key attributes, e.g., socioeconomic categories, set asides, PSC, NAICS.

Homepage Updates: Users will soon be able to see the name of the person who posted in the “Browse the Latest Activity” feed and go to their profile from their picture. Users will also see a scroll bar on the homepage letting them know there is more content below.
Earn Badges on the Gateway!

Earn badges in these Acquisition Gateway applications

- Community
- Document Library
- Solutions Finder

By actively using the applications, you can become a Master!

- Create topics in Community
- Search for documents in Document Library
- Compare solutions in Solutions Finder

Access this information in user profile
Video overview of the Acquisition Gateway

Help with login (video and instructions)

National Customer Service Center

Tutorials
Where do we go from here...

1. **Log in and explore** at [https://hallways.cap.gsa.gov](https://hallways.cap.gsa.gov)

2. **Connect and contribute** ideas, join conversations, and share best practice samples and templates

3. **Share it** with your acquisition co-workers

We are listening! Please email
hallways_site_manager@gsa.gov
Additional Ways to Get involved

What you can do now

- Volunteer for a usability test to provide feedback directly to the team that impacts the Gateway's functionality and design at hallways_contribute@gsa.gov
- View On demand tutorials and welcome video in the Gateway

Where can you share/add ideas

- Contribute to Document Library or Solutions Finder, start discussions in Community, use the "Give Feedback" button to submit ideas on how to improve the Gateway.

Future training events:

- Acquisition Gateway 101
  Sept 11th, 1-2PM EST
- Best in Class
  Acquisition Solutions Course
  Sept 12th, 2-3:30PM EST
Contact Information

Sara Schulz
Stakeholder Engagement, Office of Enterprise Strategy Management, GSA Federal Acquisition Service

sara.schulz@gsa.gov
312.405.1816 (c)
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  Compare government-wide contract vehicles against each other to help you find the best solution

Manage Your Acquisition Package
- Project Center
  Start your acquisition planning here. Organize milestones, collect and share market research content with your team, all in one place

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Acquisition Gateway Homepage

DISCOVER GUIDANCE BY CATEGORY
What to buy, Where to buy, How to buy it

- Market intelligence
- Transactional platforms
- Best-in-class buying practices
- Tools, templates, data

- Facilities & Construction
- Human Capital
- Industrial Products & Services
- Information Technology
- Medical

- Office Management
- Professional Services
- Security & Protection
- Transportation & Logistics
- Travel
Search awarded ceiling rates for labor categories

CALC lets you conduct market research on professional service labor categories quickly and easily, helping you make better informed decisions. Results shown are awarded hourly rates from GSA IDIQ service schedules.

Enter your search terms below, separated by commas. (For example: Engineer, Consultant)

- laborer, grounds maintenance,
### Welcome

GSA's eBuy-Open is a web platform that provides access to all electronic Requests for Quote (RFQ) /Proposal (RFP) submitted through the GSA eBuy system from FY14 forward. A variety of data filtering, formatting and reporting features are available to analyze the data. Click here for more information.

#### eBuy Open

<table>
<thead>
<tr>
<th>Term</th>
<th>Count</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of the Navy</td>
<td>3966</td>
<td></td>
</tr>
<tr>
<td>Department of the Air Force</td>
<td>3845</td>
<td></td>
</tr>
<tr>
<td>Department of Health and Human Services</td>
<td>3044</td>
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</table>

#### RFQ Data

<table>
<thead>
<tr>
<th>RFQ ID</th>
<th>Buyer Agency</th>
<th>Issue Date</th>
<th>Close Date</th>
<th>Title</th>
<th>ESN</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>RFO1298694</td>
<td>Department of Agriculture</td>
<td>2018-01-09</td>
<td>2018-01-14</td>
<td>SAGE Pest Control</td>
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<tr>
<td>RFO1298640</td>
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<td>76, 70</td>
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<td>RFO129876N</td>
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<td>2018-01-09</td>
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<td>A-99</td>
<td>60 T-A</td>
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<td>302 3</td>
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<td>Action</td>
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<tr>
<td>BuyerEmail</td>
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<td><a href="mailto:jamie.heine@uscg.mil">jamie.heine@uscg.mil</a></td>
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<tr>
<td>Description</td>
<td></td>
<td>This solicitation is for replacing deteriorated roof drains in Stonerock Building at Air Station San Francisco. The Point of Contacts to site visits are Jonathan Lusk 650-609-2940 and Steve Schuman 650-609-2943. All personnel should have valid identification.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IssueDate</td>
<td></td>
<td>2018-05-09</td>
<td></td>
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<tr>
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<tr>
<td>SINName</td>
<td></td>
<td>Roofing Materials, Products And Services Solutions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule</td>
<td></td>
<td>56</td>
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<td></td>
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<td>ScheduleName</td>
<td></td>
<td>Buildings And Building Materials/Industrial Services And Supplies</td>
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<tr>
<td>Status</td>
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<td>Active</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Title</td>
<td></td>
<td>Roof Drain Repair</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
IGCE Builder Tool

Independent Government Cost Estimate
Welcome to the Independent Government Cost Estimate (IGCE) creation tool! This is a Minimum Viable Product (MVP) which means it’s usable in its current form and it also needs further development. Your feedback is important to the future of this tool! Please explore, create a sample IGCE or two, and post your thoughts and suggestions in our Community App [here](#). Oh-in case you are wondering where the tutorial is, we haven’t created one (yet). If the tool isn’t intuitive to use, that is important feedback in and of itself. Thank you and enjoy!

+ New IGCE
### IGCE Builder Tool

#### Agency
- Choose Agency

#### Contracting Vehicle
- Choose Contracting Vehicle

#### Project Title
- Enter Title

---

### Estimates for each period

**Base Period**

- Period of Performance Start
- Period of Performance End

**1 FTE x Hours:**

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Rate Table</th>
<th>Source</th>
<th>Rate/Hr</th>
<th>Unit</th>
<th>FTE/Hours</th>
<th>Total</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Fringe Benefit:**

<table>
<thead>
<tr>
<th>% of direct labor cost</th>
<th>$0.00</th>
</tr>
</thead>
</table>

**Overhead:**

<table>
<thead>
<tr>
<th>% of labor &amp; fringe</th>
<th>$0.00</th>
</tr>
</thead>
</table>
### Data from CALC for laborer, grounds maintenance

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Education Level</th>
<th>Min</th>
<th>Max</th>
<th>Std Dev -1</th>
<th>Std Dev +1</th>
<th>Average</th>
<th>Contract</th>
<th>Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laborer (SCA)</td>
<td>High School</td>
<td>1</td>
<td></td>
<td>$17.55</td>
<td>$17.55</td>
<td>$19.92</td>
<td>GS-10F-0279Y</td>
<td>Logistics, LLC</td>
</tr>
<tr>
<td>Material Handling Laborer (SCA)</td>
<td>High School</td>
<td>1</td>
<td></td>
<td>$18.30 +0%</td>
<td>$18.30 +0%</td>
<td>$19.30</td>
<td>GS-10F-0279Y</td>
<td>Logmet, LLC</td>
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<tr>
<td>Additional Labor</td>
<td>High School</td>
<td>0</td>
<td></td>
<td>$18.89 +0%</td>
<td>$18.89 +0%</td>
<td>$20.00</td>
<td>GS-10F-2061A</td>
<td>All Green Electronics</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td>100%</td>
<td></td>
<td></td>
<td>Recycling, Inc.</td>
</tr>
<tr>
<td>Laborer, Grounds Maintenance</td>
<td>High School</td>
<td>0</td>
<td></td>
<td>$20.75</td>
<td>$20.75</td>
<td>$20.75</td>
<td>GS-10F-0281P</td>
<td>Logistics Solutions Group, Inc.</td>
</tr>
</tbody>
</table>
## Estimates for each period

### Base Period

- **Period of Performance Start**: 
- **Period of Performance End**: 
- **1 FTE = 40 Hours**: 1920

### DIRECT LABOR

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Rate Table</th>
<th>Source</th>
<th>Rate/Hr</th>
<th>Unit</th>
<th>FTE/Hours</th>
<th>Total</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>laborer, grounds maintenance</td>
<td>Exempt</td>
<td>CALC</td>
<td>$65.71</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**Total Direct Labor**: $0.00

- **Fringe Benefits**: 0
- **% of direct labor cost**: 0.00

- **Overhead**: 0
- **% of labor & fringe**: 0.00

### OTHER DIRECT COSTS (ODC)

<table>
<thead>
<tr>
<th>Type</th>
<th>Cost</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Summary by Period

<table>
<thead>
<tr>
<th>Item</th>
<th>Base Period</th>
<th>Option Year 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-exempt Labor</td>
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</tr>
<tr>
<td>Exempt Labor</td>
<td>$87,763.20</td>
<td>$87,763.20</td>
</tr>
<tr>
<td>Escalation on Direct Labor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Labor</td>
<td>$87,763.20</td>
<td>$87,763.20</td>
</tr>
<tr>
<td>Fringe</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Overhead</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Material, Equipment</td>
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<tr>
<td>Other ODC</td>
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<td>$0.00</td>
</tr>
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</table>

**Total Cost**

<table>
<thead>
<tr>
<th>Contract Period</th>
<th>Period of Performance</th>
<th>Effective Escalation Rate</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Period</td>
<td></td>
<td></td>
<td>$87,763.20</td>
</tr>
<tr>
<td>1st Option Period</td>
<td></td>
<td></td>
<td>$87,763.20</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$175,526.40</td>
</tr>
</tbody>
</table>

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