

8(a) STARS III Welcome Kit

July 6, 2021

8(a) STARS III Industry Partner,

GSA welcomes you to our portfolio of Small Business Industry Partners. As an elite group of small 8(a) information technology businesses, we believe that with this award, you will continue the tradition of providing superior service to federal customers through the use of Small Business GWACs. We are thrilled to be able to offer federal agencies a highly qualified group of Industry Partners to help them achieve their small disadvantaged business socioeconomic goals.

As you enter this new arena of governmentwide contracts, we realize that you may have many questions. It is our role to help you navigate through the new terrain and assist you with your contractual and customer questions.

We encourage you to contact us for any reason. Whether you have a question, concern, or would like to share your success with the 8(a) STARS III contract, we enjoy hearing from you. We are looking forward to developing relationships with you, and sharing in your success. Congratulations and welcome!

Stephen P. Triplett
Director, Small Business GWAC Division

Sincerely,



Tips on Working with the 8(a) STARS III team

Contact Information

Contact the contracting team at s3@gsa.gov with questions related to:

- 8(a) STARS III contract terms and conditions
- Contract compliance
- Reporting requirements

Contact the business management team (Attn: BD) at s3@gsa.gov with questions on:

- Marketing
- Agency strategy
- Customer support
- Leveraging resources and tools

Contact SBA with questions related to:

- 8(a) eligibility
- 8(a) offer and acceptance process

Reminders

- Respond to requests from the 8(a) STARS III team promptly
- Submit required reports on time and identify the report in the subject line (along with the contract number)
- Keep the GSA contracting team informed of changes to POC, address, email, etc. via s3@gsa.gov

8(a) STARS III GWAC Business Development Checklist

The following items are provided as suggestions for increasing awareness and usage of your 8(a) STARS III GWAC contract:

1. Ensure all associates have read and understand your contract. We also recommend reviewing the 8(a) STARS III Ordering Guide for contracting officers.
2. Familiarize yourself with the Federal Acquisition Regulations Parts 16 and 19 (particularly the Offer and Acceptance process for sole source orders)
3. Share the 8(a) STARS III Welcome Kit information with associates
4. Keep your marketing plan current
5. Familiarize yourself with the 8(a) STARS III GWAC website so you are able to direct customers to documents or contract information
6. Maximize your company's web presence
7. Post 8(a) STARS III GWAC contract information, awards and news releases on your website following guidance in the 8(a) STARS III contract. Provide a hyperlink to www.gsa.gov/stars3 from your website.
8. Add your 8(a) STARS III contract to your company brochure or create a brochure for your 8(a) STARS III GWAC contract. Please review GSA Starmark [guidelines](#) and marketing approval requirements outlined in the 8(a) STARS III contract.
9. Create success stories to represent the types of work performed by your company
10. Notify your existing contacts and customers about your 8(a) STARS III GWAC award
11. Publicize successes achieved due to the 8(a) STARS III GWAC, especially if you are able to create jobs in your community
12. Contact agency small business utilization offices
13. Contact GSA regional offices, especially GSA Offices of Small Business Utilization (Listing of GSA Regional Small Business Utilization Offices and Centers is available [here](#)).
14. Contact GSA Customer Service Directors (www.gsa.gov/csd) to assist with customer efforts
15. Visit with the GSA 8(a) STARS III team via webinar, phone conference or in person (when available)
16. Visit your local procurement Technical Assistance Center (PTAC, <http://www.aptac-us.org/new/>)
17. Encourage customers to participate on conference calls/webinars with the GSA Small Business GWAC team to discuss a new or existing requirement
18. Attend seminars and events. Encourage customers to attend events where the GSA Small Business GWAC team is offering training or exhibiting
19. Consider sponsorship opportunities at conferences or events
20. Consider presenting a workshop at a conference or event that showcases an area of expertise held by your firm.
21. Consider memberships in professional organizations such as the National Contract Management Association
22. Attend federal acquisition courses
23. Notify the 8(a) STARS III GWAC contracting officer of any changes to your organization that will impact your 8(a) STARS III contract. (i.e. contract manager, phone, email, etc.)

Resources available to Contracting Officers

Delegation of Procurement Authority

Before issuing task orders on 8(a) STARS III, federal contracting officers must complete training and receive a Delegation of Procurement Authority (DPA). Delegations of procurement Authority may be obtained by performing any of the learning methods below.

- Review the 8(a) STARS III GWAC [Ordering Guide](#)
- [Attend a regularly scheduled webinar](#);
- Complete online Youtube training (coming soon)
- Request a webinar, conference call, or onsite training at s3@gsa.gov

Upon completion on any of the above, contracting officers may request a DPA at www.gsa.gov/gwacdpa

Advance Scope Compatibility Review

As a service to our customers, GSA offers free scope compatibility reviews for statements of work and proposed modifications to existing orders. This service can help reduce the risk of protest and is a unique benefit of working with GSA.

More information may be found at www.gsa.gov/gwacscopereview

Capability Statement Request

Capabilities statement requests help acquisition professionals determine whether a small business can successfully perform the work — and whether a particular small business GWAC is appropriate — for a particular requirement.

GWAC representatives are available to assist with well-developed capabilities statement requests on behalf of ordering agencies. More information may be found at <https://gsa.gov/portal/content/308705>.

Industry Partner Resources

8(a) STARS III Website – www.gsa.gov/stars3

- 8(a) STARS III Contract - The 8(a) STARS II Contract contains information

regarding pricing, contract types available for orders, the definition of information technology, roles and responsibilities, and references to the Federal Acquisition Regulation (FAR). This information is subject to change.

- Small Business GWAC Ordering Guide - Information only, designed for ordering contracting officers. The 8(a) STARS III Ordering Guide defines roles and responsibilities for the ordering process and provides helpful instructions for using 8(a) STARS III. Specific guidance on the SBA offer/acceptance process is included. This information is subject to change.
- 8(a) STARS III Pricing- currently available via Excel file on the 8(a) STARS III website. In the future, GSA's 8(a) STARS III Pricing Tool will allow users to view fully burdened labor hour ceiling rates for 8(a) STARS III industry partners. This self-service tool will allow acquisition personnel to quickly perform market research to make better business decisions.

[GWAC Dashboards](#) - The GWAC Dashboards are an interactive tool that allows GWAC stakeholders to view and segment GWAC information to make better business decisions. Dashboard users have the ability to explore GWAC data by contract family, federal agency, and industry partner. Additionally, customized reports may be created and downloaded to your computer.

8(a) STARS III Publications* - The 8(a) STARS III GWAC Brochure will be available on the 8(a) STARS III website and free copies may be ordered through [GSA's Centralized Mailing List Service](#).

Other eTools (more information coming soon)

- GSA's eBuy system (an online request for proposals/information tool)
- GSA's CPRM system (for reporting orders/modifications/etc.)

*Please note: limited quantities may be ordered through the [CMLS system](#) by searching the referenced publication number.

8(a) STARS III GWAC Team

As a reminder, all contract inquiries should be sent to S3@gsa.gov.

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Small Business GWAC Division

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8(a) STARS III Website:

www.gsa.gov/stars3

8(a) STARS III E-mail:

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