

HGA simplifies the procurement process for federal, state, and local government through our multiple contract vehicles—**GSA** and **HGACBuy**. Through our competitively procured contracts with GSA and HGACBuy, government agencies have access to HGA's resources without having to go through a complicated and time-consuming procurement process.



The General Services Administration (GSA) offers government agencies a streamlined contracting process to obtain contractor support in a streamlined, cost-effective manner. HGA holds a GSA contract under Schedule 520, Financial and Business Solutions (FABS). The scope of services includes:

SIN 520-21: Program Management Services—Program Management Services encompasses the management of financial and business solutions programs and projects and includes but is not limited to program management, program oversight, project management and program integration of a limited duration. A variety of functions may be utilized to support program integration or project management tasks.

SIN 520-22: Grants Management Support Services—Support and assist federal grants management personnel in managing total grant programs, pre-award, award, post-award and closeout phases of the grants management lifecycle process. Grants management support services may include, but are not limited to the following:

- Planning and writing solicitations and amendments;
- Assisting review panels;
- Assessing compliance of grantee's business and financial management system;
- Assisting awarding agency in ensuring grantee's responsible and accountable use of grant funds;
- Preparing award documents;
- Assisting granting agencies in ensuring that grantee's performance is in full compliance with grant requirements;
- Providing skilled and qualified professional staff to advise and assist government Grant Management Officers, Grant Management Specialists, and other grant management personnel;
- Monitoring performance;
- Advising government personnel in managing Grant Financial Management systems for the control of the complementary financial support of the entire grant management;
- Assisting in management of the project period of performance schedule;
- Assisting in evaluating on-going status reports, final reports, and other deliverable products required under the grant program; and
- Assisting in grant close-out procedures.

Advantages of Using a GSA Schedule Contract

- **Dramatic time savings.** You can typically complete the task order initiation process (as specified in FAR 8.405) very quickly—often in a matter of weeks.
- **Minimal administrative burden.** When you place an order with HGA through our GSA Contract, the order will be considered to have been placed using “full and open competition.”
 - You are not required to synopsise the requirement ahead of time in FedBizOpps. You are typically required to synopsise the award of the task order only if it is funded by the American Recovery and Reinvestment Act.
 - GSA has already determined that prices offered by GSA contractors are “fair and reasonable.”
 - All applicable federal procurement laws and regulations, including small business set-asides and other types of set-asides, already have been applied.
- **No dollar limits** on task orders.
- **Flexibility.** For example, you can set up a Blanket Purchase Agreement (BPA) with HGA, in the event that you do not know the precise amount or types of services that you would like to purchase. You can use the BPA as an ordering device in which all of your offices can participate, allowing them to place orders directly.
- **Direct relationship** with HGA.
 - GSA will not get involved in your selection process.
 - Your agency will not have to transfer funds to GSA and will not have to set up an interagency agreement.
 - HGA will deliver services and invoices directly to your agency. GSA does not inject itself into the client/contractor relationship.



The Houston-Galveston Area Council (H-GAC) is a regional council of governments operating under the laws of the State of Texas and governed by a board comprised of 35 elected officials from the 13 county region. The H-GAC Board awards all contracts, which can then be made available to local governments nationwide through HGACBuy.

Benefits of becoming a member include:

- 200 years of combined purchasing experience;
- Expedited procurement;
- Volume purchasing discounts;
- On-duty professional staff assistance;
- Research & development of technical specifications; and
- Contract administration.

Take Advantage of Our HGACBuy Contract:

1. Join HGACBuy by visiting their website at www.hgacbuy.org/program/interlocal/
2. Work with HGA to develop a scope of work.
3. HGA will submit the scope of work with fee schedule to HGACBuy.
4. HGACBuy will issue a notice to proceed.

Contact Keith Cranford at kcranford@hga-llc.com for more information on procuring our services through GSA or HGACBuy.