

GSA MAS Proposal Support Quote and Agreement

Prepared for: [Client]

Date Issued: [Date1]

Valid Through: [Date2]

Scope of Work

GSA Navigator, LLC (“Navigator”) will develop and submit a GSA Multiple Award Schedule (MAS) proposal for [Client] (“Client”).

Support includes:

1. Document Development: Navigator will review current MAS solicitation requirements and prepare all necessary documentation, including templates (e.g., pricing spreadsheets, project experiences, joint venture agreement information, financials, and technical documentation), ensuring compliance with all solicitation instructions and attachments.
2. Client Collaboration: Upon payment of the initial payment invoice, Navigator will provide a tailored Data Gathering Guide outlining all the information required from Client to develop the proposal.
3. Submission & Clarification Support: Navigator will submit the complete proposal through GSA’s eOffer system. Should GSA request clarifications or additional documentation, Navigator will provide guidance and response support.
4. Post-Award Upload Assistance: Upon award, Navigator will assist in publishing Client’s Authorized FSS Price List to GSA Advantage! using the FAS Catalog Platform (FCP) as required by GSA.

Timeline

Navigator will complete the proposal within 2–3 weeks of receiving all necessary information and documentation from the client.

Pricing

Proposal Preparation Fee: \$8,500

Invoices will be issued by Navigator GSA and sent via email. Payment shall be made by Client on a net 5-day basis and may be made by ACH transfer, bill.com, or via credit card at paypal.com.



30+ Years of
GSA Experience



Trusted by
Contractors Nationwide



Expert Guidance.
Proven Process.



Helping Contractors
Navigate the GSA Journey.

Payment Terms

Payment of 50% of total price at receipt of order (initial payment), 25% three weeks ARO (interim payment), and 25% at provision of a final proposal to Client or six weeks ARO (final payment), whichever is earlier.

In the event that Client decides not to pursue a GSA contract for any reason after the initial payment, no refunds will be made; however, monies can be transferred to other Navigator GSA products or services. Work cannot begin on the proposal until the initial payment is received by Navigator. All required information must be provided by Client within one year of receipt of order or additional fees may be incurred up to the full proposal price. In the event that offerings or pricing change midway or later through the creation of the proposals, Navigator may charge an additional fee for re-work of documentation.

Confidentiality Agreement

Confidential Information refers to any proprietary or sensitive business information disclosed by either party during the engagement, including—without limitation—financials, strategy, pricing, customer data, and intellectual property. Confidential information includes all non-public information that is either marked confidential or reasonably understood to be confidential by industry standards.

Obligations

The receiving party agrees to use the disclosed Confidential Information solely for purposes related to this engagement and to restrict access to only those within their organization with a legitimate need to know, under confidentiality obligations equal to or stricter than this Agreement.

Exclusions

Confidential Information does not include information that:

- Was publicly available at the time of disclosure or becomes public through no fault of the receiving party
- Was lawfully known to the receiving party before disclosure
- Is independently developed without use of the disclosed information
- Is disclosed by a third party with the right to do so

No License

Nothing in this agreement conveys any right, title, or license to use any intellectual property or proprietary materials of the disclosing party.

No Public Disclosure of Relationship

Neither party shall publicly disclose the existence or nature of this agreement without prior written consent from the other. Email may be considered written consent.



Agreement

By signing below, both parties agree to the terms outlined in this Quote Agreement.

[CLIENT]

GSA Navigator, LLC

Signature: _____ Signature: _____

Name: _____ Name: _____

Title: _____ Title: _____

Date: _____ Date: _____





CLIENT INFORMATION / ACTIVITY REQUIREMENTS



REQUIRED CLIENT INFORMATION

- ✓ Basic Contact Information
- ✓ Basic Corporate Information
- ✓ Basic Financial Information
- ✓ Basic Competitor Information
- ✓ Product Information
- ✓ Commercial Pricing and Invoices or Contracts
- ✓ GSA Pricing
- ✓ Project Experience Information



REQUIRED CLIENT ACTIVITIES

- ✓ Complete required GSA training
- ✓ Gather Past Performance Questionnaires from 3 Clients
- ✓ Complete FSS Account Registration



GSA NAVIGATOR DELIVERABLES

- ✓ Completed GSA Proposal Documents
 - Initial Draft
 - Final Draft
- ✓ Complete Proposal Review
- ✓ GSA Proposal Upload
- ✓ GSA Proposal Clarification Documents
- ✓ GSA Proposal Negotiation Assistance
- ✓ GSA Final Proposal Revision
- ✓ GSA Contract Award
- ✓ GSA Contract Registration and Kickoff Assistance
- ✓ Initial Sales Reporting and Mass Modification Assistance
- ✓ Ebuy Overview, and Contract Administration Guidance for six (6) months after award.



PROPOSAL TIMELINE

1

WEEKS ONE AND TWO

- Client Interview
- Kick Off Meeting
- Step One: Introductory Activities
- Step Two: Foundational Activities
- Step Three: Pricing Preparation

2

WEEKS THREE AND FOUR

- Step Four: Document Preparation

3

WEEK FIVE

- Step Five: Draft and Review
- Step Six: Review and Proposal Upload

Proposal Timeline can be condensed or extended based upon customer requirements and level of responsiveness.