



Using FYI's **GSA 738x Schedule** for **Human Resources** is as easy as...**1, 2, 3**

If you are a government buyer, you probably already know how tedious it can be to purchase goods and services. FYI can help you through the initial procurement process and keep it as simple as possible for you to get the ball rolling.

1. Requirements

Time Frame: About 1 Week



Creating a statement of work can be tedious. FYI can help you through this initial process and keep it as simple as possible for you to get the ball rolling.

FYI can help you prepare the details of your project including:

- Duration of project
- Level of effort desired
- Qualifications of staff to be assigned
- Deadlines for work products
- List of deliverables
- Work location
- Necessary clearances



As we help you prepare your requirements, think through what the project will entail, how long it should take to complete, and when you want the project to start.

We can help you prepare your requirements, project scope, duration of the project, and when you want the project to start. Ask that bids be solicited within the next week, if at all possible.

Useful information about FYI to bring to your procurement office:

738x GSA Contract GS-02F-009U, SIN 595-21, and DUNS 175319912.

2. Submit

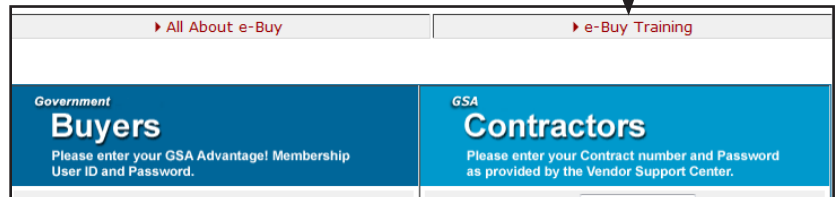
Time Frame: About 1 Week



We are familiar with other reputable companies in our field and can suggest ones to compare for cost and quality, if you wish.



Submit your requirements, suggested vendor(s) including FYI, and all project terms to Procurement. GSA has provided a buyer's tutorial on their website. You can access this tutorial by going to www.ebuy.gsa.gov and locate the e-Buy Training link on the **eBuy homepage**.



3. Award

Time Frame: About 2 Weeks



Once the contract has been awarded, FYI will move ahead quickly, per the project schedule.



Your agency will send us a purchase order or task order and we are then authorized to begin work. Schedule a kickoff meeting, if appropriate, and....let's get started!

