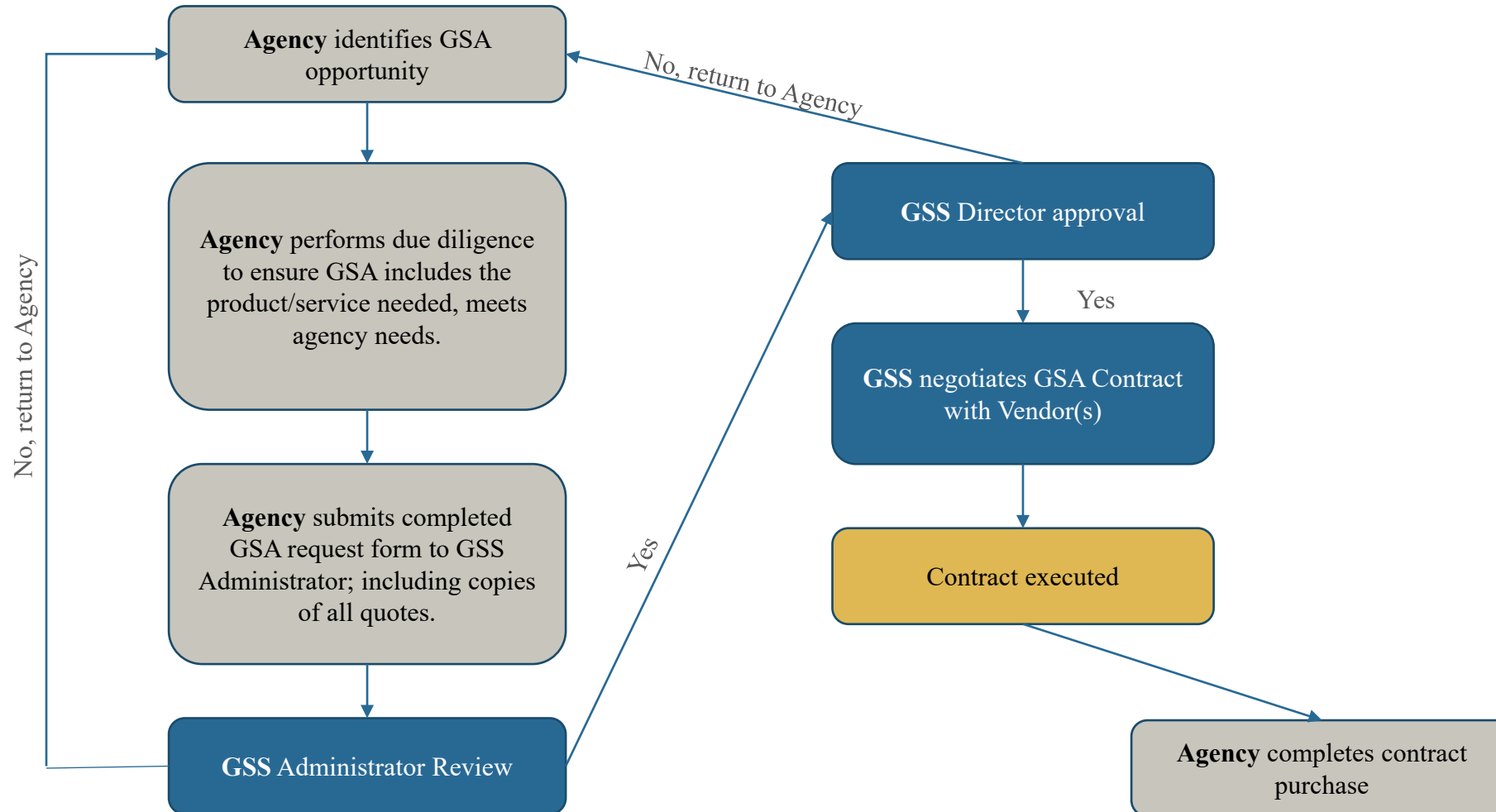


# GSA Contract Process

*September 2023*

# GSA Contract – Overview



# GSA Request

**Agency** with identified need, completes and submits a [GSA Process Request Form](#), documenting their due diligence in selecting the GSA schedule to meet their current need.

**GSS Contract Administrator** reviews the request. If approved, routes it to the Director for final approval. If rejected, communicates with requesting agency.

# GSA Contract Execution

**GSS Contract Administrator** assigns approved GSA requests to a Contract Officer for contract negotiation, execution, and contract management.

*Negotiations on some cooperatives may take time or be unsuccessful.*

# Contract Extension

**Contract Officer** will extend State's participation through a GSA, where extensions are available and executed by GSA, and the Agency identifies a continued need.

Extension, at the State level, cannot occur until complete by GSA level.