

## GSA REGISTRATION PROCEDURES & GUIDELINES (GS-27F-001AA):

1. All GSA registration requests must be entered through our Register A New Project [form](#)
2. Any dealer registering a GSA project must be an Authorized GSA Dealer.

Should a project that is specified with Swiftspace brand products go out to bid, the following Guidelines will apply:

1. Registered dealer who is responsible for the specifications will receive 75% commission should another GSA Participating Dealer respond to the bid as well and be the successful Bidder.
2. Successful dealer will receive 25% dealer commission and their install if also on p.o.

Note: Install is currently not on the schedule and is to be marked Open Market. Normally, agencies like to include on the same p.o. as the product.

Pricing to all GSA dealers will be the same and the only varying factor will be the install.

If a project is not specified with Swiftspace model numbers but converted to Swiftspace, commission will be paid to successful bidder as long as they are an Authorized GSA Dealer and registration was approved by Rob Way.

### **If a project is awarded to a GSA Contract Package Holder, the following is effective:**

1. Contract Package Holder must have Swiftspace in their GSA Contract and be a trained Swiftspace Dealer.

Note: If Swiftspace is not in their Contract, then it will be treated as a Teaming Order. Contract Package Holder must have an account open with Swiftspace and be in goodstanding with Credit.

2. All GSA Contract Package orders must be sent to our Contract Administrator, Larry Ingram & Associates.