

How to Request a Modification (MAS 67)

IMPORTANT NOTICE:

All postaward requests (modifications to add/delete, requests for price adjustments and administrative changes) are required to be submitted electronically thru the GSA eMod Program.

Information on eMods can be found at GSA's eOffer Program website located at <http://eoffer.gsa.gov>. A Digital Certificate is required. Please review the section labeled "Before you begin" and under "If you are submitting an eMod: Item #1; "Do you already have a digital certificate?". Please follow the links on the website as cited above to determine if you qualify. The above website will also provide a link to the Vendor's eMod Training Guide.

Only individuals listed as 'Authorized Negotiators' under the contract, with a Digital Certificate, will be able to utilize eMod. If you are not listed, you may contact your Contracting officer or someone from your company that already has access to eMod and have them add you to the negotiators list.

Please ensure that you include your Contract Number on all communications.

All modification requests must be sent utilizing the GSA eMod Program.

Modifications are to be requested in accordance with the Modification Clause 552.243-72, found within your contract. In order to request a modification for any change (administrative changes, price increases/decreases, product additions/deletions) to your GSA Multiple Award Schedules contract, these steps have to be completed:

- 1) Ensure that the Mod Description field for each mod action on the eMod request includes detailed information such as the following: a statement of what you are requesting, number of items adding/deleting/increases/decreases, etc. and whether or not "all other terms and conditions remain the same".

Product Addition requests must be accompanied by a Letter of Supply from the supplier/dealer, if we do not currently have it on file. If we do, then state so in the Modification Description Field.

- 2) If you change your Point of Contact (POC) or any other information that affects your contract in any way, an eMod request must be submitted.
- 3) Contractors must use the formats provided in the below Post Award Exhibits.
- 4) Contractors are required to justify their Economic Price Adjustment (Clause 552.216-70).

- 5) Once the Modification Request has been received and evaluated by the Contract Specialist/Contracting Officer assigned to your contract and approved, you will receive a notification via the eMod System. Once approved, you can upload your approved modification into the Schedules Input Program, if applicable.
- 6) No information should ever be uploaded on SIP without prior approval from the Contracting Officer.

Notes:

❖ **Please ensure that you attach documents to the eMod System that support your modification request.**

❖ **All products are to be in compliance with the Trade Agreement Act and Executive Order 13423.**

❖ **EPA Comprehensive Procurement Guidelines (CPGs)**

If the products being added meet or exceed the minimum content levels established under the Comprehensive Procurement Guidelines (CPGs) program then the contractor must furnish proof in the form of a copy of the certification from the manufacturer/supplier or a copy of the environmental organization's certification in order for the contractor to be allowed to display the appropriate environmental attributes. Per clause 552.238-72 (c) (2)(iv), the CPG compliance icon may be used in GSA Advantage to identify CPG compliant products only if these products meet or exceed the EPA recommended minimum recovered materials and post-consumer materials levels shown on the above CPG website. These items should also be identified in the contractor's commercial catalogs, brochures, price lists and online product website.

The EPA maintains a list of EPA-designated products in their CPGs to provide Federal agencies purchasing recommendations on specific products in several Recovered Materials Advisory Notices (RMANs). Each RMAN contains recommended recovered and post-consumer material content levels for the specific products designated by EPA (40 CFR part 247 and EO 13423: Strengthening Federal Environmental, Energy, and Transportation Management). Visit the CPG web site at <http://www.epa.gov/cpg> to view the current list of products that must comply with Comprehensive Procurement Guidelines (CPGs). Also, CPG supporting documentations and background information (such as RMANs) can be found at <http://epa.gov/cpg/backgrnd.htm>.

❖ **Product Deletion requests must include the reason for the deletion, such as discontinued items or non compliance under the TAA.**

Please read: Clause 552.238-75, Price Reductions

Clause 552.243-72, Modifications

Clause 552.216-70 Economic Price Adjustment-FSS Multiple Award Schedule Contracts

When requesting an Economic Price Adjustment, please justify your **increase** with support documentation from suppliers and other sources. Also, provide the date the last Economic Price Adjustment was requested and approved.

Clause 52.225-5 Trade Agreements

The list of Designated Countries under the Trade Agreements can be found in the FAR, Part 25, under definitions. <https://www.acquisition.gov/far/> Please check the website for the current listing of Designated Countries.

EXHIBIT 1

POST AWARD – USE FORMAT BELOW WHEN ADDING ITEMS TO EXISTING CONTRACT

SIN	MANUFACTURER NAME	MFR PART NO	DEALER PART NUMBER (if applicable)	PRODUCT NAME	PRODUCT DESCRIPTION	UOI	COMMERCIAL LIST PRICE	MOST FAVORED CUSTOMER (MFC)	DISCOUNT OFFERED TO MFC (%)	MFC PRICE	GSA (%) DISCOUNT (exclusive of the .75% IFF)	GSA PRICE (exclusive of the .75% IFF)	GSA PRICE (inclusive of the .75% IFF)	QUANTITY/VOLUME DISCOUNT	COO

Note: The above format should be recreated in Excel.

Most Favored Customer’s Discount Range (MFC) _____.

GSA’s Discount Range W/O IFF _____.

OR:

MFC Basic Discount _____

GSA Basic Discount _____

Acronyms:

UOI = Unit of Issue

COO = Country of Origin

SIN = Special Item Number

MFC = Most Favored Commercial Customer

IFF = Industrial Funding Fee (Clause 552.238-74) – Fee is .75%, less than 1%

IFF Calculation Example: Base Price = \$100.00

Schedule Price (and therefore the reported price) = \$100/(1-.0075) = \$100.76 (GSA Price w/IFF Included)

Re: Recycled and/or Postconsumer Material Content Column – Refer to the Basic Proposal Checklist under EPA Comprehensive Procurement Guidelines (CPG) for instructions.

The above spreadsheet is the format the proposal discount/pricing chart should be submitted in. The format can be recreated in Excel.

