



GSA Heartland Region

RETURN RECEIPT REQUESTED

02-05-08

Dear Industry Partner:

The Center for Facilities Maintenance and Hardware has developed new procedures for processing modification requests that are submitted through email or through regular mail.

Email Modifications

Effective March 1, 2008, you will be required to submit **email** modifications through a centralized email address. The address for this mail box is as follows:

cfmh.modifications@gsa.gov

You should utilize this address for all future email modification requests. **Effective March 1, 2008** all modification requests submitted via email must follow this procedure.

Hard Copy Modification Requests

With respect to modifications submitted through the mail as hard copy, you must include in the mailing address the following: "Attention: Modification Express Desk"

This procedure will also be effective as of **March 1, 2008**.

Modification requests received after **March 1, 2008** which do not conform to the above will be rejected and must be resubmitted following the correct procedures.

During our Center's Industry Day, February 26-28, there will be a session devoted to modifications and this process will be rolled out.

We believe these new procedures will greatly expedite the processing of modification requests. Please note that this does not affect submission of modifications through Emod. Should you have any questions or concerns, please contact your contracting officer.

Sincerely,

A handwritten signature in cursive script that reads "Debbie Harms".

Debbie Harms
Director, Center for
Facilities Maintenance and Hardware