GSA IT SCHEDULE 70
HEALTH IT SIN 132-56

Contract Modification and New Offer Instruction Package
# TABLE OF CONTENTS

BACKGROUND ................................................................. 3  
PROVISION CHANGES .......................................................... 4  
CONTRACT MODIFICATION INSTRUCTIONS .............................. 6  
CONTRACT MODIFICATION CHECKLIST ..................................... 8  
COVER LETTER TEMPLATE ....................................................... 9  
COMMERCIAL SALES PRACTICES FORMAT (CSP-1) .................... 11  
NEW OFFER INSTRUCTIONS ................................................... 16
BACKGROUND

The General Services Administration (GSA), Federal Acquisition Service (FAS), Office of Information Technology Category (ITC) provides commercial IT products and services through IT Schedule 70. The $15 billion IT Schedule 70 Program is the vehicle through which federal, state, local, and tribal government agency customers can access the latest technology solutions, making it critical for GSA to adapt to its customers’ new and growing needs.

One of the fastest growing technology trends in both government and private sector is Health Information Technology (IT) services. As such, the IT Schedule 70 Program launched a new Health IT Special Item Number (SIN). The new Health IT SIN will certainly increase the visibility and access of Health IT services to customer agencies. Industry partners, small and large, will have the opportunity to differentiate their Health IT services from other IT related services within the IT Schedule 70 program.

The Health IT SIN provides agencies with an easy to find, easy to buy central location to research and compare pre-qualified Health IT service providers. Health IT-focused buyers benefit from greater visibility into company offerings than if the services were listed under any other existing SIN, where they are possibly mixed in with non-Health IT services. The Health IT SIN offers a wide range of Health IT services to include connected health, electronic health records, health information exchanges, health analytics, personal health information management, innovative Health IT solutions, health informatics, emerging Health IT research, and other Health IT services.
PROVISION CHANGES

The affected regulations to the IT Schedule 70 Program Solicitation Number: FCIS-JB-980001-B for the SIN 132-56 - Health IT includes the following:

APPLICABLE REGULATIONS

a) SCP-FSS-004 SPECIFIC PROPOSAL INSTRUCTIONS FOR SCHEDULE 70 (DEC 2014)

b) CI-FSS-152-N ADDITIONAL EVALUATION FACTORS FOR NEW OFFERORS UNDER SCHEDULE 70 (OCT 2015)

SCP-FSS-004 SPECIFIC PROPOSAL INSTRUCTIONS FOR SCHEDULE 70 (DEC 2014)

With the change, industry partners interested in the Health IT SIN must address a fourth technical factor as described below:

(1) Factor Four – Relevant Project Experience: The industry partners must submit a narrative demonstrating relevant Health IT project experience. The description must demonstrate the industry partner’s experience in the SIN 132-56 - Health IT services. The project experiences must be three (3) completed or ongoing project(s), similar in size and complexity to the effort contemplated and in sufficient detail for the Government to perform an evaluation. Each description must clearly identify the specific services being proposed under the SIN. Companies can use commercial or government experience as a prime or as a subcontractor. Each example shall have been completed within the last three years.

Within the two-page limitation, the project narrative must include the following elements:

i. The narrative must include a description of three (3) relevant projects, not to exceed two (2) pages per project. Each description must clearly indicate the Health IT SIN, and identify the specific services being proposed under the SIN. Companies can use commercial or government experience as a prime or as a subcontractor.

Each project description must also address the following elements:

(A) Detailed description of SIN-relevant work performed and results achieved;
(B) Methodology, tools, and/or processes utilized in performing the work;
(C) Demonstration of compliance with any applicable laws, regulations, Executive Orders, OMB Circulars, professional standards, etc.;
(D) Project schedule (i.e., major milestones, tasks, deliverables), including an explanation of any delays;
(E) How the work performed is similar in scope and complexity to the work solicited under the Health IT SIN;
(A) Demonstration of required specific experience and/or special qualifications detailed under the Health IT SIN.

**CI-FSS- 152-N ADDITIONAL EVALUATION FACTORS FOR NEW OFFERORS UNDER SCHEDULE 70 (OCT 2015)**

(A) Within the two-page limitation for each project narrative, offerors shall outline the following for proposed SINs 132-56:

1) Provide background information on the project or projects presented to demonstrate Health IT expertise;
2) Outline how the project or projects are related to the proposed Health IT SIN;
3) Submit summary of the final deliverables for the noted project or projects;
4) Offerors shall demonstrate that the tasks performed are of a similar complexity to the work solicited under this solicitation;
5) Provide the following information for each project submitted:
   i. Project/Contract Name;
   ii. Project Description;
   iii. Dollar Amount of Contract;
   iv. Project Duration, which includes the original estimated completion date and the actual completion date; and
   v. Point of Contact and Telephone Number.

In addition to the Health IT-specific project experience requirement, industry partners must ensure all information listed on the prospective checklist for contract modification or new offer is included in their request.

Existing IT Schedule 70 contract holders must submit a contract modification to add the Health IT SIN and the labor categories. Prospective industry partners must submit a new offer proposing the Health IT SIN and the labor categories. Both current industry partners submitting contract modifications and perspective industry partners submitting new offers may participate in the GSA IT Schedule 70 - FAST Lane program. By participating in the FAST Lane, industry partners get shorter processing times for IT Schedule 70 contract actions:

- Less than 48 hours for contract modifications; and
- New offers evaluated in as quickly as 45 days.

Once you have submitted the contract modification or new offer request, notify the FAST Lane team by sending an email to FASTLane@gsa.gov. The following information must be included in the email:

- **SUBJECT LINE** - FAST LANE CONTRACT MODIFICATION/NEW OFFER
- **BODY**: Contract Number/New Offer code
CONTRACT MODIFICATION INSTRUCTIONS

ADD HEALTH IT SIN and LABOR CATEGORIES (Required Documents)

ALL industry partners with existing IT Schedule 70 contracts must submit a modification request to add the Health IT SIN and labor categories. The modification request must include all documents listed on the contract modification checklist.

Some of the documents required for submitting a contract modification to the FAST Lane program include, but are not limited to the following:

- **COVER LETTER** - To add labor categories and the Health IT SIN, submit a cover letter (see template on page 8) and all items required by the Additions Checklist (based on the option selected). Itemize the new information according to the type of addition requested. Be sure to include a proposed GSA price list incorporating the proposed changes. Note: commercial sales of the new services must be included in the sales figures provided in the CSP, paragraph 1. New labor categories cannot be added to the contract unless the Contracting Officer (CO) can determine that the prices offered are “fair and reasonable.” Provide any available information to assist the CO in making this decision, including price comparisons for all services being added.

- **FAST LANE PRICING PROPOSAL SPREADSHEET** - The proposed pricing structure must be consistent with commercial practices. Pricing must be clearly identified as being based either on a “Commercial Price list” or a “Commercial Market Price”, as defined in FAR 2.101 (see “Catalog Price” and “Market Prices” under the definition of “Commercial Item”). As such, the FAST Lane Pricing Proposal Spreadsheet Template must be completed in its entirety. The FAST Lane Proposal Price list includes tabs with the Information Page Read First, Labor Categories Proposal Price list, Labor Category Matrix and the Commercial Practice Chart (CPC).
  - **LABOR MATRIX WORKBOOK TAB** - Provide three (3) or more of your best (lowest priced) contracts, as necessary, for comparison with labor rates being offered to the government. Rates offered to the government should not be higher than your BEST (LOWEST) RATES under any contract shown. Insert your commercial rate and provide a copy of your commercial catalog or price list. An effective date should be printed on the catalog or price list. If you don’t have or publish a printed commercial pricelist make a statement to that effect and provide the page(s) from the contracts (commercial or government) established above that reflect each labor category and the agreed to rate(s).
  - **COMMERCIAL PRACTICE CHART (CPC) WORKBOOK TAB** - Complete the CPC for the SIN and labor categories being proposed. Please indicate: (1) the offered discount for the new labor category/SINs, and (2) the offered discount for each customer. If your company does not sell to a listed customer category, type in the row, “does not sell to this customer”. Please ensure all discounts,
concessions, rebates, etc. are fully disclosed on the form. All information is auditable by the Office of Inspector General (OIG). The CPC must be signed and dated by an authorized negotiator on the contract.

- **COMMERCIAL SALES PRACTICE FORMAT (CSP-1)** - Commercial Sales Practices Format for the labor categories proposed, indicating the offered discount for the new labor category/SIN. Please note that the commercial sales figures provided on the CSP must only be for the new labor categories/SIN that are proposed to be added to the contract.

- **PRICING SUPPORT DOCUMENTATION** - Submit pricing documentation for the labor categories being added. Supporting pricing documentation may consist of copies of invoices, contracts, etc., and must be submitted with the offer. There must be a clear and relevant relationship between the supporting document and the proposed price it is meant to substantiate. Each supporting document must be clearly labeled with the name of the corresponding proposed labor category.

Upon receipt of the documents listed on the checklist, the CO will conduct a review. The CO will ensure all submitted documents are accurate and complete. It is our goal to provide customers the approved contract modification as soon as possible. Should the CO have any clarifications, the industry partner should respond to deadline specified by the CO. Should the industry partner not be able to respond promptly to the CO’s stated deadline and not provide all documents, the modification request will be removed from the FAST Lane. In addition, the modification SHALL only be Health IT SIN related. Any other modifications will be moved out of the FAST Lane program.

Upon submission of the modification, notify the FAST Lane team of the contract modification request at FASTLane@gsa.gov.
CONTRACT MODIFICATION CHECKLIST

___ Signed/Dated cover letter (include all information below)
___ Relevant Project Experience (Completed or Ongoing)
___ Labor Category Descriptions
___ Commercial Price List (Internal Labor Rates, Market Rate Sheet, etc)
___ FAST LANE Price Proposal Spreadsheet (see attached template – includes Labor Category Matrix and Commercial Practice Chart)
___ CSP-1 Document
___ Revised GSA Price List (to include the proposed new items)
___ Awarded Final Proposal Revision (FPR) Letter
___ Pricing Support Documentation shall include at least one of the following:
   ___ Invoices; at least 2-3 per labor category and/or provide a sampling of invoices for the services affected by the modification.
   ___ Previously Awarded Contracts/Orders (Government or Commercial contracts).
   ___ Quote Sheets (which are quotes submitted in response to competitive solicitations.)

*To submit the contract modification, Add SIN and Add Labor Categories modification types must be selected in eOffer. The documents listed above must be uploaded as part of the modification request.
COVER LETTER TEMPLATE

(ADD LETTER TO COMPANY’S LETTERHEAD)

PLEASE INCLUDE THE FOLLOWING INFORMATION IN YOUR COVER LETTER WHEN ADDING A SIN AND LABOR CATEGORIES TO THE EXISTING CONTRACT:

Date:

Company Name:
Business Address
DUNS:
Authorized Negotiator:
Phone:
Email:

Re: Modification Request: Add Health IT - SIN 132-56 and Labor Categories to Contract Number GS-35F-XXXXX

The following information applies to the submission of this modification request:

1. Offered GSA Basic Discount for this modification

2. Most Favored Customer:

3. Prompt Payment Discount:
   (If none offered, show the Net term, i.e., Net 30 days. How does this compare with already awarded payment discounts? The payment discount applies to the entire contract. If your contract already has a payment discount awarded, these items are also covered by the existing payment discount.)

4. Quantity/Volume Discount:
   (Show the percentage and quantity/dollar level.) (List by individual SIN if discount differs between SINs or is different for this modification.)

5. Other Discounts/Concessions:

6. Cooperative Purchasing? YES / NO (Note: if you are adding labor categories under a previously awarded SIN, the previously established Cooperative Purchasing status for
the SIN will apply to the new labor categories, unless a modification is requested and issued to change the status.

7. The estimated change to the contract value is:

With the best of my knowledge, I affirm the following statements:

- There has not been any disruptions that should trigger a price reduction, in accordance with the IAW Price reduction clause;
- The labor categories being added are not substantially equal to previously deleted labor categories which had a lower schedule price;
- All other clauses, terms and conditions of the contract referenced above remain the same;
- The Commercial Practice Chart (CPC) has not changed; and
- (If not manufactured and no commercial sales – “There are no sales to the general public”).

__________________________      _____________
Signature                                                  Date

______________________________
Printed Name of Authorized Negotiator/Contract Administrator
COMMERCIAL SALES PRACTICES FORMAT (CSP-1)

Name of Offeror:

SIN(s): 132-56 Health IT

Note: Please refer to clause 552.212-70, PREPARATION OF OFFER (MULTIPLE AWARD SCHEDULE), for additional information concerning your offer. Provide the following information for each SIN (or group of SINs or Sub SIN for which information is the same).

1) Provide the dollar value of sales to the general public at or based on an established catalog or market price during the previous 12-month period or the offerors last fiscal year: $_________. State beginning and ending of the 12 month period. Beginning ______ Ending ______. In the event that a dollar value is not an appropriate measure of the sales, provide and describe your own measure of the sales of the item(s).

2) Show your total projected annual sales to the Government under this contract for the contract term, excluding options, for each SIN offered. If you currently hold a Federal Supply Schedule contract for the SIN the total projected annual sales should be based on your most recent 12 months of sales under that contract.

<table>
<thead>
<tr>
<th>Special Item No.</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>132-3</td>
<td>Leasing of Product</td>
<td></td>
</tr>
<tr>
<td>132-4</td>
<td>Daily / Short Term Rental</td>
<td></td>
</tr>
<tr>
<td>132-8</td>
<td>Purchase of New Equipment</td>
<td></td>
</tr>
<tr>
<td>132-9</td>
<td>Purchase of Used or Refurbished Equipment</td>
<td></td>
</tr>
<tr>
<td>132-12</td>
<td>Maintenance of Equipment, Repair Services and/or Repair/Spare Parts</td>
<td></td>
</tr>
<tr>
<td>132-32</td>
<td>Term Software Licenses</td>
<td></td>
</tr>
<tr>
<td>132-33</td>
<td>Perpetual Software Licenses</td>
<td></td>
</tr>
<tr>
<td>132-34</td>
<td>Maintenance of Software</td>
<td></td>
</tr>
<tr>
<td>132-50</td>
<td>Training Courses</td>
<td></td>
</tr>
<tr>
<td>132-51</td>
<td>Information Technology Professional Services</td>
<td></td>
</tr>
<tr>
<td>132-52</td>
<td>Electronic Commerce and Subscription Services</td>
<td></td>
</tr>
<tr>
<td>132-53</td>
<td>Wireless Services</td>
<td></td>
</tr>
<tr>
<td>132-54</td>
<td>Commercial Satellite Communications (COMSATCOM) Transponded Capacity</td>
<td></td>
</tr>
<tr>
<td>132-55</td>
<td>Commercial Satellite Communications (COMSATCOM) Subscription Services</td>
<td></td>
</tr>
<tr>
<td>132-60A</td>
<td>Electronic Credentials, Not Identity Proofed (Assurance Level 1 – OMB M-04-04) Managed Service Offering</td>
<td></td>
</tr>
<tr>
<td>132-60B</td>
<td>Electronic Credentials, Identity Proofed (Assurance Level 2 – OMB M-04-04) Managed Service Offering</td>
<td></td>
</tr>
<tr>
<td>132-60C</td>
<td>Digital Certificates, including ACES (Assurance Level 3 and 4 – OMB M-04-04)</td>
<td></td>
</tr>
<tr>
<td>132-60D</td>
<td>E-authentication Hardware Tokens</td>
<td></td>
</tr>
<tr>
<td>132-60E</td>
<td>Remote Identity and Access Managed Service Offering</td>
<td></td>
</tr>
</tbody>
</table>
Special Item No. 132-60F Identity and Access Management Professional Services $______________
Special Item No. 132-61 Public Key Infrastructure (PKI) Shared Services Provider (SSP) Program $______________
Special Item No. 132-62 HSPD-12 Product and Service Components $______________
Special Item No. 132-100 Ancillary Supplies and/or Services $______________

3) Based on your written discounting policies (standard commercial sales practices in the event you do not have written discounting policies), are the discounts and any concessions which you offer the Government equal to or better than your best price (discount and concessions in any combination) offered to any customer acquiring the same items regardless of quantity or terms and conditions? YES / NO. (See definition of "concession" and "discount" in 552.212-70.)

4) (a) Based on your written discounting policies (standard commercial sales practices in the event you do not have written discounting policies), provide information as requested for each SIN (or group of SINs for which the information is the same) in accordance with the instructions at Figure 515.2, which is provided in this solicitation for your convenience. The information should be provided in the chart below or in an equivalent format developed by the offeror. Rows should be added to accommodate as many customers as required.

<table>
<thead>
<tr>
<th>COLUMN 1 CUSTOMER</th>
<th>COLUMN 2 DISCOUNT</th>
<th>COLUMN 3 QUANTITY/VOLUME</th>
<th>COLUMN 4 FOB TERM</th>
<th>COLUMN 5 CONCESSIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

 Table 1: Example table to provide information as requested for each SIN (or group of SINs for which information is the same) in accordance with the instructions at Figure 515.2

(b) Do any deviations from your written policies or standard commercial sales practices disclosed in the above chart ever result in better discounts (lower prices) or concessions than indicated? YES / NO. If YES, explain deviations in accordance with the instructions at Figure 515.4-2, which is provided in this solicitation for your convenience.

5) If you are a dealer/reseller without significant sales to the general public, you should provide manufacturers' information required by paragraphs (1) through (4) above for each item/SIN offered, if the manufacturer's sales under any resulting contract are expected to exceed $500,000. You must also obtain written authorization from the manufacturer(s) for Government access, at any time before award or before agreeing to a modification, to the manufacturer's sales records for the purpose of verifying the information submitted by the manufacturer. The information is required in order to enable the Government to make a determination that the offered price is fair and reasonable. To expedite the review and processing of offers, you should advise the manufacturer(s) of
this requirement. The contracting officer may require the information be submitted on electronic media with commercially available spreadsheet(s). The information

6) If the manufacturer's item(s) is being offered by multiple dealers/resellers, only one copy of the requested information should be submitted to the Government. In addition, you must submit the following information along with a listing of contact information regarding each of the manufacturers whose products and/or services are included in the offer (include the manufacturer's name, address, the manufacturer's contact point, telephone number, and FAX number) for each model offered by SIN:

   a) Manufacturer's Name  
   b) Manufacturer's Part Number  
   c) Dealer's/Reseller's Part Number  
   d) Product Description  
   e) Manufacturer's List Price  
   f) Dealer's/Reseller's percentage discount from List Price or net prices

Figure 515.4-2-Instructions for Commercial Sales Practices Format

If you responded "YES" to question (3), on the COMMERCIAL SALES PRACTICES FORMAT, complete the chart in question (4)(a) for the customer(s) who receive your best discount. If you responded "NO" complete the chart in question (4)(a) showing your written policies or standard sales practices for all customers or customer categories to whom you sell at a price (discounts and concessions in combination) that is equal to or better than the price(s) offered to the Government under this solicitation or with which the Offeror has a current agreement to sell at a discount which equals or exceeds the discount(s) offered under this solicitation. Such agreement shall be in effect on the date the offer is submitted or contain an effective date during the proposed multiple award schedule contract period. If your offer is lower than your price to other customers or customer categories, you will be aligned with the customer or category of customer that receives your best price for purposes of the Price Reduction clause at 552.238-75. The Government expects you to provide information required by the format in accordance with these instructions that is, to the best of your knowledge and belief, current, accurate, and complete as of 14 calendar days prior to its submission. You must also disclose any changes in your price list(s), discounts and/or discounting policies which occur after the offer is submitted, but before the close of negotiations. If your discount practices vary by model or product line, the discount information should be by model or product line as appropriate. You may limit the number of models or product lines reported to those which exceed 75% of actual historical Government sales (commercial sales may be substituted if Government sales are unavailable) value of the special item number (SIN).

Column 1-Identify the applicable customer or category of customer. A "customer" is any entity, except the Federal Government, which acquires supplies or services from the Offeror. The term customer includes, but is not limited to original equipment manufacturers, value added resellers, state and local governments, distributors, educational institutions (an elementary,
junior high, or degree granting school which maintains a regular faculty and established curriculum and an organized body of students), dealers, national accounts, and end users. In any instance where the Offeror is asked to disclose information for a customer, the Offeror may disclose information by category of customer if the offeror's discount policies or practices are the same for all customers in the category. (Use a separate line for each customer or category of customer.)

**Column 2-Identify the discount.** The term "discount" is as defined in solicitation clause 552.212-70, Preparation of Offer (Multiple Award Schedule). Indicate the best discount (based on your written discounting policies or standard commercial discounting practices if you do not have written discounting policies) at which you sell to the customer or category of customer identified in column 1, without regard to quantity; terms and conditions of the agreements under which the discounts are given; and whether the agreements are written or oral. Net prices or discounts off of other price lists should be expressed as percentage discounts from the price list which is the basis of your offer. If the discount disclosed is a combination of various discounts (prompt payment, quantity, etc.), the percentage should be broken out for each type of discount. If the price lists which are the basis of the discounts given to the customers identified in the chart are different than the price list submitted upon which your offer is based, identify the type or title and date of each price list. The contracting officer may require submission of these price lists. To expedite evaluation, offerors may provide these price lists at the time of submission.

**Column 3-Identify the quantity or volume of sales.** Insert the minimum quantity or sales volume which the identified customer or category of customer must either purchase/order, per order or within a specified period, to earn the discount. When purchases/orders must be placed within a specified period to earn a discount indicate the time period.

**Column 4-Indicate the FOB delivery term for each identified customer.** See FAR 47.3 for an explanation of FOB delivery terms.

**Column 5-Indicate concessions regardless of quantity granted to the identified customer or category of customer.** Concessions are defined in solicitation clause 552.212-70, Preparation of Offers (Multiple Award Schedule). If the space provided is inadequate, the disclosure should be made on a separate sheet by reference.

If you respond "YES" to question 4 (b) in the Commercial Sales Practices Format, provide an explanation of the circumstances under which you deviate from your written policies or standard commercial sales practices disclosed in the chart on the Commercial Sales Practices Format and explain how often they occur. Your explanation should include a discussion of situations that lead to deviations from standard practice, an explanation of how often they occur, and the controls you employ to assure the integrity of your pricing. Examples of typical deviations may include, but are not limited to, one time goodwill discounts to charity organizations or to compensate an otherwise disgruntled customer; a limited sale of obsolete or damaged goods; the sale of sample goods to a new customer; or the sales of prototype goods for testing purposes.
If deviations from your written policies or standard commercial sales practices disclosed in the chart on the Commercial Sales Practices Format are so significant and/or frequent that the Contracting Officer cannot establish whether the price(s) offered is fair and reasonable, then you may be asked to provide additional information. The Contracting Officer may ask for information to demonstrate that you have made substantial sales of the item(s) in the commercial market consistent with the information reflected on the chart on the Commercial Sales Practice Format, a description of the conditions surrounding those sales deviations, or other information that may be necessary in order for the Contracting Officer to determine whether your offered price(s) is fair and reasonable. In cases where additional information is requested, the Contracting Officer will target the request in order to limit the submission of data to that needed to establish the reasonableness of the offered price.
NEW OFFER INSTRUCTIONS

NEW OFFER SUBMISSION

New Industry partners seeking to obtain an IT Schedule 70 contract will need to provide information prescribed within the IT Schedule 70 Solicitation - FCIS-JB-980001-B (Refresh #38). The industry partners seeking to participate in the IT Schedule 70 program should visit the IT Schedule 70 Roadmap, which provides guidance to help you understand and submit an offer to IT Schedule 70. New industry partners MUST use GSA’s eOffer/eMod portal to apply for the IT Schedule 70 Health IT SIN.

The prospective industry partner must submit all required documents listed in the solicitation. Each document must be current, accurate and complete upon submission. The IT Schedule 70 Roadmap will assist in ensuring all required documents have been submitted and are ready to be processed within 45 days.

Generally, solicitation required information includes, but is not limited to:

**Administrative**
1. Pathway to Success Training
2. Readiness Assessment Training
3. Registration
   a. Systems for Award Management (SAM)
   b. D-U-N-S
   c. Open Ratings Report
   d. Digital Certificate
4. Certified Financial Statements (Income Statement, Balance Sheet, and GSA Form 527)
5. Any Potential Local, State, or Federal Business Procurements

**Technical**
1. Relevant Project Experience (Completed or Ongoing)

**Pricing**
1. FAST Lane Price Proposal Template
2. Pricing Support Documentation
3. Labor Category Matrix
4. Price Narrative
5. Commercial Sales Practice Format -1

**Note - The CO reserves the right to request additional information to ensure a current, complete and accurate contract file, as well as, determine that the pricing submitted is fair and reasonable.**