

[INSTRUCTION: PRINT ON COMPANY LETTERHEAD AND SIGN BY AUTHORIZED NEGOTIATOR – AUTHORIZED TO SIGN]

MULTIPLE AWARD SCHEDULE (MAS) COVER LETTER SAMPLES Summer 2021

OVERVIEW

The GSA Federal Acquisition Service (FAS) developed these cover letters to assist contractors with the information outlined in the [MAS Modification Guidance](#). Multiple Award Schedule (MAS) contract holders should fill in the information noted in blue text for each sample submitted. These cover letters are samples only; please customize according to your specific needs. Information can be added and/or deleted as needed for each requested mod type.

SAMPLE COVER LETTER ADMINISTRATIVE MODIFICATION REQUEST

Date: [\[insert date\]](#)

General Services Administration
Federal Acquisition Service (FAS)
Multiple Award Schedule Program
[\[GSA Contracting Official Name\]](#)
[\[Insert Contracting Official Address\]](#)

Re: Request for Administrative Change(s) to MAS Contract Number [\[insert MAS Contract Number\]](#)

Dear [\[Name of Contracting Official\]](#),

[\[Insert Contract Holder's name\]](#) is proposing administrative changes to its MAS contract. A summary of the proposed administrative change(s) is/are as follows:

Administrative Change(s)

Subtypes:

- Address Change
- Contract Administration/Point of Contact (POC)
- Authorized Negotiator
- Email Address Change
- Fax Change
- Industrial Funding Fee (POC)
 - Point of Contact for Manufacturers/Dealers/Resellers
- Order Point of Contact (POC)
- Telephone Change
- Website Address Change

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[Provide information detailing request for selected subtype. See MAS Modification Guidance for support]

In addition, as an authorized representative for the Contract Holder, by signing this document I state the following to the best of my knowledge and belief:

- All other clauses, terms and conditions of the contract referenced above remain the same.

If you have any questions regarding this request, please contact [insert point-of-contact] at [insert point-of-contact telephone number and email address].

Sincerely,

/s/

[Name of Authorized Negotiator and/or Corporate Official]¹
[Title of Authorized Negotiator or Corporate Official]

Attachment(s):

MODIFICATION CHECKLIST (see MAS Modification Guidance for attachment):

- Modification Cover Letter signed by Authorized Negotiator or Corporate Official
- if applicable, Agent Authorization Letter
- if applicable, SAM Record
- if applicable, other documentation

¹ Only use a Corporate Official's signature when an Authorized Negotiator has no access to the eMod system and/or is no longer an employee of the company/contract holder. GSA recommends at least two Authorized Negotiators for the MAS Contract.

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**SAMPLE LETTER
PRODUCT ADDITION MODIFICATION
NON-TDR**

Date: [insert date]

General Services Administration
Federal Acquisition Service (FAS)
Multiple Award Schedule Program
[GSA Contracting Official Name]
[Insert Contracting Official Address]

Re: Request for Product Addition to MAS Contract Number [insert MAS Contract Number]

Dear [Name of Contracting Official],

[Insert Contract Holder's name] hereby proposes to add [insert # of products] products to its MAS contract under Special Item Number ("SIN") [insert SIN number(s)]. The additions are based on [insert Manufacturer's name] effective [insert date of commercial catalog].

The proposed standard discount for the proposed offerings is [insert discount (percentage) or range for standard discounts] that have been previously negotiated]

or

[insert the following language if the standard discount changed or is different from what is currently awarded on the contract, "The proposed standard discount for the proposed offerings is [insert discount (percentage) or standard discount range] that has not been previously negotiated."]

In addition, as an Authorized Negotiator for the above-referenced contract, by signing this document I state the following to the best of my knowledge and belief:

- a) All items offered are compliant with the Trade Agreements Acts;
- b) Freight on Board (FOB) Terms is Destination OR Origin;
- c) Delivery After Receipt of Order (ARO);
Normal: Days ARO
Expedited: Days ARO
- d) Modification is being submitted under the latest refresh number;
- e) All Items offered are Energy Star Compliant, if applicable;
- f) The items being added are not substantially equal to previously deleted items which had a lower Schedule price;
- g) Any hazardous material to be delivered under this contract is identified.

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(52.223-3 Hazardous Material Identification and Material Safety Data (Jan 1997) Alternate I (July 1995)), if applicable;

- h) All other clauses, terms and conditions of the contract referenced above remain the same;
- i) The price for the item(s) is in accordance with the current terms and conditions of the contract;
- j) All pricing reflects the 0.75% Industrial Funding Fee (IFF) and it is not being absorbed;
- k) I certify to the best of my knowledge that the information I provided is current, complete and accurate. All other terms and conditions remain the same.

A copy of the updated proposed **Authorized MAS Pricelist** entails the currently awarded terms & conditions with awarded offerings as well as the proposed offerings requested in the above-referenced modification.

If you have any questions regarding this request, please contact [insert point-of-contact] at [insert point-of-contact telephone number and email address].

Thank you,

/s/

[Name of Authorized Negotiator and/or Corporate Official]
[Title of Authorized Negotiator or Corporate Official]

Attachments

MODIFICATION CHECKLIST (See MAS Modification Guide for attachments):

- Modification Cover Letter signed by Authorized Negotiator or Corporate Official
- Commercial Pricelist
- Discount Matrix Sheet (formerly, CSP Chart)
- Price Proposal Template
- Product Literature/Technical Information
- if applicable, Letter of Supply
- if applicable, other documentation

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**SAMPLE LETTER
ADDITION OF SIN MODIFICATION
NON-TDR**

Date: [insert date]

General Services Administration
Federal Acquisition Service (FAS)
Multiple Award Schedule Program
[GSA Contracting Official Name]
[Insert Contracting Official Address]

Re: Request for Addition of SIN(s) to MAS Contract Number [insert MAS Contract Number]

Dear [Name of Contracting Official],

[Insert Contract Holder's name] hereby requests the addition of Special Item Number ("SIN") [insert SIN number(s)] to the above-referenced contract and to add [insert # of items] [products/services/solutions] to the above-mentioned contract. The additions are based on [insert supporting pricing information] effective [insert date of commercial catalog].

The proposed standard discount for the proposed offerings is [insert discount (percentage) or standard discount range].

In addition, as an Authorized Negotiator for the above-referenced contract, by signing this document I state the following to the best of my knowledge and belief:

- a) All items offered are compliant with the Trade Agreements Act;
- b) This modification is subject to Cooperative Purchasing and/or Disaster Recovery Purchasing (if applicable);;
- c) Modification is being submitted under the latest refresh number;
- d) Place of Performance is identified in the updated proposed **Authorized MAS Pricelist**;
- e) The items being added are not substantially equal to previously deleted items which had a lower schedule price;
- f) All other clauses, terms and conditions of the contract referenced above remain the same;
- g) The price for the item(s) is in accordance with the current terms and conditions of the contract;
- h) All pricing reflects the 0.75% Industrial Funding Fee (IFF) and it is not being absorbed;

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- i) I am submitting a MAS Consolidation Phase 3 streamlined Add SIN modification request to consolidate Non-Surviving MAS Contracts into a single Surviving MAS contract (if applicable);
- j) I certify to the best of my knowledge that the information I provided is current, complete and accurate. All other terms and conditions remain the same.

A copy of the updated proposed **Authorized MAS Pricelist** entails the currently awarded terms & conditions with awarded offerings as well as the proposed offerings requested in the above-referenced modification.

If you have any questions regarding this request, please contact [insert point-of-contact] at [insert telephone number and email address].

Thank you,

/s/

[Name of Authorized Negotiator and/or Corporate Official]
[Title of Authorized Negotiator or Corporate Official]

Attachments

MODIFICATION CHECKLIST (See MAS Modification Guide for attachments):

- Modification Cover Letter signed by Authorized Negotiator
- Commercial Pricelist
- Discount Matrix Sheet (formerly, CSP Chart)
- Price Proposal Template
- if applicable, Letter of Supply
- if applicable, other documentation

[INSTRUCTION: PRINT ON COMPANY LETTERHEAD AND SIGN BY AUTHORIZED NEGOTIATOR – AUTHORIZED TO SIGN]

**SAMPLE LETTER FOR CONTRACTORS
THE ADDITION OF SERVICES/LABOR CATEGORIES
NON-TDR**

Date: [insert date]

General Services Administration
Federal Acquisition Service (FAS)
Multiple Award Schedule Program
[GSA Contracting Official Name]
[Insert Contracting Official Address]

Re: Request for Addition of Services/Labor Categories to MAS Contract Number [insert MAS Contract Number]

Dear [GSA Contracting Official Name],

This is a request to add [insert # of labor categories] labor categories under Special Item Number (SIN) [insert SIN number(s)]. The addition(s) is/are based on [insert contractor's name] published or unpublished commercial catalog or Market Rate Sheet effective [insert date of commercial catalog].

The proposed standard discount for the proposed offerings is [insert discount (percentage) or standard discount range].

In addition, as an authorized representative for the Contract Holder, I state the following to the best of my knowledge and belief:

- a) The labor category(ies) being added is/are not substantially equal to previously deleted labor category(ies) which had a lower schedule price;
- b) The price(s) for the service(s) is/are in accordance with the current terms and conditions of the contract;
- c) The commercial sales practices have not changed;
- d) Modification is being submitted under the latest refresh number;
- e) All pricing reflects the 0.75% Industrial Funding Fee (IFF) and it is not being absorbed;
- f) All services(s) offered are compliant with the Trade Agreements Act;
- g) I certify to the best of my knowledge that the information I provided is current, complete and accurate. All other terms and conditions remain the same.

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If you have any questions regarding this request, please contact [insert point-of-contact] at [insert telephone number and email address].

Thank you,

/s/

[Name of Authorized Negotiator and/or Corporate Official]
[Title of Authorized Negotiator or Corporate Official]

Attachments

MODIFICATION CHECKLIST (See MAS Modification Guide for attachments):

- Modification Cover Letter signed by Authorized Negotiator
- Commercial Pricelist
- Discount Matrix Sheet (formerly, CSP Chart)
- Price Proposal Template for Services and Training
- Labor Category Descriptions
- if applicable, other documentation

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**DELETION OF SIN/PRODUCTS/SERVICES
SAMPLE CONTRACTOR LETTER**

Date: [insert date]

General Services Administration
Federal Acquisition Service (FAS)
Multiple Award Schedule Program
[GSA Contracting Official Name]
[Insert Contracting Official Address]

Re: Request for Deletion of Products/Services (or SIN) under MAS Contract Number [insert MAS Contract Number]

Dear [GSA Contracting Official Name],

This is a request for the deletion of SIN and/or [insert # items] items under the above-referenced MAS contract. *Provide a reason for the deletion (discontinuation, no longer TAA compliance, etc.)*

In addition, as an authorized representative of the Contract Holder, I make the following statements to the best of my knowledge and belief:

- a) The items being deleted will not be added at a later date with a higher price without justification for such higher price;
- b) There are no outstanding orders by an Ordering Activity. For those item(s) previously purchased, all promises will be rendered;
- c) It is understood that the same products or substantially equivalent product(s) to the product(s) being deleted may not be added later at a higher price;
- d) All other prices, discounts, clauses, terms and conditions of the contract referenced above will remain the same;
- e) I certify to the best of my knowledge that the information I provided is current, complete and accurate. All other terms and conditions remain the same.

If you have any questions regarding this request, please contact [insert point-of-contact] at [insert telephone number and email address].

Thank you,

/s/

[Name of Authorized Negotiator and/or Corporate Official]
[Title of Authorized Negotiator or Corporate Official]

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Attachments

MODIFICATION CHECKLIST (See MAS Modification Guide for attachments):

- Modification Cover Letter signed by Authorized Negotiator
- Commercial Pricelist
- Price Proposal Template
- GSA Advantage Price List

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**SAMPLE LETTER
ECONOMIC PRICE ADJUSTMENTS (EPA)
FOR CONTRACT AWARDED – TDR (PRODUCTS)**

Date: [insert date]

General Services Administration
Federal Acquisition Service (FAS)
Multiple Award Schedule Program
[GSA Contracting Official Name]
[Insert Contracting Official Address]

Re: Request for Economic Price Adjustment (“EPA”) for [insert Products line Items or Products] to MAS Contract Number [insert MAS Contract Number]

Dear [GSA Contracting Official Name],

[Insert Contract Holder’s name] hereby proposes price increase for [insert Manufacturer’s name if different from Contract Holder’s name] [insert # of products] products based on Commercial Price List dated [insert effective date]. The rationale and justification for the EPA is *(insert explanation for the EPA)*. EPA request is in accordance with 552.216-70 ECONOMIC PRICE ADJUSTMENT – FSS MULTIPLE AWARD SCHEDULE CONTRACTS (SEP 1999) (DEVIATION II – JUL 2016).

The proposed GSA price increases for the above-referenced modification is [insert % percentage or range of % percentage].

By signing this document, [Insert Contract Holder’s name] states the following:

- a) All product prices submitted for an economic price adjustment are eligible for such an increase and that the products have been on contract for at least 12 months;
- b) The price increase will not go into effect until the Contracting Officer signs the completed modification;
- c) All prices offered to GSA include the current IFF;
- d) I certify to the best of my knowledge that the information I provided is current, complete and accurate. All other terms and conditions remain the same.

If you have any questions regarding this request, please contact [insert point-of-contact] at [insert telephone number and email address].

Thank you,

/s/

[Name of Authorized Negotiator and/or Corporate Official]

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[Title of Authorized Negotiator or Corporate Official]

Attachments

MODIFICATION CHECKLIST (See MAS Modification Guide for attachments):

- Modification Cover Letter signed by Authorized Negotiator
- Commercial Pricelist
- Price Proposal Template for Products
- Supporting Documentation
- if applicable, other documentation

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**SAMPLE LETTER
ECONOMIC PRICE ADJUSTMENTS (EPA)
FOR CONTRACT AWARDED – NON-TDR (PRODUCTS)**

Date: [insert date]

General Services Administration
Federal Acquisition Service (FAS)
Multiple Award Schedule Program
[GSA Contracting Official Name]
[Insert Contracting Official Address]

Re: Request for Economic Price Adjustment (“EPA”) for [insert Products line Items or Products] to MAS Contract Number [insert MAS Contract Number]

Dear [GSA Contracting Official Name],

[Insert Contract Holder’s name] hereby proposes price increase for [insert Manufacturer’s name if different from Contract Holder’s name] [insert # of products] products based on Commercial Price List dated [insert effective date]. The rationale and justification for the EPA is [insert explanation for the EPA]. EPA request is in accordance with 552.216-70 ECONOMIC PRICE ADJUSTMENT – FSS MULTIPLE AWARD SCHEDULE CONTRACTS (SEP 1999) (ALTERNATE I – SEP 1999).

The rationale and justification for the EPA is [insert explanation for the EPA]. This request is being passed on by [insert manufacturer’s name] to its commercial customers.

By signing this document, [Insert Contract Holder’s name] states the following:

- a) All product prices submitted for an economic price adjustment are eligible for such an increase and that the products have been on contract for at least 12 months;
- b) The price increase will not go into effect until the Contracting Officer signs the completed modification;
- c) All prices offered to GSA include the current IFF;
- d) [Insert Contract Holder’s name] affirms that its Commercial Sales Practices (CSP) information is in accordance with 552.238-81 PRICE REDUCTIONS (May 2019) previously submitted with the initial award (or contract modification) or CSP-1 has not changed; [If CSP has changed, provide updated CSP-1 for above-referenced modification, and delete affirmative statement]
- e) I certify to the best of my knowledge that the information I provided is current, complete and accurate. All other terms and conditions remain the same.

If you have any questions regarding this request, please contact [insert point-of-contact] at [insert telephone number and email address].

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Thank you,
/s/

[Name of Authorized Negotiator and/or Corporate Official]
[Title of Authorized Negotiator or Corporate Official]

Attachments

MODIFICATION CHECKLIST (See MAS Modification Guide for attachments):

- Modification Cover Letter signed by Authorized Negotiator
- Commercial Pricelist
- Price Proposal Template for Products
- Supporting Documentation
- if applicable, other documentation

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**SAMPLE LETTER
ECONOMIC PRICE ADJUSTMENTS (EPA)
FOR CONTRACT AWARDED – TDR
(SERVICES – MARKET RATE SHEET)**

Date: [insert date]

General Services Administration
Federal Acquisition Service (FAS)
Multiple Award Schedule Program
[GSA Contracting Official Name]
[Insert Contracting Official Address]

Re: Request for Economic Price Adjustment (“EPA”) for Services under MAS Contract Number [insert MAS Contract Number].

Dear [GSA Contracting Official Name],

[Insert Contract Holder’s name] hereby proposes price increase for [insert # of labor categories] labor categories based on Internal Market Sheet under SIN [insert SIN number(s)]. The rationale and justification for the EPA is *(insert explanation for the EPA)*. The EPA request is in accordance with Clause I-FSS-969 ECONOMIC PRICE ADJUSTMENT FSS MULTIPLE AWARD SCHEDULE (OCT 2014) (ALTERNATE II - JUL 2016).

The proposed GSA price increase for the above-referenced modification is [insert EPA rate or market indicator and reference the market index].

By signing this document, [Insert Contract Holder’s name] states the following:

- a) All labor categories’ prices submitted for an economic price adjustment are eligible for such an increase and that the labor categories have been on contract for at least 12 months;
- b) The price increase will not go into effect until the Contracting Officer signs the completed modification;
- c) All prices offered to GSA include the current IFF;
- d) I certify to the best of my knowledge that the information I provided is current, complete and accurate. All other terms and conditions remain the same.

If you have any questions regarding this request, please contact [insert point-of-contact] at [insert telephone number and email address].

Thank you,

/s/

[Name of Authorized Negotiator and/or Corporate Official]
[Title of Authorized Negotiator or Corporate Official]

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Attachments

MODIFICATION CHECKLIST (See MAS Modification Guide for attachments):

- Modification Cover Letter signed by Authorized Negotiator
- Commercial Pricelist
- Price Proposal Template for Services/Training
- Supporting Documentation
- if applicable, other documentation

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**SAMPLE LETTER
ECONOMIC PRICE ADJUSTMENTS (EPA)
FOR CONTRACT AWARDED – TDR
(SERVICES – COMMERCIAL PRICE LIST)**

Date: [insert date]

General Services Administration
Federal Acquisition Service (FAS)
Multiple Award Schedule Program
[GSA Contracting Official Name]
[Insert Contracting Official Address]

Re: Request for Economic Price Adjustment (“EPA”) for Services under MAS Contract Number [insert MAS Contract Number].

Dear [GSA Contracting Official Name],

[Insert Contract Holder’s name] hereby proposes price increase for [insert # of labor categories] labor categories based on Commercial Price List dated [insert effective date]. The rationale and justification for the EPA is [insert explanation for the EPA]. The EPA request is in accordance with Clause 552.216-70 ECONOMIC PRICE ADJUSTMENT – FSS MULTIPLE AWARD SCHEDULE CONTRACTS (SEP 1999) (DEVIATION II – JUL 2016).

The proposed GSA price increase for the above-referenced modification is [insert new EPA rate].

By signing this document, [Insert Contract Holder’s name] states the following:

- a) All labor categories’ prices submitted for an economic price adjustment are eligible for such an increase and that the labor categories have been on contract for at least 12 months;
- b) The price increase will not go into effect until the Contracting Officer signs the completed modification;
- c) All prices offered to GSA include the current IFF;
- d) I certify to the best of my knowledge that the information I provided is current, complete and accurate. All other terms and conditions remain the same.

If you have any questions regarding this request, please contact [insert point-of-contact] at [insert telephone number and email address].

Thank you,

/s/

[Name of Authorized Negotiator and/or Corporate Official]

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[Title of Authorized Negotiator or Corporate Official]

Attachments

MODIFICATION CHECKLIST (See MAS Modification Guide for attachments):

- Modification Cover Letter signed by Authorized Negotiator
- Commercial Pricelist
- Commercial Sales Practices Chart (Not required for TDR contracts)
- Price Proposal Template for Services/Training
- EPA Price Proposal Template
- if applicable, other documentation

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**SAMPLE LETTER
ECONOMIC PRICE ADJUSTMENTS (EPA)
FOR CONTRACT AWARDED – NON-TDR
(SERVICES – MARKET RATE SHEET)**

Date: [insert date]

General Services Administration
Federal Acquisition Service (FAS)
Multiple Award Schedule Program
[GSA Contracting Official Name]
[Insert Contracting Official Address]

Re: Request for Economic Price Adjustment (“EPA”) for Services under MAS Contract Number [insert MAS Contract Number].

Dear [GSA Contracting Official Name],

[Insert Contract Holder’s Name] hereby proposes price increase for [insert # of labor categories] labor categories based on Internal Market Sheet under SIN [insert SIN number(s)]. The rationale and justification for the EPA is *(insert explanation for the EPA)*. The EPA request is in accordance with Clause I-FSS-969 ECONOMIC PRICE ADJUSTMENT-FSS MULTIPLE AWARD SCHEDULE (OCT 2014).

The proposed GSA price increase for the above-referenced modification is [insert EPA rate or market indicator and reference the market index].

By signing this document, [Insert Contract Holder’s name] states the following:

- a) All labor categories’ prices submitted for an economic price adjustment are eligible for such an increase and that the labor categories have been on contract for at least 12 months;
- b) The price increase will not go into effect until the Contracting Officer signs the completed modification;
- c) All prices offered to GSA include the current IFF;
- d) [Insert Contract Holder’s name] affirms that its Commercial Sales Practices (CSP) information is in accordance with 552.238-81 PRICE REDUCTIONS (May 2019) previously submitted with the initial award (or contract modification) or CSP-1 has not changed; [If CSP has changed, provide updated CSP-1 for above-referenced modification, and delete affirmative statement]
- e) I certify to the best of my knowledge that the information I provided is current, complete and accurate. All other terms and conditions remain the same.

If you have any questions regarding this request, please contact [insert point-of-contact] at [insert telephone number and email address].

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Thank you,

/s/

[Name of Authorized Negotiator and/or Corporate Official]
[Title of Authorized Negotiator or Corporate Official]

Attachments

MODIFICATION CHECKLIST (See MAS Modification Guide for attachments):

- Modification Cover Letter signed by Authorized Negotiator
- Commercial Pricelist
- Commercial Sales Practices Chart
- Price Proposal Template for Services/Training
- Supporting Documentation
- if applicable, other documentation

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**SAMPLE LETTER
FOR ECONOMIC PRICE ADJUSTMENTS (EPA)
FOR CONTRACT AWARDED – NON-TDR
(COMMERCIAL PRICE LIST)**

Date: [insert date]

General Services Administration
Federal Acquisition Service (FAS)
[GSA Contracting Official Name]
[Insert Contracting Official Address]

Re: Request for Economic Price Adjustment (“EPA”) for Services under MAS Contract Number [insert MAS Contract Number]

Dear [GSA Contracting Official Name],

[Insert Contract Holder’s name] hereby requests a price increase for [insert number of labor categories] labor categories based on Commercial Price List dated [insert effective date]. The rationale and justification for the EPA is [insert explanation for the EPA]. The EPA request is in accordance with 552.216-70 ECONOMIC PRICE ADJUSTMENT – FSS MULTIPLE AWARD SCHEDULE CONTRACTS (SEP 1999) (ALTERNATE I – SEP 1999).

By signing this document, [Insert Contract Holder’s name] states the following:

- a) All product prices submitted for an economic price adjustment are eligible for such an increase and that the products have been on contract for at least 12 months;
- b) The price increase will not go into effect until the Contracting Officer signs the completed modification;
- c) All prices offered to GSA include the current IFF;
- d) [Insert Contract Holder’s name] affirms that its Commercial Sales Practices (CSP) information is in accordance with 552.238-81 PRICE REDUCTIONS (May 2019) previously submitted with the initial award (or contract modification) or CSP-1 has not changed; [If CSP has changed, provide updated CSP-1 in above-referenced modification and delete affirmative statement]
- e) I certify to the best of my knowledge that the information I provided is current, complete and accurate. All other terms and conditions remain the same.

If you have any questions regarding this request, please contact [insert point-of-contact] at [insert telephone number and email address].

Thank you,

/s/

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[Name of Authorized Negotiator and/or Corporate Official]
[Title of Authorized Negotiator or Corporate Official]

Attachments

MODIFICATION CHECKLIST (See MAS Modification Guide for attachments):

- Modification Cover Letter signed by Authorized Negotiator
- Commercial Pricelist
- Commercial Sales Practices Chart
- Price Proposal Template for Services/Training
- Supporting Documentation
- if applicable, other documentation

[INSTRUCTION: PRINT ON COMPANY LETTERHEAD AND SIGN BY AUTHORIZED NEGOTIATOR – AUTHORIZED TO SIGN]

PRICE REDUCTIONS SAMPLE LETTER

Date: [insert date]

General Services Administration
Federal Acquisition Service (FAS)
Multiple Award Schedule Program
[GSA Contracting Official Name]
[Insert Contracting Official Address]

Re: Request for [Permanent or Temporary] Price Reduction for [Services or Products or Product line items] under MAS Contract Number [insert MAS Contract Number]

Dear [GSA Contracting Official Name],

[Insert Contract Holder's name] hereby requests a price reduction for [insert number] of [labor categories/products/items] based on Commercial Price List dated [insert effective date] or Market Rate Sheet dated [insert effective date]. The rationale and justification for the price reduction is [insert explanation for the Price Reduction].

As an authorized representative for the Contract Holder, by signing this document I make the following statements to the best of my knowledge and belief:

- a) The proposed price reduction(s) are in full conformance to the Price Reduction Clause and were caused by [insert rationale];
- b) The price reduction(s) is/are temporary and will be in effect from [begin date] to [end date] **OR** this is a permanent price reduction from [begin date] through the end of the contract period;
- c) The price reduction will go into effect immediately [insert today's date];
- d) The commercial effective date is [insert date] and all orders from any government agency submitted on or after the effective date have been accepted at the reduced rate;
- e) All other prices, discounts, clauses, terms and conditions of the contract referenced above will remain the same.

If you have any questions regarding this request, please contact [insert point-of-contact] at [insert telephone number and email address].

Thank you,

/s/

[Name of Authorized Negotiator and/or Corporate Official]
[Title of Authorized Negotiator or Corporate Official]

[INSTRUCTION: PRINT ON COMPANY LETTERHEAD AND SIGN BY AUTHORIZED NEGOTIATOR – AUTHORIZED TO SIGN]

Attachments:

MODIFICATION CHECKLIST (See MAS Modification Guide for attachments):

- Modification Cover Letter signed by Authorized Negotiator
- Commercial Pricelist
- Price Proposal Template for Services/Training or Products
- Supporting Documentation
- if applicable, other documentation

[INSTRUCTION: PRINT ON COMPANY LETTERHEAD AND SIGN BY AUTHORIZED NEGOTIATOR – AUTHORIZED TO SIGN]

Part Number/Product Description/Unit of Measure Change Sample Letter

Date: [insert date]

General Services Administration
Federal Acquisition Service (FAS)
Multiple Award Schedule Program
[GSA Contracting Official Name]
[Insert Contracting Official Address]

Re: Part Number/Product Description/Unit of Measure Change Modification Request to [products or product line] awarded under MAS Contract Number [insert MAS Contract Number]

Dear [GSA Contracting Official Name],

This is a part number change request for the [insert number of products or product lines] listed in the attached Price Proposal Template.

As an authorized representative for the Contract Holder, by signing this document I make the following statements to the best of my knowledge and belief:

- a) The part number/description/unit of issue change(s) will not result in a change to the GSA price;
- b) The part itself is not actually changing and it is a number/description/unit of issue change only;
- c) The part number/description/unit of issue is due to a [dealer or manufacturer] part number/description/unit of issue change, if applicable;
- d) The information I provided is current, complete and accurate. All other terms and conditions remain the same.

Enclosed is the updated spreadsheet that shows the current information and the requested changes, the manufacturer's commercial price list reflecting those changes, and the MAS pricelist.

If you have any questions regarding this request, please contact [insert point-of-contact] at [insert telephone number and email address].

Thank you,

/s/

[Name of Authorized Negotiator and/or Corporate Official]
[Title of Authorized Negotiator or Corporate Official]

Attachments

[INSTRUCTION: PRINT ON COMPANY LETTERHEAD AND SIGN BY AUTHORIZED NEGOTIATOR – AUTHORIZED TO SIGN]

MODIFICATION CHECKLIST (See MAS Modification Guide for attachments):

- Modification Cover Letter signed by Authorized Negotiator
- Commercial Pricelist
- Price Proposal Template
- if applicable, other documentation