



TABLE OF CONTENTS

1. General Guidance	4-9
2. Administrative Modification Guidance	10-12
3. Additions Modification Guidance	13-31
• Add Product(s)	
• Add Professional Services/Labor Category or Training	
• Add SIN	
4. Deletions Modification Guidance	32-35
• Delete Product(s)	
• Delete Professional and Non-Professional Services, Labor Category, Course, or Service Offerings	
• Delete SIN	
5. Pricing Modifications	36-56
• EPA Increase based on a Commercial Price List	
• EPA based on Market Pricing	
• EPA Based on Service Contract Labor Standards (SCLS)	
• Wage Determinations	
• Permanent Price Reduction (based on Most Favored Customer)	
• Permanent Price Reduction (Industry Partner Requested)	

[Go to Table of Contents](#)



1. General Guidance

a. MAS Modification Guide Purpose

We developed this guide to help you complete and submit the information necessary to request modification(s) to your Multiple Award Schedule (MAS) contract.

Below are general instructions and a checklist for each modification type. However, there may be more requirements based on the large category/ies, subcategories, and Special Item Numbers (SINs) within the specific Large Category attachments of the [MAS Solicitation](#). See [Available Offerings and Requirements](#) for additional guidance.

This document includes links to the MAS Solicitation in beta.sam.gov. To ensure you are viewing the most recent version of the solicitation you need to take action in beta.sam.gov if you see this note.

Note: there have been new actions to this contract opportunity. To view the most recent action, please click [HERE](#).

If you do not see the note in beta.sam.gov then you are viewing the most recent version of the solicitation

b. Getting Started

You must read through all of the general guidance below before you complete the checklist, if applicable, for each modification type. Contracting Officers/Contracting Specialists (COs/CSs) may need more information to help them make necessary determinations.

If any mandatory information is missing and/or incomplete, the reviewing CO/CS will reject your modification request. Following the guidance here will help reduce rejections, limit clarification requests from your CO, and enable quicker processing.

eMod and eMod Training

The MAS Program will only accept contractor initiated modification requests via the GSA eMod system, which is located at <https://eoffer.gsa.gov/>. You can combine many modification types into a single modification request in eMod. For example, you can combine changing an authorized negotiator, email address, phone number, etc. into one mod.

[Go to Table of Contents](#)



may be applicable to the services offered under SIN ANCILLARY. If applicable, the following language shall be included at the end or beginning of each detailed position description: “Service Contract Labor Standards (SCLS) labor categories must be incidental to, and used solely to support a contractor’s product or service offerings, and cannot be purchased separately.”

SCLS

You must identify SCLS labor categories as a part of your price proposal. The solicitation price proposal instructions require you to:

- “Indicate which proposed labor categories are subject to the SCLS by placing a double asterisk (**) next to the labor category name.”
- Map the identified SCLS labor categories to the SCLS-equivalent labor category title (titles/descriptions available at <https://www.gsa.gov/mascategoryrequirements>).
- Identify the wage determination number that the labor categories offered are predicated on. The applicable revision number for any wage determination number is the revision number identified on the first page of the wage determination. Wage determinations are incorporated at the Schedule level and can be found at the <https://www.gsa.gov/mascategoryrequirements>. The SCLS Matrix generated in eMod will capture this information.

Commercial Supplier Agreements (CSA), End User Licensing Agreement (EULA), Terms of Service (TOS)

If an addition modification includes submitting Commercial Supplier Agreements (CSAs), End User License Agreements (EULAs), Terms of Service (ToS), or other similar legal instruments or agreements, these documents must be reviewed and approved by GSA’s Office of General Counsel or the CO/CS prior to award of the modification. Contractors shall clearly define what products and services are included in the CSA and submit the document in an editable format.

Click [here](#) to go to the eMod Help Center for more information about submitting your Addition Modification request.

a. Add Professional Services/Labor Category or Training

MAS Consolidation Phase 3 modifications

Phase 3 of MAS Consolidation began August 1, 2020, during which time contractors with multiple contracts will consolidate down to one contract per unique entity identifier (UEI), e.g.

[Go to Table of Contents](#)



- 1) Develop a strategy with the CO/CS to prioritize the Add SIN modification requests by importance and submit your modification requests in that order. Also, consider the frequency of mod request submissions if it's a large number of SINs.
- 2) SINs that require specialized technical requirements as outlined in the Category Attachments of the MAS Solicitation, such technical evaluation (i.e, 54151HACS) should be submitted as an individual add SIN mod request.
- 3) Work with the CO/CS to determine if the proposed offerings are within scope of the requested SIN.

GSA reserves the right to reject or ask the company to withdraw an Add SIN modification, if we find the SIN is already under another MAS contract owned by the company.

MAS Consolidation Phase 3 Streamlined Add SIN modifications

Phase 3 of MAS Consolidation began August 1, 2020, during which time contractors with multiple contracts will consolidate down to one contract per unique entity identifier (UEI), e.g. Data Universal Numbering System (DUNS) number. For more information on Phase 3 of MAS Consolidation please see the MAS Consolidation [Phase 3 Overview and FAQs](#).

The standard modification requirements apply to Phase 3 Add SIN modification requests, however, any requirements waived for successful Federal Supply Schedule (FSS) contractors in solicitation provision SCP-FSS-001, *Instructions to All Offerors* are also waived for all contractors submitting MAS Consolidation Phase 3 Add SIN mod requests. For example, the requirement to submit Project Experiences (Item No. 3 below) does not apply to Phase 3 Add SIN mod requests.

IMPORTANT: Streamlined offers and modification requests must be limited to SINs already held on a current MAS contract. Contractors wishing to add new SINs that they do not already hold must submit a separate modification request that includes all required documentation including Project Experience.

Transactional Data Reporting

If your contract has TDR and non-TDR applicable SINs and you have accepted TDR, your entire contract is subject to TDR terms and conditions for the remainder of the contract. Once you have accepted TDR, Commercial Sales Practices (CSP) disclosure is not required.

Click [here](#) to go to the eMod Help Center for more information about submitting your Add SIN Modification request.

References(see [MAS Solicitation](#))

- For Non TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (MARCH 2020 (ALTERNATE I - MARCH 2020)
- For TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (MARCH 2020) (ALTERNATE II - MARCH 2020)

[Go to Table of Contents](#)



Item No.	Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
	This requirement is waived if you are submitting a MAS Consolidation Phase 3 streamlined Add SIN modification request to consolidate your Non-Surviving MAS Contracts into a single Surviving MAS contract.	
4	<p>If adding Professional Service, Service Contract Labor Standards (SCLS) and/or Non-SCLS Labor Category, Course, and/or Service Offerings, follow the steps in that section.</p> <p>Note: If there are no new Labor categories associated with the Add SIN mod request, submit a Services and Training Price Proposal Template to show which labor categories currently awarded on this contract apply to the SIN being added.</p> <p>Note: If you are adding one or more labor categories/services to a SIN that are already on this contract that are simply being mapped to the new SIN, you do not need to submit a modification request to add Professional Service, Service Contract Labor Standards (SCLS) and/or Non-SCLS Labor Category, Course, and/or Service Offerings.</p>	
5	If adding Products, follow the steps in that section .	
6	SIN-specific submission instructions and requirements (see additional information below).	
7	Entire updated GSA Schedule Price List showing the entirety of awarded offerings and terms and conditions that will be displayed on GSA <i>Advantage!</i> ® after the completion of the modification. (Reference L-FSS-600 CONTRACT PRICE LISTS). Highlight the items you propose for addition.	

1) Relevant Project Experience (see table Item No. 3 above)

This requirement is waived if you are submitting a MAS Consolidation Phase 3 streamlined Add SIN modification request to consolidate your Non-Surviving MAS Contracts into a single Surviving MAS contract. To bypass this requirement in eMod please insert "N/A" in the project experience text boxes.

The contractor must submit a narrative demonstrating relevant project experience by responding to the Relevant Project Experience prompts in eMod. A narrative is required for each proposed services SIN and/or combined products/services SIN (e.g. 4PL) and must include the following:

[Go to Table of Contents](#)



(A) A description of one (1)¹ relevant project, not to exceed four (4) pages per project. Each description must clearly indicate the SIN to which it applies, and identify the specific services being proposed under that SIN. The projects must either have been completed within the last two years or be ongoing. For ongoing contracts with a base year and option years, at a minimum, the base year must have been completed; for multi-year task orders, at a minimum, the first year must have been completed. Note: Specific services may have more requirements under Factor Four - Relevant Project Experience. Offerors shall also refer to NAICS or category-specific instructions, for additional Relevant Project Experience requirements.

The project description must also address the following elements:

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

The Offeror may use the same project in support of more than one SIN as long as the description clearly identifies the SIN relevant work. All examples of completed services must have been deemed acceptable by the customer.

(B) For each project description, must also provide the following customer reference information (this data is not counted towards the four-page-per-project limitation):

- (1) Customer/client name
- (2) Project name/contract number
- (3) Customer point of contact for project
- (4) Point of contact phone number and email
- (5) Project performance period (include begin/end dates)

¹ For Information Technology (2) relevant project experiences are required. See Information Technology Large Category Attachment in the [MAS Solicitation](#). Note: This requirement is waived if you are submitting a MAS Consolidation Phase 3 streamlined Add SIN modification request to consolidate your Non-Surviving MAS Contracts into a single Surviving MAS contract.

[Go to Table of Contents](#)



- (6) Dollar value of the entire project
- (7) Dollar value received for the work performed relevant to the SIN offered
- (8) Brief summary of the project as a whole (i.e., background, purpose, etc.)
- (9) A completed copy of the Statement of Work, Performance Work Statement or Statement of Objectives for the project

(C) If relevant project experience does not exist, the Offeror may substitute the relevant projects of predecessor companies or key personnel that will be performing major aspects of the work. If the Offeror chooses to make such a substitution, the narratives must clearly identify the entity or personnel that performed the services.

2) **SIN-specific Submission Instructions and Requirements (see table Item No. 6 above)**

The following three SINs (ANCRA, 238910, and 4PL) have the below scope applicability rules.

SIN ANCRA can only be chosen if a SIN under one of the below authorized subcategories is currently awarded on your contract:

- Facilities Maintenance and Repair
- Facilities Supplies
- Facilities Solutions
- Facilities Services
- Furniture Services
- Machinery and Components
- Industrial Products
- Structures
- Logistical Services
- Flooring
- Fuel Management
- Industrial Products and Services Maintenance and Repair
- Laboratory Equipment
- Office Services

SIN 238910 can only be chosen if a SIN under one of the below authorized subcategories is currently awarded on your contract:

- Industrial Products
- Structures

[Go to Table of Contents](#)



- Facilities Solutions
- Security Systems

Special instructions - note: SIN from approved subcategory must be added first to add ANCRA and 238910

SIN 4PL can only be chosen if the product/service combinations offered:

- Represent a full and broad catalog (as outlined in SCP-FSS-001); **and**
- Are within scope of at least one existing (currently awarded) MAS SIN; **and**
- Comply with all requirements outlined in corresponding SIN(s)

Special instructions –

- o SIN 4PL is a combined product + service SIN and requires submission of a technical proposal which must include Relevant Project Experience as described above and a Quality Control Narrative specific for this product + service offering.
- o Vendors must clearly indicate whether they are offering Vendor-Owned/Vendor-Managed Inventory Services (VMI) Pricing, Vendor-Owned/Vendor-Consigned Inventory Services (VCI) Pricing or both. A separate Price Proposal Template shall be completed for VMI and VCI which specifically covers fully burdened rates for the VMI and/or VCI models.
- o Prices offered shall be FOB Destination only.

[Go to Table of Contents](#)



4. Deletions Modification Guidance

Deletion Modifications

If products, services, or SIN(s) are being discontinued or no longer sold to the Government, you must submit a delete mod request. The Government reserves the right to reject any subsequent offer for the same item or a substantially similar item at a higher price during the same contract period.

Click [here](#) to go to the eMod Help Center for more information about submitting your Deletion Modification request.

a. Delete Professional and Non-Professional Services, Labor Category, Course, or Service Offerings

Click [here](#) to go to the eMod Help Center for more information about submitting your Delete Professional and Non-Professional Services, Labor Category, Course, or Service Offerings Modification request.

References (see [MAS solicitation](#)):

- For Non-TDR contracts: 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (MARCH 2020) (ALTERNATE I - MARCH 2020)
- For TDR contracts: 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (MARCH 2020) (ALTERNATE II - MARCH 2020)

Delete Professional and Non-Professional Services/Labor Category, Course, or Service Offerings Mod Checklist:

Item No.	Required Documentation	Included in Package
1	<p>Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) briefly describing your request and the reason for the request. Cover letter shall include:</p> <ul style="list-style-type: none"> • Statement: “The items being deleted will not be added at a later date with a higher price without justification for such higher price.” • Statement: “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.” 	

[Go to Table of Contents](#)



Item No.	Required Documentation	Included in Package
	<ul style="list-style-type: none"> Number of products/services deleted. 	
2	Services and Training Price Proposal Template (PPT) showing the current information and the requested changes. See instructions in PPT attachment.	
3	Entire updated GSA Schedule price list showing the entire contract portfolio that will be displayed on GSA <i>Advantage!</i> ® after the completion of the modification. The format shall be the same as the Services and Training PPT but showing your entire GSA Catalog.	

b. Delete Product(s)

Click [here](#) to go to the eMod Help Center for more information about submitting your Delete Product(s) Modification request.

References (see [MAS solicitation](#)):

- For Non-TDR contracts: 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (MARCH 2020) (ALTERNATE I - MARCH 2020)
- For TDR contracts: 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (MARCH 2020) (ALTERNATE II - MARCH 2020)
- FAR 43.103(b) Unilateral Modification

Delete Product(s) Mod Checklist:

Item No.	Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
1	<p>Signed and dated cover letter on company letterhead signed by an authorized negotiator (as identified in your contract) briefly describing your request, and the reason for the request. Cover letter shall include:</p> <ul style="list-style-type: none"> Statement: “The items being deleted will not be added at a later date with a higher price without justification for such higher price.” State the number of items being deleted Statement, “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.” 	

[Go to Table of Contents](#)



Item No.	Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
	<ul style="list-style-type: none"> Number of products deleted. 	
2	Product Price Proposal Template (PPT) showing the current information and the requested changes. See instructions in PPT attachment.	
3	Entire updated GSA Schedule price list showing the entire contract portfolio that will be displayed on GSA Advantage!® after the completion of the modification. The format shall be the same as the Product PPT but showing your entire GSA Catalog.	

c. Delete SIN

Click [here](#) to go to the eMod Help Center for more information about submitting your Delete SIN Modification request.

References See [MAS Solicitation](#)

- For Non-TDR contracts: 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (MARCH 2020) (ALTERNATE I - MARCH 2020)
- For TDR contracts: 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (MARCH 2020) (ALTERNATE II - MARCH 2020)
- FAR 43.103(b) Unilateral Modification

Delete SIN Mod Checklist:

Item No.	Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
1	Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) briefly describing your request and the reason for the request. Cover letter shall include: <ul style="list-style-type: none"> Include number of SINs requested to be deleted. 	

[Go to Table of Contents](#)



Item No.	Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
	<ul style="list-style-type: none">Statement: "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."	
2	If deleting Labor Category, Course, and/or Service Offerings, see Delete Labor Category, Course and/or Service Offerings section of modification guidance.	
3	If deleting Products, see Delete Products section of modification guidance.	
4	Price Proposal Template (PPT) showing the current information and the requested changes. See instructions in PPT attachment.	
5	Entire updated GSA Schedule price list showing the entire contract portfolio that will be displayed on GSA Advantage!® after the completion of the modification. The format shall be the same as the Product PPT or Services and Training PPT showing your entire GSA Catalog. Highlight the items you propose to delete.	

[Go to Table of Contents](#)



5. Pricing Modifications

Is a Commercial Price List (CPL) Right for You?

FAR 2.101(a)(6) defines two types of pricing lists:

- (i) “Catalog price” means a price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or vendor, it is either published or otherwise available for inspection by customers, and states prices at which sales are currently, or were last, made to a significant number of buyers constituting the general public; and
- (ii) “Market prices” means current prices that are established in the course of ordinary trade between buyers and sellers free to bargain and that can be substantiated through competition or from sources independent of the offerors.

There are several questions which can help you determine whether or not CPL is the appropriate method of escalation for you.

1. Do you consider your price list proprietary? A CPL is commercially/publicly available. Therefore if the answer is yes, you do not have a CPL according to FAR 2.101.
2. Are your prices publicly available (e.g. published on your company’s website or in a published catalog) If not, you do not have a CPL according to FAR 2.101.
3. Are you currently charging the prices published in your CPL? If your prices are based on market conditions rather than a fixed price list, you do not have a CPL according to FAR 2.101.

If the answer to any of these three questions indicates that you do not really have a CPL as defined above, then you may request to change your method of escalation to Economic Price Adjustments (EPA) based on Market Pricing under I-FSS-969.

Click [here](#) to go to the eMod Help Center for more information about submitting your Pricing Modification request.

a. EPA Increase based on a Commercial Price List

This type of modification is used to increase pricing for previously awarded items when a contractor’s pricing is based on a commercial price list. An EPA increase should only be requested if you have increased your commercial list price. You must also ensure that the GSA price increase is in line with the basis of award in your GSA contract. If you have not increased

[Go to Table of Contents](#)



your List/Retail pricing to your commercial customers, you cannot increase the pricing on your GSA Contract.

If the price increase requested is not considered fair and reasonable, the Government will deny or negotiate in part, or in whole, the EPA request.

For products, when the contractor requesting the price increase is other than the Original Equipment Manufacturer (OEM), submit a notice from a manufacturer or supplier regarding price increases and a copy of the revised OEM price list.

In accordance with (IAW) SCP-FSS-001 INSTRUCTIONS APPLICABLE TO ALL NEW OFFERORS Service Contract Labor Standards (SCLS), escalation was clarified and all non-professional labor categories (SCLS covered) shall be escalated IAW 52.222-43 FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT LABOR STANDARDS PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS).

In addition to clause 52.222-43, one of the following two methods of escalation will be awarded, I-FSS-969 or 552.216-70. If your contract was awarded prior to SCP-FSS-001 INSTRUCTIONS APPLICABLE TO ALL OFFERORS (SEP 2019), be sure to request another method of escalation for your non-exempt labor categories.

Note: when requesting a pricing modification, you cannot change your Most Favored Customer/Basis of Award (MFC/BOA) or GSA basic discount. If you determine that you need to update your discount structure, submit a Revise Terms and Conditions modification request before submitting your pricing modification request.

Click [here](#) to go to the eMod Help Center for more information about submitting your EPA Increase based on a Commercial Price List Modification request.

References (see [MAS solicitation](#)):

If GSA prices are based on a Commercial Price List:

- For TDR Contracts: 552.216-70 ECONOMIC PRICE ADJUSTMENT – FSS MULTIPLE AWARD SCHEDULE CONTRACTS (SEP 1999) (DEVIATION II – JUL 2016)
- For Non-TDR Contracts: 552.216-70 ECONOMIC PRICE ADJUSTMENT – FSS MULTIPLE AWARD SCHEDULE CONTRACTS (SEP 1999) (ALTERNATE I – SEP 1999)
- 52.222-43 FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT LABOR STANDARDS PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS) (AUG 2018)

[Go to Table of Contents](#)



Note: It is possible for both clauses 552.216-70 (Commercial Price List) (both referenced above) and I-FSS-969 (Market Prices) (referenced above) to apply to one contract. For example, if a contractor has a services SIN (and discloses to the Government that they do not have a commercially published price list) and also has a products SIN (and discloses to the Government that they do have a commercial published price list for products). In this case, both clauses would apply to one contract. Clause 52.222-43 Fair Labor Standards Act and Service Contract Labor Standards Price Adjustment (Multiple Year and Option Contracts) (Aug 2018) applies where the SCLS applies.

EPA Increase based on a Commercial Price List Mod Checklist:

Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
1	<p>Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) briefly describing your request and the rationale for the request. Cover letter shall include:</p> <ul style="list-style-type: none"> ● Background information regarding your current prices, the applicable wage determination price levels (if applicable), and the increases necessary for your company. ● Include the total number items for which an EPA is requested. ● Statement that you are requesting an Economic Price Adjustment (EPA) in accordance with EPA Clause 552.216-70. Identify the amount of EPA being requested, pursuant to the changes in the Commercial Price List (CPL). ● Identify the amount of EPA being requested. Note: The percent increase cannot be greater than the annual cap in the contract. ● Justification for the increase. <ul style="list-style-type: none"> ○ If the EPA requested exceeds the allowable Ceiling Limit in Item No. 4 below, provide specific justification and attach supporting documentation to the cover letter. ● Statement that your price increase will not go into effect until the Contracting Officer signs the completed modification. ● Statement that all prices offered to GSA include the current IFF. ● For Non-TDR only: Statement that Commercial Sales Practices (CSP) Information 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 applicable. If CSP has changed, provide updated CSP-1 in eMod. 	

[Go to Table of Contents](#)



Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
	<ul style="list-style-type: none"> Statement: "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." 	
2	Commercial Price List (CPL) with effective date.	
3	<p>Supporting Pricing Documentation (invoices, published and publicly available commercial catalogs/price lists, copies of invoices, contracts, quote sheets, pricing narrative, etc.).</p> <p>If the contract is Non-TDR, verify that the requested EPA does not negatively affect the discount relationship with the Basis of Award (BOA) customer or category of customers for the contract at the time of EPA request.</p>	
4	<p>Price Proposal Template: You must fill in all cells of the applicable EPA Price Proposal Template (PPT). Any empty cells may cause the modification to be rejected. If the cell does not apply, please type in "N/A". Do not leave the cell empty. The Price Proposal Template must be uploaded in eMod. Only the current version of the PPT as incorporated in the modification instructions will be accepted. Including any other version may result in rejection.</p> <p>Note for Non-TDR contracts: As per 552.216-70 ECONOMIC PRICE ADJUSTMENT – FSS MULTIPLE AWARD SCHEDULE CONTRACTS (SEP 1999) (ALTERNATE I – SEP 1999),</p> <p>“(b) Contractors may request price increases to be effective on or after the first 12 months of the contract period providing all of the following conditions are met:</p> <ol style="list-style-type: none"> (1) Increases resulting from a reissue or other modification of the Contractor's commercial catalog/price list that was used as the basis for the contract award. (2) No more than three increases will be considered during each succeeding 12-month period of the contract. (For succeeding contract periods of less than 12 months, up to three increases will be considered subject to the other conditions of this subparagraph (b)). (3) Increases are requested before the last 60 days of the contract period. (4) At least 30 days elapse between requested increases.” 	

[Go to Table of Contents](#)



Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
	<p>The EPA Ceiling Limit for Non-TDR contracts is established as 4% for the Human Capital Category, 5% for the Professional Services Category, 5% for the Travel Category and 10% for all other Large Categories.</p> <p>The Government reserves the right to raise the ceiling when market conditions during the contract period support such a change.</p> <p>Note for TDR contracts: As per 552.216-70 ECONOMIC PRICE ADJUSTMENT – FSS MULTIPLE AWARD SCHEDULE CONTRACTS (SEP 1999) (DEVIATION II – JUL 2016).</p> <p>“(b) Contractors may request price increases to be effective on or after the first 12 months of the contract period providing all of the following conditions are met:</p> <ul style="list-style-type: none"> (1) No more than three increases will be considered during each succeeding 12-month period of the contract. For succeeding contract periods of less than 12 months, up to three increases will be considered subject to the other conditions of this subparagraph (b). (2) Increases are requested before the last 60 days of the contract period. (3) At least 30 days elapse between requested increases.” <p>The EPA Ceiling Limit for TDR contracts is established as 4% for the Human Capital Category, 5% for the Professional Services Category, 5% for the Travel Category and 10% for all other Large Categories.</p> <p>Note: The percent increase cannot be greater than either: (i) the annual cap in the contract nor (ii) the percent increase between your awarded CPL and new CPL prices.</p>	
5	Notice of price increase from manufacturers or suppliers, if applicable.	
6	<p>Entire updated GSA Schedule Price List showing the entirety of awarded offerings and terms and conditions that will be displayed on GSA <i>Advantage!</i>® after the completion of the modification.</p> <p>(Reference I-FSS-600 - CONTRACT PRICE LISTS). Highlight the items you propose to increase.</p>	

b. EPA Increase without a Commercial Price List

[Go to Table of Contents](#)



Click [here](#) to go to the eMod Help Center for more information about submitting your EPA Increase without a Commercial Price List Modification request.

EPA based on Market Pricing

Note: when requesting a pricing modification, you cannot change your Most Favored Customer/Basis of Award (MFC/BOA) or GSA basic discount. If you determine that you need to update your discount structure, submit a Revise Terms and Conditions modification request before submitting your pricing modification request.

If the price increase requested on market rates is not considered fair and reasonable, the Government will reject in part or in whole the EPA request. Price adjustments may be effective on or after the first 12 months of the contract period on the following basis:

1. Adjustments based on escalation rates negotiated before contract award: Normally, when escalation rates are negotiated, it results in a fixed price for the term of the contract. No separate contract modification will be provided when increases are based on negotiated escalation rates. Price increases will be effective on the 12-month anniversary date of the contract effective date.
2. Adjustments based on an agreed-upon market indicator before award: The market indicator, as used in this clause, means the originally released public index, public survey or other public-based market indicator that is not seasonally adjusted. Any price adjustment shall be based on the percentage change in the designated (i.e., indicator identification and date) market indicator from the initial award to the latest available as of the anniversary date of the contract effective date. If the market indicator is discontinued or deemed no longer available or reliable by the Government, the Government and the Contractor will mutually agree to a substitute. The contract modification reflecting the price adjustment will be effective upon approval by the CO.

Note: The market indicator generally recommended by GSA is The Department of Labor, Bureau of Labor Statistics, Table 5 Compensation (not seasonally adjusted): Employment Cost Index for total compensation, for private industry workers, by occupational group and industry. Select the occupational/industry group that is most relevant to your business/organization. <https://www.bls.gov/news.release/eci.t05.htm>

In accordance with (IAW) SCP-FSS-001 INSTRUCTIONS APPLICABLE TO ALL NEW OFFERORS Service Contract Labor Standards (SCLS), escalation was clarified and all non-professional labor categories (SCLS covered) shall be escalated IAW 52.222-43

[Go to Table of Contents](#)



FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT LABOR STANDARDS PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS).

In addition to clause 52.222-43, one of the following two methods of escalation will be awarded: I-FSS-969 or 552.216-70.

If your contract was awarded IAW a prior version of SCP-FSS-001 INSTRUCTIONS APPLICABLE TO ALL OFFERORS (JUN 2020), be sure to request an additional method of escalation for your non-exempt labor categories.

References (See [MAS Solicitation](#))

GSA prices are based on Market Rates:

- For TDR Contracts: I-FSS-969 ECONOMIC PRICE ADJUSTMENT FSS MULTIPLE AWARD SCHEDULE (OCT 2014) (ALTERNATE II - JUL 2016)
- For Non-TDR Contracts: I-FSS-969 ECONOMIC PRICE ADJUSTMENT-FSS MULTIPLE AWARD SCHEDULE (OCT 2014)
- 52.222-43 FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT LABOR STANDARDS PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS)
- 52.222-41 SERVICE CONTRACT LABOR STANDARDS (AUG 2018)

Note: If at the time of award an escalation rate under Clause I-FSS-969 was negotiated into the contract, you don't need to do a separate modification request to increase pricing.

Note: It is possible for both clauses 552.216-70 (Commercial Price List) and I-FSS-969 (Market Prices) to apply to one contract. For example, a contractor has a services Special Item Number (and discloses to the Government that they do not have a commercially published price list) and also has a products SIN (and discloses to the Government that they do have a commercial published price list for products). In this case, both clauses would apply to one contract. In all cases, 52.222-43 Fair Labor Standards Act and Service Contract Labor Standards Price Adjustment (Multiple Year and Option Contracts) (Aug 2018) applies where the Service Contract Labor Standards (SCLS) applies.

EPA Based on Market Pricing Mod Checklist:

Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
1	Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) briefly describing your request and the rationale for the request. Cover letter shall include:	

[Go to Table of Contents](#)



Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
	<ul style="list-style-type: none"> ● Background information regarding your current prices, the applicable wage determination price levels, and the increases necessary for your company to comply with the wage determined rates set forth by the Department of Labor. ● Include the total number of items for which an EPA is requested. ● State that you are requesting an Economic Price Adjustment (EPA) in accordance with EPA Clause I-FSS-969 or 52.222-43 Fair Labor Standards Act and Service Contract Labor Standards Price Adjustment (Multiple Year and Option Contracts), if applicable. ● Identify the amount of EPA being requested. Note: The percent increase cannot be greater than the annual cap in the contract. ● Justification for the increase. <ul style="list-style-type: none"> ○ If the EPA requested exceeds the allowable Ceiling Limit in Item No. 4 below, provide specific justification and attach supporting documentation to the cover letter. ● A statement acknowledging that your price increase will not go into effect until the Contracting Officer signs the completed modification. ● Statement that all prices offered to GSA include the current IFF. ● For Non-TDR only: Statement that Commercial Sales Practices (CSP) Information in accordance with 552.238-81 PRICE REDUCTIONS (May 2019) previously submitted with the initial award (or contract modification) on CSP-1 has not changed, if applicable. If CSP has changed, provide updated CSP-1 in eMod. ● Statement: "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." 	
2	Copy of the Agreed Upon Market Indicator.	
3	<p>Price Proposal Template: You must fill in all cells of the applicable EPA Price Proposal Template (PPT). Any empty cells may cause the modification to be rejected. If the cell does not apply, please type in "N/A". Do not leave the cell empty. Currently this form is not in eMod and you will need to upload it to the system as a separate attachment. Only the current version of the pricing worksheet as incorporated in the modification instructions will be accepted. Including any other version may result in rejection.</p> <p>Note: As per 552.216-70 ECONOMIC PRICE ADJUSTMENT – FSS MULTIPLE</p>	

[Go to Table of Contents](#)



Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
	<p>AWARD SCHEDULE CONTRACTS (SEP 1999) (ALTERNATE I – SEP 1999)(DEVIATION II – JUL 2016) and I-FSS-969 ECONOMIC PRICE ADJUSTMENT FSS MULTIPLE AWARD SCHEDULE (OCT 2014) (ALTERNATE II - JUL 2016), contractors may request price increases to be effective on or after the first 12 months of the contract period providing all of the following conditions are met:</p> <p>Note for Non-TDR contracts: As per I-FSS-969 ECONOMIC PRICE ADJUSTMENT—FSS MULTIPLE AWARD SCHEDULE (OCT 2014),</p> <p>“(d) Conditions of Price change requests under paragraphs b(2) and c above:</p> <ul style="list-style-type: none"> (1) No more than three increases will be considered during each succeeding 12-month period of the contract. (For succeeding contract periods of less than 12 months, up to three increases will be considered subject to the other conditions of subparagraph (b)). (2) Increases are requested before the last 60 days of the contract period, including options. (3) At least 30 days elapse between requested increases. (4) In any contract period during which price increases will be considered, the aggregate of the increases during any 12-month period shall not exceed SEE CLAUSE NOTE percent (SEE CLAUSE NOTE%) of the contract unit price in effect at the end of the preceding 12-month period. The Government reserves the right to raise the ceiling when market conditions during the contract period support such a change.” <p>The EPA Ceiling Limit for Non-TDR contracts is established as 4% for the Human Capital Category, 5% for the Professional Services Category, 5% for the Travel Category and 10% for all other Large Categories.</p> <p>The Government reserves the right to raise the ceiling when market conditions during the contract period support such a change.</p> <p>Note for TDR contracts: As per I-FSS-969 ECONOMIC PRICE ADJUSTMENT – FSS MULTIPLE AWARD SCHEDULE (OCT 2014) (ALTERNATE II – JUL 2016),</p> <p>“(d) Conditions of Price change requests under paragraphs b(2) and c above:</p> <ul style="list-style-type: none"> (1) No more than three increases will be considered during each succeeding 12-month period of the contract. (For succeeding contract periods of less than 	

[Go to Table of Contents](#)



Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
	<p>12 months, up to three increases will be considered subject to the other conditions of subparagraph (b)).</p> <p>(2) Increases are requested before the last 60 days of the contract period, including options.</p> <p>(3) At least 30 days elapse between requested increases.</p> <p>(4) In any contract period during which price increases will be considered, the aggregate of the increases during any 12-month period shall not exceed SEE CLAUSE NOTE percent (SEE CLAUSE NOTE%) of the contract unit price in effect at the end of the preceding 12-month period. The Government reserves the right to raise the ceiling when market conditions during the contract period support such a change.”</p> <p>The EPA Ceiling Limit for TDR contracts is established as 4% for the Human Capital Category, 5% for the Professional Services Category, 5% for the Travel Category and 10% for all other Large Categories.</p> <p>The Government reserves the right to raise the ceiling when market conditions during the contract period support such a change.</p> <p>Note: The percent increase cannot be greater than the annual cap in the contract, nor can it be greater than the market indicator demonstrates (for example, if your contract is based on a BLS ECI table, and the current published increase is 2.5%, you could not receive more than a 2.5% EPA). If pricing is based on commercial market rates with an Economic Price Adjustment at a fixed rate escalation, clause I-FSS-969 (b) (1), include pricing for the remaining contract years, including all option periods, with the annual escalation percentage (e.g. 2%) stated in the price list. If applicable, verify that the requested EPA does not negatively affect the discount relationship with the BOA established at the time of award (or last modification, whichever is more recent).</p>	
4	<p>Entire updated GSA Schedule Price List showing the entirety of awarded offerings and terms and conditions that will be displayed on GSA <i>Advantage!</i>®. after the completion of the modification. (Reference I-FSS-600) - CONTRACT PRICE LISTS). Highlight the items you propose to increase.</p>	

1) **Market Indicator (see Item No. 2 above)**

Submit a copy of the market indicator that was agreed upon at the time of award (or modification, whichever is most recent). If you do not have the Employment Cost Index

[Go to Table of Contents](#)



(ECI) quarter identified in your award documents you may determine the correct quarter by using the following guidance.

To select the correct quarter to escalate by, you will select the appropriate indicator based on clause guidance identified in I-FSS-969(b)(2):

“Any price adjustment shall be based on the percentage change in the designated (i.e. indicator identification and date) market indicator from the initial award to the latest available as of the anniversary date of the contract effective date”

If the 1449 does not identify the most recent quarter based on award date you can find it on the Releases Calendar at <https://www.bls.gov/schedule/>. Below is an example of the release of the Employment Cost Index for December 2019.

	20	21	22	23	24
ENTIRE YEAR, 2019					
BY NEWS RELEASE					
BUSINESS EMPLOYMENT DYNAMICS	Birthday of Martin Luther King, Jr. Holiday		Union Membership (Annual) 2019 10:00 AM		State Employment and Unemployment (Monthly) December 2019 10:00 AM
CONSUMER PRICE INDEX					
COUNTY EMPLOYMENT AND WAGES					
EMPLOYER COSTS FOR FMPLOYEE COMPENSATION					
	27	28	29	30	31
			Quarterly Data Series on Business Employment Dynamics Second Quarter 2019 10:00 AM		Employment Cost Index Fourth Quarter 2019 08:30 AM

As you can see, the 4th quarter 2019 index was not released until January 31 of 2020, which means a contract awarded January 31st of 2020 would be using the previous 3rd quarter Bureau of Labor Statistics (BLS) ECI average which would be 2.7% in this example.

Another example: If a contract was awarded May 13, 2014, what BLS quarter was it awarded under? The first quarter ECI was updated April 29, 2014 and since May is in the same quarter then the contract anniversary date for ECI would be 1st quarter.

c. EPA Increase Based on Service Contract Labor Standards (SCLS)

Note: when requesting a pricing modification, you cannot change your Most Favored Customer/Basis of Award (MFC/BOA) or GSA basic discount. If you determine that you need to update your discount structure, submit a Revise Terms and Conditions modification request before submitting your pricing modification request.

References [MAS solicitation](#)):

- For TDR Contracts: I-FSS-969 ECONOMIC PRICE ADJUSTMENT FSS MULTIPLE AWARD SCHEDULE (OCT 2014) (ALTERNATE II - JUL 2016)

[Go to Table of Contents](#)



Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
	<p>three increases will be considered subject to the other conditions of the applicable contract clause.</p> <p>(ii) Increases are requested before the last 60 days of the contract period.</p> <p>(iii) At least 30 days elapse between requested increases.</p> <p>(c) In any contract period during which price increases will be considered, the aggregate of the increases during any 12-month period shall not exceed SEE CLAUSE NOTE”</p> <p>Clause note: “The EPA Ceiling Limit for TDR contracts is established as 4% for the Human Capital Category, 5% for the Professional Services Category, 5% for the Travel Category and 10% for all other Large Categories.”</p> <p>The Government reserves the right to raise the ceiling when market conditions during the contract period support such a change.</p>	
4	<p>Entire updated GSA Schedule Price List showing the entirety of awarded offerings and terms and conditions that will be displayed on GSA <i>Advantage!</i>® after the completion of the modification.</p> <p>(Reference - I-FSS-600 CONTRACT PRICE LISTS). Highlight the items you propose to increase.</p>	

d. Wage Determinations

In accordance with (IAW) SCP-FSS-001 INSTRUCTIONS APPLICABLE TO ALL NEW OFFERORS Service Contract Labor Standards (SCLS), escalation was clarified and all non-professional labor categories (SCLS covered) shall be escalated IAW 52.222-43 FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT LABOR STANDARDS PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS).

In addition to clause 52.222-43, one of the following two methods of escalation will be awarded, I-FSS-969 or 52.216-70. If your contract was awarded before SCP-FSS-001 INSTRUCTIONS APPLICABLE TO ALL OFFERORS (SEP 2019), be sure to request another method of escalation for your non-exempt labor categories.

Click [here](#) to go to the eMod Help Center for more information about submitting your Wage Determination Modification request.

[Go to Table of Contents](#)



based on a BLS ECI table, and the current published increase is 2.5%, you could not receive more than a 2.5% EPA).

e. Price Reductions

Price reduction modifications can either be permanent or temporary.

Note: when requesting a pricing modification, you cannot change your Most Favored Customer/Basis of Award (MFC/BOA) or GSA basic discount. If you determine that you need to update your discount structure, submit a Revise Terms and Conditions modification request before submitting your pricing modification request.

Permanent Price Reduction (Based on Most Favored Customer)

Use this modification type if you would like to offer a permanent price reduction based on a change to your most favored customer, or basis of award if it is not the same as your most favored customer, pricing.

Note: when requesting a pricing modification, you cannot change your Most Favored Customer/Basis of Award (MFC/BOA) or GSA basic discount. If you determine that you need to update your discount structure, submit a Revise Terms and Conditions modification request before submitting your pricing modification request.

Click [here](#) to go to the eMod Help Center for more information about submitting your Permanent Price Reduction (Based on Most Favored Customer) Modification request.

References (see [MAS solicitation](#)):

- For Non-TDR Contracts: 552.238-81 PRICE REDUCTIONS (MAY 2019)

Permanent Price Reduction (Based on Most Favorite Customer) Mod Checklist:

Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
1	<p>Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) briefly describing your request and the rationale for the request. Cover letter shall include:</p> <ul style="list-style-type: none"> • Statement acknowledging that your price reduction will go into effect immediately and that you desire to set your start date as today's date. 	

[Go to Table of Contents](#)



Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
	<ul style="list-style-type: none"> • Include the total number of items for which a price reduction is requested • Detailed description of your reduction including information regarding the "basis of award" upon which your GSA rates are based as well as any other information that may be relevant to the CO. • Statement: "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." 	
2	<p>Commercial Sales Practice Format (CSP) (if applicable). CSP is not required if participating in TDR pilot under applicable TDR SIN.</p> <p>When your Schedule contract prices are based on the rates offered to your Basis of Award customer, update your Schedule contract so your rates remain equal to or below that which is offered to other clients.</p>	
3	<p>Price Proposal Template: You must fill in all cells of the applicable EPA Price Proposal Template (PPT). See instructions on PPT attachment.</p> <p>Currently this form is not in eMod and you will need to upload it to the system as a separate attachment. Only the current version of the PPT as incorporated in the modification instructions will be accepted. Including any other version will result in rejection.</p>	
4	Commercial Price List (CPL) with effective date.	
5	<p>Entire updated GSA Schedule Price List showing the entirety of awarded offerings and terms and conditions that will be displayed on GSA Advantage!® after the completion of the modification.</p> <p>(Reference I-FSS-600) - CONTRACT PRICE LISTS). Highlight the impacted items.</p>	

Permanent Price Reduction (Industry Partner Requested)

Voluntary permanent price reduction requests may be submitted at any time.

Click [here](#) to go to the eMod Help Center for more information about submitting your Permanent Price Reduction (Industry Partner Requested) Modification request.

References (see [MAS solicitation](#)):

[Go to Table of Contents](#)



- For TDR Contracts: 552.238-81 PRICE REDUCTIONS (MAY 2019) (ALTERNATE I - MAY 2019)
- For Non-TDR Contracts: 552.238-81 PRICE REDUCTIONS (MAY 2019)

Permanent Price Reduction (Industry Partner Requested) Mod Checklist:

Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
1	<p>Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) briefly describing your request and the rationale for the request. Cover letter shall include:</p> <ul style="list-style-type: none"> • Statement acknowledging your price reduction will go into effect immediately and that you desire to set your start date as today's date. • Include the total number for which a price reduction is requested • Statement: "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." 	
2	<p>Commercial Sales Practice Format (CSP) (if applicable). CSP is not required if participating in TDR pilot under applicable TDR SIN.</p> <p>When your Schedule contract prices are based on the rates offered to your Basis of Award customer, update your Schedule contract so your rates remain equal to or below that which is offered to other clients.</p>	
3	<p>Price Proposal Template (PPT) showing the current information and the requested changes. You must fill in all cells of the applicable EPA Price Proposal Template (PPT). See instructions in PPT attachment.</p> <p>Currently this form is not in eMod and you will need to upload it to the system as a separate attachment. Only the current version of the PPT as incorporated in the modification instructions will be accepted. Including any other version will result in rejection.</p>	
4	<p>Commercial Price List with effective date.</p>	
5	<p>Entire updated GSA Schedule Price List showing the entirety of awarded offerings and terms and conditions that will be displayed on GSA <i>Advantage!</i>® after the completion of the modification. (Reference I-FSS-600 CONTRACT PRICE LISTS). Highlight the impacted items.</p>	

[Go to Table of Contents](#)



Temporary Price ReductionTemporary price reductions:

Files containing temporary price reductions may be immediately loaded to GSA Advantage via EDI or SIP, after submission of a modification request via eMod. Your CO will be notified when an updated file is submitted. Note that modification requests for temporary price reductions are effective immediately upon submission and the effective date of the price reduction will reflect the date that the contractor submitted the modification via eMod.

Click [here](#) to go to the eMod Help Center for more information about submitting your Temporary Price Reduction Modification request

References([solicitation](#)):

- For TDR Contracts: 552.238-81 PRICE REDUCTIONS (MAY 2019) (ALTERNATE I - MAY 2019)
- For Non-TDR Contracts: 552.238-81 PRICE REDUCTIONS (MAY 2019)

Temporary Price Reduction Mod Checklist:

Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
1	<p>Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) briefly describing your request and the rationale for the request. Cover letter shall include:</p> <ul style="list-style-type: none"> • Statement acknowledging that your price reduction will go into effect immediately and that you desire to set your start date as today's date. • Include the total number of items for which a price reduction is requested • Statement: "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." 	
2	<p>Commercial Sales Practice Format (CSP) (if applicable).</p> <p>CSP is not required if participating in TDR pilot under applicable TDR SIN.</p>	
3	<p>Price Proposal Template (PPT) showing the current information and the requested changes. You must fill in all cells of the applicable EPA Price Proposal Template (PPT). See instructions in PPT attachment.</p> <p>Currently this form is not in eMod and you will need to upload it to the system as a separate attachment. Only the current version of the PPT as incorporated in the</p>	

[Go to Table of Contents](#)



Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
	modification instructions will be accepted. Including any other version may result in rejection.	
4	Entire updated GSA Schedule Price List showing the entirety of awarded offerings and terms and conditions that will be displayed on GSA <i>Advantage!</i> ® after the completion of the modification. (Reference I-FSS-600)- CONTRACT PRICE LISTS). Highlight the impacted items.	

[Go to Table of Contents](#)



6. Technical Modifications

Click [here](#) to go to the eMod Help Center for more information about submitting your Technical Modification request.

a. Change in Geographic Coverage

Click [here](#) to go to the eMod Help Center for more information about submitting your Change in Geographic Coverage Modification request.

References (see [MAS solicitation](#)):

- 552.212-4 CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS (OCT 2018) (DEVIATION - FEB 2007) (DEVIATION - FEB 2018)
- 552.212-4 CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS (OCT 2018) (DEVIATION - FEB 2018) (ALTERNATE I - JAN 2017) (DEVIATION - FEB 2007)

Change in Geographic Coverage Mod Checklist:

Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
1	<p>Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) briefly describing your request and the rationale for the request. Cover letter shall include:</p> <ul style="list-style-type: none"> • Narrative indicating the current and new designated geographic coverage area and the services and/or supplies to which the new designated area applies. • Statement: "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." 	

b. Part(s) Number Change

Part number changes are for products that have the same function, and for models that have not had significant changes. Minor changes should not result in a price increase. Any significant changes to the products should be submitted as an ["Add Products"](#) modification type.

Click [here](#) to go to the eMod Help Center for more information about submitting your Part(s) Number Change Modification request.

[Go to Table of Contents](#)



References (see [MAS solicitation](#)):

- For Non TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (MARCH 2020) (ALTERNATE I - MARCH 2020)
- For TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (MARCH 2020) (ALTERNATE II - MARCH 2020)
- 552.212-4 (c) CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS (OCT 2018) (DEVIATION – FEB 2007) (DEVIATION - FEB 2018)

Part(s) Number Change Mod Checklist:

Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
1	<p>Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) briefly describing your request and the reason for the request. Cover letter shall include:</p> <ul style="list-style-type: none"> • Descriptions and listing of old vs. new part numbers • Include total of number part number changes requested • Whether the change is dealer or manufacturer part number change • Confirmation that the part itself is not actually changing and it is a number change only • Statement that the change will not result in a change to the GSA price. • Statement: "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." 	
2	<p>Price Proposal Template (PPT) showing the current information and the requested changes. See instructions in PPT attachment.</p> <p>Currently this form is not in eMod and you will need to upload it to the system as a separate attachment. Only the current version of the PPT as incorporated in the modification instructions will be accepted. Including any other version will result in rejection.</p>	
3	<p>Document that verifies the part number change, such as a new manufacturer's part/price list, screen shots from the manufacturer's website, a new dealer part/price list, etc.</p>	

[Go to Table of Contents](#)



Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
4	Entire updated GSA Schedule Price List showing the entirety of awarded offerings and terms and conditions that will be displayed on GSA <i>Advantage!</i> ® after the completion of the modification. (Reference I-FSS-600 - CONTRACT PRICE LISTS). Highlight the items you propose for part number change(s).	

c. Product Descriptive Changes

Product description changes are for minor changes to functional description. Minor changes should not result in a price increase. Any significant changes should be submitted as an “[Add Product](#)” modification type. This mod type is not for part/model number changes.

Click [here](#) to go to the eMod Help Center for more information about submitting your Product Descriptive Changes Modification request.

References(see [MAS solicitation](#)):

- For Non TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (MARCH 2020) (ALTERNATE I - MARCH 2020)
- For TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (MARCH 2020) (ALTERNATE II - MARCH 2020)
- 552.212-4 (c) CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS (OCT 2018) (DEVIATION – FEB 2007) (DEVIATION - FEB 2018)

Product Descriptive Changes Mod Checklist:

Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
1	Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) briefly describing your request and the rationale for the request. Cover letter shall include: <ul style="list-style-type: none"> • Statement that the change will not result in a change to the GSA price. • Include the total number of product descriptive changes requested. 	

[Go to Table of Contents](#)



Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
	<ul style="list-style-type: none"> Statement: "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." 	
2	<p>Price Proposal Template (PPT) showing the current information and the requested changes. See instructions in PPT attachment.</p> <p>Currently this form is not in eMod and you will need to upload it to the system as a separate attachment. Only the current version of the PPT, as incorporated in the modification instructions, will be accepted. Including any other version will result in rejection.</p>	
3	<p>Entire updated GSA Schedule Price List showing the entirety of awarded offerings and terms and conditions that will be displayed on GSA <i>Advantage!</i>® after the completion of the modification. (Reference I-FSS-600- CONTRACT PRICE LISTS). Highlight the items proposed for product descriptive changes.</p>	

d. Service Descriptive Changes

Service description changes are for revising education and/or work experience, and minor changes to functional descriptions. Minor changes should not result in a price increase. Any significant changes should be submitted as an "[Add Professional Services/Labor Category or Training](#)" modification type. This mod type is not for changing names of services or labor categories.

Click [here](#) to go to the eMod Help Center for more information about submitting your Service Descriptive Changes Modification request.

References (see [MAS solicitation](#)):

- For Non TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (MARCH 2020) (ALTERNATE I - MARCH 2020)
- For TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (MARCH 2020) (ALTERNATE II - MARCH 2020)
- 552.212-4 (c) CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS (OCT 2018) (DEVIATION – FEB 2007) (DEVIATION - FEB 2018)

[Go to Table of Contents](#)



Service Descriptive Changes Mod Checklist:

Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
1	<p>Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) briefly describing your request and the rationale for the request. Cover letter shall include:</p> <ul style="list-style-type: none"> ● Statement that the change will not result in a change to the GSA price. ● Include the total number of service descriptive changes requested. ● Statement: "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." 	
2	<p>Price Proposal Template (PPT) showing the current information and the requested changes. See instructions in PPT attachment.</p> <p>Currently this form is not in eMod and you will need to upload it to the system as a separate attachment. Only the current version of the PPT as incorporated in the modification instructions will be accepted. Including any other version will result in rejection.</p>	
3	<p>Entire updated GSA Schedule Price List showing the entirety of awarded offerings and terms and conditions that will be displayed on GSA <i>Advantage!</i>® after completing the modification. (Reference I-FSS-600 CONTRACT PRICE LISTS). Highlight the items you propose for service descriptive changes.</p>	

[Go to Table of Contents](#)



7. Terms and Conditions Modifications

Modifying Terms and Conditions

Terms and conditions modifications can be anything from changing the Most Favored Customer and proposing a new Basis of Award Customer due to an update in a contractor’s Commercial Sales Practice (CSP), to incorporating a Subcontracting Plan, to taking an exception to a clause.

The documentation you submit for each term and condition will depend on what terms and conditions changes you’re requesting. Generally speaking, if you cannot find an appropriate mod type for what you are trying to accomplish in eMod, choose a generic “Terms and Conditions” modification.

Click [here](#) to go to the eMod Help Center for more information about submitting your Terms and Conditions Modification request.

a. Create/Manage Clause Exceptions

References (see [MAS solicitation](#)):

- 552.212-4 CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS (OCT 2018 8) (DEVIATION - FEB 2007) (DEVIATION - FEB 2018)
- 552.212-4 CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS (OCT 2018) (DEVIATION - FEB 2018) (ALTERNATE I - JAN 2017) (DEVIATION - FEB 2007)

Create/Manage Clause Exceptions Mod Checklist:

Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different documents due to unique circumstances of the request)	Included in Package
1	<p>Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) briefly describing your request and the reason for the request. Cover letter shall include:</p> <ul style="list-style-type: none"> • Narrative with the clause(s) and the language to which you take exception and any edits you desire to provide. • Statement that the change will not result in a change to the GSA price. • Statement, “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.” 	

[Go to Table of Contents](#)



b. Rerepresentation of Business Size

To be eligible for award as a “small business concern”, you must represent in good faith that you are a small business concern at the time of your written representation. A contractor that represented itself as a small business concern before contract award must rerepresent its size status for the North American Industry Classification System (NAICS) code in the contract when any of the following happen:

- Within 30 days after executing a novation agreement or within 30 days after modifying the contract.
- Within 30 days after a merger or acquisition of the contractor that does not require novation or within 30 days after modifying the contract.
- Within 60 to 120 days before the date specified in the contract for exercising any option.

If you rerepresent your size status from other than small business to small business, you need to submit a modification request.

You must rerepresent your size status according to the size standard that corresponds to the NAICS code that was initially assigned to the contract.

Click [here](#) to go to the eMod Help Center for more information about submitting your Rerepresentation of Business Size Modification request.

References (see [MAS solicitation](#)):

- 52.219-28 POST-AWARD SMALL BUSINESS PROGRAM REREPRESENTATION (NOV 2020)
-

Re-representation of Business Size Mod Checklist:

Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
1	<p>Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) briefly describing your request and the reason for your request. Cover letter shall include:</p> <ul style="list-style-type: none"> ● Reason for the business size representation, i.e., changing from small business to other than small business, or changing from other than small business to small business. ● Include preponderance of work NAICS code. ● Statement that the change will not result in a change to the GSA price. 	

[Go to Table of Contents](#)



Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
	<ul style="list-style-type: none"> Statement: "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." 	
2	Copy of current SAM.gov record.	

c. Incorporate Subcontracting Plan (SubK) Modification

If you rerepresent your size status from small business to other than small business, you must submit an "Incorporate Subcontracting Plan" mod request.

You can select one of the following Subcontracting Plan types:

- Commercial plan is a subcontracting plan (including goals) that covers the contractor's fiscal year. Commercial plans apply to the entire production of commercial items sold by either the entire company or a portion thereof (e.g. division, plant, or product line). If you have a Commercial Subcontracting Plan, you must submit an eMod each year based on your company's fiscal year.
- Individual plan is a subcontracting plan that covers the entire contract period (including option periods) and applies to a specific contract. The individual plan has goals that are based on the offeror's planned subcontracting in support of the specific contract, except that indirect costs incurred for common or joint purposes may be allocated on a prorated basis to the contract.
- Master plan is a subcontracting plan that contains all the required elements of an individual subcontracting plan, except goals. Master plans may be incorporated into individual subcontracting plans, provided the master subcontracting plan has been approved.

Click [here](#) to go to the eMod Help Center for more information about submitting your Incorporate Subcontracting Plan (SubK) Modification request.

References (see [MAS solicitation](#)):

- 52.219-9 SMALL BUSINESS SUBCONTRACTING PLAN (JUN 2020) (ALTERNATE II – NOV 2016)

Incorporate Subcontracting Plan (SubK) Mod Checklist:

[Go to Table of Contents](#)

Mod Guide Date May (2021)



Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
1	<p>Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) briefly describing your request and the reason for the request.</p> <p>Cover letter shall include:</p> <ul style="list-style-type: none"> ● Statement: "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." 	
2	<p>Complete the Small Business Subcontracting Plan Template in eMod (Model Subcontracting Plan Template).</p>	
3	<p>If you are asking to incorporate an approved Commercial Subcontracting Plan, provide a copy of the signed plan.</p>	

d. Other Terms and Conditions Modifications

For the following terms and conditions modification requests, please follow the prompts for updating this information in eMod:

- Cooperative Purchasing
- Disaster Recovery
- E-Verify
- Rerepresentation of Business Size for Non-Novated Merger/Acquisition
- Revise Terms and Conditions
- Rerepresentation of Small Business Type
- Participate in Transactional Data Reporting (TDR) Program
 - On June 23rd, 2016, GSA published a final rule to capture Transactional Data for procurements across MAS. Transactional Data Reporting (TDR) acceptance is optional. If your contract has TDR and non-TDR applicable SINS and you have accepted TDR, your entire contract is subject to TDR terms and conditions for the remainder of the contract once you have accepted TDR. Commercial Sales Practices (CSP) disclosure is not required.

[Go to Table of Contents](#)



8. Change of Name and Novation Modifications

Determining the Agency Responsible for Executing Your Change-of-Name Novation Agreement

1. If the transferor has contracts (not orders issued under the GSA Schedule) with other Government agencies in addition to the GSA Schedule contract, the agency responsible for processing the Novation or Change-of-Name Agreement modification is the agency with the largest unsettled (unbilled plus billed but unpaid) dollar balance of contract obligations.
2. If the largest unsettled dollar balance is from task/purchase orders using a GSA Schedule contract, GSA is the agency responsible for processing the Novation or Change-of-Name Agreement modification.
3. If the transferor has multiple GSA Schedule contracts, the contracting officer for the specific GSA Schedule contract with the largest unsettled task order dollar balance is the contracting officer responsible for processing the Novation or Change-of-Name Agreement modification. However, modifications will be required to each contract.

Note: The “transferor” is the company that holds the government contract that needs to be modified. Example: ABC Company has been bought by XYZ Company. In this example, the “transferor” is ABC Company and the “transferee” is the XYZ Company.

Click [here](#) to go to the eMod Help Center for more information about submitting your Change-of-Name or Novation Agreement Modification request.

a. Change-of-Name Agreement Modification

“Change-of-Name Agreement” is a legal instrument executed by the contractor and the Government that recognizes the legal change of name of the contractor without disturbing the original parties’ contractual rights and obligations. Send the modification packages to the CO/CS before you submit a modification request to facilitate GSA’s legal review.

Before submitting a modification, please review Federal Acquisition Regulation (FAR) 42.1204(a)-(b) Applicability of novation agreements and FAR 42.1205 Agreement to recognize contractor’s change of name at <https://www.acquisition.gov/>, to determine whether you should submit a Novation or Change of Name Agreement to GSA for the subject contract(s).

Click [here](#) to go to the eMod Help Center for more information about submitting your Change-of-Name Modification request.

[Go to Table of Contents](#)



References (see [MAS solicitation](#)):

- FAR 42.1204 Applicability of novation agreements.
- FAR 42.1205 Agreement to recognize contractor’s change of name.
- For non TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (MARCH 2020) (ALTERNATE I - MARCH 2020)
- For TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (MARCH 2020) (ALTERNATE II - MARCH 2020)

Change-of-Name Agreement Mod Checklist:

Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
1	<p>Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) briefly describing your request and the rationale for the request. Cover letter should include:</p> <ul style="list-style-type: none"> ● Whether or not the Unique Entity Identifier (UEI) (e.g. DUNS) is changing and provide the new UEI if it is changing. If it is changing, you must add “change of DUNS” request into your submitted modification request. ● Statement: “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.” 	
2	<p>If name change has already been processed by another federal agency/organization, submit a signed copy of the modification, which must include your GSA contract as one of the contracts affected by the Change of Name. The signed modification must also include the incorporated Change-of-Name Agreement and Exhibit A identifying the GSA contract.</p>	
SKIP THE FOLLOWING STEPS IF A CHANGE OF NAME WAS PROCESSED BY ANOTHER FEDERAL AGENCY		
3	<p>Email the Change-of-Name Agreements to your assigned CO/CS. See sample format.</p> <p>Note: At the contracting officer's discretion, when electronically submitted documents cannot be clearly determined to be authentic and proper, original paper documents may still be required and processed.</p>	

[Go to Table of Contents](#)



Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
4	The document affecting the name change must be authenticated by a proper official of the state having jurisdiction.	
5	The opinion of the contractor's legal counsel stating that the change of name was properly effected under applicable law and showing the effective date. See sample format .	
6	A list of all affected contracts and purchase orders remaining unsettled between the contractor and the Government, showing for each: <ul style="list-style-type: none">• Contract number• Contract type• Name and address of the contracting office. The contracting officer may request the total dollar value, as amended, and the remaining unpaid balance for each contract.	

Do not create the eMod request until the CO/CS has instructed you to do so and confirmed receipt of the documents you will submit with the Change-of-Name Agreement eMod request.

- 1) If you determine GSA is the responsible agency to initially process your Change-of-Name Agreement (submit ALL documents required by regulation (FAR 42.1205 Agreement to recognize contractor's change of name, for Change-of-Name Agreement).
 - a. Confirm the name of your GSA CO/CS on <https://www.gsaelibrary.gsa.gov> (see *Government Point of Contact* within the *Contractor Information* section by entering your contract number or company name in the search block.

b. Novation Agreement Modification

“Novation agreement” is a legal instrument by which, among other things, the transferor guarantees performance of the contract, the transferee assumes all obligations under the contract, and the Government recognizes the transfer of the contract and related assets from the transferor to the transferee.

[Go to Table of Contents](#)



Before submitting a modification, please review Federal Acquisition Regulation (FAR) 42.1204 (a)-(b) Applicability of novation agreements and FAR 42.1205 Agreement to recognize contractor’s change of name, to determine whether you should submit a Novation agreement or Change-of-Name Agreement to GSA for the subject contract.

When requesting a Novation Agreement modification, please add Authorized Negotiators for the transferee before signing the modification.

Note: The “transferor” is the company that holds the government contract that needs to be modified. Example: ABC Company has been bought by XYZ Company. In this example, the “transferor” is ABC Company and the “transferee” is the XYZ Company.

Click [here](#) to go to the eMod Help Center for more information about submitting your Change-of-Name or Novation Agreement Modification request.

References (see [MAS solicitation](#)):

- FAR 42.1204 Applicability of novation agreements
- For non TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (MARCH 2020) (ALTERNATE I - MARCH 2020)
- For TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (MARCH 2020) (ALTERNATE II - MARCH 2020)
-

Novation Agreement Mod Checklist:

Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
1	<p>Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) briefly describing your request and the reason for the request. Cover letter must include:</p> <ul style="list-style-type: none"> ● Statement that the transferee has ensured that the registrations in SAM.gov are current, accurate, and reflect the NAICS code(s) for the contract being transferred. Confirm that the transferee and all the officers of the transferee’s company are not currently debarred or suspended from receiving federal contracts. 	

[Go to Table of Contents](#)



Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
	<ul style="list-style-type: none"> ● Whether the transferee has any existing GSA Schedule contracts, and if so, the contract numbers of those contracts, along with the name, title, telephone number, email address, and mailing address of the applicable Contracting Officer. ● The transferee’s company website address. ● Statement of whether or not the Unique Entity Identifier (UEI) (e.g. DUNS) is changing and provide the new UEI if it is changing, if it is changing you must add “change of DUNS” request into your submitted modification request. ● The following information: <ul style="list-style-type: none"> ○ Name of new point of contact for Contract Administration and all Authorized Negotiators. For each individual include the following: <ul style="list-style-type: none"> ■ Title ■ Phone Number and extension ■ Fax Number ■ Address; if different from contract address (address in SAM) ensure this is noted ■ Email Address ■ Identify which Authorized Negotiators can sign and commit the company ● Statement: “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.” 	
2	<p>If Novation has already been processed by another federal agency/organization, provide a copy of the SF-30, Amendment of Solicitation/Modification of Contract, signed and dated by a Government Contracting Officer and a representative of your company, which implements the Novation agreement. This SF-30, Amendment of Solicitation/Modification of Contract, must include your GSA contract as one of the affected contracts impacted by the Novation. The signed modification must also include the incorporated Novation agreement and Exhibit A identifying the GSA contract.</p>	
	<p>SKIP THE FOLLOWING STEPS IF ANOTHER FEDERAL AGENCY PROCESSED A NOVATION</p>	
3	<p>Document describing the proposed transaction, e.g. purchase/sale agreement or memorandum of understanding.</p>	

[Go to Table of Contents](#)



Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
4	<p>Email the Novation Agreement to your assigned CO/CS. See sample format.</p> <p>Note: At the contracting officer's discretion, when electronically submitted documents cannot be clearly determined to be authentic and proper, you may have to provide original paper documents.</p>	
5	ALL documents required by regulation (FAR 42.1204(e) and (f) Applicability of novation agreements, for novation).	
6	Subcontracting Plan (if applicable).	
7	Evidence of the transferee's capability to perform.	
8	An authenticated copy of the instrument affecting the transfer of assets; e.g. bill of sales, certificate of merger, contract, deed, agreement, court decree, etc.	
9	An authenticated copy of the transferee's certificate and articles of incorporation (or applicable formation document under applicable law), if an entity was formed for the purpose of receiving the assets involved in performing the Government contracts.	
10	A certified copy of each resolution of the corporate party's board of directors authorizing the transfer of assets or other document referencing compliance with the transferor's governing documents.	
11	Evidence that any security clearance requirements have been met, if applicable.	
12	Balance sheets of the transferor and transferee as of the dates immediately before and after the transfer of assets, audited by independent accountants.	
13	Income statement of the transferee.	
14	A certified copy of the minutes of each corporate party's stockholder meeting necessary to approve the transfer of assets, or other document referencing compliance with their respective governing documents and/or internal governance requirements.	
15	The consent of sureties on all contracts, if bonds are required, or a statement from the transferor that none are required.	

[Go to Table of Contents](#)



Item No.	Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)	Included in Package
16	The opinion of legal counsel for the transfer and transferee stating that the transfer was properly effected under applicable law and showing the effective date.	
17	<p>A list of all affected contracts, including Blanket Purchase Agreements (BPAs) and orders placed under all contracts affected by the change remaining unsettled between the contractor and the Government, as of the date of sale or transfer of assets, to include:</p> <ul style="list-style-type: none"> ● Contract number ● Contract type ● Name and address of the contracting office ● Total dollar value, as amended ● Approximate remaining unpaid balance ● Contracting Officer/Administrative Contracting Officer name, address, telephone number, and e-mail <p>The contracting officer may request the total dollar value, as amended, and the remaining unpaid balance for each contract.</p>	

Do not create the eMod request until the CO/CS has instructed you to do so and confirmed receipt of the documents you will submit with the Novation Agreement eMod request.

1. If your company is changing from a small business size to an other than small business size according to your NAICS code, you'll need to do a Subcontracting Plan. If your company is already an other than small business and is remaining as an other than small business, you'll need an updated Subcontracting Plan.
 - a. According to clause 52.219-28, Post Award Small Business Program Rerepresentation (NOV 2020), paragraph (b) (1), you must re-represent your business size in [SAM.gov](https://www.sam.gov). Once this re-representation is done, you must submit a "Representation of Size" modification via the eMod system in order for GSA to recognize your new business size.
 - b. If the transferor was awarded as a small business and the transferee is an other than small business for the NAICS code(s) established in the contract, then the transferee must complete and submit a Subcontracting Plan from the current

[Go to Table of Contents](#)



solicitation with the modification request. You can submit a request to add a Subcontracting Plan via the eMod system.

[Go to Table of Contents](#)



9. Cancellation Modifications

The cancellation modification’s purpose is to discontinue a contract. A cancellation modification takes effect 30 calendar days after signature, and a contract cannot be reinstated after the cancellation modification’s effective date. Either party may cancel this contract in whole or in part by providing written notice.

An exit interview may be requested. Sales reporting must be completed according to 552.238-80 Industrial Funding Fee And Sales Reporting July 2020 or 552.238-80 Industrial Funding Fee And Sales Reporting (July 2020) (Alternate I May 2019) for the current quarter. If the cancellation is not effective until the next quarter, you must complete sales reporting for the following quarter as well.

Click [here](#) to go to the eMod Help Center for more information about submitting your Cancellation Modification request.

Reference (see [MAS solicitation](#)):

- 552.238-79 CANCELLATION (MAY 2019)

Cancellation Mod Checklist:

Item No.	Required Documentation	Included in Package
1	Signed letter by Authorized Negotiator explaining the reason for the contract cancellation request. The letter should also acknowledge that the contractor will complete the required actions to include: <ul style="list-style-type: none"> • Sales reporting for the final quarter/month • IFF submission for the final quarter/month (if applicable). • Subcontracting reporting (if applicable) via the Electronic Subcontracting Reporting System (eSRS). • Acknowledgement that the modification will be effective 30 calendar days after the Contracting Officer signs the modification (SF-30). 	
2	Submission of any other supporting documentation requested from the Contracting Officer.	
3	Optional Information: If you are requesting cancellation, please provide the following information so we can understand why you’re requesting cancellation.	

[Go to Table of Contents](#)



Item No.	Required Documentation	Included in Package
	<p>Explain why you feel you have not made the minimum MAS contract sales (or sales that meet your business goals) in the last three years or the duration of your contract if less than three years on contract, if you have failed to meet the minimum sales.</p>	
	<p>Does your company currently have any pending orders or future sales pending? If yes, please provide a detailed listing of each sale, estimated dollar amount, and the Government POC and telephone number for each sale.</p>	
	<p>What are your intentions to pursue government business? Do you have an active marketing plan? If not, why not? What steps is your company taking to increase your Government business?</p>	
	<p>Do you have any active BPAs for any items currently on your contract? If so, have you reported any sales that resulted under these BPAs under your contract? If not, why not?</p>	
	<p>Have you attended a quarterly business marketing session conducted by the GSA Office of Customer Accounts and Stakeholder Engagement (CASE)?</p>	

[Go to Table of Contents](#)



10. GLOSSARY

Acronym/Term	Meaning
ACO	Administrative Contracting Officer
ARO	After Receipt of Order
BLS	Bureau of Labor Statistics
BPA	Blanket Purchase Agreement
CaSE	Customer Accounts and Stakeholder Engagement
CO	Contracting Officer
COO	Country of Origin
CPL	Commercial Price List
CS	Contracting Specialist
CSA	Commercial Supplier Agreements
CSP	Commercial Sales Practice
DUNS	Data Universal Numbering System
ECI	Employment Cost Index
EPA	Economic Price Adjustment
eSRS	Electronic Subcontracting Reporting System
ETS	Essentially the Same letter of

[Go to Table of Contents](#)



Acronym/Term	Meaning
EULA	End User Licensing Agreement
FAR	Federal Acquisition Regulation
FAS	Federal Acquisition Service (GSA)
FOB	Freight on Board
FSS	Federal Supply Schedules
G&A	General and Administrative
GSAR/M	General Services Acquisition Regulation/Manual
IFF	Industrial Funding Fee
IOA	Industrial Operations Analyst
Large Category	Broadest grouping of similar products and services based on the federal government Category Management structure. There are twelve large categories in the new MAS Consolidated Schedule.
Large Category Attachments	Additional instructions and regulations included with the MAS consolidated solicitation that outlines additional evaluation criterion, requirements and/or information specific to a particular Large Category (e.g. Structures, IT, Professional Services, etc.).
LOS	Letter of Supply
MAS	Multiple Award Schedule
Consolidated Schedule	New Schedule contract vehicle that consolidates GSA's current 24 Schedules into one consolidated Schedule vehicle.

[Go to Table of Contents](#)



Acronym/Term	Meaning
NAICS	North American Industrial Classification System used by the United States, Canada and Mexico to classify businesses by industries. Classification is based on a six digit code that identifies the majority of activity performed by a business.
OEM	Original Equipment Manufacturer
PCO	Procurement Contracting Officer
PPT	Price Proposal Template
SCLS	Service Contract Labor Standards, formerly known as Service Contract Act (SCA)
SF-30	Standard Form 30 - Amendment of Solicitation/Modification of Contract. This is the document used by the CO/CS to award a modification.
SIN	Special Item Number is a grouping of commercial products or services specific to the Multiple Award Schedules Program.
SRP	Sales Reporting Portal
SubK Plan	Subcontracting Plan
TAA	Trade Agreements Act
TDR	Transactional Data Reporting

[Go to Table of Contents](#)



Acronym/Term	Meaning
ToS	Terms of Service
UEI	Unique Entity Identifier
VSC	Vendor Support Center
WD	Wage Determination

[Go to Table of Contents](#)



11. APPENDIX

I-FSS-600

CONTRACT PRICE LISTS (APR 2021)

(a) Electronic Contract Data.

(1) At the time of award, the Contractor will be provided instructions for submitting electronic contract data in a prescribed electronic format as required by clause 552.238 77, Submission and Distribution of Authorized Federal Supply Schedule (FSS) Price Lists.

(2) The Contractor will have a choice to transmit its file submissions electronically through Electronic Data Interchange (EDI) in accordance with the Federal Implementation Convention (IC) or use the application made available at the time of award. The Contractor's electronic files must be complete; correct; readable; virus free; and contain only those supplies and services, prices, and terms and conditions that were accepted by the Government. They will be added to GSA's electronic ordering system known as GSA Advantage!®, a menu driven database system that provides online access to contract ordering information, terms and conditions, up to date pricing, and the option to create an electronic order. The Contractor's electronic files must be received no later than 30 days after award. Contractors should refer to clause 552.238-88 GSA Advantage!® for further information.

(3) Further details on EDI, ICs, and GSA Advantage! ® can be found in clause 552.238-103, Electronic Commerce.

(4) The Contractor is encouraged to place the GSA identifier (logo) on their web site for those supplies or services covered by this contract. The logo can link to the contractor's Federal Supply Schedule price list. The identifier URL is located at <http://www.gsa.gov/logos>. All resultant "web price lists" shown on the contractor's web site must be in accordance with section (b)(3)(ii) of this clause and nothing other than what was accepted /awarded by the Government) may be included. If the contractor elects to use contract identifiers on its website (either logos or contact number) the website must clearly distinguish between those items awarded on the contract and any other items offered by the contractor on an open market basis.

(5) The contractor is responsible for keeping all electronic catalogs data up to date; e.g., prices, product deletions and replacements, etc.

[Go to Table of Contents](#)



(b) Federal Supply Schedule Price Lists.

(1) The Contractor must also prepare and distribute a Federal Supply Schedule Price List as required by clause 552.238 77, Submission and Distribution of Authorized Federal Supply Schedule (FSS) Price Lists. This must be done as set forth in this paragraph (b).

(2) The Contractor must prepare a Federal Supply Schedule Price List by composing a price list in which only those items, terms, and conditions accepted by the Government are included, and which contain only net prices, based upon the commercial price list or commercial market prices less discounts accepted by the Government. In this instance, the Contractor must show on the cover page the notation "Prices Shown Herein are Net (discount deducted)".

(3) The cover page of the Federal Supply Schedule Price List must include the following information prepared in the format set forth in this subparagraph (b)(3):

(i) GENERAL SERVICES ADMINISTRATION

Federal Supply Service Authorized Federal Supply Schedule Price List

On line access to contract ordering information, terms and conditions, up to date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov.

Schedule Title

FSC Group, Part, and Section or Standard Industrial Group (as applicable)

FSC Class(es)/Product code(s) and/or Service Codes (as applicable)

Contract number

Contract period.

Contractor's name, address, and phone number (include toll free WATS number and FAX number, if applicable)

Contractor's internet address/web site where schedule information can be found (as applicable).

Contract administration source (if different from preceding entry).

Business size.

[Go to Table of Contents](#)



For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

(ii) CUSTOMER INFORMATION: The following information should be placed under this heading in consecutively numbered paragraphs in the sequence set forth below. If this information is placed in another part of the Federal Supply Schedule Price List, a table of contents must be shown on the cover page that refers to the exact location of the information.

1a. Table of awarded special item number(s) with appropriate cross reference to item descriptions and awarded price(s).

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

2. Maximum order.

3. Minimum order.

4. Geographic coverage (delivery area).

5. Point(s) of production (city, county, and State or foreign country).

6. Discount from list prices or statement of net price.

7. Quantity discounts.

8. Prompt payment terms. Note: Prompt payment terms must be followed by the statement "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."

[Go to Table of Contents](#)



9. Foreign items (list items by country of origin).

10a. Time of delivery. (Contractor insert number of days.)

10b Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.

10c Overnight and 2 day delivery. The Contractor will indicate whether overnight and 2 day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2 day delivery.

10d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery.

11.F.O.B. point(s).

12a Ordering address(es).

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es).

14.Warranty provision.

15. Export packing charges, if applicable.

16.Terms and conditions of rental, maintenance, and repair (if applicable).

17 Terms and conditions of installation (if applicable).

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).

18b. Terms and conditions for any other services (if applicable).

19. List of service and distribution points (if applicable).

[Go to Table of Contents](#)



20. List of participating dealers (if applicable).

21. Preventive maintenance (if applicable).

22a Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).

22b If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

23. Unique Identifier (UEI) number.

24. Notification regarding registration in System for Award Management (SAM) database.

(4) Amendments to Federal Supply Schedule Price Lists must include on the cover page the same information as the basic document plus the title "Supplement No. (sequentially numbered)" and the effective date(s) of such supplements.

(5) Accuracy of information and computation of prices is the responsibility of the Contractor.

(6) Inclusion of incorrect information will cause the Contractor to resubmit/correct the Federal Supply Schedule Price List, and may constitute sufficient cause for Cancellation, applying the provisions of 552.212 4 , Contract Terms and Conditions (paragraph (m), Termination for Cause), and application of any other remedies as provided by law—including monetary recovery.

End of Clause

Suggested Change of Name Agreement Format (FAR 42.1205)

[Go to Table of Contents](#)



Change-of-Name Agreement

The ABC Corporation (Contractor), a corporation duly organized and existing under the laws of _____ [insert State], and the United States of America (Government), enter into this Agreement as of _____ [insert date when the change of name became effective under applicable State law].

(a) The parties agree to the following facts:

(1) The Government, represented by various Contracting Officers of the _____ [insert name(s) of agency(ies)], has entered into certain contracts and purchase orders with the XYZ Corporation, namely: _____ [insert contract or purchase order identifications]; [or delete "namely" and insert "as shown in the attached list marked "Exhibit A" and incorporated in this Agreement by reference."]. The term "the contracts," as used in this Agreement, means the above contracts and purchase orders and all other contracts and purchase orders, including all modifications, made by the Government and the Contractor before the effective date of this Agreement (whether or not performance and payment have been completed and releases executed if the Government or the Contractor has any remaining rights, duties, or obligations under these contracts and purchase orders).

(2) The XYZ Corporation, by an amendment to its certificate of incorporation, dated _____ 20__, has changed its corporate name to ABC Corporation.

(3) This amendment accomplishes a change of corporate name only and all rights and obligations of the Government and of the Contractor under the contracts are unaffected by this change.

(4) Documentary evidence of this change of corporate name has been filed with the Government.

(b) In consideration of these facts, the parties agree that --

(1) The contracts covered by this Agreement are amended by substituting the name "ABC Corporation" for the name "XYZ Corporation" wherever it appears in the contracts; and

(2) Each party has executed this Agreement as of the day and year first above written.

United States of America,

By _____

Title _____

ABC Corporation,

[Go to Table of Contents](#)



By _____

Title _____

[Corporate Seal]

Certificate

I, _____, certify that I am the Secretary of ABC Corporation; that _____, who signed this Agreement for this corporation, was then _____ of this corporation; and that this Agreement was duly signed for and on behalf of this corporation by authority of its governing body and within the scope of its corporate powers. Witness my hand and the seal of this corporation this _____ day of _____ 20__.

By _____

[Corporate Seal]

-----END OF TEMPLATE-----

[Go to Table of Contents](#)



Suggested Legal Certification of Name Change Template

(FAR 42.1205(a)(2))

(Date)

(Name), Contracting Officer/Specialist

U.S. General Services Administration

(add address of contracting office)

Re: Name Change of (Previous Name) Corporation to (New Name), Contract Number: GS-XXF-XXXX or 47QXXX-XXD-XXXX.

Dear Mr./Ms. (Name of Contracting Officer/Specialist):

I am writing to you as General Counsel for (Previous Name) Corporation, now known as (New Name) Corporation, in compliance with the requirements of FAR 42.1205(a)(2) forwarded by you to XXXX of our office.

It is my legal opinion that the name change of this (Name of State) corporation from (Previous Name) Corporation to (New Name) Corporation was properly effected in compliance with the laws of the State of (Name of State), effective (Date), the date on which the (insert instrument affecting the transfer of assets) were filed with the (Name of State) Department of State's Office under document number P0#####.

I further certify that on the date of this opinion letter, this corporation is active and in good standing with the (Name of State) Department of State, Division of Corporations, and I am attaching to this letter copies of the following documents issued by the Division of Corporations:

1. Certified copy of the (insert instrument effecting the transfer of assets) filed on (Date), issued by the (Name of State) Secretary of State, changing the name of the corporation to (New Name) Corporation.
2. Certificate of Status issued by the (Name of State) Secretary of State as to (New Name) Corporation.

The originals of these documents are being submitted to your office with the formal modification request.

Sincerely,

[Go to Table of Contents](#)



(Name)

Legal Counsel

-----END OF TEMPLATE-----

[Go to Table of Contents](#)

Mod Guide Date May (2021)



Suggested Novation Agreement Format

(FAR 42.1204(i))

Novation Agreement

The ABC Corporation (Transferor), a corporation duly organized and existing under the laws of _____ [*insert State*] with its principal office in _____ [*insert city*]; the XYZ Corporation (Transferee), [*if appropriate add "formerly known as the EFG Corporation"*] a corporation duly organized and existing under the laws of _____ [*insert State*] with its principal office in _____ [*insert city*]; and the United States of America (Government) enter into this Agreement as of _____ [*insert the date transfer of assets became effective under applicable State law*].

(a) The parties agree to the following facts:

(1) The Government, represented by various Contracting Officers of the _____ [*insert name(s) of agency(ies)*], has entered into certain contracts with the Transferor, namely: _____ [*insert contract or purchase order identifications*]; [*or delete "namely" and insert "as shown in the attached list marked 'Exhibit A' and incorporated in this Agreement by reference."*]. The term "the contracts," as used in this Agreement, means the above contracts and purchase orders and all other contracts and purchase orders, including all modifications, made between the Government and the Transferor before the effective date of this Agreement (whether or not performance and payment have been completed and releases executed if the Government or the Transferor has any remaining rights, duties, or obligations under these contracts and purchase orders). Included in the term "the contracts" are also all modifications made under the terms and conditions of these contracts and purchase orders between the Government and the Transferee, on or after the effective date of this Agreement.

(2) As of _____, 20__, the Transferor has transferred to the Transferee all the assets of the Transferor by virtue of a _____ [*insert term descriptive of the legal transaction involved*] between the Transferor and the Transferee.

(3) The Transferee has acquired all the assets of the Transferor by virtue of the above transfer.

(4) The Transferee has assumed all obligations and liabilities of the Transferor under the contracts by virtue of the above transfer.

(5) The Transferee is in a position to fully perform all obligations that may exist under the contracts.

[Go to Table of Contents](#)



(6) It is consistent with the Government's interest to recognize the Transferee as the successor party to the contracts.

(7) Evidence of the above transfer has been filed with the Government.

[When a change of name is also involved; e.g., a prior or concurrent change of the Transferee's name, an appropriate statement shall be inserted (see example in paragraph (8) below)].

(8) A certificate dated _____, 20__, signed by the Secretary of State of _____ *[insert State]*, to the effect that the corporate name of EFG Corporation was changed to XYZ Corporation on _____, 20__, has been filed with the Government.

(b) In consideration of these facts, the parties agree that by this Agreement --

(1) The Transferor confirms the transfer to the Transferee, and waives any claims and rights against the Government that it now has or may have in the future in connection with the contracts.

(2) The Transferee agrees to be bound by and to perform each contract in accordance with the conditions contained in the contracts. The Transferee also assumes all obligations and liabilities of, and all claims against, the Transferor under the contracts as if the Transferee were the original party to the contracts.

(3) The Transferee ratifies all previous actions taken by the Transferor with respect to the contracts, with the same force and effect as if the action had been taken by the Transferee.

(4) The Government recognizes the Transferee as the Transferor's successor in interest in and to the contracts. The Transferee by this Agreement becomes entitled to all rights, titles, and interests of the Transferor in and to the contracts as if the Transferee were the original party to the contracts. Following the effective date of this Agreement, the term "Contractor," as used in the contracts, shall refer to the Transferee.

(5) Except as expressly provided in this Agreement, nothing in it shall be construed as a waiver of any rights of the Government against the Transferor.

(6) All payments and reimbursements previously made by the Government to the Transferor, and all other previous actions taken by the Government under the contracts, shall be considered to have discharged those parts of the Government's obligations under the contracts. All payments and reimbursements made by the Government after the date of this Agreement in the name of or to the Transferor shall have the same force and effect as if made to the Transferee,

[Go to Table of Contents](#)



and shall constitute a complete discharge of the Government’s obligations under the contracts, to the extent of the amounts paid or reimbursed.

(7) The Transferor and the Transferee agree that the Government is not obligated to pay or reimburse either of them for, or otherwise give effect to, any costs, taxes, or other expenses, or any related increases, directly or indirectly arising out of or resulting from the transfer or this Agreement, other than those that the Government in the absence of this transfer or Agreement would have been obligated to pay or reimburse under the terms of the contracts.

(8) The Transferor guarantees payment of all liabilities and the performance of all obligations that the Transferee --

(i) Assumes under this Agreement; or

(ii) May undertake in the future should these contracts be modified under their terms and conditions. The Transferor waives notice of, and consents to, any such future modifications.

(9) The contracts shall remain in full force and effect, except as modified by this Agreement. Each party has executed this Agreement as of the day and year first above written.

United States of America,

By _____

Title _____

ABC Corporation,

By _____

Title _____

[Corporate Seal]

XYZ Corporation,

XYZ Corporation,

By _____

Title _____

[Corporate Seal]

Certificate

[Go to Table of Contents](#)



I, _____, certify that I am the Secretary of ABC Corporation; that _____, who signed this Agreement for this corporation, was then _____ of this corporation; and that this Agreement was duly signed for and on behalf of this corporation by authority of its governing body and within the scope of its corporate powers. Witness my hand and the seal of this corporation this day of _____ 20 _____

By _____

[*Corporate Seal*]

CERTIFICATE

I, _____, certify that I am the Secretary of XYZ Corporation; that _____, who signed this Agreement for this corporation, was then _____ of this corporation; and that this Agreement was duly signed for and on behalf of this corporation by authority of its governing body and within the scope of its corporate powers. Witness my hand and the seal of this corporation this day of _____ 20 _____

By _____

[*Corporate Seal*]

-----END OF TEMPLATE-----

Request to Hold Continuous Contracts

Instruction: Complete and include this form with your offer or modification request if requesting to hold continuous Multiple Award Schedule (MAS) contracts in order to

[Go to Table of Contents](#)



complete work under Blanket Purchase Agreements (BPA) and orders awarded under an existing MAS contract. Holding continuous MAS contracts means GSA will allow a contractor to hold two MAS contracts, under a single unique entity identifier (i.e. DUNs), with one or more of the same Special Item Numbers (SINs) for a period of time.

Offeror/contractor confirms the following:

- Offeror has reviewed SCP-FSS-001, paragraph (e)(1-3) and confirms it is eligible to submit a streamlined offer

OR

- Contractor is submitting a MAS Consolidation Phase 3 “Add SIN” modification request to consolidate its individual Non-Surviving² MAS contracts to a Surviving MAS contract in accordance with the modification guidance posted on the GSA.gov page, [‘Contract Requirements and Modification Guidance’](#)

Offeror/contractor has MAS contracts that are currently being audited by the GSA Office of Inspector General (OIG) (or has been notified that a MAS contract has been selected for an OIG audit).

- Yes (please identify affected contract numbers):
- No

Offeror/contractor wishes to hold continuous contracts and is listing all active submitted quotes, established BPAs and awarded orders under its existing or Non-Surviving contract below:

² *Surviving MAS* means the existing MAS contract that a contractor is proposing to modify to encompass all of its MAS products, services and solutions on a go-forward basis. Once the Surviving MAS contract is identified, the contractor should begin to transition its MAS products/services/solutions to the surviving contract via the submission of one or more “Add SIN” modifications after consulting with their PCO.

Non-Surviving MAS means the existing MAS contract that is either cancelled in accordance with GSAR 552.238-79, Cancellation when the new contract is awarded or the “Add SIN” modification to the Surviving MAS is executed OR is allowed to remain active for a defined period of time to accommodate order-level requirements prior to being cancelled or allowed to expire.

[Go to Table of Contents](#)



RFQ/BPA/ order number	Contracting Activity Name and Point of Contract	Order Award Date	Period of Performance (including options)

The existing or Non-Surviving MAS is to be cancelled the day after the final day of the ordering period for the active BPA or order (including options). In situations where multiple BPAs and/or orders are active, the cancellation date should be based on the last remaining BPA or order.

- Offeror/contractor proposes the existing (Non-Surviving) MAS be cancelled on: enter date.
- Offeror/contractor affirms it is prohibited from using its existing or Non-Surviving contract(s) or SINS on Non-Surviving contracts to compete for new BPAs and/or new orders as of the effective date of the new contract award/modification. Note: a contractor is not prohibited from using its existing or Non-Surviving MAS to compete for orders to be placed under a BPA identified in this modification – this would be considered a BPA order, not a “new order”.
- Offeror/contractor affirms it is capable of meeting all contractual requirements under both contracts to include requirements regarding minimum sales, small business subcontracting plans, sales reporting, Industrial Funding Fee remittance, and FSS price lists.
- Offeror/contractor affirms it will update its’ FSS price list on GSA Advantage within 30 calendar days of contract/modification award to include the following statement in the catalog for its’ Non-Surviving MAS contract:

[Non-Surviving Contract number] is listed here for reference purposes only and is replaced by [Follow on/Surviving Contract number]. [Non-Surviving Contract number] is only to be used for BPAs and orders awarded prior to, or pending an award decision as of [follow on contract award/Surviving MAS mod date]. All new BPAs and orders MUST be

[Go to Table of Contents](#)



awarded against the contractor's new MAS contract [Follow on/Surviving Contract number].

The following additional items apply to 'Add SIN' modification requests:

- Contractor agrees to submit a modification request to cancel the Non-Surviving MAS when it is no longer needed to support existing/active orders
- Contractor agrees to coordinate with the MAS PCO prior to beginning the transition of awarded items from the Non-Surviving MAS to the Surviving MAS

-----END OF TEMPLATE-----

[Go to Table of Contents](#)