

**Multiple Award Schedule (MAS) Rules**  
**For OS4 Offer and Modification Submittals**

- A. SIN 339940OS4 *OS4 Office Products & Supplies* (Legacy SIN 75 220) & SIN 339940OVER *OS4 Overseas Office Products and Supplies* (Legacy SIN 75 280) are the next generation of strategic sourcing, and TDR is **MANDATORY**.
- B. Vendors **CANNOT** be both on the *OS4 Office Products & Supplies* SINs and non-OS4 *Office Products* SIN. In other words, vendors **CANNOT** be on both SIN 339940 *Office Products* (Legacy SIN 75 200) **AND** SIN 339940OS4 *OS4 Office Products & Supplies*, be on both SIN 339940 *Office Products* **AND** SIN 339940OVER *OS4 Overseas Office Products and Supplies*, or be on both SIN 339940 *Office Products* **AND** SIN 339940OS4 *OS4 Office Products & Supplies* **AND** SIN 339940OVER *OS4 Overseas Office Products and Supplies*.
- C. Vendors can be on SIN 339940OS4 *OS4 Office Products & Supplies* and **NOT** be on SIN 339940OVER *Overseas Office Products and Supplies*, and vice versa. Vendors can be on SIN 339940OS4 *OS4 Office Products & Supplies* **AND** SIN 339940OVER *Overseas Office Products and Supplies* on the same contract.
- D. Existing vendors on SIN 339940 *Office Products* that want to submit an offer for SIN 339940OS4 *OS4 Office Products & Supplies* or SIN 339940OVER *Overseas Office Products and Supplies* will have to agree to **cancel** its contract with SIN 339940 *Office Products* in order to be awarded a contract with on SIN 339940OS4 *OS4 Office Products & Supplies* and/or 339940OVER *Overseas Office Products and Supplies* (see exception under business rule K).
- E. **[Modifications]** Existing MAS contractors **CANNOT** submit a modification to add SIN 339940OS4 *OS4 Office Products & Supplies* and/or SIN 339940OVER *Overseas Office Products and Supplies*. These modifications will be rejected.
- F. Existing vendors on SIN 322291 *Restroom Products* (Legacy SIN 75 85) that want to submit an offer on SIN 339940OS4 *OS4 Office Products & Supplies* or SIN 339940OVER *Overseas Office Products and Supplies* can do so but they **MUST** include SIN 322291 *Restroom Products* as part of their new proposal if they wish to keep SIN 322291 *Restroom Products*. Upon award of the new contracts with the SINs 322291, 339940OS4 and/or 339940OVER, the contractor **MUST** agree to allow the legacy contract to be cancelled (see exception under business rule K and L). **[Modifications]** In addition, existing vendors on SIN 322291 *Restroom Products* **CANNOT** submit a modification to add SINs 339940OS4 and/or 339940OVER.
- G. **[Modifications]** Existing vendors on SIN 322291 *Restroom Products* without SIN 339940 *Office Products* that want to submit a modification to add SIN 339940 *Office*

*Products* can do so and be awarded SIN 339940 on its current contract, but **MUST NOT** currently have a contract for SIN 339940OS4 *OS4 Office Products & Supplies* and/or SIN 339940OVER *Overseas Office Products and Supplies*.

- H. **[Modifications]** Vendors on SIN 339940OS4 *OS4 Office Products & Supplies* can submit a modification to add SIN 339940OVER *Overseas Office Products and Supplies*, and be awarded SIN 339940OVER *Overseas Office Products and Supplies* on its existing contract, and vice versa.
- I. **[Modifications]** Vendors on SIN 339940OS4 *OS4 Office Products & Supplies* and/or SIN 339940OVER *Overseas Office Products and Supplies* **CANNOT** submit a modification to add SIN 339940 *Office Products*. The modification will be rejected.
- J. **[Modifications]** Vendors on SIN 339940OS4 *OS4 Office Products & Supplies* and/or SIN 339940OVER *Overseas Office Products and Supplies* can submit a modification to add SIN 322291 *Restroom Products* and any other SIN.
- K. **Exception:** Vendors on SIN 339940 *Office Products* who are awarded SIN 339940OS4 *OS4 Office Products & Supplies* and/or SIN 339940OVER *Overseas Office Products and Supplies* will be able to keep their contract with SIN 339940 *Office Products* if they have existing BPAs awarded against their contract, through contract expiration or BPA end date, whichever is sooner. NOTE - Legacy contracts will NOT be extended for any additional option periods. In addition, the vendor may **NOT** accept new business under its contract with SIN 339940 *Office Products* if the vendor is awarded a contract with the Enhanced SIN(s) 339940OS4 and/or 339940OVER. Once the BPAs expire under SIN 339940 *Office Products*, the vendors **MUST** inform GSA and the contract with SIN 339940 *Office Products* will be cancelled.

The following will apply:

The vendor's existing catalog and pricelist for SIN 339940 *Office Products* will be removed from Advantage and eBuy. It will be replaced by the newly awarded contract with SIN 339940OS4 and/or SIN 339940OVER. At that point, the legacy SIN will be displayed in eLibrary only. No product listings, services, or pricing data will be displayed on the legacy contract. The customer will need to contact the vendor directly for calls against the existing BPA.

- L. **Exception:** Vendors on SIN 322291 *Restroom Products* who are awarded a 339940OS4 / 339940OVER and SIN 322291 will be allowed to maintain its existing legacy contract through expiration, for SIN 322291 *Restroom Products* if they have existing GSA Global Supply or GSA Maintenance Repair Facility Supplies (MRFS) BPAs. Legacy contracts will NOT be extended for any additional option periods. Therefore, to maintain coverage for restroom products going forward, an addition mod for SIN 322291 must be submitted to an awarded OS4 contract.