

# COMSATCOM Modification Checklist for the Addition of SINs 132-54 and 132-55

**I. Introduction:** This checklist is a guide to assist offerors in submitting complete and accurate modification requests as required by the solicitation. Solicitation provisions and clauses referenced can be found in Solicitation Number FCIS-JB-980001-B at FedBizOpps website at: [www.fbo.gov](http://www.fbo.gov). The following information is required for Information Technology (IT) Schedule 70 contractors who are submitting a modification to add COMSATCOM products/services Special Item Numbers (SINs) 132-54 and/or 132-55.

*Note: Please read carefully to determine if the items listed are applicable before submitting your modification request for evaluation. A new Open Ratings report is not required when submitting a modification to add SINs 132-54 and 132-55.*

**II. Submission Instructions:** *The following information is required when requesting the modification to add SIN 132-54 or 132-55 to an existing IT Schedule 70 contract:*

## **a.) Cover Letter (and other documents, if applicable)**

\_\_\_\_ Cover letter from the company formally requesting the modification stating the IT Schedule 70 contract number, signed by either a corporate officer or contract administrator who is authorized to obligate the company.

\_\_\_\_ TAA Compliant Statement

\_\_\_\_ Letter of Supply (Only applicable if offeror is other than the manufacturer/supplier and adding a new manufacturer - See I-FSS-644 Dealers and Suppliers)

\_\_\_\_ End User License Agreements (EULAs) or Terms of Service (TOS) Agreements (only if applicable)

## **b.) Technical Proposal**

*(See SCP-FSS-001, SCP-FSS-004, CI-FSS-055 (b-k) and CI-FSS-152, Evaluation Factors for Contract Award)*

\_\_\_\_ Descriptive Literature, as it applies to the two new SINs. Product Literature/Technical Specifications can be in the form of brochures (product literature), design documents, technical specifications, etc. If enabling equipment is required, provide the equipment's technical description. *(See the solicitation provisions CI-FSS-152 and CI-FSS-055, for a description of additional information and page limitations.)*

\_\_\_\_ Quality Control, as it applies to the two new SINs. (SCP-FSS-001, Evaluation Factor 3)

\_\_\_\_ Project Experience, as it applies to the two new SINs. *(see solicitation provision CI-FSS-152, Evaluation Factor 4 and CI-FSS-055 (b-k))*

\_\_\_\_ Complete the Information Assurance (IA) Checklist found on the GSA COMSATCOM IT Schedule 70 website (<http://www.gsa.gov/portal/content/122627>) in its entirety. The Government will evaluate the Information Assurance Checklist submitted as part of the Offeror's proposal to determine whether the Offeror understands the minimum security controls, and has processes, personnel, and infrastructure that currently complies or demonstrates a reasonable approach to becoming compliant with all the minimum security controls for at least a low-impact information system.

*Note: The information assurance checklist must be submitted as an MS Word file.*

\_\_\_\_ DD254 Application. This item is only required for companies which plan to do work that is of a classified nature under the SATCOM SINs, such as certain the Department of Defense (DoD) work. (Please note that only blocks 6a, 6b, 6c, 8a, 8b, and 8c of the DD254 need to be completed and submitted with the proposed modification request.)

### **c.) Pricing Proposal**

\_\_\_\_ The Company's Commercially Available Price List.

\_\_\_\_ Terms and Conditions. *(See attachment to solicitation, Critical Information Specific to Schedule 70, SINs 132-54 and 132-55 for complete detailed submittal instructions.)*

\_\_\_\_ *Proposal Price List Preparation (See attachment to solicitation, Proposal Price List Preparation) Additionally, the Price Proposal Template includes the prices offered to GSA with the IFF and without the IFF. Indicate whether proposed pricing is unit based (per person, per byte, per application, etc.). If the proposed pricing is daily, weekly, monthly, or annually, then clearly state so in your proposal and be able to support this pricing structure with supporting documentation. Note: The Price Proposal Template is in Excel format*

\_\_\_\_ Commercial Sales Practices Format (CSP-1) and Discounting Policies. *(If none of the CSP data has changed, restate the CSP data that is in the company's current contract. If the CSP information has changed, the new data must be the most current, accurate, and complete data and disclosed in its entirety.)*

\_\_\_\_ Pricing Support. *(Please provide invoices, purchase orders previously awarded by a commercial entity or a Government entity, or other supporting pricing information that reflects pricing for the work that directly correlates to the SIN(s) proposed. Additionally, you may provide any other information that will assist the Government in proving the prices offered to the Government are fair and reasonable (e.g., competitor price comparables from GSA Advantage).*

\_\_\_\_ Proposed Economic Price Adjustment Mechanism and Supporting Documentation if different from original award. (Reference clauses 552.216-70 and I-FSS-969.)

\_\_\_\_ Delivery Schedule for the new SIN(s). *(Complete clause GSAM clause 552.211-78, as it appears in the solicitation.)*

**III. Submitting the Modification Request:** You may submit your modifications electronically (only) to the following:

a.) Via email, to your contracting officer

b.) Once modification package is approved by the contracting officer, submit eMod at: [www.eoffer.gsa.gov](http://www.eoffer.gsa.gov)

*NOTE: Prior to the submission of your modification, please call your current IT Schedule 70 contracting officer (CO) to indicate your company is submitting a modification to add COMSATCOM SINs 132-54 and/or 132-55. If your contract has not been transferred to the Region 7 IT Schedule 70 Team in Fort Worth, Texas, please advise your CO that you understand that it will be transferred upon submission of your modification request. Additional information regarding the COMSATCOM Program at GSA can be found at [www.gsa.gov/fcsa](http://www.gsa.gov/fcsa) or <http://www.gsa.gov/portal/content/122627>*