

## GSA Schedule Contractor Compliance Checklist

Clause	Required or Recommended Actions	No Later Than	Complete
<b>Following Contract Award (Required)</b>			
	Register your Schedule contract with the Vendor Support Center (VSC): <a href="https://vsc.gsa.gov/register/index.cfm">https://vsc.gsa.gov/register/index.cfm</a>  If you already hold a Schedule contract, update your VSC user profile: <a href="https://vsc.gsa.gov/tools/actMaint.cfm">https://vsc.gsa.gov/tools/actMaint.cfm</a>	Immediately	<input type="checkbox"/>
I-FSS-597	Review the “Vendor Start-up Kit” on the VSC site to learn how to upload your awarded pricelist to GSA Advantage! ® <a href="https://vsc.gsa.gov/faq/startup-kit.cfm">https://vsc.gsa.gov/faq/startup-kit.cfm</a>	Immediately	<input type="checkbox"/>
I-FSS-600	Submit your electronic contract data for publication on GSA Advantage! ®	30 calendar days after contract award	<input type="checkbox"/>
	Identify if your contract was awarded via Commercial Sales Practice (Quarterly Reporting) or Transactional Data (Monthly Reporting). Ensure your digital certification works at the FAS Sales Reporting Portal ( <a href="https://tdr.gsa.gov">https://tdr.gsa.gov</a> )	End of the first reporting period	<input type="checkbox"/>
<b>Following Contract Award (Recommended)</b>			

	To learn more about complying with key terms and conditions of your Schedule contract, register for the New Contractor Orientation Webinar at <a href="https://vsc.gsa.gov/education/nco.cfm">https://vsc.gsa.gov/education/nco.cfm</a>		<input type="checkbox"/>
	Familiarize with the VSC website reference “Who do I deal with from GSA” at: <a href="https://vsc.gsa.gov/administration/contactGSA.cfm">https://vsc.gsa.gov/administration/contactGSA.cfm</a>  Share with individuals responsible for administering your Schedule contract.		<input type="checkbox"/>
	Identify your ACO/IOA using the locator tool <a href="https://vsc.gsa.gov/tools/aco_ioa.cfm">https://vsc.gsa.gov/tools/aco_ioa.cfm</a>  Share ACO/IOA contact information with individuals responsible for administering your Schedule contract.		<input type="checkbox"/>

Clause	Required or Recommended Actions	No Later Than
<b>Contract Modifications</b>		
	If you hold a Professional Services Schedule contract, download the latest version of the supplemental modification guidance posted at : <a href="http://www.gsa.gov/portal/content/119694">http://www.gsa.gov/portal/content/119694</a>	Prior to submitting a modification request
	When a mass modification incorporates a revised index of wage determinations you must request any increase/decrease claimed under <a href="#">FAR 52.222-43</a> within 30 calendar days.	Within 30 calendar days of mass modification receipt

<a href="#">552.238-81</a>	Submit electronic contract data for publication on GSA Advantage! ®	30 days after any contract modification that changes the contents of your GSA Advantage catalog file
<b>Options</b>		
	Submit your response to the system-generated contractor notification letter via the eMod system.	165 days prior to your contract end date
<a href="#">552.238-81</a>	Submit electronic contract data for publication on GSA Advantage! ®	30 days after option exercise
<b>Clauses Mandating Compliance Within Set Time-Frames - Required</b>		
<a href="#">552.238-74</a>	Report and remit Schedule contract sales each reporting quarter	30 days following completion of each reporting quarter
<a href="#">552.238-75</a>	Report all price reductions subject to this clause	15 days after effective date of price reduction
<a href="#">52.204-10</a>	When applicable, report first-tier subcontract information and executive compensation via the System for Award Management (SAM) database.	See Clause
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<a href="#">52.209-9</a>	Update information in the Federal Awardee Performance and Integrity Information System (FAPIIS) by posting the required information in the SAM database.	Semi-annually throughout the life of this contract
<a href="#">52.204-18</a>	Communicate CAGE code changes to the Contracting Officer.	Within 30 days

<a href="#">52.204-7</a> <a href="#">52.212-4</a> <a href="#">552.212-4</a>	Maintain a current, accurate and complete SAM profile and have an active registration in SAM through final payment of this contract.	Annually
<a href="#">52.204-15</a>	Submit information regarding services performed during the previous Government fiscal year via the SAM website.	Annually by October 31
<a href="#">52.209-10</a>	Provide written notice to the Contracting Officer within five (5) business days of becoming an inverted domestic corporation or a subsidiary of an inverted domestic corporation.	Within Five (5) business days
<a href="#">52.219-28</a>	Re-represent business size prior to option exercise and within a specified period of time after executing a novation agreement or merger/acquisition that does not require a novation.	See Clause
<a href="#">52.219-9</a>	“Other than small” contractors shall submit reports documenting subcontracting performance under this contract.	See Clause
<a href="#">52.222-54</a>	Enroll in the E-Verify program and verify the employment eligibility of employees.	See Clause
<a href="#">52.242-13</a>	Provide written notice to the Contracting Officer within five (5) days of initiating bankruptcy proceedings.	Within five (5) days

*Important: This checklist is provided as a tool to facilitate compliance with key Schedule contract terms and conditions and is not intended to limit or otherwise modify your responsibility to comply with all terms and conditions of your Schedule contract. If ambiguities arise between this document and the terms and conditions of your Schedule contract, the terms and conditions incorporated into your Schedule contract shall prev*