

MODIFICATION INSTRUCTIONS

Updated June 2012

Please read the instructions in their entirety before submitting your modification request.

ATTENTION CONTRACTORS: PLEASE BE ADVISED THAT THE MODIFICATION INSTRUCTIONS CITED BELOW MUST BE ADHERED TO IN ORDER TO AVOID REJECTION OF YOUR SUBMISSION. If at any time during this process you have questions, please contact the Contract Specialist assigned to your contract. Email and phone number can be found via <http://www.gsaelibrary.gsa.gov>. (Enter your contract number. Click on your company name. Your GSA Government Contracting Specialist is on the right, across from your company POC.)

Note: GSA will only consider modification requests from contractors who are in compliance with the contract. Prior to submitting a modification request, ensure that your GSA Advantage text file and catalog file are current, CCR and ORCA registrations are current and accurate and all mandatory mass modifications have been accepted. GSA will accept only modification requests submitted via eMod. For information on enabling eMod submittal capability go to <http://www.eoffer.gsa.gov/>. It is not necessary to return these instructions to GSA as part of your modification request.

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Note: Applicable to price changes IAW clause 52.222-43, Fair Labor Standards Act and SCA Price Adjustment (Multiple Year and Option Contracts), due to incorporation of revised wage determinations. (Note - A firm who chooses to adjust pricing for service employees IAW SCA cannot also obtain a price increase based on an EPA adjustment used for any professional employees).

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SECTION I:

Requirements for ALL Modification Requests except Administrative

(Refer to page nine for instructions on requesting administrative changes to your contract)

The following numbered items (1-4) MUST be submitted with all modification requests. If these items are not addressed, the modification may be rejected. You may include multiple requested changes in a single modification request document, rather than submitting separate modification requests.

1. Submit a cover letter signed by an authorized negotiator (as identified in your contract) briefly describing your request and the rationale for the request. Also, include the following statement in your cover letter "By submission of the modification request, Company Name has certified that all information is current, complete and accurate."
2. Commercial Sales Practices (CSP) Format Information:
 - o Complete and submit an updated CSP and Pricing Proposal Template, which can be found at the end of this document.

Submit the information specific to your modification request per the instructions below. All new/revised pricing, labor category/training course/support product descriptions, and the SCA matrix must be submitted in Excel or MS Word format that is not read-only. (PDF files will not be accepted).

3. Service Contract Act (SCA) Matrix:
 - o If there are SCA eligible labor categories currently on contract or proposed, please submit a SCA matrix as shown in the example below. If your contract does not have any SCA applicable labor categories please insert the following language into your request: The Service Contract Act (SCA) is applicable to this contract as it applies to the entire [Schedule Name e.g. MOBIS] Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.
 - o If there are SCA eligible labor categories currently on contract or proposed, please submit a statement confirming that proposed/awarded prices are compliant with the SCA.
 - o Identify the Wage Determination (WD) Number you used to ensure prices will meet or exceed minimum SCA direct labor and fringe benefit requirements. Specify the revision number and revision date identified in the latest index of the WDs located in Document #13 of your contract. Also specify the state and area associated with the WD.
 - o Cross-reference all the identified SCA eligible labor categories to the SCA equivalent labor category title. Titles/descriptions are available at <http://www.wdol.gov>. Click on the "library" link, and then download the SCA Directory of Occupations 5th Edition. Utilize the table format below. (Labor categories shown are for example purposes).

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Administrative Assistant	01011 - Accounting Clerk I	05-2059
Secretary	01311 - Secretary I	05-2059

Insert the following language below the matrix at the end of your GSA price list.

"The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly."

4. GSA Price List:

- Provide the entire contract price list on an editable Excel spreadsheet (including new and existing labor categories, new and existing labor category descriptions, new and/or existing support products and new and/or existing courses including course descriptions/fixed priced services) that will be incorporated into a modification if accepted by the Government. If pricing is based on a fixed escalation, show the pricing for the remaining contract years, including all option periods with the annual escalation percentage (e.g., 2%) stated in the price list.

Note – If firm combines a ‘deletion of SINS’ or ‘deletion of labor categories’ with any other modification type (e.g. EPA), the FssOnline system will split the modification and create a Rapid Action Modification (RAM) for the administrative portion of request (e.g. deletion, POC change, address change) which may result in rejection of the RAM modification. Therefore, it is imperative that the firm contact their Contract Specialist if multiple actions are to be taken within one submission to prevent any possibility of rejection.

- Also, identify in your price list all SCA eligible labor categories with asterisks (**) as shown in the example below. (Labor categories shown are for example purposes.)

Labor categories	Hourly Rate
Consultant I	\$85.00
Subject Matter Expert	\$175.00
Administrative Assistant**	\$38.00
Accounting Clerk **	\$30.00

SECTION II

Economic Price Adjustments based on a Commercial Price List (CPL)

1. State 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 CPL. Note: The percent increase cannot be greater than the annual cap in the contract and the percent increase between your awarded CPL and new CPL prices.
2. State that all prices offered to GSA include the current 0.75% IFF.
3. Provide a copy of the current CPL with its effective date.
4. Provide the entire contract price list on an Excel spreadsheet that will be incorporated into a modification if accepted by the Government.
5. Verify that the requested EPA does not negatively affect the discount relationship with the Basis of Award (BOA) customer(s) established at time of award (or last modification; whichever is more recent).
6. Provide documentation supporting the reasonableness of the price increase such as copies of invoices, contracts, quote sheets, or a letter explaining the rationale of the increased prices.
7. Submit an EPA Pricing Worksheet showing the rates proposed. The spreadsheet should show all awarded items, the current prices, the requested increase percentage, the requested new price, the current CPL price, the new CPL price and the CPL percent increase. An example follows:

Labor Category	Current Price	Requested % Increase	New Requested Price
Consultant	\$100.00	2.50%	\$102.50
Analyst	\$ 80.00	2.50%	\$ 82.00

Labor Category	Current CPL Price	New CPL Price	Requested % Increase
Consultant	\$125.00	\$128.13	2.50%
Analyst	\$100.00	\$102.50	2.50%

Economic Price Adjustments based on Market Pricing

1. State that you are requesting an Economic Price Adjustment (EPA) in accordance with EPA Clause I-FSS-969. Identify the amount of EPA being requested. Note: The percent increase cannot be greater than the annual cap in the contract.
2. State that all prices offered to GSA include the current 0.75% IFF.
3. Submit a copy of the market indicator that was agreed upon at the time of award (or modification, whichever is most recent).
4. Submit an EPA Pricing Worksheet showing the rates proposed. The spreadsheet should show all awarded items, the current prices, the requested increase percentage, and the requested new price. An example follows:

Labor Category	Current Price	Requested % Increase	New Requested Price
Consultant	\$100.00	2.50%	\$102.50
Analyst	\$ 80.00	2.50%	\$ 82.00

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).

5. Verify that the requested EPA does not negatively affect the discount relationship with the BOA established at time of award (or last modification, whichever is more recent).

Requesting New Labor/ Services Categories or Changes to Existing Labor/Services Categories

1. Identify under which SIN(s) the labor categories will be applicable.
2. Provide labor category descriptions that include minimum education and minimum experience requirements for each labor category.
3. Provide a pricing structure consistent with your commercial practices and provide supporting documentation for each proposed labor category. Supporting pricing documentation must be clear and demonstrate a relevant relationship between the supporting document and the pricing proposed. Each supporting document must be labeled with the name of the corresponding proposed labor category. Examples of supporting evidence may include invoices, contracts, quote sheets, etc.

Requesting New Support Products or Changes to Awarded Support Products

1. Identify under which SIN(s) the products will be applicable.
2. Provide descriptions for the items (if not self-explanatory by the name of the product on the price list), including unit of measure (e.g., each) and/or quantities (e.g., 5 per set).
3. Identify and describe any warranties offered and/or service coverage offered.
4. Provide a pricing structure consistent with your commercial practices and provide supporting documentation for each proposed product. Supporting pricing documentation must be clear and demonstrate a relevant relationship between the supporting document and the pricing proposed. Each supporting document must be labeled with the name of the corresponding proposed product. Examples of supporting evidence may include invoices, contracts, quote sheets, etc.

Requesting New Training Courses or Changes to Awarded Courses

Provide a pricing structure consistent with your commercial practices and provide supporting documentation for each proposed course. Supporting pricing documentation must be clear and demonstrate a relevant relationship between the supporting document and the pricing proposed. Each supporting document must be labeled with the name of the corresponding proposed course. Examples of supporting evidence may include invoices, contracts, quote sheets, etc. Use the format below for each course.

1. Title and brief description of the course, including major course objectives
2. Length of course (number of hours/days)
3. Minimum/Maximum number of participants

4. Price for additional students above minimum (if applicable)
5. Support materials provided as part of the course (e.g., training manuals, CDs, DVDs)
6. Commercial price of course ("N/A" if offering market-based prices)
7. Discount % offered to GSA ("N/A" if offering market-based prices)
8. Price of course offered to GSA (excluding IFF)
9. Price of course offered to GSA (including IFF)

Adding Special Item Numbers (SINs)

Labor Categories/Courses/Products/Services Applicable to the SIN(s) Requested

1. State in your cover letter whether your existing labor categories/courses/items are sufficient to cover the new SIN(s) being requested, and if so, which ones are to be covered under the new SIN(s) requested. You may include all requested labor categories/products/courses fixed price services, changes in a single modification request document.
2. Any existing labor categories, products, courses, or fixed price services identified for the proposed new SIN(s) must be relevant to the services covered in the SIN description. Thus, you should identify only those labor categories, products, courses, or fixed price services that will be utilized to perform services under the proposed SIN.
3. For each SIN requested, submit project descriptions for two (2) projects that are relevant to the SIN you are seeking. Each project description should be prepared in accordance with provision SCP-FSS-002 Specific Proposal Submission Instructions (DEC 2010) (Alternate I - DEC 2010) (b) Section II Technical Proposal, (2) Factor Two Relevant Project Experience paragraphs i - vi. The full text of provision SCP-FSS-002 is included in the Multiple Award Schedule solicitations which can be accessed online by going to the schedule-specific websites (i.e., www.gsa.gov/mobis, www.gsa.gov/logworld, www.gsa.gov/engineering, www.gsa.gov/language, www.gsa.gov/environmental or www.gsa.gov/consolidated) and clicking on "solicitation".
4. Provide a pricing structure consistent with your commercial practices and provide supporting documentation for each proposed SIN and applicable labor categories, products, courses, or fixed price services. Supporting pricing documentation must be clear and demonstrate a relevant relationship between the supporting pricing document and the pricing proposed. Each supporting document must be labeled with the name of the corresponding proposed labor categories, products, courses, or fixed price services. Examples of supporting evidence may include invoices, contracts, quote sheets, etc.

Requirements for Novations or Change of Name Agreements

(Note: Legal Documents must be sent in hard copy for Novations and Change of Name Agreements, rather than electronically)

1. If you are requesting that GSA recognize a novation or change of name agreement that has already been processed by another federal agency/organization, a copy of the modification must be provided and must include your GSA contract as one of the affected contracts impacted by the Novation or Change of Name.
2. Prior to submitting a modification, please review Federal Acquisition Regulation (FAR) 42.1202 (a) and (b) to determine whether you should submit a novation or change of name agreement to GSA for the subject contract. You may access the FAR at www.acquisition.gov/far, and go into Part 42 – Contract Administration and Audit Services and select 42.12 Novation and Change of Name Agreements.
3. If you determine GSA is the responsible agency for the initial processing of your Novation/ Change of Name Agreement modification, submit ALL documents required by regulation (FAR 42.1204(e) and (f) for novation or FAR 42.1205 for change of name agreement).
 - a. Confirm the name of your GSA Contract Specialist (see the eLibrary instructions in the first paragraph of the modification instructions).

- b. Mail the original documents to your specific Contract Specialist at:
General Services Administration
Management Services Center
400 15th Street SW
Auburn, WA 98001-6599

Ensure you include original signed documents, a list of all government contracts affected by the change, and the Contracting Officer/Administrative Contracting Officer name, address, telephone number, and e-mail for each affected government contract. Include the additional information as described in the next section.

NOTE: For novations, 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.

GSA is required by federal regulation to determine if the transferee is a responsible party to receive a federal contract. Therefore, please include either in your modification request cover letter or as an attachment to the cover letter the following information about the transferee:

- State that the transferee has ensured that both the Central Contractor Registration (CCR) and Online Representations and Certifications Application (ORCA) are current, accurate, and reflect the NAICS code(s) for the contract being transferred. CCR registration is at www.bpn.gov/ccr and ORCA is accessible through <https://orca.bpn.gov/>. Confirm that the transferee and all the officers of the transferee’s company are not currently debarred or suspended from receiving federal contracts.
- Identify 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.
- If the transferee does not have any existing GSA Schedule contracts, submit three (3) references for the transferee that are knowledgeable about the transferee’s past experience in managing federal or commercial contracts. Reference information must include the name, title, telephone number, email address, and mailing address for each individual used as a reference. Additionally, provide a brief description of the contract and the period of performance of the contract. Ensure that all reference information is current and accurate. (Note: This requirement is not applicable if the transferee currently has another GSA Schedule contract.)
- State whether or not the DUNS is changing and provide the new DUNS if it is changing.
- Provide the following information:
 - Name of new point of contact for Contract Administration and all Authorized Negotiators. For each individual include the following:
 - Title
 - Phone # and extension
 - Fax #
 - Address- if different from contract address (address in CCR) ensure this is noted.
 - Email address
 - Identify which Authorized Negotiators can sign and commit the company
- Provide company website address
- In accordance with clause 52.219-28, Post Award Small Business Program Re-representation, paragraph (b) (1), you must re-represent your business size in the ORCA and CCR databases.
- If the transferor was awarded as a small business and the transferee is other than a small business for the NAICS code(s) established in the contract, then the transferee must complete and submit a subcontracting plan from the current solicitation with the modification request. You can access the current solicitation through FedBizOpps at www.fbo.gov or <http://www.gsaelibrary.gsa.gov>.

Types of Modifications: Service Contract Act (SCA)

(Note: Applicable to price changes IAW clause 52.222-43, Fair Labor Standards Act and SCA Price Adjustment (Multiple Year and Option Contracts), due to incorporating revised wage determinations into the contract)

1. Identify the current and new wage determinations (WD) by number, revision number, and date of last revision.
2. Provide spreadsheet(s) identifying the original and changed direct labor and/or health and welfare benefit rates, and applicable costs (e.g., FICA, FUCA, SUTA, Workmen's Compensation). Provide the information showing how you calculated the changes in an Excel spreadsheet format so that the calculations may be verified by the reviewer.
3. Provide a spreadsheet showing the current contract rates, the total amounts to be added due to the WD increases, and the resulting new rates (see sample template below; labor category, dollars and percentages shown are for example purposes).

DOL Code	DOL Labor Category	Awarded WD Rate	New WD Rate	Net Hourly Increase	Wage Burden	H & W Increase	Total Adjustment	Awarded Hourly Rate	New Hourly Rate
21410	Warehouse Specialist	\$ 14.97	\$ 15.55	\$ 0.58	\$ 0.09	\$ 0.15	\$ 0.82	\$ 32.19	\$ 33.01
Wages Associated Burden: The Amount of burden associated with Social Security (FICA).									
Unemployment Taxes (FUTA/SUTA) and Workman's Comp Insurance.									
Associated Burden equals 15.28% of labor total:				FICA =	7.65%				
				FUTA =	0.80%				
				Suta =	3.16%				
				Workman's Comp Ins. =	3.67%				
Health & Welfare Rate: The H & W rate increase in the revised WD is: \$ 3.50 - \$ 3.35 = \$ 0.15 per hour.									

Administrative Changes

Administrative changes are minor changes to the contract. See eMod Instructions at <http://www.eoffer.gsa.gov/>. The following list identifies Administrative Modification Request Items:

- Contract Administrator/Point of Contact (POC)
- Authorized Negotiator
- Email Address Changes
- Fax Change
- Telephone Change
- Website Address Change
- Delete Labor Category
- Delete Product(s)
- Delete SIN

Note 1: ALL Rapid Action Modifications (RAM) Modifications must include a transmittal letter notifying your Contract Specialist of specific administrative changes. Failure to submit will result in rejection of the RAM modification.

Note 2: Address Changes: The current eoffer/emod system does not include the option to request an address change. You must change your address in the Central Contractor Registration (CCR). Then notify your Contracting Officer so your new address can be updated in the local database, which is not linked to the CCR.

Note 3: If a firm is adding a third party as an authorized negotiator, also attach an agent authorization letter (found as a separate document in the latest solicitation refresh) signed by the Schedule contractor's authorized negotiator.

Note 4: Firms deleting SINS and/or labor categories must provide the entire contract price list on an editable Excel spreadsheet (excluding those labor categories/labor category descriptions/support products/courses).

SECTION III -

Environmental Services – Schedule 899

ADDITIONAL TERMS AND CONDITIONS REQUIRED FOR SIN 899-5, Materials and Waste

Recycling and Disposal Services. In an effort to support safe and protective recycling and disposal efforts and encourage improvements in best management practices the offeror is required to submit the following:

- a.) Provide a summary of documentation process used through final disposition of all materials obtained and/or generated. (Required if offering recycling and/or disposal services).
- b.) Provide a summary of methods used for tracking material to final destination. (Required if offering recycling and/or disposal services.)
- c.) Acknowledge understanding and/or compliance with environmental laws and regulations and guidelines pertaining to recycling and/or disposal.
- d.) Provide a summary of firm's data security process (e.g., process used for destruction of hard drives). (Required if offering recycling services.)
- e.) Provide a summary of warehousing process. (Required if offering recycling services.)
- f.) Provide process flow identifying ownership of all parts involved in electronic recycling (e.g., transfer of CERCLA liability). (Required if offering recycling services.)
- g.) In the event subcontractors are used for recycling and/or disposal services, the Offeror must identify who the subcontractors are OR certify that the Offeror understands that subcontractors may be required to be identified in any resultant task order issued by an ordering agency. This is to ensure adequate tracking of recycling and/or disposal process

Firms providing electronic recycling services and/or ewaste disposal are required to provide a copy of third party certification such as R2 or e-Stewards with submission of offer. If adding these types of services after award of contract through the modification process, firm will be required to submit certification with modification request. Websites available for certification include but are not limited to: www.decideagree.com which provides additional information relating to the R2 accredited certification programs for electronic recyclers OR <http://e-stewards.org/certification-overview/how-to-become-an-e-stewards-recycler/> which provides additional information relating to the e-Stewards accredited certification program. Guidance for R2 accredited certification programs included under document 14 and guidance for e-Stewards accredited certification programs included under document 15.

Language Services – Schedule 738II

Requesting Translation Services for New Languages (Schedule 738 II)

1. Identify under which SIN(s) the translation services will be applicable.
2. Provide specific languages, or groups of languages that are closely related (all languages covered within a group must be specified). Vague or overly general groups such as "all other languages" will not be accepted by the Government.
3. Provide a pricing structure consistent with your commercial practices and provide supporting documentation for each language. Supporting pricing documentation must be clear and demonstrate a relevant relationship between the supporting document and the pricing proposed. Each supporting document must be labeled with the name of the corresponding language/group offered. Examples of supporting evidence may include invoices, contracts, quote sheets, etc.

Consolidated Services – Schedule 00CORP
Contract Migration

If you are an existing Schedule contract holder in two or more of the twelve participating single Schedules, simply follow the instructions listed below or contact Staci Oetting, MSC Business Manager at 253-931-7611 or at staci.oetting@gsa.gov for information on how to get started.

Review the Consolidated MAS Solicitation on the www.fbo.gov web site and decide if you want to participate. The Solicitation number is FCO-00-CORP-0000C, Refresh #14. Specifically, section 1, 'Read Me First' and section 16, Consolidated Migration Request for Existing Contractors...

Complete the Migration form (attached) and submit with all required information to the attention of Kathy Jocoy, kathy.jocoy@gsa.gov . Upon receipt, the migration package will be assigned to a Contract Specialist in the MSC for evaluation. .

Adding Ancillary Repair and Alteration Services

(Note: Applicable to LOGWORLD Schedule 874 V, SIN 874-597 and Consolidated Schedule SIN 874-597 ONLY)

Contractors wishing to add Ancillary Repair and Alteration services must:

1. Indicate that your firm has reviewed Document 14 in the solicitation entitled "PART II – TERMS AND CONDITIONS – APPLICABLE TO SIN 874-597, ANCILLARY REPAIR AND ALTERATION" and that you agree to the terms and conditions in Document 14 and the incorporation of the clauses in Document 14 into your contract. The solicitation is found at www.gsa.gov/logworld, under LOGWORLD - Solicitation.
2. Submit pricing that is inclusive of the IFF and identify the Davis-Bacon Act (DBA) general decision number and specific modification number used in establishing your proposed rates. Identify only DBA labor categories and prices as shown in the example below.

Labor Categories	GSA Price (inclusive of IFF)	DBA General Decision Number	Modification Number
Carpenter			
Electrician			

3. Pricing may be based on an established commercial price list or market-based prices. In either event, provide adequate price supporting information/data in the form of invoices, contracts or some similar documentation. Invoices must be less than one year old. Services must be priced in accordance with FAR 8.404(d), and will be either hourly rates or fixed price for performance of a specific task (e.g., installation, maintenance and repair). Standard commercial pricing methods may be proposed. Regardless of the method used, it must be supported by documentation and address a reasonable method of pricing. Please note: FAR 16.102(c) prohibits use of the cost-plus-percentage-of-cost system of contracting. Therefore, offers using this proposed method for SIN 874-597 will be rejected. The proposed pricing must include sufficient information for each service offered to enable the reviewing Contracting Officer to perform a price analysis.
4. All identified DBA eligible labor categories must be mapped in a matrix to the appropriate DBA general decision number (available at <http://www.wdol.gov>) that will be incorporated into the contract. Utilize the following spreadsheet format (labor category shown is for example purposes):

DBA eligible contract category	State	Construction Type(s)	DBA General Decision Number
Carpenter	WA	Building, Heavy and Highway	WA080009

5. Submit a document that includes all labor categories, prices, and labor category descriptions, as well as any applicable DBA matrix and narrative, which will be incorporated into your contract.

SECTION IV:

Commercial Sales Practices Format and Most Favored Customer Comparison Spreadsheets:

COMMERCIAL SALES PRACTICES FORMAT

Name of Offeror: _____
SIN(s): _____
Date : _____ **(Insert Date)**

Note: Please refer to clause 552.212-70, PREPARATION OF OFFER (MULTIPLE AWARD SCHEDULE), for additional information concerning your offer. Provide the following information for each SIN (or group of SINs or SubSIN for which information is the same).

(1) Provide the dollar value of sales to the general public/state or local government at or based on market prices, cost build up or an established catalog or market price during the previous 12-month period or the offerors last fiscal year: \$_____. State "beginning and ending" date of the 12-month period. Beginning _____ Ending _____. In the event that a dollar value is not an appropriate measure of the sales, provide and describe your own measure of the sales of the item(s). In the event sales are made only to state or local governments, identify such sales accordingly.

(2) Show your total projected annual sales to the Government under this contract for the contract term, excluding options, for each SIN offered. If you currently hold a Federal Supply Schedule contract for the SIN the total projected annual sales should be based on your most recent 12 months of sales under that contract.

SIN	\$	SIN	\$	SIN	\$

(3) Based on your written discounting policies (standard commercial sales practices in the event you do not have written discounting policies), are the prices (discounts, concessions, terms and conditions in any combination) which you offer the Government equal to or better than that offered to any customer acquiring the same items regardless of quantity or terms and conditions? YES____ NO____. (See definition of "concession" and "discount" in 552.212-70.)

(4)(a) Based on your written pricing policies (standard commercial sales practices in the event you do not have written pricing policies), provide information as requested for each SIN (or group of SINs for which the information is the same). The information should be provided in the chart below or in an equivalent format developed by the offeror. Rows should be added to accommodate as many customers as required. **Sample "Most Favored Customer (MFC) pricing comparison spreadsheet (1-A or 1-B), attached.**

Column 1 – Customer	Column 2 – Price* (*Disclosures should be made on a separate sheet)	Column 3 – Quantity/Volume	Column 4 – Discounts, Concessions, Terms and Conditions
See Attached Spreadsheet	See Attached Spreadsheet	See Attached Spreadsheet	See Attached Spreadsheet

(b) Identify prices offered to GSA in response to this solicitation for services using the table below:

Column 5 – Price Offered to GSA	Column 6 – Unit of Issue (e.g., per hour, per day)	Column 7 – Quantity/Volume	Column 8 – Discount, Concessions, Terms and Conditions Offered to GSA
See Attached Spreadsheet	See Attached Spreadsheet	See Attached Spreadsheet	See Attached Spreadsheet

- (c) Do any deviations from your written policies or standard commercial sales practices disclosed in the chart in paragraph 4(a) ever result in better prices than indicated? YES ____ NO _____. If YES, explain deviations in accordance with the instructions at Figure 515.4-2, which is provided in this solicitation for your convenience.

Figure 515.4-2—Instructions for Commercial Sales Practices Format

If you responded "YES" to question (3), on the COMMERCIAL SALES PRACTICES FORMAT, complete the chart in question (4)(a) for the customer(s) who receive your best price. If you responded "NO" complete the chart in question (4) (a) showing your written policies or standard sales practices for all customers or customer categories to whom you sell at a price that is equal to or better than the price(s) offered to the Government under this solicitation or with which the Offeror has a current agreement to sell at a price which equals or exceeds the price(s) offered under this solicitation. Such agreement shall be in effect on the date the offer is submitted or contain an effective date during the Awarded multiple award schedule contract period. If your offer is lower than your price to other customers or customer categories, you will be aligned with the customer or category of customer that receives your best price for purposes of the Price Reduction clause at 552.238-75. The Government expects you to provide information required by the format in accordance with these instructions that is, to the best of your knowledge and belief, current, accurate, and complete as of 14 calendar days prior to its submission. You must also disclose any changes in your price list(s), discounts, prices and/or policies that occur after the offer is submitted, but before the close of negotiations. If your pricing practices vary, the variations should be explained clearly to include a description of the circumstance, frequency, and selling terms and conditions. You may limit the information reported to those services that exceed 75% of actual historical Government sales (commercial sales may be substituted if Government sales are unavailable) value of the special item number (SIN).

Column 1—Identify the applicable customer or category of customer. A "customer" is any entity which acquires supplies or services from the Offeror. The term customer includes, but is not limited to state and local governments, educational institutions (an elementary, junior high, or degree granting school which maintains a regular faculty and established curriculum and an organized body of students), national accounts, and end users. In any instance where the Offeror is asked to disclose information for a customer, the Offeror may disclose information by category of customer if the offeror's pricing policies or practices are the same for all customers in the category. (Use a separate line for each customer or category of customer.)

Column 2—Identify the price. Indicate the best price (based on your written pricing policies or standard commercial pricing practices if you do not have written pricing policies) at which you sell to the customer or category of customer identified in column 1, without regard to quantity; terms and conditions of the agreements; and whether the agreements are written or oral. If the price is a combination of various discounts (prompt payment, quantity, etc.), each type of discount should be fully identified and explained. If the price lists which are the basis of the discounts given to the customers identified in the chart are different than the price list submitted upon which your offer is based, identify the type or title and date of each price list. The contracting officer may require submission of these price lists. To expedite evaluation, offerors may provide these price lists at the time of submission. If market prices are used, provide documentation to substantiate pricing (e.g., agreements with corporate customers, internal policies, market prices, quote sheets, pricing agreements and invoices, etc.) and identify the effective period, pricing and any other terms and conditions clearly. If prices are based on cost, provide information other than certified cost or pricing data to show how the offeror arrived at the Awarded price. A price certification is not required. If rates are audited by a Federal Agency, include this information in the narrative. Disclosures should be made on a separate sheet.

Column 3—Identify the quantity or volume of sales. Insert the minimum quantity or sales volume which the identified customer or category of customer must either purchase/order, per order or within a specified period for the best price. When purchases/orders must be placed within a specified period to get the best price, indicate the time period.

Column 4—Indicate concessions regardless of quantity granted to the identified customer or category of customer. Concessions are defined in solicitation clause 552.212-70, Preparation of Offers (Multiple Award Schedule). If the space provided is inadequate, the disclosure should be made on a separate sheet by reference.

Columns 5-8—Fill in the requested information.

If you respond "YES" to question 4 (c) in the Commercial Sales Practices Format, provide an explanation of the circumstances under which you deviate from your written policies or standard commercial sales practices disclosed in the chart on the Commercial Sales Practices Format and explain how often they occur. Your explanation should include a discussion of situations that lead to deviations from standard practice, an explanation of how often they occur, and the controls you employ to assure the integrity of your pricing. If deviations from your written policies or standard commercial sales practices disclosed in the chart on the Commercial Sales Practices Format are so significant and/or frequent that the Contracting Officer cannot establish whether the price(s) offered is fair and reasonable, then you may be asked to provide additional information. The Contracting Officer may ask for information to demonstrate that you have made substantial sales of the item(s) in the commercial market consistent with the information reflected on the chart on the Commercial Sales Practice Format, a description of the conditions surrounding those sales deviations, or other information that may be necessary in order for the Contracting Officer to determine whether your offered price(s) is fair and reasonable. In cases where additional information is requested, the Contracting Officer will target the request in order to limit the submission of data to that needed to establish the reasonableness of the offered price.

ATTACHMENTS 1-A

COMMERCIAL MFC PRICE COMPARISON

(While not required to use this sample format, the information noted in the CSP must be submitted)

SAMPLE SPREADHSEET FOR AN OPTION BASED ON A COMMERCIAL PRICE LIST. USE CURRENT AWARDED PRICES TO INCLUDE LABOR, EQUIPMENT, SUPPORT ITEMS AND TRAINING

To show the information required in the Commercial Sales Practices Format paragraph 4(a) & (b) (Columns 1-8).

a spreadsheet such as the one below can be used and tailored by the Contractor to show the commercial price, the Most Favored Customer (MFC) price and resulting % discount off the commercial price, the price awarded to GSA and its corresponding discount off the MFC price. Ensure that you identify who the MFC(s) is/are for each item.

Commercial Labor Category	Commercial Rates per hour	Most Favored Customer(s)	MFC Labor Category	MFC Rates per hour	MFC Discount off Commercial Rates	GSA Awarded Labor Category	GSA Awarded Rates per hour	GSA Discount off Most Favored Customer (MFC) Rates	
Category 1	\$ 10.00	ABC Company	Category 1	\$ 9.00	10.00%	Category 1	\$ 8.90	11.00%	
Category 2	\$ 20.00	ABC Company	Category 2	\$ 18.00	10.00%	Category 2	\$ 17.80	11.00%	
Category 3	\$ 30.00	ABC Company	Category 3	\$ 27.00	10.00%	Category 3	\$ 26.70	11.00%	
Category 4	\$ 40.00	ABC Company	Category 4	\$ 36.00	10.00%	Category 4	\$ 35.60	11.00%	
Category 5	\$ 50.00	ABC Company	Category 5	\$ 45.00	10.00%	Category 5	\$ 44.50	11.00%	
Category 6	\$ 60.00	ABC Company	Category 6	\$ 54.00	10.00%	Category 6	\$ 53.40	11.00%	
Category 7	\$ 70.00	ABC Company	Category 7	\$ 63.00	10.00%	Category 7	\$ 62.30	11.00%	
Category 8	\$ 80.00	ABC Company	Category 8	\$ 72.00	10.00%	Category 8	\$ 71.20	11.00%	
Category 9	\$ 90.00	ABC Company	Category 9	\$ 81.00	10.00%	Category 9	\$ 80.10	11.00%	
Category 10	\$ 100.00	ABC Company	Category 10	\$ 90.00	10.00%	Category 10	\$ 89.00	11.00%	
Commercial Equipment	Commercial Rates per day	Most Favored Customer(s)	MFC Equipment	MFC Rates per day	MFC Discount off Commercial Rates	GSA Awarded Equipment	GSA Awarded Rates per day	GSA Discount off MFC Rates	
Dump Truck	\$ 50.00	ABC Company	Dump Truck	\$ 45.00	10%	Dump Truck	\$ 44.50	11%	
Commercial Support Item	Unit of Measure	Commercial Rates per UoM	Most Favored Customer(s)	MFC Support Item	MFC Rates per UoM	MFC Discount off Commercial Rates	GSA Awarded Support Item	GSA Awarded Rates per UoM	GSA Discount off MFC Rates
Widgets/ Doohickeys	each	\$ 10.00	ABC Company	Widgets/ Doohickeys	\$ 9.00	10.00%	Widgets/ Doohickeys	\$ 8.90	11.00%
Commercial Training Course	Commercial Course Price	Most Favored Customer(s)	MFC Training Courses	MFC Course Price	MFC Discount off Commercial Price	GSA Awarded Training Course	GSA Awarded Price	GSA Discount off MFC Price	
Course Title	\$ 100.00	ABC Company	Course Title	\$ 95.00	5.00%	Course Title	\$ 90.00	10.00%	

ATTACHMENT 1-B

MARKET PRICING (OTHER THAN A COMMERCIAL PRICE LIST)

(While not required to use this sample format, the information noted in the CSP must be submitted)

SAMPLE SPREADSHEET FOR AN OPTION BASED ON "OTHER THAN COMMERCIAL PRICE LIST"
(Market Pricing)

To show the information required in the Commercial Sales Practices Format paragraph 4(a) & (b) (Columns 1-8), a spreadsheet such as the one below can be used and tailored by the Contractor to show the Most Favored Customer (MFC) price and the GSA Price and its discount % off the MFC price. Ensure that you identify who the MFC(s) is/are for each category.

Most Favored Customer(s) Labor Category	Most Favored Customer(s)	Most Favored Customer(s) Rates per Hour	GSA Awarded Labor Category	GSA Awarded Rates per hour	GSA Discount off MFC Rates
Category 1	ABC Company	\$ 9.00	Category 1	\$ 8.56	4.89%
Category 2	ABC Company	\$ 18.00	Category 2	\$ 17.00	5.56%
Category 3	ABC Company	\$ 27.00	Category 3	\$ 26.00	3.70%
Category 4	ABC Company	\$ 36.00	Category 4	\$ 35.60	1.11%
Category 5	ABC Company	\$ 45.00	Category 5	\$ 43.00	4.44%
Category 6	ABC Company	\$ 54.00	Category 6	\$ 51.00	5.56%
Category 7	ABC Company	\$ 63.00	Category 7	\$ 58.00	7.94%
Category 8	ABC Company	\$ 72.00	Category 8	\$ 68.00	5.56%
Category 9	ABC Company	\$ 81.00	Category 9	\$ 75.00	7.41%
Category 10	ABC Company	\$ 90.00	Category 10	\$ 85.00	5.56%