

## GSA Multiple Award Schedule (MAS) Contractor Compliance Checklist

Following Contract Award (Required)			
Clause	Required or Recommended Actions	No Later Than	Complete
	<p><b>(Required)</b></p> <p>Familiarize yourself with the <a href="#">Vendor Support Center (VSC)</a> and <a href="#">Register your Schedule contract</a>.</p> <p>If you already hold a Schedule contract, update your <a href="#">VSC user profile</a>.</p>	Immediately	<input type="checkbox"/>
<p><a href="#">552.238-88</a> GSA Advantage!®.</p>	<p><b>(Required)</b></p> <p>Review the “<a href="#">Contractor Start-up Kit</a>” on the VSC site to learn how to upload your awarded price list to GSA Advantage! ®</p>	Immediately	<input type="checkbox"/>
<p><a href="#">I-FSS-600</a> Contract Price List</p>	<p><b>(Required)</b></p> <p>Submit your electronic contract data for publication on GSA Advantage! ®</p>	30 calendar days after contract award	<input type="checkbox"/>
<p><a href="#">552.238-80</a> Industrial Funding Fee and Sales Reporting.</p>	<p><b>(Required)</b></p> <p>Ensure you are registered for FAS ID to access the FAS Sales Reporting Portal (SRP) (<a href="https://srp.fas.gsa.gov/">https://srp.fas.gsa.gov/</a>) and determine whether your contract was awarded with Transactional Data Reporting (TDR) (552.238-</p>	15 days before the end of the first reporting period.	<input type="checkbox"/>

	80 Alternate I - applies to TDR contracts) or without TDR requirements (552.238-80 - applies to non-TDR contracts).		
<b>Following Contract Award (Recommended)</b>			
<b>(Recommended)</b> To learn more about the MAS Program and your Schedule contract, <a href="#">register for our monthly MAS Office Hours</a> for industry. You can watch previous Office Hours recordings on the MAS Office Hours Youtube <a href="#">Playlist</a> .			<input type="checkbox"/>
<b>(Recommended)</b> Familiarize yourself with the VSC website reference " <a href="#">Who do I deal with from GSA</a> ".  Share with individuals responsible for administering your Schedule contract.			<input type="checkbox"/>
<b>(Recommended)</b> Identify your ACO/IOA using the locator tool on the <a href="#">VSC homepage</a> .  Share ACO/IOA contact information with individuals responsible for administering your Schedule contract.			<input type="checkbox"/>
<b>Contract Modifications</b>			
<b>Clause</b>	<b>Required or Recommended Actions</b>	<b>No Later Than</b>	
<a href="#">552.238-82</a> Modifications (Federal Supply Schedules).	<b>(Required)</b> Download a copy of the <b>MAS Modification Guide</b> on the ' <a href="#">Modification and Mass Modification</a> ' page for instructions to learn more about required documentation for submitting a modification request.	Prior to submitting a modification request	

	<p><b>(Required, if applicable)</b>  When a Mass Modification (Mass Mod) 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.</p>	<p>See <a href="#">Mass Mod Portal</a> for due date of any pending Mass Mods</p>
<p><a href="#">552.238-82</a>  Modifications (Federal Supply Schedules).</p>	<p><b>(Required)</b>  Submit electronic contract data for publication on GSA Advantage!® via Schedule Input Program (SIP) or Electronic Data Interchange (EDI). See VSC</p>	<p>30 days after any contract modification that changes the contents of your GSA Advantage catalog file</p>
<b>Options</b>		
<b>Clause</b>	<b>Required or Recommended Actions</b>	<b>No Later Than</b>
<p><a href="#">552.238-116</a>  Option to Extend the Term of the FSS Contract</p>	<p><b>(Required)</b>  Submit your response to the system-generated contractor notification letter via the <a href="#">eMod system</a>.</p>	<p>165 days prior to your contract end date</p>
<p><a href="#">552.238-88</a>  GSA Advantage!®.</p>	<p><b>(Required)</b>  Submit electronic contract data for publication on GSA Advantage!®</p>	<p>30 days after option exercise</p>
<b>Clauses Mandating Compliance Within Set Time-Frames - Required</b>		

<p><a href="#">552.238-80</a></p> <p>Industrial Funding Fee and Sales Reporting.</p>	<p><b>(Required)</b> Report Schedule contract sales each reporting quarter if your contract is non-TDR using the <a href="#">FAS Sales Reporting Portal (SRP)</a>. If your contract is TDR report your sales monthly using the <a href="#">FAS Sales Reporting Portal (SRP)</a></p>	<p>30 days following completion of each reporting quarter/month</p>
<p><a href="#">552.238-81</a></p> <p>Price Reductions.</p>	<p><b>(Required)</b> Report all price reductions subject to this clause to your contracting officer.</p>	<p>15 days after effective date of price reduction</p>
<p><a href="#">52.204-10</a></p> <p>Reporting Executive Compensation and First-Tier Subcontract Awards.</p>	<p><b>(Required)</b> When applicable, report first-tier subcontract information and executive compensation via the <a href="#">Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)</a>.</p>	<p>See Clause</p>
<p><a href="#">52.204-10</a></p> <p>Reporting Executive Compensation and First-Tier Subcontract Awards.</p>	<p><b>(Required)</b> When applicable, report executive compensation via the <a href="#">Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)</a>.</p>	<p>See Clause</p>

<p><a href="#">52.209-9</a></p> <p>Updates of Publicly Available Information Regarding Responsibility Matters.</p>	<p><b>(Required)</b> Update information in the Federal Awardee Performance and Integrity Information System (FAPIIS) by posting the required information in the SAM database.</p>	<p>Semi-annually throughout the life of this contract</p>
<p><a href="#">52.204-18</a></p> <p>Commercial and Government Entity Code Maintenance.</p>	<p><b>(Required)</b> Communicate CAGE code changes to the Contracting Officer. Contractors undergoing a novation or change-of-name agreement shall notify the contracting officer in accordance with subpart <a href="#">42.12</a> Novation and Change-of-Name Agreements.</p>	<p>30 days after the change</p>
<p><a href="#">52.204-7</a></p> <p>System for Award Management.</p> <p><a href="#">552.212-4</a></p> <p>Contract Terms and Conditions—Commercial Products and Commercial Services (FAR DEVIATION).</p>	<p><b>(Required)</b> Maintain a current, accurate and complete <a href="#">SAM</a> profile and have an active registration in SAM through final payment of this contract.</p>	<p>Annually</p>
<p><a href="#">52.204-15</a></p>	<p><b>(Required)</b> Submit information</p>	<p>Annually by October 31</p>

<p>Service Contract Reporting Requirements for Indefinite-Delivery Contracts.</p>	<p>regarding services performed during the previous Government fiscal year via the <a href="#">SAM</a> website.</p>	
<p><a href="#">52.209-10</a> Prohibition on Contracting with Inverted Domestic Corporations.</p>	<p><b>(Required)</b> 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.</p>	<p>Five (5) business days</p>
<p><a href="#">52.219-28</a> Post-Award Small Business Program Rerepresentation.</p>	<p><b>(Required, if applicable)</b> If the business size changed, re-represent business size in the <a href="#">SAM</a> website 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.</p>	<p>See Clause</p>
<p><a href="#">52.219-9</a> Small Business Subcontracting Plan.</p>	<p><b>(Required)</b> “Other than small” contractors shall submit reports documenting subcontracting performance under this contract to the <a href="#">Electronic Subcontracting Reporting System (ESRS)</a>.</p>	<p>See Clause</p>
<p><a href="#">52.222-54</a></p>	<p><b>(Required)</b> Enroll in the E-Verify</p>	<p>See Clause</p>

Employment Eligibility Verification.	program and verify the employment eligibility of employees.	
<a href="#">52.242-13</a> Bankruptcy.	<b>(Required)</b> Provide written notice to the Contracting Officer within five (5) days of initiating bankruptcy proceedings.	Five (5) days

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