U.S. General Services Administration (GSA)

MULTIPLE AWARD SCHEDULE (MAS) MODIFICATION GUIDE
November 2026

GSA values our relationships with our industry partners. Therefore, GSA developed modification instructions and provided resources (both sample documents and webpages) so you can prepare a modification package that GSA can evaluate and process.

These modification instructions align with current solicitation proposal instructions (SCP-FSS-001 Instructions Applicable to All Offerors).

For MAS Clause Information see the MAS Clause Applicability Matrix.

Where applicable, the Federal Acquisition Regulation (FAR) citations used in this document reflect Revolutionary Federal Acquisition Regulation (FAR) Overhaul (RFO) implemented through GSA Class Deviations RFO-2025-01 through RFO-2025-53.

Any FAR provisions/clauses updated as a result of the RFO include "(Deviation Date)" after the provision/clause. Refer to the FAR Overhaul Part Deviation Guide, Part 2 for updated definitions of terms.

MAS Solicitation Refresh 34 incorporates Wave 4 of the Revolutionary GSAR Overhaul (RGO) which updates GSAR part 538. Reference GSA RGO- 2026-01, specifically GSAR part 538 and the revised GSAR 552.238 clauses/provisions. In addition, reference the GSA Acquisition Handbook, specifically Chapter 4 Support under Tab 5: Federal Supply Schedule Program and the Economic Price Adjustment.

Note: The Handbook is a part of the General Services Administration Acquisition Management (GSAM) System and contains GSA acquisition policy that applies to the GSA acquisition workforce.

Need Help? If you have questions, please contact the Contracting Officer / Contract Specialist (CO/CS) assigned to your MAS contract; you can find his/her email and phone number at https://www.gsaelibrary.gsa.gov. See *Government Point of Contact* within the *Contractor Information* section by entering your contract number or company name in the search block.

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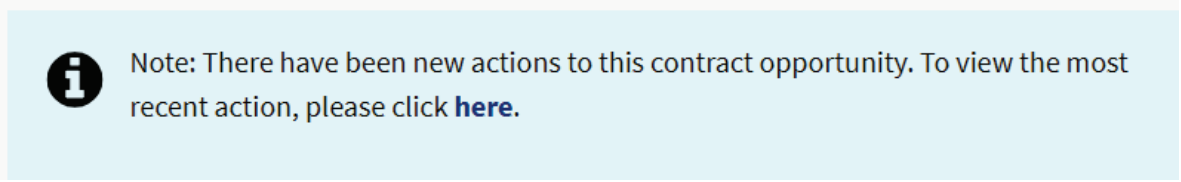
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General Guidance

This document provides general instructions and a checklist for each modification type. Keep in mind, there may be more requirements based on the large category/ies, subcategories, and Special Item Numbers (SINs) within the specific Large Category attachments of the MAS Solicitation. See Required templates for a MAS offer for additional requirements and guidance.

This document includes links to the MAS Solicitation in https://sam.gov. To ensure you are viewing the most recent version of the solicitation you need to take action in sam.gov if you see this note:



If you do not see the note above in https://sam.gov then you are viewing the most recent version of the Solicitation.

Getting Started

You must read through all the general guidance below before you complete the checklist, if applicable, for each modification type. Contracting Officers / Contract Specialists (COs/CSs) may need more information to help them make necessary determinations.

Note: The requirements for certain documents/mod types may vary from this guide if a contractor is in FCP. Where this guide and FCP guidance on vsc.gsa.gov conflict, the FCP guidance takes precedence. If using FCP and a particular requirement in the checklist varies or does not apply, document in the checklist (e.g. N/A contract in FCP).

The CO/CS reserves the right to reject the modification if mandatory information is missing and/or incomplete. Following the guidance here will help reduce rejections, limit clarification requests from your CO, and enable quicker processing.

eMod and eMod Training

The MAS Program will only accept contractor-initiated modification requests via the GSA eMod system, which is located at eOffer/eMod website. You can combine some administrative modification types into a single modification request in eMod. For example, you can combine changing an authorized negotiator, email address, phone numbers, etc. into one mod.

Find eMod information and training in the GSA Vendor Support Center (VSC) and the eOffer/eMod website. Whoever initiates modification requests via the eMod process must be an authorized negotiator. The eOffer/eMod Help Center provides step-by-step instructions on how to submit a mod. The eOffer/eMod Help Center can be accessed at https://eoffer.gsa.gov/AMSupport. GSA recommends using the Chrome browser for eMod.

Transactional Data Reporting

As of MAS Refresh 31, TDR is mandatory for **ALL** SINs. Visit the Transactional Data Reporting Requirements resource page for TDR information.

Items Prohibited from MAS

GSA will not award items that fall under the following categories:

- Remanufactured (except toner), refurbished, reconditioned, remarketed, and repaired items
- Automotive parts
- Personal hygiene items
- Fully assembled fixed-wing aircraft
- Books and publications (except technical publications and reports on SIN 511120)
- Children's toys, dolls and games
- Promotional products
- Sporting goods
- General clothing items (except workwear under SIN 3152, uniforms under SIN 315210 and protective apparel under SIN 339113PA)
- Swimming pool equipment and supplies
- Musical instruments
- Customizable awards, medals and ribbons
- Live animals used for laboratory research and testing
- Food, candy and drinks
- Executive Order(s) excluding products and services:
    - Gender Ideology (E.O. 14168): Federal funds may not promote gender ideology; MAS offerings violating this are excluded.
    - Offerings Based on Climate-Related Revoked E.O.s (E.O.'s 14148, 14154, 14236): Revokes prior E.O.s and removes related requirements and preferences, excluding offerings related to the social cost of greenhouse gas emissions, social governance, environmental justice, and corporate social responsibility. Products and services supported by statutory authority remain within the scope of the MAS program.
    - Paper Straws (E.O. 14208): Agencies must eliminate procurement and use of paper straws.
    - DEI Programs (E.O.s 14151, 14173, Jan 22, 2025 Fact Sheet): Terminates diversity, equity, and inclusion programs and preferences in federal contracting; MAS offerings violating this are excluded.
- Covered nitrile gloves within the scope of the DHS Best-in-Class PPE Safety Stock contract for domestically manufactured nitrile gloves. See DHS Best-in-Class PPE Safety Stock contract for more details.

Firearms and Ammunition: GSA will not award weapons such as firearms, live ammunition, explosives, foreign replica weapons, inert ordnance and artillery weapons under this Solicitation. This also includes components that are solely used to produce functional weapons. Components that will not be awarded under this Solicitation include, but are not limited to, barrels, chambers, bolts, trigger groups, stock, magazines, rockets, grenades, grenade launchers, mines and mortars, cases, primers, powder, and projectiles.

This exclusion does not apply to non-lethal ammunition types intended to be used for training, safety, and marking purposes.

Drones/Unmanned Aircraft Systems: GSA will not award any Drones/Unmanned Aircraft Systems (UAS), as defined in 49 USC Ch. 448, in response to this Solicitation except those drones included on the Defense Contract Management Agency's (DCMA) Special Programs Unmanned Systems-Experimental (US-X) Blue UAS Cleared List.

**FAR 52.240-91(c) (Alternate I) (DEVIATION) further prohibits delivery of any FASC - prohibited unmanned aircraft system, which includes unmanned aircraft (i.e., drones) and associated elements (i.e., the equipment required for control and operation, such as communication links and the software or systems necessary for their safe and effective functioning). On or after December 22, 2025, Contractors are prohibited from operating or using Federal funds to procure or operate a FASC-prohibited unmanned aircraft system.

CONUS/OCONUS Requirements: Some requirements may apply only to applications in the Continental United States (CONUS), Alaska, Hawaii and Puerto Rico. For products and services proposed internationally (OCONUS), commensurate standards will apply and should be provided with the offer but will be reviewed by the ordering activity for compliance with the local requirements and standards.

AI/ML Model Training Restrictions: The use of Government data for the purpose of training Artificial Intelligence/Machine Learning (AI/ML) models and systems is prohibited without explicit written authorization from the ordering activity contracting officer.

Definition: Government data means any information, (including metadata), document, media, or machine-readable material regardless of physical form or characteristics that is created or obtained by the Government, or a contractor on behalf of the Government, during official Government business.

End-of-Support (EOS) date: This requirement is applicable to all product offers under the Multiple Award Schedule (MAS) program.

EOS Definition: Hardware devices firmware, and software versions that no longer receive timely, supported updates from the original equipment manufacturer, including patches for Common Vulnerabilities and Exposures (CVEs), security updates, software fixes (hotfixes), and defects.

Product substitutions: Prohibited without the buyer's prior written consent. Any authorized substitution must be a product currently listed on the MAS contract and priced no higher than the originally quoted item, unless the buyer expressly approves a higher-priced MAS-listed alternative.

Contract Administration

Important: Not addressing the items below, if applicable, may delay your modification from processing.

Refreshes/Mass Mods

The MAS Solicitation is refreshed periodically. A refresh updates the terms and conditions of the MAS Solicitation, which in turn, generates a Mass Modification (Mass Mod) to every MAS contract via email. Contractors must act on all outstanding Mass Mods.

Also, accepting all overdue Mass Mods is a prerequisite for approval of a modification request. GSA will only consider the award of mod requests from contractors who comply with the MAS contract. A modification will not be approved until all overdue Mass Mods have been acted upon.

If you do not sign a mass modification before the release of the next mass modification, the next mass modification will include those unsigned changes. For example, if you have not signed MAS Refresh 32 by the time MAS Refresh 34 is released, when you sign MAS Refresh 34 it will include changes from both MAS Refresh 33 and MAS Refresh 32.

You can check your compliance with Mass Mods here: https://mcm.fas.gsa.gov/ One of the considerations for exercising an option is that all Mass Mods are acted upon.

The Government reserves the right not to exercise an option if contract terms and conditions are not met.

GSA implemented a FAS ID Multi-Factor Authentication (MFA) process for all contractors accessing the Mass Mod Portal effective August 8, 2020.

To utilize the Multi-Factor Authentication (MFA) process, you must have your authorized negotiators up to date on your contract. Only authorized negotiators listed on the contract will be able to sign mass mods on behalf of the company. If you need to update the authorized negotiator(s) on your contract, you must submit an Administrative Mod.

Subcontracting Plans and Reporting

As of October 2026, the subcontracting plan template in eOffer / eMod is outdated. Currently, MAS contractors should use the subcontracting plans located on Required Templates for a MAS offer webpage until the eOffer/eMod system is updated.

Subcontracting plans need to be kept current. An expired subcontracting plan may hinder your ability to process contract actions such as mod requests. Please submit the subcontracting plan and subcontracting reports on time. If you have questions regarding your subcontracting obligations under the Schedule contract, contact your assigned CO/CS.

FAS Sales Reporting Portal (SRP)

Ensure that sales are being reported, and the Industrial Funding Fee (IFF) is being paid in a timely manner via the FAS Sales Reporting Portal https://srp.fas.gsa.gov/.

Requirements After Mods are Executed

Schedules Input Program (SIP) Guidance (not applicable for contracts in FCP)

When uploading your final GSA *Advantage!* ® price lists in the Schedules Input Program (SIP), first enter the items being added, deleted, or updated then use the '***Communications***' dropdown and select '***Create a Catalog File***." SIP will generate either: an A80 SIP catalog file if this is the first time uploading with the current SIP program; or a C80 SIP catalog file if changes are made to the existing file in SIP.

Do not select "Create a Replacement File" as this is inefficient and poses a higher risk of inadvertently damaging your established GSA Advantage! portfolio and/or file. "Create a Replacement File" ***should not*** be used for every contract modification and is only intended for full catalog replacements.

For further instructions, please visit SIP or if you have questions concerning preparing and submitting your electronic catalog using the SIP, contact the VSC at 877-495-4849 (M-F 8:30-5:30 PM EST) or email vendor.support@gsa.gov.

Ensure the SIP file is accurate and reflects the most recent changes that have been approved by the CO/CS. Only upload approved contract items and/or services on GSA *Advantage!* ®. Inform the CO/CS assigned to the contract of any pending changes. Most changes to your electronic catalog file require an approved modification of the contract before you can update the changes in the SIP and upload them on GSA *Advantage!* ®

Also, your GSA *Advantage!* ® file must be current and up to date. Therefore, you must upload the SIP file at least every two years to avoid suspension in GSA *Advantage!* ®.

Even if you have not had any changes to your products and/or service offerings, you must still update/verify/upload the file every two years. Otherwise, your electronic catalog file will be removed/suspended from GSA *Advantage!* ®.

The SIP file (text file) on GSA *Advantage!* ® should contain the complete GSA price list to include the Terms and Conditions Files, Contract Price List and any more information required by the Large Category attachment in the MAS Solicitation.

Note: All Commercial Off the Shelf (COTS) and commercial type products should be published for sale on GSA *Advantage!* OR to the Federal Supply Schedule Terms and Conditions File posted on GSA *Advantage!*

FAS Catalog Platform (FCP)

If you are operating on the FAS Catalog Platform (FCP), please refer to the guidance published to catalog.gsa.gov/help for changes to your online catalog.

Resources

Below are the resources to use when preparing your modifications:

- Terms and conditions for each Large Category Attachment to the MAS Solicitation
- Vendor Toolbox here https://vsc.gsa.gov helps contractors learn more about the MAS process and requirements.
- The Revolutionary Federal Acquisition Regulation (FAR) Overhaul page and the Revolutionary General Services Administration Acquisition Regulation (GSAR) Overhaul (RGO) page (RGO-2026-01) and GSA Acquisition Handbook (updated September 2026 to incorporate Wave 4)
- Requirements after getting a MAS contract resource page
- Modification and mass modification guidance resource page

Templates

Please read the instructions when completing templates to ensure you have completed the template correctly. If you do not complete the template properly, your mod may be rejected or delayed.

i. Terms and Conditions File (located on the Vendor Support Center (VSC) page: Managing My GSA Contract Electronic Catalog
ii. Suggested Change of Name Agreement Format
iii. Suggested Legal Certification of Name Change Template
iv. Suggested Novation Agreement Format

Price Proposal Template (PPT)

The legacy Price Proposal Template (PPT) is ***not required*** for contractors operating in the FAS Catalog Platform (FCP) except for certain SINs. (See "Other considerations" on the templates page. The Product File and Services Plus File are the Price Proposal Template (PPT) in FCP.

Note: The PPT is not in eMod. You will need to upload it to the system as a separate attachment. GSA will only accept the current version of the PPT. Including any other version may result in rejection.

Do not reformat or change the PPT. Formulas must be seen in the spreadsheet. The PPT needs to be completed and submitted in the exact same format incorporated in the template or the CS/CO reserves the right to reject the modification.

Note: A legacy Products PPT or SPF can be submitted via the FCP for products not listed for sale on GSA Advantage. This will require CS/CO approval.

Frequently Asked Questions

1. Has the mod process changed because of MAS Consolidation?
No, GSA continues to use existing policies and procedures to modify MAS contracts. This guide was developed from mod guidance for the legacy Schedules and is meant to consolidate all modification guidance in one place. This Modification Guide allows you to know what to upload in eMod for your modification request(s).

2. What are some common reasons a modification request may be rejected?

- Items to be added are out of scope for the proposed/awarded SIN
- Duplicate items or part numbers on spreadsheet
- Adding items already on contract
- Essentially the same (ETS) products as AbilityOne items being added
- Math is incorrect on Price Proposal Template (PPT)
- Pricing or discounts are incorrect
- Attempt to delete items that are not on contract
- Overhead is not included in the cost and is being charged separately.
- Using non-standardized part numbers
- Proper type of mod is not chosen in GSA eMod system
- Incorrect documentation submitted with mod
- Irrelevant documentation submitted with mod
- All the required documentation is not initially submitted with modification request
- Slow contractor response to CO's/CS's comments or requests

3. How long does it take to process a mod?

There is no set timeline for processing a mod. Our CO/CSs work diligently to process mods in a timely fashion. The amount of time it takes to award a mod largely depends on the CO/CSs workload, the documentation provided by the MAS contractor, and the responsiveness of the MAS contractor. On average, administrative modifications usually take 7-10 days, and other modifications 10-30 or more days.

Administrative Modification Guidance

Administrative Modifications

Administrative modifications are subject to the unilateral right and discretion of the Government. A contractor will not be required to provide a digital signature after submitting an administrative mod request.

The following are common administrative mods:

- Address change
- Contract administrator/Point of Contact (POC) (add, delete, update email, phone, etc.)
- Authorized negotiator change (add, delete, update email, phone, etc.)
- Email address change
- Fax change
- Points of Contact (POCs) for manufacturers, dealers, resellers, agents' changes
- Order Point of Contact (POC) change
- Telephone number change
- Website address change

When you submit a mod request for an administrative mod, the CO will be notified. Once the CO has reviewed the request, you will receive an email that the mod has been approved, requires edits, or rejected.

Multiple administrative mod types can be combined into a single mod; for example, you can combine changing an authorized negotiator, email address, phone number, etc. into one mod.

Click here to go to the eMod Help Center for more information about submitting your Administrative Modification request.

Address Change

This mod type will update the company address. A change to your address in SAM (https://sam.gov/) record will automatically initiate an address change mod in the eMod system. Even minor changes in punctuation, such as St. vs St vs. Street may generate an eMod. Address data entry must be consistent in sam.gov and eMod. **No Cover Letter is required for an Address Change modification.**

The next time eMod is accessed, you will be notified of the address change. You will be required to confirm the new address and will be prompted to apply the new address to any other GSA Schedule contracts that the company may hold. An automatic Rapid Action Modification (RAM) will be sent to your

CO to incorporate the change into your contract. The RAM will not change the list of current Authorized Negotiators or Contact for Contract Administration. If the address change is related to a novation and the Unique Entity Identifier (UEI) changes, please see the guidance related to a *Novation*.

References (see MAS solicitation):

- FAR 43.203(b) (GSA Class Deviation RFO-2025-43) *Unilateral Modification*
- FAR 52.215-6 PLACE OF PERFORMANCE (DEVIATION - NOV 2025)
- GSAR 552.238-82 Contractor Initiated Modifications (GSAR Deviation) (Sep 2026)

Contract Administrator/Point of Contact (POC) or Authorized Negotiator

For updates to the Contract Administrator or IFF POC, email your ACO/CO/CS to let them know that your POC needs to be updated. The email should come from an authorized negotiator. A modification is not required for updates to the Contract Administrator or IFF POC. When personnel Changes result in a new POC, that new individual may also need to be added as an Authorized Negotiator.

The Authorized Negotiator mod type updates information that changes for an authorized negotiator. This includes removing an outdated Authorized Negotiator, adding a new negotiator, updating spelling or punctuation of a name, updating the phone number or email address. When there is not currently a valid Authorized Negotiator on a contract, email a request from a company officer on company letterhead to the assigned CO/CS.

Note: For all updates to the information for an authorized negotiator, you must use the Authorized Negotiator type modification to make those updates (e.g. changes to email addresses, spelling of names, phone numbers, etc.)

Note: You should have at least two people listed as Authorized Negotiators who are authorized to sign. While you may use consultants, one Authorized Negotiator should be an employee of the contractor.

References (see MAS solicitation):

- FAR 43.203(b) (GSA Class Deviation RFO-2025-43) *Unilateral Modification*
- Paragraph (d) GSAR clause 552.238-191 Federal Supply Schedule Contract Requirements (GSAR Deviation) (Sep 2026)
- GSAR 552.238-82 Contractor Initiated Modifications (GSAR Deviation) (Sep 2026)

Contract Administrator/POC or Authorized Negotiator Mod Checklist:

	Contract Administrator/Point of Contact (POC) or Authorized Negotiator (Add, Remove, or Changing contact Information)	
Item no.	**Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)**	**Included in Package**

1	Cover Letter briefly describing your request and the rationale for the request. Cover letter shall include: ● Indicate whether the added authorized negotiator(s) are authorized to sign or not authorized to sign. ● Statement: "I certify to the best of my knowledge that the information I provided is current, complete and accurate. All other terms and conditions remain the same."	
2	Provide a copy of the "Agent Authorization Letter" (if applicable) Note: While the cover letter does not need to be signed, the Agent Authorization Letter must be on company letterhead and must include the signature of a company employee who is authorized to sign on behalf of the principal.	
3	**If adding** an Authorized Negotiator or Point of Contract, provide a copy from the SAM.gov search that confirms the added authorized negotiator(s) do not appear on the SAM exclusion list.	

Other Administrative Modifications

For the following mod requests, please follow the prompts for updating this information in eMod:

- Email Address Change
- Fax Change
- Points of Contact (POCs) for Manufacturers, Dealers, Resellers, Agents – (Required for adding, removing, or changing POC information)
- Order Point of Contact (POC) – (Required for adding, removing, or changing POC information)
- Telephone Number Change
- Website Address (Required for adding, removing, or changing)

Note: For the website address change modification type, a change to your website address in SAM will automatically initiate a Website Address Change modification in eMod. The next time you login to eMod, you will be notified of the website address change. You will be required to confirm the new website address and will be prompted to apply the new website address to any other GSA Schedule contracts that the company may hold. An automatic RAM will be sent to your CO to incorporate the change into your contract. The generated mod will not change the list of current Authorized Negotiators or contact for contract administration.

Additions Modification Guidance

Note: As of MAS Refresh 34, GSAR 552.216-90, *Economic Price Adjustment (GSAR Deviation) Alternate I*, replaced GSAR 552.238-120. The available EPA mechanisms are described in SCP-FSS-001(k)(ii)(C)(2). A fixed annual escalation is a pricing arrangement, not an EPA. If you have not implemented an EPA method after MAS Refresh 29, you must submit a Revise Terms and Conditions modification before submitting any Addition Modification to apply the new EPA method (including mechanism) to the entire contract, unless the contract only includes a fixed annual escalation. No

modification is needed if you already implemented an EPA method under MAS Refresh 29 or have a fixed annual escalation. See the EPA clause resource page for more information.

Identical Items

Identical items (products, services, or labor categories) with the same terms and conditions may be awarded under different SINs if the prices are the same and the proposed items are within the scope of each SIN. Identical items with the same terms and conditions cannot be awarded to a contract at different price points.

Note: Each ITC SIN has its own special requirements. All proposed ITC labor categories (LCATs) must include differentiation in both the title and the description to comply with the specific ITC SIN under which it is proposed.

Adding Items to Your Contract

You can add more SINs, new models, new brands, products and/or services to your MAS contract through a mod request. New products and/or services will not be added to the contract until the CO determines that the prices offered are "fair and reasonable," the products and/or services are within scope of the given SIN(s), and your mod request is otherwise responsive to the solicitation requirements. Some SINs have special submission instruction requirements. Refer to the MAS Solicitation and Large Category Attachments for specifically required documentation.

Dealers and Resellers Awarded Their Own Individual MAS Contract

Note: This is referring to MAS contract holders that are a dealer or a reseller of manufacturers' products, not dealers and resellers with agreements to offer products under another MAS contract holder's MAS contract.

Where the manufacturer / wholesaler is not registered in the Verified Products Portal (VPP), if other than the manufacturer, GSAR clause 552.238-193 Product Offering and Sales Requirements (GSAR Deviation) (Sep 2026) requires that vendors must be authorized. For all Large Categories and Subcategories except for the Information Technology Large Category (Category F) and Subcategory A10 Printing and Photographic Equipment of the Office Management Category (Category A), **by submission of your modification, you are attesting to your authorization to sell the products.**

If the manufacturer is not a VPP participant, a Letter of Supply is required for products under Information Technology Large Category and Printing and Photographic Equipment Subcategory of the Office Management Large Category. See the Required templates for a MAS offer resource page for the Letter of Supply template or otherwise provide evidence of an uninterrupted source of supply from which to satisfy the Government's requirements for the contract period.

For **all** categories, if your manufacturer participates in the Verified Products Portal (VPP), you do not need to provide a Letter of Supply. GSA recommends checking the Verified Products Portal Participation Dashboard to determine if your products come from a manufacturer participating in the VPP. For more information about the Verified Products Portal, please visit gsa.gov/VPP.

Note: Pursuant to GSAR 552.238-193 (GSAR Deviation), VPP is the authoritative source for supplier authorization. If a manufacturer is registered in VPP and a product you offer is identified in the C&P report as "unauthorized", the product will not be awarded, or, if the product is already awarded, it must immediately be removed from your contract. While VPP is the authoritative source, pursuant to GSAR 552.238-193 (GSAR Deviation) all contractors must be authorized to sell offered products regardless of

whether the supplier is registered in VPP. **Non-compliance with requirements may result in contract cancellation.**

Trade Agreements Act (TAA) Compliance

Unless otherwise specified, the trade agreements outlined in FAR clause 52.225-5 Trade Agreements (NOV 2023) apply to all items in the Schedule and you must certify each end product, except those listed in paragraph (b) of FAR provision 52.225-6 Trade Agreement Act Certificate (see most current Solicitation for clause effective date), is a U.S.-made or designated country end product, as defined in FAR clause 52.225-5 Trade Agreements (see most current Solicitation for clause effective date A list of the designated countries can also be found in FAR clause 52.225-5 Trade Agreements (see most current Solicitation for clause effective date).

Ancillary Supplies and/or Services

Ancillary supplies and/or services (SIN ANCILLARY under the Miscellaneous Large Category) are support supplies and/or services which are not within the scope of any other SIN on Schedule. These supplies and/or services may only be ordered in conjunction with, or in support of, supplies and/or services purchased under another SIN(s). Items that are awarded under SIN ANCILLARY offer a total solution for a customer requirement. This SIN may be used for orders and Blanket Purchase Agreements (BPAs) that involve work or a project that is solely associated with the supplies and/or services purchased under Schedule.

Note: This SIN excludes stand-alone purchases that are exclusively for supplies and/or services already available under the Schedule. The Service Contract Labor Standards (SCLS) may be applicable to the services offered under SIN ANCILLARY. If applicable, the following language shall be included at the end or beginning of each detailed position description: “Service Contract Labor Standards (SCLS) labor categories must be incidental to and used solely to support a contractor’s product or service offerings and cannot be purchased separately.”

SCLS

You must identify SCLS labor categories as a part of your price proposal. The solicitation price proposal instructions require you to:

- Map the identified SCLS labor categories to the SCLS-equivalent labor category title (titles/descriptions available at SCLS wage determinations applicable to MAS contracts resource page).
- Identify the wage determination number that the labor categories offered are predicated on. The applicable revision number for any wage determination number is the revision number identified on the first page of the wage determination. Wage determinations are incorporated at the Schedule level and can be found at the SCLS wage determinations applicable to MAS contracts resource page. The SCLS Matrix generated in eMod will capture this information.

Commercial Supplier Agreements (CSA), End User Licensing Agreement (EULA), Terms of Service (TOS)

If an add modification includes submitting Commercial Supplier Agreements (CSAs), End User License Agreements (EULAs), Terms of Service (ToS), or other similar legal instruments or agreements, these documents must be reviewed and approved by GSA’s Office of General Counsel or the CO/CS prior to award the modification. Contractors shall clearly define what products and services are included in the CSA and submit the document in an editable format.

Click here to go to the eMod Help Center for more information about submitting your Addition Modification request.

Add Professional Services/Labor Category or Training

MAS Consolidation Phase 3 Modifications

Phase 3 of MAS Consolidation began August 1, 2020, during which time contractors with multiple contracts will consolidate down to one contract per Unique Entity Identifier (UEI). For more information on Phase 3 of MAS Consolidation please see the MAS Consolidation Phase 3 Overview and FAQs.

If you are adding Professional Services/Labor Category or Training to your contract to complete Phase 3 you must submit all required documentation. No requirements have been waived.

Traditional Addition Modifications

Click here to go to the eMod Help Center for more information about submitting your Add Professional Services/Labor Category or Training Modification request.

References (see MAS solicitation):

- GSAR 552.238-82 Contractor Initiated Modifications (GSAR Deviation) (Sep 2026)

Add Professional Services/Labor Category or Training Mod Checklist:

	Add Professional Services/Labor Category or Training	
Item no.	**Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)**	**Included in Package**
1	Cover Letter briefly describing your request and the rationale for the request. Cover letter shall include: • State the number of services being added and associated SIN(s). • TAA Compliant Statement • Place of Performance (FAR 52.215-6 PLACE OF PERFORMANCE (DEVIATION - NOV 2025) • Prompt Payment Terms. • Quantity/Volume Discount, if applicable • Other Discount/Concessions, if applicable • Pricing Escalation Standard, if applicable • State whether an EPA method (including mechanism) or an fixed annual escalation as a pricing arrangement are the same as currently awarded product(s) and/or SIN(s) or propose an EPA method (including mechanism) or a fixed annual escalation pricing arrangement. • State modification is being submitted under the latest refresh number;	

	• Statement: "The price(s) for the [insert labor categories/services/training] is/are in accordance with the current terms and conditions of the contract including the 0.75% Industrial Funding Fee (IFF)" • Statement that items being added are not identical/substantially similar to previously deleted items that had a lower Schedule price • Statement: "I certify to the best of my knowledge that the information I provided is current, complete, and accurate. All other terms and conditions remain the same."	
2	Services and Training Price Proposal Template (PPT) showing the current information and the requested changes. PPTs are located under the Modification and mass modification guidance resource page – see Modification price proposal templates section. **OR** Services Plus File (SPF) in FCP containing only the items being added. **Joint Ventures (JV):** See instructions in the Read Me First tab of the PPT attachment or SPF. **Note:** There could be additional category specific templates, such as those for the Travel and Transportation and Logistics Large Categories. See the Multiple Award Schedule page for Large Category/SIN guidance.	
3	SCLS Matrix, if applicable.	
4	Copy of company policy addressing uncompensated overtime pursuant to FAR 52.237-10 IDENTIFICATION OF UNCOMPENSATED OVERTIME (MAR 2015) (if not already on file).	
5	Established Pricing Document (e.g. CPL, commercial catalog, or standard market pricing) with effective date or indicate market rates apply. If a CO/CS cannot determine that the prices are fair and reasonable, the CO/CS may request additional information from the contractor in accordance with GSA Acquisition Handbook 405.4-1 and FAR 15.403-1 (GSA Class Deviation RFO-2025-15). For more information check with your CO/CS.	
6	**Reminder:** Contractors must ensure that the information on GSA eLibrary/GSA Advantage is updated to include their full product/service offering (price list) **and** the Terms and Conditions file (previously referred to as the I-FSS-600). The required elements of the Terms and Conditions file are provided on the Vendor Support Center (VSC) page: Managing My GSA Contract Electronic Catalog.	

	Note: The Terms and Conditions file is only required to be updated when there is a change to the file (e.g. a change to the terms & conditions, a change to pricing of products/ services still listed in the file). The Terms and Conditions file should only include products/service and pricing when using a legacy Price Proposal Template (PPT). Do not include awarded products/services when using the FCP Product File or Services Plus File for your offerings. **Joint Ventures (JV):** The Terms and Conditions file must include the contract information/disclosures required by the JV Solicitation Attachment and the MAS solicitation provision, SCP-FSS- 001, Instructions to All Offerors. **For all products and services, prices must never be duplicated on the Terms and Conditions File. If in FCP, no pricing for items on the Services Plus File (SPF) and/or Product File (PF) should be on the Terms and Conditions File.**	

The following group of paragraphs provide additional detail to the requirements table above.

Services and Training Proposal Price Template (PPT) (see Item No. 3 above)

- The PPT is not in eMod. You will need to upload it to the system as a separate attachment. GSA will only accept the current version of the PPT. Including any other version may result in rejection. If your contract is in FCP, please refer to the FCP help page to retrieve the Services Plus File.

- Labor Category Descriptions
  - Detailed position descriptions (include functional responsibilities)
  - Minimum years of experience
  - Minimum years of education/degree requirements
  - Applicable training/certification requirements
  - If it is the Contractor's standard commercial practice to substitute experience for education, provide an explanation of the methodology in us (e.g. five years' experience equates to a BA/BS degree)
  - Copy of the Contractor's policy that addresses uncompensated overtime (FAR 52.237-10 IDENTIFICATION OF UNCOMPENSATED OVERTIME (MAR 2015) if not already included in the contract)
  - Economic Price Adjustment Method
  - Identify labor categories that are subject under the Service Contract Labor Standards (SCLS)
    - Include SCLS Equivalent Code and Title
    - Wage Determination Number

- Training Courses
  - Title
  - Brief description of the course including major course objectives

- Length of course (number of hours/days)
- Min/Max number of participants, and the price for additional students above maximum or below minimum, if applicable
- Support materials provided as part of the course (e.g., training manuals, CDs, DVDs)

- Fixed Price Services (including Professional Services)
  - Description of each service, demonstrating how each service is within the scope of the applicable SIN and sufficient detail to ensure ordering agencies have enough information to know what they are buying

- Proposed prices must represent fully burdened rates inclusive of all cost factors (e.g., direct labor, indirect labor, General and Administrative (G&A) expenses, profit, and Industrial Funding Fee (IFF).

If your contract is not in FCP or you are using a legacy PPT: Do not reformat or change the PPT. Formulas must be seen in the spreadsheet. Complete and submit the PPT in the exact same format incorporated in the template or GSA will reject your mod request.

Submit the PPT in Microsoft Office Excel format. The proposed pricing structure should be consistent with the offeror's commercial practices.

If your contract is in FCP: You must use the Services Plus File. Submit the file via FCP with only the new items being added. Ensure you are using the formulas on the sample lines and Read Me tab. Please refer to the FCP help page for complete instructions.

You must clearly identify pricing as based either on established pricing (e.g., commercial price list (CPL), commercial catalog, or standard market pricing) or a "Commercial Market Price," Proposed prices must include the 0.75% IFF. This fee will be included in the awarded prices and reflected in the total amount charged to ordering activities.

You must also propose a method (which includes the mechanism) for future price adjustments specific to the SIN requested for addition OR offer a fixed annual escalation as a pricing arrangement. If you are proposing the same method or are proposing the same fixed annual escalation pricing arrangement as currently awarded under other SINs for future adjustments, address accordingly. See SCP-FSS-001 requirements when proposing an EPA method or fixed annual escalation pricing arrangement. Note: After Refresh 29 when the previous EPA clause was implemented, if you did not complete the required modification to implement an EPA method(s) for the currently awarded SINs under contract, you must complete this action first with the exception of contracts which solely have a fixed annual escalation which continues as a pricing arrangement available under MAS. Reference Section 8(d) of this guide for details.

SCLS Matrix (see Item No. 4 above)

For each SCLS covered contract labor category or fixed price service, complete the following information in the spreadsheet format directly in eMod ***(labor categories shown are for example purposes).***

SCLS Eligible Contract Labor Category/Fixed Price Service	SCLS Equivalent Code Title	WD Number
Secretary	01115 General Clerk I	2015-4281

Driver	31361 Truck driver, Light Truck	2015-4281
Engineering Technician	29081 Engineering Technician I	2015-5831
Administrative Assistant	01011 Accounting Clerk I	2015-5613

Supporting Price Documentation:

Submission of data in support of offered pricing

Except for the established pricing document (e.g. CPL) required for price related modifications, you are **not** required to submit data in support of offered pricing at the time of modification submission (e.g., invoices, quotes, contracts, etc.). Consistent with FAR subpart 15.4 (GSA Class Deviation RFO-2025-15), GSA will maximize its use of existing government data and data obtained from other sources before requesting additional information from you. Any requests for data in support of offered pricing will be limited to the information needed to determine whether offered prices are fair and reasonable.

If necessary, your GSA contracting officer/specialist will contact you regarding the pricing information they require. This may include a request for *data other than certified cost or pricing data* related to established prices, such as previous sales or other information required to establish price reasonableness.

Add Product(s)

Before adding products, please review the SCP-FSS-001 INSTRUCTIONS APPLICABLE TO ALL OFFERORS, AbilityOne Program requirements in the MAS solicitation.

Note: Class Deviation CD-2026-03 applies and eliminates the previous Trade Agreements Act (TAA) exemption for Federal Prison Industries, Inc. and AbilityOne Participating Nonprofit Agencies.

If you are an AbilityOne distributor, please check the AbilityOne Procurement List to ensure that as a contractor you are not offering or adding a product to your offerings or contract that is covered by the AbilityOne Procurement List. Items that are similar to any items on the AbilityOne Procurement List will be considered Essentially the Same (ETS) as AbilityOne products. Because AbilityOne products are mandatory purchases for Federal customers, an offeror/contractor must not include any ETS items in its FSS proposal. Contractors found to have items that are ETS will have to remove these products from their offerings immediately. Repeat ETS offending contractors may have their contracts canceled or not considered for exercising future options.

As defined by the AbilityOne Commission, ETS is defined as a descriptive term for commodities (not applicable to critical or weapon system related items) that are comparable in all the prominent physical, functional, or performance characteristics to items on the AbilityOne Procurement List. This includes but is not limited to form, fit, and function sufficient to enable interchangeability. Form includes ETS similarity in appearance, shape, size, dimension, design, color, texture, environmental characteristics, quality, and/or other features. Fit pertains to the ability to physically interface, connect or integrate with other parts. Function entails the intended use of the product. Fit pertains to the ability to physically interface, connect or integrate with other parts. Function entails the intended use of the product.

Note: The National Stock Number (NSN) should only be listed in the Manufacturer Part Number field by authorized AbilityOne resellers, and only if the item is on the Procurement List (PL). All non-AbilityOne

items are prohibited from including NSNs in their FCP Product file. NSNs are planning to be removed from the Product File (PF) in FCP.

Note: An AbilityOne Commission determination of ETS does not mean and will not be interpreted to mean the product/item is "exactly" the same.

Joint Ventures (JV): If a JV Federal Supply Schedule (FSS) contractor will not source the offered product(s) itself (e.g., unpopulated which means the JV Federal Supply Schedule (FSS) contractor does not have its own separate employees to perform contracts awarded to the JV), the JV Federal Supply Schedule (FSS) contractor must provide evidence that the JV partner(s) sourcing the products on Program. The JV Federal Supply Schedule (FSS) contractor must also submit evidence of the AbilityOne Commission's concurrence with the JV partner(s) providing products on the AbilityOne Procurement List on behalf of the JV entity.

MAS Consolidation Phase 3 modifications

Phase 3 of MAS Consolidation began August 1, 2020, during which time contractors with multiple contracts will consolidate down to one MAS contract per Unique Entity Identifier (UEI). For more information on Phase 3 of MAS Consolidation please visit the MAS Consolidation Phase 3 Overview and FAQs.

If you are adding Products to your contract to complete Phase 3, you must submit all required documentation. No requirements have been waived.

Traditional Addition Modifications

Click here to go to the eMod Help Center for more information about submitting your Add Products Modification request.

References (see MAS solicitation):

- GSAR 552.238-82 Contractor Initiated Modifications (GSAR Deviation) (Sep 2026)

Add Products Mod Checklist:

	Add Products	
Item no.	**Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)**	**Included in Package**
1	Cover Letter briefly describing your request and the rationale for the request. Cover letter should include: ● State the number of products/options being added and associated SIN(s) ● TAA Compliant Statement or TAA Country of Origin (COO) Certificate in accordance with FAR 52.225-6 TRADE AGREEMENTS CERTIFICATE ● Place of Performance (FAR 52.215-6 PLACE OF PERFORMANCE (DEVIATION - NOV 2025)	

	• State modification is being submitted under the latest refresh number; • State whether an EPA method (including mechanism) and/or a fixed annual escalation pricing arrangement are the same as currently awarded product(s) and/or SIN(s) or propose an EPA method (including mechanism) and/or fixed annual escalation pricing arrangement. • Freight on Board (FOB) Terms, e.g., Destination or Origin • Delivery After Receipt of Order (ARO) Normal: • Days (ARO) Expedited: Days • Prompt Payment Terms • Quantity/Volume Discount, if applicable • Other Discount/Concessions, if applicable • Warranty and Return/Restocking Policy (indicate if it is the same or different from other products awarded) • Energy Star Compliant Statement, if applicable • Hazardous Material Statement (if applicable) ○ NOTE: In accordance with the MAS Solicitation note to clause FAR 52.223-3 (DEVIATION - NOV 2025) Safety Data Sheets, hazardous material labels, and other relevant data should not be submitted to the MAS Contracting Officer. This information should be provided directly to the ordering activity in accordance with this clause, if applicable. • Statement that items being added are not identical/ substantially similar to previously deleted items that had a lower Schedule price. • Statement that items being added are within scope of the MAS program. (See a list of prohibited items here). • Statement: “All other clauses, terms and conditions of the contract referenced above remain the same; • Statement: “I certify to the best of my knowledge that the information I provided is current, complete, and accurate. All other terms and conditions remain the same.”	
2	Commercial Supplier Agreements (CSAs), End User License Agreements (EULAs), Terms of Service (ToS), if applicable.	
3	As of MAS Refresh 28, a Letter of Supply is only required for products/SINs under the Information Technology Large Category (Category F) and Printing and Photographic Equipment Subcategory of the Office Management Large Category (Subcategory A10 under Category A). If the contractor’s products do not require a letter of supply, such as if the manufacturer or the offeror is an approved reseller in Verified Product Portal (VPP), or if the modification only contains services/training, put N/A. Otherwise, list all letters of supply along with the dates signed.	

4	Established pricing (e.g., CPL, commercial catalog, or other standard market pricing) with effective date showing the prices, items, and item descriptions.	
5	Product Literature/Technical Information.	
6	Product Price Proposal Template. See instructions in PPT attachment. If your contract is in FCP, please refer to the FCP help page for instructions. **Joint Ventures (JV):** See instructions in the Read Me First tab of the PPT attachment. **Note:** There could be more category-specific templates. Please see Large Category guidance in the MAS solicitation.	
7	Provide established pricing document(s) (e.g., CPL, commercial catalog, or other standard market pricing) with effective date or indicate market rates apply If a CO/CS cannot determine that the prices are fair and reasonable, the CO/CS may request more information from the contractor in accordance with FAR subpart 15.4 (GSA Class Deviation RFO-2025-15). For more information, check with your CO/CS - see additional information below.	
8	**Reminder:** Contractors must ensure that the information on GSA eLibrary/GSA Advantage is updated to include their full product/service offering (price list) **and** the Terms and Conditions file (previously referred to as the I-FSS-600). The required elements of the Terms and Conditions file are provided on the Vendor Support Center (VSC) page: Managing My GSA Contract Electronic Catalog. **Note:** The Terms and Conditions file is only required to be updated when there is a change to the file (e.g. a change to the terms & conditions, a change to pricing of products/services still listed in the file). The Terms and Conditions file should only include products/service and pricing when using a legacy Price Proposal Template (PPT). Do not include awarded products/services when using the FCP Product File or Services Plus File for your offerings. **Joint Ventures (JV): Joint Ventures (JV):** The Terms and Conditions file must include the contract information/disclosures required by the JV Solicitation Attachment and the MAS solicitation provision, SCP-FSS-001, Instructions to All Offerors. **Note:** All Commercial Off the Shelf (COTS) and commercial type products should be published for sale on GSA *Advantage!* OR to the Federal Supply Schedule Terms and Conditions File posted on GSA *Advantage!*	

	For all products and services, prices must never be duplicated on the Terms and Conditions File. If in FCP, no pricing for items on the Services Plus File (SPF) and/or Product File (PF) should be on the Terms and Conditions File.	

Add a SIN

If a product, service, or solution a contractor wants to add to their contract offerings falls under a SIN not awarded to their contract, the contractor must add the applicable SIN to their contract to add the product, service, or solution.

MAS Solicitation allows contractors to add any of the available 277+ SINs to their MAS contracts, except for SINs 339940OS4. GSA strongly recommends the following best practices when your Add SIN(s) modification is adding multiple SINs:

1. Develop a strategy with the CO/CS to prioritize the Add SIN modification requests by importance and submit your modification requests in that order. Also, consider the frequency of mod request submissions if it's many SINs.
2. SINs that require specialized technical requirements as outlined in the Category Attachments of the MAS Solicitation, such technical evaluation (i.e., 54151HACS) should be submitted as an individual add SIN mod request.
3. Work with the CO/CS to determine if the proposed offerings are within scope of the requested SIN.

GSA reserves the right to reject or ask the company to withdraw an Add SIN modification, if GSA finds the SIN is already under another MAS contract owned by the company.

MAS Consolidation Phase 3 Streamlined Add SIN Modifications

Phase 3 of MAS Consolidation began August 1, 2020, during which time contractors with multiple contracts will consolidate down to one contract per Unique Entity Identifier (UEI). For more information on Phase 3 of MAS Consolidation please see the MAS Consolidation Phase 3 Overview and FAQs.

The standard modification requirements apply to Phase 3 Add SIN modification requests, however, any requirements waived for successful Federal Supply Schedule (FSS) contractors in solicitation provision SCP-FSS-001, *Instructions to All Offerors* are also waived for all contractors submitting MAS Consolidation Phase 3 Add SIN mod requests. For example, the requirement to submit Project Experiences (Item No. 4 below) does not apply to Phase 3 Add SIN mod requests.

IMPORTANT: Streamlined offers and modification requests ***must*** be limited to the same, or a subset of, SINs currently awarded under its active FSS program contract. Contractors wishing to add new SINs that they do not already hold must submit a separate modification request that includes all required documentation including Project Experience

Click here to go to the eMod Help Center for more information about submitting your Add SIN Modification request.

References (see MAS solicitation)

- GSAR 552.238-82 Contractor Initiated Modifications (GSAR Deviation) (Sep 2026)

Add SIN Mod Checklist:

	Add a SIN	
Item no.	**Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)**	**Included in Package**
1	Cover letter briefly describing your request and the reason for the request. Cover letter shall include: ● Applicability of Cooperative Purchasing or Disaster Recovery Purchasing **Note:** Cooperative Purchasing applies to IT products, services, and solutions and law enforcement and security products, services, and solutions. ● Place of Performance (FAR 52.215-6 PLACE OF PERFORMANCE (DEVIATION NOV 2025) ● Solicitation refresh number ● Include the number of SINs requested to be added ● State whether an EPA method (including mechanism) and/or fixed annual escalation pricing arrangement are the same as currently awarded product(s) and/or SIN(s) or propose an EPA method (including mechanism) and/or a fixed annual escalation pricing arrangement for the added SIN(s) ● Prompt Payment terms ● Quantity/Volume Discounts ● FOB and Delivery Terms ● Energy Star and Hazardous Material Terms ● Statement: “All pricing reflects the 0.75% Industrial Funding Fee (IFF) ● Statement: I am submitting a MAS Consolidation Phase 3 streamlined Add SIN modification request to consolidate Non- Surviving MAS Contracts into a single Surviving MAS contract (if applicable) ● Statement: “I certify to the best of my knowledge that the information I provided is current, complete, and accurate. All other terms and conditions remain the same.”	
2	**MAS Consolidation Phase 3 Streamlined Add SIN Modifications** If requesting to hold continuous MAS contracts to complete work under BPAs and orders awarded under an existing (Non-Surviving) MAS contract, complete and upload the Request to Hold Continuous Contracts (if applicable) with your modification request. **NOTE:** This requirement only applies to MAS Consolidation Phase 3 streamlined Add SIN modification requests).	

3	Relevant Project Experience: project list and descriptions for relevant project(s) (include Statements of Work). (See SCP-FSS-001 and additional information below.) **(Waived for Phase 3 Add SIN mod requests.)** **This requirement is waived if you submit a MAS Consolidation Phase 3 streamlined Add SIN modification request to consolidate your Non-Surviving MAS Contracts into a single Surviving MAS contract.** **Joint Ventures (JV):** If a **Federal Supply Schedule (FSS) contractor** does not have relevant project experience for a particular SIN, a JV partner may submit the required project experience. The narratives must clearly identify the JV partner that performed the work. For a mentor-protégé JV or socioeconomic JV, the protégé and/or socioeconomic JV partner must have relevant project experience for at least one of the SIN(s) offered. (Note: Pursuant to SBA requirements, a protege and/or socioeconomic JV partner must have some experience in the type of work to be performed under the contract.)	
4	If adding Professional Service, Service Contract Labor Standards (SCLS) and/or Non-SCLS Labor Category, Course, and/or Service Offerings, follow the steps in that section. **Note:** A copy of your company's policy addressing uncompensated overtime pursuant to FAR 52.237-10 Identification of Uncompensated Overtime (MAR 2015) is required, as applicable, if not already on file.	
5	If adding Products, follow the steps in that section.	
6	SIN-specific submission instructions and requirements (see additional information below).	

Relevant Project Experience (see table Item No. 3 above)

This requirement is waived if you submit a MAS Consolidation Phase 3 streamlined Add SIN modification request to consolidate your Non-Surviving MAS Contracts into a single Surviving MAS contract. To bypass this requirement in eMod please insert "N/A" in the project experience text boxes.

The contractor must submit a narrative demonstrating relevant project experience by responding to the Relevant Project Experience prompts in eMod. A narrative is required for each proposed services SIN and/or combined products/services SIN (e.g., 4PL) and must include the following:

(A) A description of one (1) relevant project, not to exceed four (4) pages per project. Each description must clearly indicate the SIN to which it applies, and identify the specific services being proposed under that SIN. The projects must either have been completed within the last two years or be ongoing. For ongoing contracts with a base year and option years, at a minimum, the base year must have been completed; for multi-year task orders, at a minimum, the first year must have been completed. Note: Specific services may have more requirements under Factor Four -

Relevant Project Experience. Offerors shall also refer to NAICS or category-specific instructions, for additional Relevant Project Experience requirements.

The project description must also address the following elements:

1. Detailed description of SIN relevant work performed, and results achieved
2. Methodology, tools, and/or processes utilized in performing the work
3. Demonstration of compliance with any applicable laws, regulations, Executive Orders, OMB Circulars, professional standards, etc.
4. Project schedule (i.e., major milestones, tasks, deliverables), including an explanation of any delays
5. How the work is performed is similar in scope and complexity to the work solicited under the proposed SIN
6. Demonstration of required specific experience and/or special qualifications detailed under the proposed SIN.

NOTE: For Information Technology two (2) relevant project experience projects are required. See Information Technology Large Category Attachment in the Attachment in the MAS Solicitation. Note: This requirement is waived if you are submitting a MAS Consolidation Phase 3 streamlined Add SIN modification request to consolidate your Non-Surviving MAS Contracts into a single Surviving MAS contract.

The Contractor may use the same project in support of more than one SIN if the description clearly identifies the SIN relevant work. All examples of completed services must have been deemed acceptable by the customer.

(B) For each project description, you must also provide the following customer reference information (this data is not counted towards the four page-per- project limitation):

(1) Customer/client name
(2) Project name/contract number
(3) Customer point of contact for project
(4) Point of contact phone number and email
(5) Project performance period (include begin/end dates)
(6) Dollar value of the entire project
(7) Dollar value received for the work performed relevant to the SIN offered
(8) Brief summary of the project as a whole (i.e., background, purpose, etc.)
(9) A completed copy of the Statement of Work, Performance Work Statement or Statement of Objectives for the project

SIN-specific Submission Instructions and Requirements (see table Item No. 6 above)

The following three SINs (ANCRA, 238910, and 4PL) have the below scope applicability rules.

- SIN ANCRA can only be chosen if a SIN under one of the authorized subcategories below is currently awarded on your contract:
    - Facilities Maintenance and Repair
    - Facilities Supplies
    - Facilities Solutions

- Facilities Services
- Furniture Services
- Machinery and Components
- Industrial Products
- Structures
- Logistical Services
- Flooring
- Fuel Management
- Industrial Products and Services
- Maintenance and Repair
- Laboratory Equipment
- Office Services

- SIN 238910 can only be chosen if a SIN under one of the below authorized subcategories is currently awarded on your contract:
  - Industrial Products
  - Structures
  - Facilities Solutions
  - Security Systems

Special instructions - **Note:** SIN from approved subcategory must be added first to add ANCRA and 238910

- SIN 4PL can only be chosen if the product/service combinations are offered:
  - Represent a full and broad catalog (as outlined in SCP-FSS-001); **and**
  - Are within scope of at least on existing (currently awarded) MAS SIN; **and**
  - Comply with all requirements outlined in the corresponding SIN(s) Special instructions –
    - SIN 4PL is a combined product + service SIN and requires submission of a technical proposal which must include Relevant Project Experience as described above and a Quality Control Narrative specific for this product + service offering.
    - A separate Price Proposal Template shall be completed for the 4PL SIN (no other SINs included) which specifically covers fully burdened rates for the products offered under the 4PL SIN as the pricing is a fully burdened rate to include the product, service and freight cost.
    - Prices offered shall be FOB Destination only.

Note: As of MAS Refresh 28, the products awarded under the 4PL SIN and the MAS price (inclusive of IFF) must be published on the contractor's text file published to GSA eLibrary.

Deletions Modification Guidance

If products, services, or SIN(s) are being discontinued or no longer sold to the Government, you must submit a delete mod request. The Government reserves the right to reject any subsequent offer for the same item or a substantially similar item at a higher price during the same contract period.

Click here to go to the eMod Help Center for more information about submitting your Deletion Modification request.

Delete Professional and Non-Professional Services, Labor Category, Course or Service Offerings

Click here to go to the eMod Help Center for more information about submitting your Delete Professional and Non-Professional Services, Labor Category, Course, or Service Offerings Modification request.

References (see MAS solicitation):

- GSAR 552.238-82 Contractor Initiated Modifications (GSAR Deviation) (Sep 2026)
- FAR 43.203(b) (GSA Class Deviation RFO-2025-43) *Unilateral Modification*

Delete Services Mod Checklist:

	Delete Professional and Non-Professional Services, Labor Category, Course, or Service Offerings	
Item no.	**Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)**	**Included in Package**
1	Cover letter briefly describing your request and the reason for the request. Cover letter shall include: • State the number of services being deleted and associated SIN(s). • Statement: “The items being deleted will not be added at a later date with a higher price without justification for such higher price.” • Statement: “There are no outstanding orders by an Ordering Activity. For those item(s) previously purchased, all promises will be rendered” • Statement: “All other prices, clauses, terms and conditions of the contract referenced above will remain the same.” • Statement: “I certify to the best of my knowledge that the information I provided is current, complete, and accurate. All other terms and conditions remain the same.”	
2	Services and Training Price Proposal Template (PPT) showing the current information and the requested changes. See instructions in PPT attachment. If your contract is in FCP, please refer to the FCP help page for instructions.	
3	**Reminder:** Contractors must ensure that the information on GSA eLibrary/GSA Advantage is updated to include their full product/service offering (price list) **and** the Terms and Conditions file (previously referred to as the I-FSS-600). The required elements of the Terms and Conditions file are provided on the Vendor Support Center (VSC) page: Managing My GSA Contract Electronic Catalog.	

	Note: The Terms and Conditions file is only required to be updated when there is a change to the file (e.g. a change to the terms & conditions, a change to pricing of products/services still listed in the file). The Terms and Conditions file should only include products/service and pricing when using a legacy Price Proposal Template (PPT). Do not include awarded products/services when using the FCP Product File or Services Plus File for your offerings. **Joint Ventures (JV):** The Terms and Conditions file must include the contract information/disclosures required by the JV Solicitation Attachment and the MAS solicitation provision, SCP-FSS- 001, Instructions to All Offerors. **For all products and services, prices must never be duplicated on the Terms and Conditions File. If in FCP, no pricing for items on the Services Plus File (SPF) and/or Product File (PF) should be on the Terms and Conditions File.**	

Delete Products

Click here to go to the eMod Help Center for more information about submitting your Delete Product(s) Modification request.

NOTE: If you are operating in the FAS Catalog Platform (FCP), please refer to the guidance published to catalog.gsa.gov/help for processing a delete product(s) change.

References (see MAS solicitation):

- GSAR 552.238-82 Contractor Initiated Modifications (GSAR Deviation)(Sep 2026)
- FAR 43.203(b) (GSA Class Deviation RFO-2025-43) *Unilateral Modification*

Delete Products Mod Checklist:

	Delete Products	
Item no.	**Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)**	**Included in Package**

1	Cover letter briefly describing your request, and the reason for the request. Cover letter shall include: • State the number of products/options being deleted and associated SIN(s). • Statement: “The items being deleted will not be added at a later date with a higher price without justification for such higher price.” • Statement: “There are no outstanding orders by an Ordering Activity. For those item(s) previously purchased, all promises will be rendered” • Statement: “All other prices, clauses, terms and conditions of the contract referenced above will remain the same.” • Statement: “I certify to the best of my knowledge that the information I provided is current, complete, and accurate. All other terms and conditions remain the same.”	
2	Product Price Proposal Template (PPT) showing the current information and the requested changes. See instructions in PPT attachment. If your contract is in FCP, please refer to the FCP help page for instructions.	
3	**Reminder:** Contractors must ensure that the information on GSA eLibrary/GSA Advantage is updated to include their full product/service offering (price list) **and** the Terms and Conditions file (previously referred to as the I-FSS-600). The required elements of the Terms and Conditions file are provided on the Vendor Support Center (VSC) page: Managing My GSA Contract Electronic Catalog. **Note:** The Terms and Conditions file is only required to be updated when there is a change to the file (e.g. a change to the terms & conditions, a change to pricing of products/services still listed in the file). The Terms and Conditions file should only include products/service and pricing when using a legacy Price Proposal Template (PPT). Do not include awarded products/services when using the FCP Product File or Services Plus File for your offerings. **Joint Ventures (JV):** The Terms and Conditions file must include the contract information/disclosures required by the JV Solicitation Attachment and the MAS solicitation provision, SCP-FSS- 001, Instructions to All Offerors. **Note:** All Commercial Off the Shelf (COTS) and commercial type products should be published for sale on GSA *Advantage!* OR to the Federal Supply Schedule Terms and Conditions File posted on GSA *Advantage!*	

	For all products and services, prices must never be duplicated on the Terms and Conditions File. If in FCP, no pricing for items on the Services Plus File (SPF) and/or Product File (PF) should be on the Terms and Conditions File.	

Delete SIN

Click here to go to the eMod Help Center for more information about submitting your Delete SIN Modification request.

References (see MAS solicitation):

- GSAR 552.238-82 Contractor Initiated Modifications (GSAR Deviation) (Sep 2026)

Delete SIN(s) Mod Checklist:

	Delete SIN	
Item no.	**Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)**	**Included in Package**
1	Cover letter briefly describing your request and the reason for the request. Cover letter shall include: • State the SIN(s) being requested to be deleted. • Statement: “The items being deleted will not be added at a later date with a higher price without justification for such higher price.” • Statement: “There are no outstanding orders by an Ordering Activity. For those item(s) previously purchased, all promises will be rendered” • Statement: “All other prices, clauses, terms and conditions of the contract referenced above will remain the same.” • Statement: “I certify to the best of my knowledge that the information I provided is current, complete, and accurate. All other terms and conditions remain the same.”	
2	If deleting Labor Category, Course, and/or Service Offerings, see Delete Labor Category, Course and/or Service Offerings section of modification guidance.	
3	If deleting Products, see the Delete Products section of modification guidance.	
4	Price Proposal Template (PPT) showing the current information and the requested changes. See instructions in PPT attachment. If your contract is in FCP, refer to the FCP help page for instructions.	

5	**Reminder:** Contractors must ensure that the information on GSA eLibrary/GSA Advantage is updated to include their full product/service offering (price list) **and** the Terms and Conditions file (previously referred to as the I-FSS-600). The required elements of the Terms and Conditions attachment are provided on the Vendor Support Center (VSC) page: Managing My GSA Contract Electronic Catalog. **Note:** The Terms and Conditions file is only required to be updated when there is a change to the file (e.g. a change to the terms & conditions, a change to pricing of products/services still listed in the file). The Terms and Conditions file should only include products/service and pricing when using a legacy Price Proposal Template (PPT). Do not include awarded products/services when using the FCP Product File or Services Plus File for your offerings. **Joint Ventures (JV):** The Terms and Conditions file must include the information/disclosures required by the JV Solicitation Attachment and the MAS solicitation provision, SCP-FSS- 001, Instructions to All Offerors. **Note:** All Commercial Off the Shelf (COTS) and commercial type products should be published for sale on GSA *Advantage!* OR to the Federal Supply Schedule Terms and Conditions File posted on GSA *Advantage!* **For all products and services, prices must never be duplicated on the Terms and Conditions File. If in FCP, no pricing for items on the Services Plus File (SPF) and/or Product File (PF) should be on the Terms and Conditions File.**	

Pricing Modifications

Note: As of MAS Refresh 34, GSAR 552.216-90, *Economic Price Adjustment (GSAR Deviation) Alternate I*, replaced GSAR 552.238-120. The available EPA mechanisms are described in SCP-FSS-001(k)(ii)(C)(2). A fixed annual escalation is a pricing arrangement, not an EPA. If you have not implemented an EPA method after MAS Refresh 29, you must submit a Revise Terms and Conditions modification before submitting any EPA Modification to apply the new EPA method (including mechanism) to the entire contract, unless the contract only includes a fixed annual escalation. No modification is needed if you already implemented an EPA method under MAS Refresh 29 or have a fixed annual escalation. See the EPA clause resource page for more information.

Note:

- **Service Contract Labor Standards (SCLS):** All non-professional labor categories (SCLS covered) shall be escalated in accordance with FAR 52.222-43 Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (Multiple Year and Option Contracts) (DEVIATION - NOV 2025). In addition to FAR 52.222-43 (DEVIATION - NOV 2025), the agreed upon EPA method

in accordance with GSAR 552.216-90 GSAR Deviation Alternate I OR fixed annual escalation rate on the anniversary date of contract award also applies.

- The agreed upon EPA method (including mechanism) **cannot** be based upon a SCLS wage determination. **Increases based upon a Wage Determination change must be requested in line with the MAS Solicitation Refresh where the Wage Determination is updated and must be submitted under FAR 52.222-43.**

Click here to go to the eMod Help Center for more information about submitting your Pricing Modification request.

EPA Increase based on Established Pricing

Click here to go to the eMod Help Center for more information about submitting your EPA. **In eMod the mod subtype is EPA with Commercial Price List (increase).**

This type of mod is for contracts where the established EPA method is based upon established pricing (e.g., CPL, commercial catalog, or other standard market pricing) (reference SCP-FSS-001(k)(3)(ii)(C)).

An EPA increase is expected to be based on an increase to your established pricing, unless rationale is provided (e.g., CPL, commercial catalog, or other standard market pricing as applicable based upon your established EPA method).

If your price to commercial customers has not changed, you should provide sufficient rationale to justify the increase to GSA. If the price increase requested is not considered fair and reasonable, the Government will deny or negotiate in part, or in whole, the EPA request.

For products, if necessary, the CO may request additional documentation to support the increase (e.g. a notice from a manufacturer or supplier regarding price increases or a copy of the revised OEM price list.)

References (see MAS solicitation):

- GSAR 552.216-90 – Economic Price Adjustment (GSAR Deviation) (Sept 2026) Alternate I (Sept 2026)
- SCP-FSS-001(k)(3)(ii)(C) -Adjustments based on established pricing (e.g., your commercial price list, commercial catalog, or other standard market pricing)

EPA Increase based on established pricing (e.g., CPL, Commercial Catalog, or other Standard Market Pricing) Mod Checklist:

	EPA Increase based on established pricing (CPL, Commercial Catalog, or other Standard Market Pricing)	
Item no.	**Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)**	**Included in Package**
1	Cover letter briefly describing your request and the rationale for the request. Cover letter shall include: ● State the total number items for which an EPA is requested and associated SIN(s). ● Background information regarding your current prices and the increases necessary for your company. ● Statement that you are requesting an Economic Price Adjustment (EPA) in accordance with GSAR 552.216-90 (GSAR Deviation) Alternate I. ● Provide specific justification / rationale in the cover letter. ● Identify the percentage or range of percentages adjustment(s) requested and the basis for the proposed increase. ● Provide rationale for any increases not in line with established pricing (e.g., CPL, commercial catalog, or other standard market pricing) or that exceeds established market threshold(s). ● Statement that your price increase will not go into effect until the Contracting Officer signs the completed modification. ● Statement: “This request conforms to the agreed upon EPA method.” ● Statement: “All pricing reflects the 0.75% Industrial Funding Fee (IFF); ● Statement: “I certify to the best of my knowledge that the information I provided is current, complete, and accurate. All other terms and conditions remain the same.”	
2	Submit CPL, commercial catalog, or other standard market pricing **currently incorporated** (must be dated) and the new CPL, catalog pricing, or other standard market pricing requested (must be dated).	
3	Price Proposal Template: You must fill in all cells of the applicable EPA Price Proposal Template (PPT). If any of the cells/columns do not apply, please leave them blank. The PPT must be uploaded to eMod. Only the current version of the PPT as incorporated in the modification instructions will be accepted. Including any other version may result in rejection. If your contract is in FCP, please refer to the FCP help page for instructions.	

	Price increase requests must be based upon the method established in your contract.	
4	Notice of price increase from manufacturers or suppliers, if applicable	
5	**Reminder:** Contractors must ensure that the information on GSA eLibrary/GSA Advantage is updated to include their full product/service offering (price list) **and** the Terms and Conditions file (previously referred to as the I-FSS-600). The required elements of the Terms and Conditions attachment are provided on the Vendor Support Center (VSC) page: Managing My GSA Contract Electronic Catalog. **Note:** The Terms and Conditions file is only required to be updated when there is a change to the file (e.g. a change to the terms & conditions, a change to pricing of products/services still listed in the file). The Terms and Conditions file should only include products/service and pricing when using a legacy Price Proposal Template (PPT). Do not include awarded products/services when using the FCP Product File or Services Plus File for your offerings. **Joint Ventures (JV):** The Terms and Conditions file must include the contract information/disclosures required by the JV Solicitation Attachment and the MAS solicitation provision, SCP-FSS- 001, Instructions to All Offerors. **Note:** All Commercial Off the Shelf (COTS) and commercial type products should be published for sale on GSA *Advantage!* OR to the Federal Supply Schedule Terms and Conditions File posted on GSA *Advantage!* **For all products and services, prices must never be duplicated on the Terms and Conditions File. If in FCP, no pricing for items on the Services Plus File (SPF) and/or Product File (PF) should be on the Terms and Conditions File.**	

EPA Increase based on Market Index or Other Basis

Click here to go to the eMod Help Center for more information about submitting your EPA Increase without a Commercial Price List Modification request. **The mod subtype you will select is EPA without a Commercial Price List (Increase)**

If the agreed upon method is based upon a market index this means the originally released public index, public survey or other public-based market index that is not seasonally adjusted (e.g., Any price adjustment shall be based on the percentage change in the designated (i.e., index identification and date) market index using the limitations established in the contract (e.g., annually based on the Q3 index year over year). If the market index is discontinued or deemed no longer available or reliable by the Government, the Government and the Contractor will mutually agree to a substitute. The contract modification reflecting the price adjustment will be effective upon approval by the CO.

Note: For services, the market index generally recommended by GSA is The Department of Labor, Bureau of Labor Statistics, Table 5 Compensation (not seasonally adjusted): Employment Cost Index for total compensation, for private industry workers, by occupational group and industry. Select the occupational/industry group that is most relevant to your business/organization. https://www.bls.gov/news.release/eci.t05.htm

References (see MAS solicitation):

- GSAR 552.216-90 – Economic Price Adjustment (GSAR Deviation)(Sept 2026) Alternate I (Sept 2026)
- SCP-FSS-001(k)(3)(ii)(C) - Adjustments based on established pricing (e.g., your commercial price list, commercial catalog, or other standard market pricing)

EPA Increase based on Market Index or Other Basis (eMod mod type EPA without a Commercial Price list (Increase)) Mod Checklist:

	EPA Increase based on Market Index or Other Basis	
Item no.	**Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)**	**Included in Package**
1	Cover letter briefly describing your request and the rationale for the request. Cover letter shall include: ● Background information regarding your current prices and the requested increase. Include reference to market index or other basis agreed upon for increases as well as the index prices are currently based. ● State the total number of items for which an EPA is requested and associated SIN(s). ● Statement that you are requesting an Economic Price Adjustment (EPA) in accordance with GSAR 552.216-90 (GSAR Deviation) Alternate I (Note: See EPA Increased based on SCLS below for increases based on a wage determination (WD) under FAR 52.222-43 (DEVIATION - NOV 2025) increases). ● Identify the amount of EPA being requested. ● A statement acknowledging that your price increase will not go into effect until the Contracting Officer signs the completed modification. ● Statement that all prices offered to GSA include the current IFF. ● Statement: “This request conforms to the agreed upon EPA method.” Statement: “I certify to the best of my knowledge that the information I provided is current, complete, and accurate. All other terms and conditions remain the same.”	
2	Submit a copy of the market index or other basis that was agreed upon at the time of the award (or modification, whichever is most recent) along with your requested increase and the supporting updated index and confirm that it confirms with the agreed EPA method	

	Note: If market index is based upon BLS, provide the agreed upon Series ID, Series Title and Occupation as part of your submission	
3	Price Proposal Template: You must fill in all cells of the applicable EPA Price Proposal Template (PPT). If any of the cells/columns do not apply, please leave them blank. Currently this form is not in eMod and you will need to upload it to the system as a separate attachment. Only the current version of the pricing worksheet as incorporated in the modification instructions will be accepted. Including any other version may result in rejection. If your contract is in FCP, please refer to the FCP help page for instructions.	
4	**Reminder:** Contractors must ensure that the information on GSA eLibrary/GSA Advantage is updated to include their full product/service offering (price list) **and** the Terms and Conditions file (previously referred to as the I-FSS-600). The required elements of the Terms and Conditions file are provided on the Vendor Support Center (VSC) page: Managing My GSA Contract Electronic Catalog. **Note:** The Terms and Conditions file is only required to be updated when there is a change to the file (e.g. a change to the terms & conditions, a change to pricing of products/services still listed in the file). The Terms and Conditions file should only include products/service and pricing when using a legacy Price Proposal Template (PPT). Do not include awarded products/services when using the FCP Product File or Services Plus File for your offerings. **Joint Ventures (JV):** The Terms and Conditions file must include the contract information/disclosures required by the JV Solicitation Attachment and the MAS solicitation provision, SCP-FSS- 001, Instructions to All Offerors. **Note:** All Commercial Off the Shelf (COTS) and commercial type products should be published for sale on GSA *Advantage!* OR to the Federal Supply Schedule Terms and Conditions File posted on GSA *Advantage!* **For all products and services, prices must never be duplicated on the Terms and Conditions File. If in FCP, no pricing for items on the Services Plus File (SPF) and/or Product File (PF) should be on the Terms and Conditions File.**	

EPA Increase Based on Service Contract Labor Standards (SCLS)

References (see MAS solicitation):

- FAR 52.222-43 Fair Labor Standards Act and Service Contract Labor Standards Price Adjustment (Multiple Year and Option Contracts (DEVIATION – NOV 2025)
- FAR 52.222-41 Service Contract Labor Standards (DEVIATION - NOV 2025)

EPA Increase based on Service Contract Labor Standards (SCLS) Mod Checklist:

	EPA Increase based on Service Contract Labor Standards (SCLS)	
Item no.	**Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstance of the request)**	**Included in Package**
1	Cover letter briefly describing your request and the rationale for the request. Cover letter shall include: • Statement acknowledging that your price increase will not go into effect until the Contracting Officer signs a completed modification. • Background information regarding your current prices, the applicable wage determination price levels, and the increases necessary for your company to be compliant with the wage determined rates set forth by the Department of Labor. For more information regarding wage compliance for government contracts go to https://sam.gov/ and find "Wage Determinations." • State the total number of items for which an EPA is requested and associated SIN(s). • Identify the amount of EPA being requested. • Statement that all prices offered to GSA include the current IFF. • Statement: "I certify to the best of my knowledge that the information I provided is current, complete, and accurate. All other terms and conditions remain the same."	
2	Current Wage Determinations (WD) by Number.	
3	Price Proposal Template. You must fill in all the cells of the applicable EPA Price Proposal Template (PPT). If any of the cells/columns do not apply, please leave them blank. If your contract is in FCP, please refer to the FCP help page for instructions.	
4	**Reminder:** Contractors must ensure that the information on GSA eLibrary/GSA Advantage is updated to include their full product/service offering (price list) **and** the Terms and Conditions file (previously referred to as the I-FSS-600). The required elements of the Terms and Conditions attachment are provided on the Vendor Support Center (VSC) page: Managing My GSA Contract Electronic Catalog. **Note:** The Terms and Conditions file is only required to be updated when there is a change to the file (e.g. a change to the terms & conditions, a change to pricing of products/services still listed in the file). The Terms and Conditions file should only include products/service and pricing when using a legacy Price Proposal Template (PPT). Do not include awarded products/services when using the FCP Product File or Services Plus File for your offerings.	

	Joint Ventures (JV): The Terms and Conditions file must include the contract information/disclosures required by the JV Solicitation Attachment and the MAS solicitation provision, SCP-FSS- 001, Instructions to All Offerors. **Note:** All Commercial Off the Shelf (COTS) and commercial type products should be published for sale on GSA *Advantage!* OR to the Federal Supply Schedule Terms and Conditions File posted on GSA *Advantage!* **For all products and services, prices must never be duplicated on the Terms and Conditions File. If in FCP, no pricing for items on the Services Plus File (SPF) and/or Product File (PF) should be on the Terms and Conditions File.**	

Wage Determinations

Service Contract Labor Standards (SCLS): All SCLS (generally non-professional labor categories) shall be escalated in accordance with FAR 52.222-43 Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (Multiple Year and Option Contracts) (DEVIATION - NOV 2025).

In addition to FAR 52.222-43 (DEVIATION - NOV 2025), the agreed upon EPA method established in your contract in accordance with GSAR 552.216-90 (GSAR Deviation) Alternate I or a fixed annual escalation (form of pricing arrangement) applies outside of SCLS related increase.

Click here to go to the eMod Help Center for more information about submitting your Wage Determination Modification request.

References (see MAS solicitation):

- FAR 52.222-43 Fair Labor Standards Act and Service Contract Labor Standards Price Adjustment (Multiple Year and Option Contracts (DEVIATION - NOV 2025)
- FAR 52.222-41 Service Contract Labor Standards (DEVIATION - NOV 2025)

Wage Determinations Mod Checklist:

	Wage Determinations	
Item no.	**Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)**	**Included in Package**
1	Cover letter briefly describing your request and the rationale for the request. Cover letter shall include: ● Background information regarding your current prices, the applicable wage determination price levels, and the increases necessary for your company to be compliant with the wage determined rates set forth by the Department of Labor. For more information regarding	

	wage compliance for government contracts go to https://sam.gov/ and find “Wage Determinations”. ● State the total number items requested for update and associated SIN(s). ● Statement that you are requesting an EPA in accordance with FAR clause 52.222- 43 (DEVIATION - NOV 2025). ● Identify the amount of EPA being requested. ● Statement that all prices offered to GSA include the current IFF. ● Statement: “I certify to the best of my knowledge that the information I provided is current, complete, and accurate. All other terms and conditions remain the same.”	
2	Identify the current and new wage determinations (WD) by number, revision number, and date of last revision and provide the information showing how you calculated the changes in an Excel spreadsheet format so the reviewer can verify your calculations.	
3	Provide Wage Determination spreadsheet 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). For more information regarding wage compliance for government contracts go to https://sam.gov/ and find “Wage Determinations.”	
4	If your contract includes a fixed escalation rate, increases based upon FAR 52.222-43 (DEVIATION - NOV 2025) should be rare. If an increase is requested, remember that the outyear pricing must be updated as the agreed upon fixed escalation includes pricing for up to 20 years, with the annual escalation percentage (e.g., 2%) stated in the price list.	
5	Price Proposal Template. You must fill in all the cells of the applicable EPA Price Proposal Template (PPT). If any of the cells/columns do not apply, leave them blank. If your contract is in FCP, please refer to the FCP help page for instructions.	
6	**Reminder:** Contractors must ensure that the information on GSA eLibrary/GSA Advantage is updated to include their full product/service offering (price list) **and** the Terms and Conditions file (previously referred to as the I-FSS-600). The required elements of the Terms and Conditions file are provided on the Vendor Support Center (VSC) page: Managing My GSA Contract Electronic Catalog. **Note:** The Terms and Conditions file is only required to be updated when there is a change to the file (e.g. a change to the terms & conditions, a change to pricing of products/services still listed in the file). The Terms and Conditions file should only include products/service and pricing when using a legacy Price Proposal Template (PPT). Do not include awarded products/services when using the FCP Product File or Services Plus File for your offerings.	

	Joint Ventures (JV): The Terms and Conditions file must include the contract information/disclosures required by the JV Solicitation Attachment and the MAS solicitation provision, SCP-FSS- 001, Instructions to All Offerors. **Note:** All Commercial Off the Shelf (COTS) and commercial type products should be published for sale on GSA *Advantage!* OR to the Federal Supply Schedule Terms and Conditions File posted on GSA *Advantage!* **For all products and services, prices must never be duplicated on the Terms and Conditions File. If in FCP, no pricing for items on the Services Plus File (SPF) and/or Product File (PF) should be on the Terms and Conditions File.**	

EPA Increase based on Unforeseeable Significant Changes in Market Conditions

There is not a specific mod type in eMod for a modification based on significant changes in market conditions. Therefore, select the mod subtype “EPA with Commercial Price List (increase)” when submitting this type of modification.

Click here to go to the eMod Help Center for more information about submitting your EPA.

This type of mod is for contracts where the established EPA method is based upon Unforeseeable Significant Changes in Market Conditions (reference SCP-FSS-001(k)(3)(ii)(C)). This modification type should only be used where market conditions have created shortages or other conditions that result in extreme volatility in pricing.

If your prices to commercial customers have not changed, you should provide sufficient rationale and supporting documentation to explain why an increase to GSA pricing is warranted. If proposed EPA-adjusted pricing exceeds established market thresholds, provide supporting rationale and documentation explaining the variance and clearly demonstrating that the updated pricing is fair and reasonable. If the requested price increase is not determined to be fair and reasonable, the Government may deny the EPA request or negotiate the adjustment in whole or in part.

EPA submissions should include sufficient detail and supporting evidence to substantiate the requested adjustment. Incomplete, unclear, or unsupported requests may require additional information or clarification from the Contract Specialist / Contracting Officer (CS/CO) before the request can be evaluated.

When applicable, provide supporting documentation explaining the basis for the requested adjustment. Examples of supporting documentation may include:

- OEM or supplier price increase notices (including effective dates) and/or market reports demonstrating changes in pricing, availability, or supply conditions;
- Evidence that price changes are broadly applicable across distributors/resellers or otherwise reflect industry-wide impacts (e.g., changes in DRAM, microchip, or other commodity pricing);
- An explanation of current market conditions affecting pricing or availability, including documented supply, production, or other constraints; and
- A comparison of current contract pricing to updated commercial pricing levels, including an explanation of how the proposed EPA-adjusted pricing aligns with current market conditions.

Examples of documentation that generally would not, by itself, be sufficient include unsupported assertions of increased costs; generalized statements regarding inflation or market conditions without supporting evidence; or documentation that does not demonstrate a connection between the proposed GSA pricing and current market conditions or commercial pricing.

Contractors are encouraged to work closely with their assigned CS/CO when preparing EPA requests related to market volatility to ensure timely and accurate processing.

NOTE for DRAM Shortages: GSA recognizes that contractors may experience price and supply fluctuations driven by current global market conditions affecting Dynamic Random-Access Memory (DRAM) and related microchip components. When submitting an Economic Price Adjustment (EPA) request based on these conditions, contractors must clearly indicate whether the request is related to DRAM/microchip market volatility.

If applicable, you must also provide supporting documentation that explains the basis for the requested adjustment. This may include, as appropriate:

- Description of current market conditions impacting DRAM/microchip pricing or availability
- Evidence of price changes compared to currently awarded contract pricing
- Documentation of supply chain constraints affecting product pricing

References (see MAS solicitation):

- GSAR 552.216-90 Economic Price Adjustment (GSAR Deviation)(Sept 2026) Alternate I (Sept 2026)
- SCP-FSS-001(k)(3)(ii)(C) - Adjustments based on unforeseeable significant changes in market conditions.

EPA Increase based on unforeseeable significant changes in market conditions Mod Checklist:

	EPA Increase based on unforeseeable significant changes in market conditions	
Item no.	**Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)** **In eMod the mod subtype is EPA with Commercial Price List (increase).**	**Included in Package**
1	Cover letter briefly describing your request and the rationale for the request. Cover letter shall include: ● Background information regarding your current prices and the increases necessary for your company. ● State the total number items for which an EPA is requested and associated SIN(s). ● Statement that you are requesting an Economic Price Adjustment (EPA) in accordance with GSAR 552.216-90 (GSAR Deviation) Alternate I. ● Identify the percentage adjustment requested and the basis for the proposed increase.	

	• Provide specific justification and rationale specifying unforeseeable market conditions requiring the EPA. • Provide rationale for any increases not in line with established pricing (e.g., CPL, commercial catalog, or other standard market pricing) or market rates • Statement that your price increase will not go into effect until the Contracting Officer signs the completed modification. • Statement: "This request is in line with the requirements applicable to EPAs based upon unforeseeable significant changes in market conditions" and list supporting documentation. • Statement: "All pricing reflects the 0.75% Industrial Funding Fee (IFF); • Statement: "The information provided is current, complete, and accurate. All other clauses, terms, and conditions of the contract referenced above remain unchanged."	
2	Submit CPL, commercial catalog, or other standard market pricing **currently incorporated** (must be dated) and the new CPL, catalog pricing, or other standard market pricing requested (must be dated) OR if your contract does not have established pricing, specify "No Established Pricing (market rates only)"	
3	Price Proposal Template: You must fill in all cells of the applicable EPA tab of the PPT. If any of the cells/columns do not apply, please leave them blank. The PPT must be uploaded to eMod. Only the current version of the PPT as incorporated in the modification instructions will be accepted. Including any other version may result in rejection. **FCP contracts:** If your contract is in FCP, please refer to the FCP help page for instructions. Price increase requests must be based upon the method established in your contract pursuant to GSAR 552.216-90 (GSAR Deviation) Alternate I.	
4	Notice of price increase from manufacturers or suppliers, if applicable or any other documentation supporting the increase based on unforeseeable significant changes in market conditions.	
5	**Reminder:** Contractors must ensure that the information on GSA eLibrary/GSA Advantage is updated to include their full product/service offering (price list) **and** the Terms and Conditions file (previously referred to as the I-FSS-600). The required elements of the Terms and Conditions attachment are provided on the Vendor Support Center (VSC) page: Managing My GSA Contract Electronic Catalog. **Note:** The Terms and Conditions file is only required to be updated when there is a change to the file (e.g. a change to the terms & conditions, a change to pricing of products/services still listed in the file). The Terms and Conditions file should only include	

	products/service and pricing when using a legacy Price Proposal Template (PPT). Do not include awarded products/services when using the FCP Product File or Services Plus File for your offerings. **Joint Ventures (JV):** The Terms and Conditions file must include contract information/disclosures required by the JV Solicitation Attachment and the MAS solicitation provision, SCP-FSS- 001, Instructions to All Offerors. **Note:** All Commercial Off the Shelf (COTS) and commercial type products should be published for sale on GSA *Advantage!* OR to the Federal Supply Schedule Terms and Conditions File posted on GSA *Advantage!* **For all products and services, prices must never be duplicated on the Terms and Conditions File. If in FCP, no pricing for items on the Services Plus File (SPF) and/or Product File (PF) should be on the Terms and Conditions File.**	

Price Reductions

Price reduction modifications can either be permanent or temporary.

Note: A temporary price reduction is a required modification and must be submitted prior to loading any files containing temporary price reductions to GSA Advantage via EDI or SIP.

Permanent Price Reduction (Industry Partner Requested)

Voluntary permanent price reduction requests may be submitted via modification request at any time.

Click here to go to the eMod Help Center for more information about submitting your Permanent Price Reduction (Industry Partner Requested) Modification request.

References (see MAS solicitation):

- Paragraph (f) Price Reduction of GSAR 552.238-191 Federal Supply Schedule Contract Requirements (GSAR Deviation) (SEPT 2026) OR
- GSAR 552.238-116 Economic Price Adjustment (GSAR Deviation) Alternate I - if downward price adjustments resulting from an economic price adjustment (e.g., reduction in established pricing)

Permanent Price Reduction (Industry Partner Requested) Mod Checklist:

	Permanent Price Reduction (Industry Partner Requested)	
Item no.	**Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)**	**Included in Package**

1	Cover letter briefly describing your request and the rationale for the request. Cover letter shall include: ● Statement acknowledging your price reduction will go into effect immediately and that you desire to set your start date as of today's date. ● State the total number of items for which a price reduction is requested and associated SIN(s). ● State whether downward adjustment is voluntary or based upon a downward price adjustment iaw GSAR 552.216-90 (GSAR Deviation) Alternate I. ● Statement: "I certify to the best of my knowledge that the information I provided is current, complete, and accurate. All other terms and conditions remain the same."	
2	Price Proposal Template (PPT) showing the current information and the requested changes. You must fill in all the cells of the applicable EPA tab of the PPT. See instructions in PPT attachment. Currently this form is not in eMod and you will need to upload it to the system as a separate attachment. Only the current version of the PPT as incorporated in the modification instructions will be accepted. Including any other version may result in rejection. If your contract is in FCP, refer to the FCP help page for instructions.	
3	If applicable, established pricing (e.g. CPL, commercial catalog, or other standard market pricing) with effective date.	
4	**Reminder:** Contractors must ensure that the information on GSA eLibrary/GSA Advantage is updated to include their full product/service offering (price list) **and** the Terms and Conditions File (previously referred to as the I-FSS-600). The required elements of the Terms and Conditions attachment are provided on the Vendor Support Center (VSC) page: Managing My GSA Contract Electronic Catalog. **Note:** The Terms & Conditions file is only required to be updated when there is a change to the file (e.g. a change to the terms & conditions, a change to pricing of products/services still listed in the file). The Terms and Conditions file should only include products/service and pricing when using a legacy Price Proposal Template (PPT). Do not include awarded products/services when using the FCP Product File or Services Plus File for your offerings. **Joint Ventures (JV):** The Terms and Conditions File must include the contract information/disclosures required by the JV Solicitation Attachment and the MAS solicitation provision, SCP-FSS- 001, Instructions to All Offerors. **Note:** All Commercial Off the Shelf (COTS) and commercial type products should be published for sale on GSA *Advantage!* OR to the Federal Supply Schedule Terms and Conditions File posted on GSA *Advantage!*	

	For all products and services, prices must never be duplicated on the Terms and Conditions File. If in FCP, no pricing for items on the Services Plus File (SPF) and/or Product File (PF) should be on the Terms and Conditions File.	

Temporary Price Reduction

Files containing temporary price reductions may be immediately loaded to GSA Advantage via EDI or SIP, ***after*** submission of a modification request via eMod. If in FCP, the temporary price reduction is posted immediately upon submission. Your CO will be notified when an updated file is submitted. Note that modification requests for temporary price reductions are effective immediately upon submission and the effective date of the price reduction will reflect the date that the contractor submitted the modification via eMod.

Click here to go to the eMod Help Center for more information about submitting your Temporary Price Reduction Modification request.

References (see MAS solicitation):

- Paragraph (f) Price Reduction of GSAR 552.238-191 Federal Supply Schedule Contract Requirements (GSAR Deviation) (SEPT 2026)

Temporary Price Reduction Mod Checklist:

	Temporary Price Reduction	
Item no.	**Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)**	**Included in Package**
1	Cover letter briefly describing your request and the rationale for the request. Cover letter shall include: ● Statement acknowledging that your price reduction will go into effect immediately and that you desire to set your start date as today's date. ● State the total number of items for which a price reduction is requested and associated SIN(s). ● Statement: "I certify to the best of my knowledge that the information I provided is current, complete, and accurate. All other terms and conditions remain the same."	

3	Price Proposal Template (PPT) showing the current information and the requested changes. You must fill in all the cells of the applicable EPA tab of the PPT. See instructions in PPT attachment. Currently this form is not in eMod and you will need to upload it to the system as a separate attachment. Only the current version of the PPT as incorporated in the modification instructions will be accepted. Including any other version may result in rejection. If your contract is in FCP, please refer to the FCP help page for instructions.	
4	Established Pricing (e.g., CPL, commercial catalog, or other standard market pricing) with effective date.	
5	**Reminder:** Contractors must ensure that the information on GSA eLibrary/GSA Advantage is updated to include their full product/service offering (price list) **and** the Terms and Conditions File (previously referred to as the I-FSS-600). The required elements of the Terms and Conditions attachment are provided on the Vendor Support Center (VSC) page: Managing My GSA Contract Electronic Catalog. **Note:** The Terms and Conditions File is only required to be updated when there is a change to the file (e.g. a change to the terms & conditions, a change to pricing of products/services still listed in the file). The Terms and Conditions file should only include products/service and pricing when using a legacy Price Proposal Template (PPT). Do not include awarded products/services when using the FCP Product File or Services Plus File for your offerings. **Joint Ventures (JV):** The Terms and Conditions File must include the contract information/disclosures required by the JV Solicitation Attachment and the MAS solicitation provision, SCP-FSS- 001, Instructions to All Offerors. **Note:** All Commercial Off the Shelf (COTS) and commercial type products should be published for sale on GSA *Advantage!* OR to the Federal Supply Schedule Terms and Conditions File posted on GSA *Advantage!* **For all products and services, prices must never be duplicated on the Terms and Conditions File. If in FCP, no pricing for items on the Services Plus File (SPF) and/or Product File (PF) should be on the Terms and Conditions File.**	

Technical Modifications

Click here to go to the eMod Help Center for more information about submitting your Technical Modification request.

Change in Geographic Coverage

Click here to go to the eMod Help Center for more information about submitting your Change in Geographic Coverage Modification request.

References (see MAS solicitation):

- GSAR 552.238-82 Contractor Initiated Modifications (GSAR Deviation) (Sept 2026)

Change in Geographic Coverage Change Mod Checklist:

	Change in Geographic Coverage	
Item no.	**Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)**	**Included in Package**
1	Cover letter briefly describing your request and the rationale for the request. Cover letter shall include: ● Narrative indicating the current and new designated geographic coverage area and the services and/or supplies to which the new designated area applies. ● Statement: "I certify to the best of my knowledge that the information I provided is current, complete and accurate. All other terms and conditions remain the same."	
2	**Services Plus File or Services PPT Only:** ● Updated Services PPT or FCP SPF **Product File or Product PPT Only:** ● Updated Terms and Conditions file **Both:** ● Updated Services PPT or FCP SPF and ● Updated Terms and Conditions file	

Part(s) Number Change

Part(s) number changes must be submitted as an "Add Products" and "Delete" modification type.

NOTE: If you are operating on the FAS Catalog Platform (FCP), please refer to the guidance published to catalog.gsa.gov/help for processing a part(s) number change. Part number changes currently require a Delete Action, Delete Modification followed by an Add Action, Add Modification in FCP.

Product Descriptive Changes

Product description changes are for minor changes to functional description. Minor changes should not result in a price increase. Any significant changes should be submitted as an "Add Product" modification type. This mod type is not for part/model number changes.

Click here to go to the eMod Help Center for more information about submitting your Product Descriptive Changes Modification request.

NOTE: If you are operating on the FAS Catalog Platform (FCP), a product descriptive modification is required to link new image file references on product files. Please refer to the guidance published to catalog.gsa.gov/help for processing photo changes.

References (see MAS solicitation):

- GSAR 552.238-82 Contractor Initiated Modifications (GSAR Deviation) (Sep 2026)

Product Descriptive Changes Mod Checklist:

	Product Descriptive Changes	
Item no.	**Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)**	**Included in Package**
1	Cover letter briefly describing your request and the rationale for the request. Cover letter shall include: ● Statement that the change will not result in a change to the GSA price. ● State the total number of product descriptive changes requested and associated SIN(s). ● Statement: "I certify to the best of my knowledge that the information I provided is current, complete, and accurate. All other terms and conditions remain the same."	
2	Price Proposal Template (PPT) showing the current information and the requested changes. See instructions in PPT attachment. OR Services Plus File (SPF) or Product File (PF) if in FCP. The FCP file will only represent the requested changes. If your contract is in FCP, please refer to the FCP help page for instructions. Currently this form is not in eMod and you will need to upload it to the system as a separate attachment. Only the current version of the PPT, as incorporated in the modification instructions, will be accepted. Including any other version may result in rejection.	
3	Document that verifies the part number change, such as a new manufacturer's part/price list, screen shots from the manufacturer's website, a new dealer part/price list, etc.	
4	**Reminder:** Contractors must ensure that the information on GSA eLibrary/GSA Advantage is updated to include their full product/service offering (price list) **and** the Terms and Conditions file (previously referred to as the I-FSS-600). The required elements of the Terms and Conditions attachment are provided on the Vendor Support Center (VSC) page: Managing My GSA Contract Electronic Catalog.	

	Note: The Terms and Conditions file is only required to be updated when there is a change to the file (e.g. a change to the terms & conditions, a change to pricing of products/services still listed in the file). The Terms and Conditions file should only include products/service and pricing when using a legacy Price Proposal Template (PPT). Do not include awarded products/services when using the FCP Product File or Services Plus File for your offerings. **Joint Ventures (JV):** The Terms and Conditions file must include the contract information/disclosures required by the JV Solicitation Attachment and the MAS solicitation provision, SCP-FSS- 001, Instructions to All Offerors. **Note:** All Commercial Off the Shelf (COTS) and commercial type products should be published for sale on GSA *Advantage!* OR to the Federal Supply Schedule Terms and Conditions File posted on GSA *Advantage!* **For all products and services, prices must never be duplicated on the Terms and Conditions File. If in FCP, no pricing for items on the Services Plus File (SPF) and/or Product File (PF) should be on the Terms and Conditions File.**	

Service Descriptive Changes

Service description changes are for revising education and/or work experience, and minor changes to functional descriptions. Minor changes should not result in a price increase.

Any significant changes should be submitted as an "Add Professional Services/Labor Category or Training" modification type. This mod type is not for changing names of services or labor categories.

Click here to go to the eMod Help Center for more information about submitting your Service Descriptive Changes Modification request.

References (see MAS solicitation):

- GSAR 552.238-82 Contractor Initiated Modifications (GSAR Deviation) (Sep 2026)

Service Descriptive Changes Mod Checklist:

	Service Descriptive Changes	
Item no.	**Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)**	**Included in Package**

1	Cover letter briefly describing your request and the rationale for the request. Cover letter shall include: ● Statement that the change will not result in a change to the GSA price. ● State the total number of descriptive service changes requested and associated SIN(s). ● Statement: "I certify to the best of my knowledge that the information I provided is current, complete, and accurate. All other terms and conditions remain the same."	
2	Price Proposal Template (PPT) showing the current information and the requested changes. See instructions in PPT attachment. OR Services Plus File (SPF) if in FCP. The Services Plus File will only represent the requested changes. Currently this form is not in eMod and you will need to upload it to the system as a separate attachment. Only the current version of the PPT as incorporated in the modification instructions will be accepted. Including any other version may result in rejection. If your contract is in FCP, refer to the FCP help page for instructions.	
3	**Reminder:** Contractors must ensure that the information on GSA eLibrary/GSA Advantage is updated to include their full product/service offering (price list) **and** the Terms and Conditions file (previously referred to as the I-FSS-600). The required elements of the Terms and Conditions attachment are provided on the Vendor Support Center (VSC) page: Managing My GSA Contract Electronic Catalog. **Note:** The Terms and Conditions file is only required to be updated when there is a change to the file (e.g. a change to the terms & conditions, a change to pricing of products/services still listed in the file). The Terms and Conditions file should only include products/service and pricing when using a legacy Price Proposal Template (PPT). Do not include awarded products/services when using the FCP Product File or Services Plus File for your offerings. **Joint Ventures (JV):** The Terms and Conditions file must include the contract information/disclosures required by the JV Solicitation Attachment and the MAS solicitation provision, SCP-FSS- 001, Instructions to All Offerors. **Note:** All Commercial Off the Shelf (COTS) and commercial type products should be published for sale on GSA *Advantage!* OR to	

	the Federal Supply Schedule Terms and Conditions File posted on GSA *Advantage!* **For all products and services, prices must never be duplicated on the Terms and Conditions File. If in FCP, no pricing for items on the Services Plus File (SPF) and/or Product File (PF) should be on the Terms and Conditions File.**	

Terms and Conditions Modifications

Revise Terms and Conditions (General)

Modifying Terms and Conditions

The documentation you submit for each term and condition will depend on what terms and conditions changes you're requesting. If you cannot find an appropriate mod type for what you are trying to accomplish in eMod, choose a generic "Terms and Conditions" modification.

Click here to go to the eMod Help Center for more information about submitting your Terms and Conditions Modification request.

References (see MAS solicitation):

- GSAR 552.238-82 Contractor Initiated Modifications (GSAR Deviation) (Sep 2026)

Revise Terms and Conditions Mod Checklist:

	Revise Terms and Conditions	
Item no.	**Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)**	**Included in Package**
1	Cover letter briefly describing your request and the rationale for the request. Cover letter shall include: ● Statement: "I certify to the best of my knowledge that the information I provided is current, complete and accurate. All other terms and conditions remain the same."	
2	**Reminder:** Contractors must ensure that the information on GSA eLibrary/GSA Advantage is updated to include their full product/service offering (price list) **and** the Terms and Conditions file (previously referred to as the I-FSS-600). The required elements of the Terms and Conditions attachment are provided on the Vendor Support Center (VSC) page: Managing My GSA Contract Electronic Catalog. **Note:** The Terms and Conditions file is only required to be updated when there is a change to the file (e.g. a change to the terms &	

	conditions, a change to pricing of products/services still listed in the file). The Terms and Conditions file should only include products/service and pricing when using a legacy Price Proposal Template (PPT). Do not include awarded products/services when using the FCP Product File or Services Plus File for your offerings. **Joint Ventures (JV):** The Terms and Conditions file must include the contract information/disclosures required by the JV Solicitation Attachment and the MAS solicitation provision, SCP-FSS- 001, Instructions to All Offerors. **Note:** All Commercial Off the Shelf (COTS) and commercial type products should be published for sale on GSA *Advantage!* OR to the Federal Supply Schedule Terms and Conditions File posted on GSA *Advantage!* **For all products and services, prices must never be duplicated on the Terms and Conditions File. If in FCP, no pricing for items on the Services Plus File (SPF) and/or Product File (PF) should be on the Terms and Conditions File.**	

Revise Terms and Conditions Modification specific to Joint Venture (JV) MAS Contractors

After accepting the Refresh 17 mass modification, Joint Ventures (JV) awarded MAS Contracts prior to the issuance of MAS Solicitation Refresh 16 on 05/19/2023 are required to complete the following actions in order to conform with MAS requirements for JV entities.

Note: JVs are required to submit the conformance modification request in advance of submitting technical/pricing modification requests or an upcoming option exercise.

Revise Terms and Conditions specific to Joint Venture (JV) MAS Contractors Mod Checklist:

	Revise Terms and Conditions Modification specific to Joint Venture (JV) MAS Contractors	
Item no.	**Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)**	**Included in Package**
1	Cover letter briefly describing your request and the reason for the request. Cover letter shall include: Statement: “I certify to the best of my knowledge that the information I provided is current, complete and accurate. All other terms and conditions remain the same.”	
2	Complete and submit the JV Solicitation Attachment through eMod via Revise Terms and Conditions modification. The JV Solicitation Attachment is published on the MAS Roadmap.	
3	Ensure all documents required by the JV Solicitation Attachment (including amendments) are submitted to GSA, for example:	

	a. SBA approved Mentor-Protege Agreement b. JV Agreement	
4	Resubmit Price Proposal Templates (PPTs) that identify which JV partner provides the awarded products and services. The PPTs are available at the Required templates for a MAS offer page.	
5	Submit an updated draft Authorized FSS Terms and Conditions file that includes the contract information/disclosures required by the JV Solicitation Attachment and the MAS solicitation provision, SCP- FSS-001, Instructions Applicable to All Offerors.	
6	If you wish to request additional products and/or services to be provided/performed by a JV Partner, please submit a separate Add Products, Add Labor Category and/or Add Service Offerings modification request. Please ensure you address and/or submit all requirements in the MAS modification guide for proposing additional products and/or services under the SINs currently applicable to your awarded contract in addition to addressing the JV specific modification requirements. Prior to submitting any Revise Terms and Conditions modification requests, please review the MAS solicitation provision, SCP-FSS-001 for guidance on how the standard MAS instructions apply to JV entities as well as the Industry FAQs for JV entities which are published on the MAS Roadmap.	

Revise Terms and Conditions Modification specific to MAS CTA Agreements

These MAS CTA agreement modifications are incorporated at the MAS contract-level of the MAS CTA Lead.

Reference (See MAS Solicitation)

- GSAR 552.238-82 Contractor Initiated Modifications (GSAR Deviation) (Sept 2026)
- GSAR 552.238-190 Federal Supply Schedule Contractor Team Arrangements (GSAR Deviation)(SEPT 2026)

Revise Terms and Conditions specific to MAS CTA Agreements Mod Checklist:

	Revise Terms and Conditions Modification specific to MAS CTA Agreements	
Item no.	**Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)**	**Included in Package**
1	Cover letter briefly describing your request and the rationale for the request. Cover letter shall include: ● Statement: "I certify to the best of my knowledge that the information I provided is current, complete and accurate. All other terms and conditions remain the same."	

2	Completed and signed MAS CTA Agreement(s). See *sample* MAS CTA Agreement Template available at the 'Partner with other MAS contractors'	
3	Submit current Federal Supply Schedule Terms and Conditions of the Team Member(s) MAS Contract	
4	**Reminder:** Contractors must ensure that the information on GSA eLibrary/GSA Advantage is updated to include their full product/service offering (price list) and the Terms and Conditions file (previously referred to as the I-FSS-600). The required elements of the Terms and Conditions attachment are provided on the Vendor Support Center (VSC) page: Managing My GSA Contract Electronic Catalog. **The Terms and Conditions file must include the Team Member(s) incorporated via mod**	

Revise Terms and Conditions – Implementation of new EPA method (including mechanism(s)) in accordance with GSAR 552.216-90 (GSAR Deviation) Alternate I

Prior to submission of any modifications for Additions, EPAs or Options, the contractor may be required to submit a Revise Terms and Conditions modification to establish a new EPA method (including mechanism) based upon the newly implemented GSAR clause 552.216-90 (GSAR Deviation) Alternate I.

Is pricing based on an established pricing (e.g., Commercial Price List (CPL), Commercial Catalog, or other Standard Market Pricing) or general market prices?

- If your pricing is based upon established pricing, it may be best to propose established pricing as the mechanism for future adjustments.
- If your pricing is based on general market prices (not established pricing), a market index or other basis (*e.g.*, U.S. Bureau of Labor Statistics' Employment Cost Index (ECI)) may be the best option.
- Existing contracts with fixed annual escalations tied to the contract award anniversary date will retain their established pricing arrangements under the agreed-upon terms. These escalations will not be classified as EPAs, and no contract modification is required

Note: You can propose a fixed annual escalation to occur on the anniversary date of contract award as a **pricing arrangement**. This is no longer considered an EPA mechanism.

Contractors must follow the same requirements as outlined in MAS Refresh 34, SCP-FSS-001(k)(ii)(C)(2) which states:

"(2) Under the MAS Program, the following EPA mechanisms are permitted:

(i) Adjustments based on a market index or other basis (e.g., U.S. Bureau of Labor Statistics Employment Cost Index)

(ii) Adjustments based on established pricing (e.g., your commercial price list, commercial catalog, or other standard market pricing)

(iii) Adjustments based on unforeseeable significant changes in market conditions

(3) At a minimum, when proposing an EPA method you must identify the following:

(i) Proposed EPA mechanism

(ii) Offered pricing subject to the proposed EPA mechanism

(iii) Any other requirements (e.g., timing, frequency, limits on increases)

(4) The proposed EPA method should be consistent with your commercial practices, result in fair and reasonable pricing throughout the life of the contract (as determined by the CO), and allow for efficient contract administration (e.g., an EPA method that involves the submission of weekly price adjustment requests is probably not an effective approach). While establishing a single EPA method will generally simplify contract administration, you can propose more than one EPA method when doing so is consistent with your commercial practices (e.g., by SIN, large category, product line, etc.).

(5) If proposing "adjustments based on established pricing," you must submit a copy of your current, dated commercial price list, commercial catalog, or other standard market pricing. This must be an existing, standalone document and not prepared solely for purposes of this solicitation. This document will be incorporated into the contract and used as the baseline for future price adjustments.

Note: While a fixed annual escalation is not a form of EPA, offerors may propose fixed outyear pricing for each award period based upon an agreed upon annual percentage increase on the anniversary date of contract award. EPAs based on unforeseeable significant changes in market conditions are available in all resultant MAS contracts as appropriate.

Additional Instructions:

- A fixed annual escalation on the anniversary date of contract award is NOT an EPA as of MAS refresh 34 (refer to GSA Acquisition Handbook 205.2 and 205.4). A fixed annual escalation is still an allowable pricing arrangement**.** A fixed escalation can ONLY be an annual escalation that occurs on the anniversary date of contract award.
  - If you have not completed your modification to implement the new method (including mechanism) after refresh 29 and you are awarded a fixed annual escalation, no modification is required. The fixed annual escalation currently awarded will remain as a pricing arrangement.

- When requesting a market index (or other basis) as the method (including mechanism) for future adjustment(s), ensure it aligns with the products/services offered. For example: Bureau of Labor Statistics (BLS) Employment Cost Index (ECI) for services, Table 5 not seasonally adjusted.
  - If using the ECI, ensure you propose a Series ID, Series Title, and Occupation that aligns with your service offering.
  - Ensure any limitations (frequency, timing, etc) are appropriately addressed including which quarter you will use (e.g., request to increase may be submitted annually using the 'xx' quarter index for each year, increase cannot exceed year over year percentage for the specified index)

- If proposing future adjustments to be based on established pricing, you must submit a copy of your current, **dated** commercial price list (CPL), commercial catalog, or other standard market pricing.

- This must be an existing, standalone document and not prepared solely for the purpose of this solicitation.
- This document will be incorporated into the contract and used as the baseline for future price adjustments.
- Any requests for a price increase must be based on the established pricing currently incorporated into the contract.

- Limitations (e.g., by SIN, large category, product line, etc.) should be clearly established in commercial practice with supporting documentation.

FCP CONTRACTS:

Services Plus File (SPF)

- A Revise Terms and Conditions modification that does not impact pricing does not require a Change Action in FCP. In eMod, upload the currently approved SPF (on FCP's Catalog Overview page under "Catalog Files").
  - As addressed below, the Product File (PF) cannot be changed under this mod. As such, if applicable, the EPA method(s) (including mechanism(s)) proposed for a contractor with both a PF(s) and SPF(s) can be submitted under the same modification.
- Note: A fixed escalation is no longer an EPA and **no modification is required** to implement a new "method" for fixed escalation. If you would like to change from a market index (previously I-FSS-969(b)(2) to a fixed escalation as **a** pricing arrangement. This will require a Revise Terms and Conditions modification and Service Descriptive Change.
  - This will require a Service Change Action in FCP and a combined Service Descriptive Change and Terms and Conditions modification in eMod to implement the fixed escalation as a **pricing arrangement**.

Product File (PF)

- The Product File (PF) must not be changed under this modification. In eMod, upload the currently approved PF(s) (on FCP's Catalog Overview page under "Catalog Files").
  - If you have a PF(s) and SPF(s) with no changes under your contract, the Revise Terms and Conditions Modification can be completed outside of FCP.
  - If the SPF changes, you can propose the EPA method associated with PF and upload the PF(s) in the same modification as the combined Service Descriptive Change and Revise Terms and Conditions Modification.
  - If a change is necessary to be made to the "established pricing" because of the modification (Commercial Price List column pricing change on the PF) address this in a subsequent mod.

- If proposing an EPA method upon a market index or other basis, the Revise Terms and Conditions modification does not require a separate action in FCP **(no changes to prices awarded can be made under this mod).**

The table below includes the documentation you submit for this modification.

Click here to go to the eMod Help Center for more information about submitting your modification request. Please select "Other Vendor Responses" when adding the Clause Terms and Conditions.

Revise Terms and Conditions Implementation of new EPA method (including mechanism(s) in accordance with GSAR 552.216-90 (GSAR Deviation) Alternate I Checklist:

	Revise Terms and Conditions - Implementation of new EPA Method	
Item no.	**Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)**	**Included in Package**
1	Cover letter briefly describing your request and the rationale for the request. Cover letter shall include: ● Current EPA Method (reference clause) ● Proposed EPA Method (Including Mechanism) and limitations (if applicable) ● Rationale for the proposed EPA Method(s) including Mechanism(s) ● Note: You may submit a separate Terms and Conditions modification if you want to update, change, or request a fixed annual escalation as a pricing arrangement. A fixed annual escalation is not an EPA. ● Statement: "I certify to the best of my knowledge that the information I provided is current, complete and accurate. All other terms and conditions remain the same."	
2	Current **dated** established pricing document (e.g. commercial price list, commercial catalog, or other standard market pricing) or indicate Market Rates	
3	**If outside of FCP:** Submit Tab A(s) of currently approved PPT(s) for Products and current or updated PPT(s) for Services (as applicable) **Note:** ● For the Services & Training PPT, the Services Tab (A) **must be updated** to current year pricing. Links to current Mod PPTs (outside of FCP) ARE found on the following page: Modification and mass modification guidance If in FCP, and no changes are required, upload the currently approved Product File and/or Services Plus File (On FCP's Catalog Overview page under "Catalog Files"). If changes are required in the Services Plus file refer to: https://catalog.gsa.gov/help	

Create/Manage Clause Exceptions

References (see MAS solicitation):

- GSAR 552.212-4 CONTRACT TERMS AND CONDITIONS—COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES (DEVIATION FAR 52.212-4) (NOV 2025) (GSAR DEVIATION JUL 2026)
- GSAR 552.238-82 Contractor Initiated Modifications (GSAR Deviation) (Sept 2026)

Click here to go to the eMod Help Center for more information about submitting your Create/Manage clause exception Modification request.

Create/Manage Clause Exceptions Mod Checklist:

	Create/Manage Clause Exceptions	
Item no.	**Required Documentation: (Contracting Officer more than is listed and possibly different depending on circumstances of the request)**	**Included in Package**
1	Cover letter briefly describing your request and the reason for the request. Cover letter shall include: ● Narrative with the clause(s) and the language to which you take exception and any edits you desire to provide. ● Statement that the change will not result in a change to the GSA price. ● Statement, "I certify to the best of my knowledge that the information I provided is current, complete, and accurate. All other terms and conditions remain the same."	

Re-representation of Business Size

To be eligible for award as a "small business concern", you must represent in good faith that you are a small business concern at the time of your written representation. A contractor that represented itself as a small business concern before contract award must re-represent its size status for the North American Industry Classification System (NAICS) code in the contract when any of the following happen:

i. Within 30 days after executing a novation agreement or within 30 days after modifying the contract.
ii. Within 30 days after a merger or acquisition of the contractor that does not require novation or within 30 days after modifying the contract.
iii. Within 60 to 120 days before the date specified in the contract for exercising any option.

Except for the requirements noted above, if your small business size and socioeconomic status remain unchanged, no action is required.

If your small business size and socioeconomic status have changed, you must submit a re-representation of business size modification, via eMod.

Note: You may submit a "Re-representation of Business Size" modification to recertify as a small business if your firm's SAM representations and certifications show that your firm is a small business for the preponderance NAICS assigned to the contract. You must re- represent your size status according to the size standard that corresponds to the NAICS code that was initially assigned to the contract.

Click here to go to the eMod Help Center for more information about submitting your Re- representation of Business Size Modification request.

References (see MAS solicitation):

- FAR 52.219-28 POST-AWARD SMALL BUSINESS PROGRAM RE-REPRESENTATION (JAN 2025) (DEVIATION - NOV 2025)

Re-representation of Business Size Mod Checklist:

	Re-representation of Business Size	
Item no.	**Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)**	**Included in Package**
1	Cover letter briefly describing your request and the reason for your request. Cover letter shall include: ● Reason for the business size representation, i.e., changing from small business to other than small business, or changing from other than small business to small business. ● Include preponderance of work NAICS code. ● Statement that the change will not result in a change to the GSA price. ● Statement: "I certify to the best of my knowledge that the information I provided is current, complete and accurate. All other terms and conditions remain the same."	
2	Copy of current SAM.gov record.	

Incorporate Subcontracting Plan (SubK) Modification

If you re-represent your size status from small business to other than small business, you must submit an "Incorporate Subcontracting Plan" mod request.

You can select one of the following Subcontracting Plan types:

a. A commercial plan is a subcontracting plan (including goals) that covers the contractor's fiscal year. Commercial plans apply to the entire production of commercial items sold by either the entire company or a portion thereof (e.g., division, plant, or product line). If you have a Commercial Subcontracting Plan, you must submit an eMod each year based on your company's fiscal year.

b. An individual plan is a subcontracting plan that covers the entire contract period (including option periods) and applies to a specific contract. The individual plan has goals that are based on the offeror's planned subcontracting in support of the specific contract, except that indirect costs incurred for common or joint purposes may be allocated on a prorated basis to the contract.

c. A master plan is a subcontracting plan that contains all the required elements of an individual subcontracting plan, except goals. Master plans may be incorporated into individual subcontracting plans, provided the master subcontracting plan has been approved. Master plan is highly discouraged. Reach out to your CS/CO with any questions.

Click here to go to the eMod Help Center for more information about submitting your Incorporate Subcontracting Plan (SubK) Modification request.

References (see MAS solicitation):

- FAR 52.219-9 SMALL BUSINESS SUBCONTRACTING PLAN (JAN 2025) (ALTERNATE II-FEB 2026) (DEVIATION FEB 2026)

Incorporate Subcontracting Plan (SubK) Mod Checklist:

	Incorporate Subcontracting Plan	
Item no.	**Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)**	**Included in Package**
1	Cover letter briefly describing your request and the reason for the request. Cover letter shall include: ● Statement: "I certify to the best of my knowledge that the information I provided is current, complete and accurate. All other terms and conditions remain the same."	
2	Complete the Small Business Subcontracting Plan Template (Subcontracting Plan Template). As of October 2026, the subcontracting plan template in eOffer / eMod is outdated. For right now, MAS contractors should use the subcontracting plans located on Required Templates for a MAS offer resource page until the eOffer/eMod system is updated.	
3	If you are asking to incorporate an approved Commercial Subcontracting Plan, provide a copy of the signed plan.	

Close Contract for New Awards

Contractors or the CO/CS may request a Close Contract for New Awards modification, which applies the following changes:

- Provides a note next to the contract in GSA eLibrary stating that the contract is "closed" to new orders,
- Removes the contract from GSA eBuy, and
- Removes published contract items from GSA Advantage!

NOTE: This mod does not affect the published Terms and Conditions file, contractors are required to update this file with a note as described below.

This mod should be used when a contractor has a need for a continuous MAS contract due to a BPA that requires the non-surviving contract to remain active. This requirement may be in conjunction with MAS Consolidation Phase 3 or a streamlined follow-on contract.

Close Contract for New Awards Mod Checklist:

	Close Contract for New Awards	
Item no.	**Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)**	**Included in Package**
1	Cover letter to include a: ● Brief description of the request and the reason for the request ● Provide the proposed cancellation date or expiration date (if applicable) for the non-surviving contract ● Include a statement that the contractor understands the prohibition against using the existing contract to compete for new business opportunities. **NOTE: The system will populate the effective date of the Close Contract for New Awards modification. This effective date does not cancel the contract. A contract cancellation modification is still required to be issued/processed 30 days prior to the contract cancellation date you provide.**	
2	Request to Hold Continuous Contracts resource page	
3	**Reminder:** GSA Terms and Conditions file for Non-Surviving Contract must be updated to include the following statement: • [Non- Surviving Contract number] is listed here for reference purposes only and is replaced by [Follow on/Surviving Contract number]. [Non-Surviving Contract number] is only to be used for active submitted quote(s)/BPAs awarded prior to or pending an award decision as of [follow-on contract award/Surviving MAS mod date]. All new quote(s)/BPAs MUST be awarded against the contractor's Surviving MAS contract [Follow on/Surviving Contract number]. **Note:** CS/CO should verify that the non-surviving contract's Terms and Conditions file is updated to include the entire statement.	

Other Terms and Conditions Modifications

For the following terms and conditions modification requests, please follow the prompts for updating this information in eMod:

- Cooperative Purchasing
- Disaster Recovery
- E-Verify
- Re-representation of Business Size for Non-Novated Merger/Acquisition
- Re-representation of Small Business Type

Doing Business As (DBA)

Contractors should Submit Revise Terms and Conditions modification to update their Business Name.

References (see MAS solicitation):

- GSAR 552.238-82 Contractor Initiated Modifications (GSAR Deviation) (Sept 2026)

	Doing Business As (DBA)	
Item no.	**Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)**	**Included in Package**
1	Cover letter briefly explaining nature of the request (update to DBA)	
2	Copy of SAM record showing DBA	

Change of Name and Novation Modifications

Determining the Agency Responsible for Executing Your Change-of- Name Novation Agreement

1. If the transferor has contracts (not orders issued under the GSA Schedule) with other Government agencies in addition to the GSA Schedule contract, the agency responsible for processing the Novation or Change of Name Agreement modification is the agency with the largest unsettled (unbilled plus billed but unpaid) dollar balance of contract obligations.

2. If the largest unsettled dollar balance is from task/purchase orders using a GSA Schedule contract, GSA is the agency responsible for processing the Novation or Change- of-Name Agreement modification.

3. If the transferor has multiple GSA Schedule contracts, the contracting officer for the specific GSA Schedule contract with the largest unsettled task order dollar balance is the contracting officer responsible for processing the Novation or Change- of-Name Agreement modification. However, modifications will be required to each contract.

Note: 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.

Click here to go to the eMod Help Center for more information about submitting your Change of Name or Novation Agreement Modification request.

Change of Name Agreement Modification

Change of Name Agreement is a legal instrument executed by the contractor and the Government that recognizes the legal change of name of the contractor without disturbing the original parties' contractual rights and obligations. Send the modification packages to the CO/CS before you submit a modification request to facilitate GSA's legal review.

Before submitting a modification, please review FAR 42.903 (GSA Class Deviation RFO-2025-42) Applicability of novation agreements and FAR 42.904 (GSA Class Deviation RFO-2025-42) Agreement to recognize contractor's change of name at FAR Subpart 42.9 (GSA Class Deviation RFO-2025-42), to determine whether you should submit a Novation or Change of Name Agreement to GSA for the subject contract(s).

References (see MAS solicitation):

- FAR 42.904 (GSA Class Deviation RFO-2025-42) Agreement to recognize contractor's change of name
- FAR 52.204-13 SYSTEM FOR AWARD MANAGEMENT – MAINTENANCE (DEVIATION - NOV 2025)

Change-of-Name Agreement Mod Checklist:

	Change of Name Agreement	
Item no.	**Documents Required to Be Submitted: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)**	**Included in Package**
1	Cover letter briefly describing your request and the reason for the request. Cover letter must include: ● Whether or not the Unique Entity Identifier (UEI) is changing and provide the new UEI if it is changing. If it is changing you must add "change of UEI" request into your submitted modification request. ● Statement: "I certify to the best of my knowledge that the information I provided is current, complete, and accurate. All other terms and conditions remain the same."	
2	If name change has already been processed by another federal agency/organization, submit a signed copy of the modification, which must include your GSA contract as one of the contracts affected by the Change of Name. The signed modification must also include the incorporated Change of Name Agreement and Exhibit A identifying the GSA contract.	
	SKIP THE FOLLOWING STEPS IF A CHANGE OF NAME WAS PROCESSED BY ANOTHER FEDERAL AGENCY	
3	Email the Change of Name Agreements to your assigned CO/CS. See sample format in the Appendix. **Note:** At the contracting officer's discretion, when electronically submitted documents cannot be clearly determined to be authentic	

	and proper, original paper documents may still be required and processed.	
4	The document affecting the name change must be authenticated by a proper official of the state having jurisdiction.	
5	The opinion of the contractor's legal counsel stating that the change of name was properly affected under applicable law and showing the effective date. See sample format in the Appendix.	
6	A list of all affected contracts and purchase orders remaining unsettled between the contractor and the Government, showing for each: ● Contract number ● Contract type ● Name and address of the contracting office The contracting officer may request the total dollar value, as amended, and the remaining unpaid balance for each contract.	
7	Completed Change of Name Checklist	

Do not create the eMod request until the CO/CS has instructed you to do so and confirmed receipt of the documents you will submit with the Novation Agreement eMod request.

1) If you determine GSA is the responsible agency to initially process your Change-of- Name Agreement (submit ALL documents required by regulation (reference FAR 42.904 (GSA Class Deviation RFO-2025-42)).

    - Confirm the name of your GSA CO/CS on https://www.gsaelibrary.gsa.gov (see Government Point of Contact within the Contractor Information section by entering your contract number or company name in the search block.

Novation Agreement Modification

"Novation agreement" is a legal instrument by which, among other things, the transferor guarantees performance of the contract, the transferee assumes all obligations under the contract, and the Government recognizes the transfer of the contract and related assets from the transferor to the transferee.

Before submitting a modification, please review FAR 42.903 (GSA Class Deviation RFO-2025-42) *Applicability of novation agreements* and FAR 42.904 (GSA Class Deviation RFO-2025-42) *Agreement to recognize contractor's change of name*, to determine whether you should submit a Novation agreement or Change of Name Agreement to GSA for the subject contract. When requesting a Novation Agreement modification, please add Authorized Negotiators for the transferee before signing the modification.

Note: 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.

References (see MAS solicitation):

- FAR 42.903 (GSA Class Deviation RFO-2025-42) Applicability of novation agreements
- FAR 52.204-13 SYSTEM FOR AWARD MANAGEMENT - MAINTENANCE (DEVIATION - NOV 2025)

Novation Agreement Mod Checklist:

	Novation Agreement	
Item no.	**Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)**	**Included in Package**
1	Cover letter briefly describing your request and the reason for the request. Cover letter must include: ● Statement that the transferee has ensured that the registrations in SAM.gov are current, accurate, and reflect the NAICS code(s) for the contract being transferred. Confirm that the transferee and all the officers of the transferee's company are not currently debarred or suspended from receiving federal contracts. 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 CO. ● The transferee's company website address. ● Statement of whether or not the Unique Entity Identifier (UEI) is changing and provide the new UEI if it is changing. If it is changing you must add "change of UEI" request into your submitted modification request. ● The following information: ○ Name of new point of contact for Contract Administration and all Authorized Negotiators. For each individual include the following: ▪ Title ▪ Phone Number and extension ▪ Fax Number ▪ Address; if different from contract address (address in SAM) ensure this is noted ▪ Email Address ▪ Identify which Authorized Negotiators can sign and commit the company ● Statement: "I certify to the best of my knowledge that the information I provided is current, complete, and accurate. All other terms and conditions remain the same."	
2	If Novation has already been **processed by another federal agency/organization**, provide a copy of the SF- 30, Amendment of Solicitation/Modification of Contract, signed and dated by a Government Contracting Officer and a representative of your company, which implements the Novation agreement. This SF-30,	

	Amendment of Solicitation/Modification of Contract, **must** include your GSA contract as one of the affected contracts impacted by the Novation. The signed modification must also include the incorporated Novation agreement and Exhibit A identifying the GSA contract.	
	SKIP THE FOLLOWING STEPS IF A CHANGE OF NAME WAS PROCESSED BY ANOTHER FEDERAL AGENCY	
3	Document describing the proposed transaction, e.g., purchase/sale agreement or memorandum of understanding.	
4	Email the Novation Agreement to your assigned CO/CS. See sample format in the Appendix. **Note:** At the contracting officer's discretion, when electronically submitted documents cannot be clearly determined to be authentic and proper, you may have to provide original paper documents.	
5	ALL documents required by regulation	
6	Subcontracting Plan (if applicable).	
7	Evidence of the transferee's capability to perform.	
8	An authenticated copy of the instrument affecting the transfer of assets, e.g., bill of sales, certificate of merger, contract, deed, agreement, court decree, etc.	
9	An authenticated copy of the transferee's certificate and articles of incorporation (or applicable formation document under applicable law), if an entity was formed for the purpose of receiving the assets involved in performing the Government contracts.	
10	A certified copy of each resolution of the corporate party's board of directors authorizing the transfer of assets or other document referencing compliance with the transferor's governing documents.	
11	Evidence that any security clearance requirements have been met, if applicable.	
12	Balance sheets of the transferor and transferee as of the dates immediately before and after the transfer of assets, audited by independent accountants.	
13	Income statement of the transferee.	
14	A certified copy of the minutes of each corporate party's stockholder meeting is necessary to approve the transfer of assets, or other document referencing compliance with their respective governing documents and/or internal governance requirements.	
15	The consent of sureties on all contracts, if bonds are required, or a statement from the transferor that none are required.	
16	The opinion of legal counsel for the transfer and transferee stating that the transfer was properly affected under applicable law and showing the effective date.	
17	A list of all affected contracts, including Blanket Purchase Agreements (BPAs) and orders placed under all contracts affected	

	by the change remaining unsettled between the contractor and the Government, as of the date of sale or transfer of assets, to include: ● Contract number ● Contract type ● Name and address of the contracting office ● Total dollar value, as amended ● Approximate remaining unpaid balance ● Contracting Officer/Administrative Contracting Officer name, address, telephone number, and e- mail The contracting officer may request the total dollar value, as amended, and the remaining unpaid balance for each contract.	

Do not create the eMod request until the CO/CS has instructed you to do so and confirmed receipt of the documents you will submit with the Novation Agreement eMod request.

1. If your company is changing from a small business size to Other than small business size according to your NAICS code, you'll need to do a Subcontracting Plan. If your company is already an Other than small business and is remaining as an Other than small business, you'll need an updated Subcontracting Plan.
   a. According to FAR clause 52.219-28, POST AWARD SMALL BUSINESS PROGRAM RE-REPRESENTATION (JAN 2025) (DEVIATION - NOV 2025), paragraph (b)(1), you must re-represent your business size in SAM.gov. Once this re-representation is done, you must submit a "Representation of Size" modification via the eMod system for GSA to recognize your new business size.
   b. If the transferor was awarded as a small business and the transferee is an Other than 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 submit a request to add a Subcontracting Plan via the eMod system.

Cancellation Modifications

The cancellation modification's purpose is to discontinue a contract. A cancellation modification takes effect 30 calendar days after signature, and a contract cannot be reinstated after the cancellation modification's effective date. Either party may cancel this contract in whole or in part by providing written notice.

An exit interview may be requested. Sales reporting must be completed according to GSAR 552.238-80 Transactional Data and Contract Fee Requirements (GSAR Deviation) (Sep 2026) for the current quarter. If the cancellation is not effective until the next quarter, you must complete sales reporting for the following quarter as well.

Click here to go to the eMod Help Center for more information about submitting your Cancellation Modification request.

Reference (see MAS solicitation):

- GSAR 552.238-79 CANCELLATION (May 2019)

Cancellation Mod Checklist:

	Cancellation	
Item no.	**Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)**	**Included in Package**
1	Cover letter briefly explaining the reason for the contract cancellation request. The letter should also acknowledge that the contractor will complete the required actions to include: ● Sales reporting for the final quarter/month ● IFF submission for the final quarter/month (if applicable). ● Subcontracting reporting (if applicable) via Subcontracting Plan Reporting in SAM.gov. Acknowledgement that the modification will be effective 30 calendar days after the Contracting Officer signs the modification (SF-30).	
2	Submission of any other supporting documentation requested from the Contracting Officer.	
3	**Optional Information:** If you are requesting cancellation, please provide the following information so GSA can understand why you're requesting cancellation. ● Explain why you feel you have not made the minimum MAS contract sales (or sales that meet your business goals) in the last five years or the duration of your contract if less than three years on contract if you have failed to meet the minimum sales. ● Does your company currently have any pending orders or future sales pending? If yes, please provide a detailed listing of each sale, estimated dollar amount, and the Government POC and telephone number for each sale. ● What are your intentions to pursue government business? Do you have an active marketing plan? If not, why not? What steps is your company taking to increase your government business? ● Do you have any active BPAs for any items currently on your contract? If so, have you reported any sales that resulted under these BPAs under your contract? If not, why not? ● Have you attended a quarterly business marketing session conducted by the GSA Office of Customer Accounts and Stakeholder Engagement (CASE)?	

Option Modification

The option modification's purpose is to consider continued contract performance for an additional 5-year period in accordance with GSAR 552.238-116. A 210-day letter and option modification are generated by the system and requires evaluation by the Contracting Officer (CO) based on the requirements below

before an option may be exercised. The Contracting Officer may exercise the option by providing written notice to the Contractor 30 days before the contract expires.

Note: As of MAS Refresh 34, GSAR 552.216-90, *Economic Price Adjustment (GSAR Deviation) Alternate I*, replaced GSAR 552.238-120. The available EPA mechanisms are described in SCP-FSS-001(k)(ii)(C)(2). A fixed annual escalation is a pricing arrangement, not an EPA. If you have not implemented an EPA method after MAS Refresh 29, you must submit a Revise Terms and Conditions modification before submitting any Addition Modification to apply the new EPA method (including mechanism) to the entire contract, unless the contract only includes a fixed annual escalation. No modification is needed if you already implemented an EPA method under MAS Refresh 29 or have a fixed annual escalation. See the EPA clause resource page for more information.

Reference (see MAS solicitation):

- GSAR 552.238-116 Option to Extend the Term of the FSS Contract (GSAR Deviation) (Sep 2026)
- FAR 52.219-28 Postaward Small Business Program Rerepresentation (JAN 2025) (DEVIATION NOV 2025)

Option Mod Checklist:

	Option	
Item no.	**Required Documentation: (Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)**	**Included in Package**
1	Cover letter stating you would like to allow your GSA Schedule contract to expire OR you would like to be considered for the option to extend your GSA Schedule contract. If you would like to be considered for the option to be extended, the letter should also address/affirm the following: **Contract Compliance:** • All mandatory mass modifications accepted. • Registration in SAM (www.sam.gov) is accurate and current. Please include the date your SAM registration will expire, which MUST extend past the date of contract expiration. • GSA Advantage! price list includes the current contract terms and conditions, including the most recently approved pricing. • All Subcontracting Plan Reports (ISRs/SSRs) have been reported in SAM.gov Subcontracting Plan Reporting (SPR). • Any current or past issues of contract compliance have been resolved, and procedures are in place to ensure the contract remains compliant with terms and conditions. **Note:** Joint Ventures (JV) awarded MAS contracts prior to the issuance of MAS solicitation Refresh 16 on 05/19/23 are required to submit a revise terms and conditions mod to conform with MAS requirements for JV entities in advance of an option exercise. If applicable, include a statement to confirm that the required modification has been submitted. (See the MAS solicitation SF30 for	

	Refresh 17 and Section 8, item b. Revise Terms and Conditions Modification specific to JV MAS Contractors) **Terms and Conditions:** • If there **<u>are no changes</u>** to the current incorporated terms and conditions, the letter must include the following statement: "[**Company name**] confirms that the current terms and conditions of the contract have not changed and are current, accurate, and complete." • If there **<u>are changes</u>** to the currently incorporated terms and conditions, the letter must include a brief explanation of the changes required. All required changes must be made **<u>via a separate</u> <u>modification request via eMod</u>** in accordance with applicable modification instructions. For more information regarding applicable modification instructions, please contact your CO/CS. **Re-representation of Business Size and or Type:** • If your small business size and socioeconomic status **remain unchanged**, confirm the business size remains unchanged and certify your current business size. **No mod is required if you are not changing your business size or socioeconomic status.** • If your small business size and/or socioeconomic status **have changed**, submit a letter to your CS/CO, certifying your current business size and/or socioeconomic status AND confirm that you have submitted or will submit a re-representation of business size/type modification, via eMod. • You must recertify your business size and socioeconomic status in SAM (renew your SAM registration) between 120 – 60 days prior to the current option (or base period) expiration. Please inform your CS/CO once this is complete. FAR 52.219-28 Postaward Small Business Program Rerepresentation (JAN 2025) (DEVIATION NOV 2025) **Small Business Subcontracting Plan (*applicable to "Other than Small" businesses only*):** • Confirm that you have an existing small business subcontracting plan that will remain effective in the upcoming option period (include the approved plan and effective dates), OR • State that a new subcontracting plan has been submitted for approval, via eMod. **Refer to the 210-day letter for further details and note that your documented response regarding all items above are due 165 days prior to the contract expiration date to be considered for the next option period.**	
2	Approved GSA Price Proposal Template and/or FCP File(s) in required format per most recent version of the Solicitation	

3	For Services only: ● Service Contract Act/Service Contract Labor Standards Matrix ● Wage Determinations incorporated at the Schedule level ● Uncompensated Overtime policy	
4	Established Pricing (e.g., CPL, commercial catalog, other standard market pricing) with effective date.	

Glossary

Acronym/Term	Meaning
ACO	Administrative Contracting Officer
ARO	After Receipt of Order
BLS	Bureau of Labor Statistics
BPA	Blanket Purchase Agreement
CASE	Customer Accounts and Stakeholder Engagement
CO	Contracting Officer
COO	Country of Origin
CPL	Commercial Price List
CS	Contract Specialist
CSA	Commercial Supplier Agreements
UEI	Unique Entity Identifier
ECI	Employment Cost Index
EPA	Economic Price Adjustment
ETS	Essentially the Same
EULA	End User Licensing Agreement
RFO	Revolutionary FAR Overhaul
FAR	Federal Acquisition Regulation
FAS	Federal Acquisition Service
FOB	Freight on Board
FSS	Federal Supply Schedules
G&A	General and Administrative
GSAR	General Services Acquisition Regulation
IFF	Industrial Funding Fee
IOA / CCA	Industrial Operations Analyst / Contractor Compliance Analyst
Large Category	Broadest grouping of similar products and services based on the federal government Category Management structure. There are twelve large categories in the new MAS Consolidated Schedule.
Large Category Attachments	Additional instructions and regulations included with the MAS consolidated solicitation that outlines additional evaluation criterion, requirements and/or information specific to a particular Large Category (e.g., Structures, IT, Professional Services, etc.)
LOS	Letter of Supply

Appendix

Suggested Change of Name Agreement Format

The ABC Corporation (Contractor), a corporation duly organized and existing under the laws of [*insert State*], and the United States of America (Government), enter into this Agreement as of [*insert date when the change of name became effective under applicable State law*].

(a) The parties agree to the following facts:

(1) The Government, represented by various Contracting Officers of the _____ [*insert name(s) of agency(ies)*], has entered into certain contracts and purchase orders with the XYZ Corporation, namely:____[*insert contract or purchase order identifications]; [or delete "namely" and insert "as shown in the attached list marked "Exhibit A'' and incorporated in this Agreement by reference.''*]. The term "the contracts," as used in this Agreement, means the above contracts and purchase orders and all other contracts and purchase orders, including all modifications, made by the Government and the Contractor before the effective date of this Agreement (whether performance and payment have been completed and releases executed if the Government or the Contractor has any remaining rights, duties, or obligations under these contracts and purchase orders).

(2) The XYZ Corporation, by an amendment to its certificate of incorporation, dated 20_, has changed its corporate name to ABC Corporation.

(3) This amendment accomplishes a change of corporate name only and all rights and obligations of the Government and of the Contractor under the contracts are unaffected by this change.

(4) Documentary evidence of this change of corporate name has been filed with the Government.

(b) In consideration of these facts, the parties agree that --

(1) The contracts covered by this Agreement are amended by substituting the name "ABC Corporation" for the name "XYZ Corporation" wherever it appears in the contracts; and

(2) Each party has executed this Agreement as of the day and year first above written.

Suggested Novation Agreement Format

The ABC Corporation (Transferor), a corporation duly organized and existing under the laws of _____ [*insert State*] with its principal office in _____[*insert city*]; the XYZ Corporation (Transferee), [*if appropriate add "formerly known as the EFG Corporation"*] a corporation duly organized and existing under the laws of_____[*insert State*] with its principal office in_____[*insert city*]; and the United States of America (Government) enter into this Agreement as of____[*insert the date transfer of assets became effective under applicable State law*].

(a) The parties agree to the following facts:

(1) The Government, represented by various Contracting Officers of the _____[*insert name(s) of agency(ies)*], has entered into certain contracts with the Transferor, namely: ___ _____ [*insert contract or purchase order identifications*]; [*or delete "namely" and insert "as shown in the attached list marked 'Exhibit A' and incorporated in this Agreement by reference."*]. The term "the contracts," as used in this Agreement, means the above contracts and purchase orders and all other contracts and purchase orders, including all modifications, made between the Government and the Transferor before the effective date of this Agreement (whether or not performance and payment have been completed and releases executed if the Government or the Transferor has any remaining rights, duties, or obligations under these contracts and purchase orders). Included in the term "the contracts" are also all modifications made under the terms and conditions of these contracts and purchase orders between the Government and the Transferee, on or after the effective date of this Agreement.

(2) As of____, 20__ , the Transferor has transferred to the Transferee all the assets of the Transferor by virtue of a _ [*insert term descriptive of the legal transaction involved]* between the Transferor and the Transferee.

(3) The Transferee has acquired all the assets of the Transferor by virtue of the above transfer.

(4) The Transferee has assumed all obligations and liabilities of the Transferor under the contracts by virtue of the above transfer.

(5) The Transferee is in a position to fully perform all obligations that may exist under the contracts.

(6) It is consistent with the Government's interest to recognize the Transferee as the successor party to the contracts.

(7) Evidence of the above transfer has been filed with the Government. [*When a change of name is also involved; e.g., a prior or concurrent change of the Transferee's name, an appropriate statement shall be inserted (see example in paragraph(8) of this Agreement)*].

(8) A certificate dated _____, 20__ , signed by the Secretary of State of [*insert State*], to the effect that the corporate name of EFG Corporation was changed to XYZ Corporation on, 20___, has been filed with the Government.

(b) In consideration of these facts, the parties agree that by this Agreement -

(1) The Transferor confirms the transfer to the Transferee and waives any claims and rights against the Government that it now has or may have in the future in connection with the contracts.

(2) The Transferee agrees to be bound by and to perform each contract in accordance with the conditions contained in the contracts. The Transferee also assumes all obligations and liabilities of, and all claims against, the Transferor under the contracts as if the Transferee were the original party to the contracts.

(3) The Transferee ratifies all previous actions taken by the Transferor with respect to the contracts, with the same force and effect as if the action had been taken by the Transferee.

(4) The Government recognizes the Transferee as the Transferor's successor in interest in and to the contracts. The Transferee by this Agreement becomes entitled to all rights, titles, and interests of the Transferor in and to the contracts as if the Transferee were the original party to the contracts. Following the effective date of this Agreement, the term "Contractor," as used in the contracts, shall refer to the Transferee.

(5) Except as expressly provided in this Agreement, nothing in it shall be construed as a waiver of any rights of the Government against the Transferor.

(6) All payments and reimbursements previously made by the Government to the Transferor, and all other previous actions taken by the Government under the contracts, shall be considered to have discharged those parts of the Government's obligations under the contracts. All payments and reimbursements made by the Government after the date of this Agreement in the name of or to the Transferor shall have the same force and effect as if made to the Transferee and shall constitute a complete discharge of the Government's obligations under the contracts, to the extent of the amounts paid or reimbursed.

(7) The Transferor and the Transferee agree that the Government is not obligated to pay or reimburse either of them for, or otherwise give effect to, any costs, taxes, or other expenses, or any related increases, directly or indirectly arising out of or resulting from the transfer or this Agreement, other than those that the Government in the absence of this transfer or Agreement would have been obligated to pay or reimburse under the terms of the contracts.

(8) The Transferor guarantees payment of all liabilities and the performance of all obligations that the Transferee --

(i) Assumes under this Agreement; or

(ii) May undertake in the future should these contracts be modified under their terms and conditions. The Transferor waives notice of, and consents to, any such future modifications.

(9) The contracts shall remain in full force and effect, except as modified by this Agreement.

Each party has executed this Agreement as of the day and year first above written.

United States of America,

By: _____

Title: _____

ABC Corporation,

By: _____

Title: _____

[Corporate Seal]

XYZ Corporation,

By: _____

Title: _____

[Corporate Seal]

Certificate

I,_, certify that I am the Secretary of ABC Corporation; that_____, who signed this Agreement for this corporation, was then _____of this corporation; and that this Agreement was duly signed for and on behalf of this corporation by authority of its governing body and within the scope of its corporate powers. Witness my hand and the seal of this corporation this _____ day of 20___.

By: _____

[Corporate Seal]

Certificate

I,_, certify that I am the Secretary of ABC Corporation; that_____, who signed this Agreement for this corporation, was then _____of this corporation; and that this Agreement was duly signed for and on behalf of this corporation by authority of its governing body and within the scope of its corporate powers. Witness my hand and the seal of this corporation this _____ day of 20___.

By: _____

[Corporate Seal]

END OF TEMPLATE

Request to Hold Continuous Contracts

Instruction: Complete and include this form with your offer or modification request if requesting to hold continuous Multiple Award Schedule (MAS) contracts in order to complete work under active submitted quote(s)/established Blanket Purchase Agreements (BPA) under an existing MAS contract. Holding continuous MAS contracts means GSA will allow a contractor to hold two MAS contracts, under a single Unique Entity Identifier (UEI), with one or more of the same Special Item Numbers (SINs) for a period of time.

Offeror/contractor confirms the following:

❏ Offeror has reviewed SCP-FSS-001, paragraph (e)(1-3) and confirms it is eligible to submit a streamlined offer

OR

❏ Contractor is submitting a MAS Consolidation Phase 3 "Add SIN" modification request to consolidate its individual Non-Surviving MAS contracts to a Surviving MAS contract in accordance with the modification guidance posted on the Requirements after getting a MAS contract resource page.

Offeror/contractor has MAS contracts that are currently being audited by the GSA Office of Inspector General (OIG) (or has been notified that a MAS contract has been selected for an OIG audit).

❏ Yes (please identify affected contract numbers):

❏ No Offeror/contractor wishes to hold continuous contracts and is listing all active submitted quotes, established BPAs and awarded orders under its existing or Non-Surviving contract below:

Quote/BPA	**Contracting Activity Name and Point of Contact**	**Award Date***	**Period of Performance (including options)**

*For active submitted quotes, enter 'pending award decision'.

The existing or Non-Surviving MAS is to be canceled the day after the final day of the ordering period for the active BPA. In situations where multiple BPAs are active, the cancellation date should be based on the last remaining BPA or order.

❏ Offeror/contractor proposes the existing (Non-Surviving) MAS be canceled on enter date.

❏ Offeror/contractor affirms it is prohibited from using its existing or Non-Surviving contract(s) or SINs on Non-Surviving contracts to compete for new BPAs and/or new orders as of the effective date of the new contract award/modification. Note: a contractor is not prohibited from using its existing or

Non- Surviving MAS to compete for orders to be placed under an existing BPA - this would be considered a BPA order, not a "new order."

❑ Offeror/contractor acknowledges it is capable of meeting all contractual requirements under both contracts to include requirements regarding minimum sales, small business subcontracting plans, sales reporting, Industrial Funding Fee remittance, and FSS price lists.

❑ Offeror/contractor acknowledges it will update its' FSS price list on GSA Advantage within 30 calendar days of contract/modification award to include the following statement in the catalog for its' Non-Surviving MAS contract:

[Non-Surviving Contract number] is listed here for reference purposes only and is replaced by [Follow on/Surviving Contract number]. [Non-Surviving Contract number] is only to be used for active submitted quote(s)/BPAs awarded prior to or pending an award decision as of [follow on contract award/Surviving MAS mod date]. <u>All new quote(s)/BPAs MUST be awarded against the contractor's new MAS</u> <u>contract [Follow on/Surviving Contract number]</u>.

The following additional items apply to 'Add SIN' modification requests:

❑ Contractor agrees to submit a modification request to cancel the Non-Surviving MAS when it is no longer needed to support existing/active orders

❑ Contractor agrees to coordinate with the MAS PCO prior to beginning the transition of awarded items from the Non-Surviving MAS to the Surviving MAS.

END OF TEMPLATE

Surviving MAS means the existing MAS contract that a contractor is proposing to modify to encompass all of its MAS products, services and solutions on a go-forward basis. Once the Surviving MAS contract is identified, the contractor should begin to transition its MAS products/services/solutions to the surviving contract via the submission of one or more "Add SIN" modifications after consulting with their PCO.

Non-Surviving MAS means the existing MAS contract that is either canceled in accordance with GSAR 552.238- 79, Cancellation when the new contract is awarded or the "Add SIN" modification to the Surviving MAS is executed OR is allowed to remain active for a defined period of time to accommodate order-level requirements prior to being cancelled or allowed to expire.

Novation And Change Of Name Checklist

As soon as a successor in interest (new owner) is established or a name change occurs, the following procedures must be followed.

Contractors must submit a Novation using FAR 42.903 (GSA Class Deviation RFO-2025-42) and Change of Name using FAR 42.904 (GSA Class Deviation RFO-2025-42)

Contract modifications cannot be submitted for other non-administrative contract changes until the Novation or Change of Name has been approved. In addition, payment issues may arise if these actions are not done immediately upon change.

DEFINITIONS:

Change of Name Agreement
- Executed by Government and contractor
- Recognizes legal change of name
- Contractual rights and obligations remain undisturbed
- If Doing Business As (DBA) is changed and Legal BusinessName (LBN) remains, a Change of Name Agreement is still needed

Novation
- Executed by transferor, transferee, and Government
- Transferor guarantees performance
- Transferee assumes all obligations and liabilities
- Government recognizes the transfer of contract and related assets

Note: GSA does NOT novate other agencies contracts - only GSA contracts

Applicability of Novation Agreements
- Transfer of Government contracts to third party is prohibited
- The Government can recognize third party as successor in interest when

1. All contractor's assets are transferred

OR

2. Entire portion of assets involved in performing the contract are transferred

A Novation is not needed when:
- A change of ownership occurs due to stock purchase
- There is no legal change in the contracting party
- The contracting party remains in control of assets and performing the contract
- When it is not in Government's interest to concur in transfer

Size Certification
The transferee will be requested to certify their business size status prior to novation.

Requirements
You must be registered in SAM (http://www.sam.gov). The Contracting Officer must be able to determine the transferee to be a responsible contractor under the requirements of FAR subpart 9.1 (GSA Class Deviation RFO-2025-09) prior to the novation agreement being approved.

CHANGE OF NAME REQUIREMENTS
FAR 42.904 (GSA Class Deviation RFO-2025-42)

Change of Name Agreement

Completed and Signed Change of Name Agreement

Authenticated document by the State effecting the name change

Legal Counsel Opinion stating the transfer was properly effected under applicable law with an effective date

List of all affected contracts and unsettled purchase orders, with the contract number and type, name and address of the contracting office

Note: Must update SAM Record

NOVATION AGREEMENT REQUIREMENT
FAR 42.903 (GSA Class Deviation RFO-2025-42)

Novation Agreement

Document describing the proposed transaction (purchase/sale agreement, memorandum of understanding)

A list of all affected contracts between the transferor and the Government, as of the date of sale or transfer of assets, showing for each, as of that date, the:

- Contract Number and type
- Name and address of contracting office
- Total dollar value
- Approximate unpaid balance

Evidence of the transferee's capability to perform

Any other relevant information requested by the Contracting Officer

Authenticated copy of the instrument affecting the transfer of assets (bill of sale, certificate of merger, contract, deed, agreement or court decree)

Certified copy of each resolution of corporate board of directors authorizing the transfer of assets

Certified copy of the minutes of each corporate party's stockholder meeting necessary to approve the transfer of assets

Authenticated copy of the transferee's certificate and article of incorporation if a corporation was formed to receive assets

Opinion of legal counsel of transferor and transferee stating that transfer was properly affected under applicable law and the effective date of transfer

Balance sheets of the transferor and transferee before and after the transfer of assets

Evidence of any security clearance requirements

Consent of sureties if bonds are used, or a statement from the transferor that none are required

THIS CONCLUDES THE MAS MODIFICATION GUIDE.