MULTIPLE AWARD SCHEDULE (MAS) MODIFICATION GUIDE
October 2023

We value our relationships with our industry partners. Therefore, we have developed detailed modification instructions, Frequently Asked Questions (FAQs), and resources so you can prepare a modification package that we can quickly evaluate and process.

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

Need Help?

If you have questions, please contact the Contracting Officer/Contract Specialist (CO/CS) assigned to your contract; get 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.

For MAS Clause Information see the MAS Clause Applicability Matrix

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1. General Guidance

a. MAS Modification Guide Purpose

We developed this guide to help you complete and submit the information necessary to request modification(s) to your Multiple Award Schedule (MAS) contract.

Below are general instructions and a checklist for each modification type. However, 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 MAS Scope and Templates for additional guidance.

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

Note: There have been new actions to this contract opportunity. To view the most recent action, please click HERE.

If you do not see the note in beta.sam.gov then you are viewing the most recent version of the Solicitation.

b. Getting Started

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

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 https://eoffer.gsa.gov/. You can combine some 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 on the eOffer 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. We recommend using the Chrome browser for eMod.

c. Transactional Data Reporting Special Item Numbers

On June 23rd, 2016, GSA published a final rule to capture Transactional Data for procurements across MAS, which began the Transactional Data Reporting (TDR) pilot. Transactional Data Reporting acceptance is optional. However, if your contract has TDR and non-TDR applicable SINs and you have accepted TDR, your entire contract is subject to TDR terms and conditions for the remainder of the contract once you have accepted TDR.

Note: Commercial Sales Practice (CSP-1) disclosure is not required if you participate in TDR.

d. Contract Administration

Important: Not addressing the items below, if applicable, may prevent your mod request's submission or processing.

Refreshes/Mass Mods

Your GSA Schedule contract is updated/refreshed periodically. A refresh also updates the terms and conditions of the Schedule solicitation, which in turn triggers a Mass Modification (Mass Mod) to every Schedule contract via email. Contractors must act on all outstanding Mass Mods.

Also, accepting all outstanding Mass Mods is a prerequisite for submitting a modification request. We will only consider mod requests from contractors who comply with the contract.

All other mod requests will not be processed until all outstanding Mass Mods have been acted upon. 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 your company. If you need to update the authorized negotiator(s) on your contract you must submit an administrative eMod. This authorized negotiator information can be verified by contacting the IOA or ACO assigned to a contractor's contract. Industry partners can locate their representative here.

Subcontracting Plans and Reporting

Subcontracting plans need to be kept current. Expired subcontracting plans 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 ACO/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/.

e. Requirements After a Mod is Executed

Schedules Input Program (SIP) Guidance

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 were 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 contract before you can update the changes in the SIP and uploaded 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 cover page and terms and conditions as specified in clause I-FSS-600 Contract Price List, and any more information required by the Large Category attachment in the MAS Solicitation.

f. Resources

Here's where to get help when preparing contract mod requests:

- See terms and conditions for each Large Category in the attachment to the MAS Solicitation
- Vendor Toolbox helps contractors learn more about the MAS process and requirements. Get Information about contract option mods is available here: https://vsc.gsa.gov
- The Federal Acquisition Regulation (FAR) and General Services Administration Acquisition Regulation (GSAR) at https://www.acquisition.gov/

g. Templates

Please read the instructions when completing the standard templates to ensure you've completed the template correctly. If you don't complete the template properly, your mod may be rejected or delayed.

i. I-FSS-600 Contract Price List
ii. Suggested Change of Name Agreement Format
iii. Suggested Legal Certification of Name Change Template
iv. Suggested Novation Agreement Format

Note: The PPT is not in eMod. You will need to upload it to the system as a separate attachment. We 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 we will reject your mod request.

Price Proposal Template (PPT)

To complete a mod for additions, deletions, pricing, or technical request, you must submit a PPT with

two tabs, A and B.

1. **Tab A:** Includes all offerings. On this tab, include the data for ALL your GSA offerings as though your modification request was already approved. This should be the entire universe of offerings. The purpose of this is to compare the current submission to the last approved and fully conformed copy of your contract up to the last modification's effective date. By populating this tab for all modifications, contractors will no longer need to keep extra spreadsheets for auditors or Industrial Operations Analysts (IOAs) or wonder what's on your contract. All the information on this sheet, once approved by your contracting officer, will be on your contract.

2. **Tab B-changes:** Include ONLY the items impacted by the modification. On this tab, provide the items to be modified (e.g., products to be added or deleted, updates to products and/or services, etc.)

3. **EPA:** Use these tabs, as applicable, when requesting a price increase or price decrease of any kind. You must still fill out tab A with your universe of offerings.

If there is a modification already in process at the time of a secondary modification request, note that there is a modification pending on the PPT.

h. 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. Now we have a resource that industry can use to know what to upload in eMod to allow the CO/CS to timely process modification requests.

2. **What are some common reasons a modification request is 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
   - 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 COs/CSs in the acquisition centers work diligently to process mods in a timely fashion. The amount of time it takes to award a mod largely depends on the COs/CSs workload, the documentation provided by the MAS contractor, and the responsiveness of the MAS contractor. On average, most modifications take 30-60 days with administrative modifications usually taking 2-3 weeks.

   It is recommended that you do not mix the modification types or category types when an addition mod request is submitted. For example, an addition mod containing furniture items, IT items, and Global Supply items may cause a longer lead time.

2. Administrative Modification Guidance

a. 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) or authorized negotiator change
- 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 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. The eMod Help Center provides additional information that can assist your efforts.

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

b. Address Change

This mod type will update the company address. A change to your address in SAM (https://www.sam.gov/SAM/) record will automatically initiate an address change mod in the eMod system. Even minor changes in punctuation, such as St. vs St vs. Street will generate an eMod. Address data entry must be consistent in sam.gov and eMod. 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 43.103(b) Unilateral Modification
- 52.215-6 PLACE OF PERFORMANCE (OCT 1997)
- For non-TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (JAN 2022) (ALTERNATE I - MAR 2020)
- For TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (JAN 2022) (ALTERNATE II - MAY 2019)

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

The Contract Administrator/POC modification type updates the name of the contract administrator. Email your ACO/CO/CS to let him/her know that your POC has been updated. 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,

or updating spelling or punctuation of a name. 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: You should have at least two persons 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 43.103(b) Types of contract modifications
- G-FSS-900-C CONTACT FOR CONTRACT ADMINISTRATION (JUL 2003)
- Authorized Negotiator: K-FSS-1 AUTHORIZED NEGOTIATORS (MAR 1998)
- For non-TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (JAN 2022) (ALTERNATE I - MAR 2020)
- For TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (JAN 2022) (ALTERNATE II - MAY 2019)
- For non-TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (JAN 2022) (ALTERNATE I - MAR 2020)
- For TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (JAN 2022) (ALTERNATE II - MAY 2019)

Contract Administrator/POC or Authorized Negotiator Mod Checklist:

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	Provide a completed copy of the "Agent Authorization Letter" (if applicable) (Located with templates to download, complete and upload in eOffer) **Note:** An Agent Authorization Letter must be completed and submitted if a consultant or third-party agent will be involved in any part of post-award contract actions.	
2	Provide a copy from the SAM.gov search that confirms the added authorized negotiator(s) do not appear on the SAM exclusion list.	

a. 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
- Order Point of Contact (POC)
- Telephone Number Change
- Website Address Change

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.

3. Additions Modification Guidance

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 on the contract at different price points.

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 items and/or services will not be added to the contract until the CO/CS can determine that the prices offered are “fair and reasonable,” the items 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 Attachment for specifically required documentation.

Dealers and Resellers

If the manufacturer and the brand offered is not already awarded under the current contract, clause I-FSS-644 Products Offered and Sold by Vendors Other Than the Manufacturer (APR 2021) requires companies to provide a Letter of Supply (LOS) from the manufacturer and, if

applicable, the official distributor for each new brand offered. See the MAS Scope and Templates 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.

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.

Trade Agreements Act (TAA) Compliance

Unless otherwise specified, the trade agreements outlined in 52.225-5 TRADE AGREEMENTS (OCT 2019)) apply to all items in the Schedule and you must certify each end product, except those listed in paragraph (b) of provision 52.225-6 TRADE AGREEMENTS CERTIFICATE FEB 2021), is a U.S.-made or designated country end product, as defined in clause 52.225-5 TRADE AGREEMENTS (OCT 2019). A list of the designated countries can also be found in clause 52.225-5 TRADE AGREEMENTS (OCT 2019).

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 MAS Scope and Templates).
- 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 MAS Scope and Templates 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 addition 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 of 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.

a. 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.

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):

- For non-TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (JAN 2022) (ALTERNATE I - MAR 2020)

- For TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (JAN 2022) (ALTERNATE II - MAY 2019)

Add Professional Services/Labor Category or Training Mod Checklist:

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	Signed and dated Cover Letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) briefly describing your request and the rationale for the request. Cover letter shall include: ● TAA Compliant Statement ● Place of Performance (FAR 52.215-6 PLACE OF PERFORMANCE (OCT 1997)) ● GSA Basic Discount ● Quantity/Volume Discount, if applicable ● Other Discount/Concessions, if applicable ● Pricing Escalation Standard, if applicable ● Commercial Sales Practice (CSP-1) statement, see Item No. 2 below, if applicable ● Solicitation refresh number ● Number of products/services added ● 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	Updated Commercial Sales Practice (CSP-1 Template), if applicable. Information shall be completed and submitted in eMod. If there are no changes to the CSP-1, that should be noted in the cover letter. **Note:** CSP is NOT required if participating in TDR. **Note:** The CSP template is available on the available offerings and requirements page: GSA.gov/MAS Category Requirements. Please note that the CSP-1 is completed in eMod.	
3	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 Section.	

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
	Note: There could be additional category specific templates, such as those for the Travel and Transportation and Logistics Large Categories. See Available Offerings and Requirements for Large Category guidance.	
4	SCLS Matrix, if applicable.	
5	Professional services, SCLS and/or non-SCLS labor category, training course, or support products descriptions of items being added, if applicable, including education and experience, if applicable (see additional information below).	
6	Professional Compensation Plan setting forth salaries and fringe benefits proposed for the professional employees who will work under the contract in accordance with FAR 52.222-46 Evaluation of Compensation for Professional Employees (Feb 1993), if applicable and not already on file. A Professional Compensation Plan is required for any new Labor Categories and Salary Ranges (see additional information below).	
7	Copy of company policy addressing uncompensated overtime pursuant to 52.237-10 IDENTIFICATION OF UNCOMPENSATED OVERTIME (MAR 2015) (if not already on file).	
8	Supporting Pricing Documentation: ● Provide Commercial Price List (CPL) with effective date or Market Rate Sheet ● Include one or more of the following: ○ Provide a sampling of invoices for each item affected by the modification that shows the price ○ Quote sheets ○ Previously awarded contracts/orders (government or commercial contracts), Internal Labor Rates, etc. showing the prices, items, and item descriptions. ○ Cost-build detail for contracts awarded under a cost-build methodology Supporting documentation is not required from contractors participating in TDR at the time of submission of modification request. However, 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 GSAM 538.270-2. For more information check with your CO/CS.	

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
9	Entire updated GSA Schedule Price List showing the entirety of awarded offerings and terms and conditions that will be displayed on GSA *Advantage!* ® after the completion of the modification. Reference I-FSS-600 - CONTRACT PRICE LISTS. Highlight the items proposed to add.	

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

1) **Services and Training Proposal Price Template (PPT) (see Item No. 3 above)**
   a) The PPT is not in eMod. You will need to upload it to the system as a separate attachment. We will only accept the current version of the PPT. Including any other version may result in rejection.
   b) 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)).

   Note: 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 we will reject your mod request.

   You must submit the PPT in Microsoft Office Excel format. The proposed pricing structure must be consistent with the offeror's commercial practices. You must clearly identify pricing as based either on a "Commercial Price List" or a "Commercial Market Price," as defined in FAR 2.101 (see "Catalog Price" and "Market Prices" under the definition of "Commercial Item").

   (A) For non-TDR, if the Most Favored Customer (MFC) or Basis of Award customer is a federal agency, but sales exist to commercial customers, identify which, if any, of the commercial customers receive the offeror's best price. This will allow the Government to establish a "basis of award" customer in accordance with 552.238-81 Price Reductions (May 2019).

   (B) 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.

For non-TDR, provide supporting documentation for EACH proposed product/service price. Supporting pricing documentation may consist of published and publicly available commercial catalogs/price lists, copies of invoices, contracts, quote sheets, etc. They must be submitted with the offer.

(C) For non-TDR, if the Most Favored Customer (MFC) or Basis of Award customer is a federal agency, but sales exist to commercial customers, identify which, if any, of the commercial customers receive the offeror's best price. This will allow the Government to establish a "basis of award" customer in accordance with 552.238-81 Price Reductions (May 2019).

(D) 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.

For non-TDR, provide supporting documentation for EACH proposed product/service price. Supporting pricing documentation may consist of published and publicly available commercial catalogs/price lists, copies of invoices, contracts, quote sheets, etc. They must be submitted with the offer.

There must be a clear and relevant relationship between the supporting document and the proposed price it is meant to substantiate.

Each supporting document must be clearly labeled with the name of the corresponding proposed product/service.

The offeror must submit a detailed price narrative containing sufficient information for each of the products/services offered to enable the contracting officer to determine that offered prices are fair and reasonable. For example, if the price offered to GSA is not equal to or better than the price offered to the offeror's designated MFC or Basis of Award customer, the narrative must explain the rationale for proposing such a price in a way sufficient to enable the contracting officer to determine that the rate is fair and reasonable.

You must explain any deviation from your commercial sales practices, including the specific circumstances and frequency of the deviations. You must also propose a mechanism for future price adjustments, as detailed below:

(A) If pricing proposed in the PPT is based on a commercial price list, submit a copy of the company's current price list with date pricing took effect, or catalog. A standard rate sheet may be requested (this must be an existing, standalone document, and not prepared for purposes of this solicitation). Future price adjustments for pricing based on a commercial price list are subject to clause 552.216-70 Economic Price Adjustment – FSS Multiple Award Schedule Contracts.

OR

(B) If pricing proposed in the PPT is based on commercial market prices, future price adjustments are subject to clause I-FSS-969 Economic Price Adjustment – FSS Multiple Award Schedule. The offeror must either propose a fixed annual escalation rate or identify a relevant market indicator (e.g., the Bureau of Labor Statistics Employment Cost Index).

OR

(C) The PPT is not required for contractors who used a cost build methodology to award their contract rates (i.e., a detailed breakdown of the cost elements and proposed profit used to calculate the proposed GSA rate), not prices offered to other customers.

2) **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	052059
Driver	31361 Truck driver, Light Truck	052059
Engineering Technician	29081 Engineering Technician I	052059
Administrative Assistant	01011 Accounting Clerk I	052059

3) **Professional Services Descriptions, SCLS and/or non-SCLS Labor Category Descriptions, Training Course Descriptions, and or Service Descriptions (see table Item No. 5 above)**
This is a separate document other than the PPT or SCLS Matrix spreadsheets. This

description document shall include:

a) Labor Category Descriptions
   i) Detailed position description (include functional responsibilities)
   ii) Minimum years of experience
   iii) Minimum years of education/degree requirements
   iv) Applicable training/certification requirements
   v) If it is the Offeror's standard commercial practice to substitute experience for education, provide an explanation of the methodology in use (e.g., five years' experience equates to a BA/BS degree)
   vi) Copy of offeror's policy that addresses uncompensated overtime (52.237-10 IDENTIFICATION OF UNCOMPENSATED OVERTIME (MAR 2015) if not already included in the contract
   vii) Economic Price Adjustment mechanism
   viii) Identify labor categories that are subject to under Service Contract Labor Standard (SCLS):
      (1) Include SCLS Equivalent Code and Title
      (2) Wage Determination Number
b) Training Courses
   i) Title
   ii) Brief description of the course including major course objectives
   iii) Length of Course (number of hours/days)
   iv) Min/Max number of participants, and the price for additional students above maximum or below minimum, if applicable
   v) Support materials provided as part of the course (e.g., training manuals, CDs, DVDs.)
c) Fixed Price Services (including Professional Services)
   i) 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

4) Professional Compensation Plan (see Items No. 6 above)
If the original offer or a subsequent mod did not contain a Professional Compensation Plan because no professional services were previously proposed, you must submit a Professional Compensation Plan according to clause 52.222-46 Evaluation of Compensation for Professional Employees (Feb 1993). Individual compensation disclosure is not required. Submission of the general compensation practices printed in the contractor's employee handbook is generally enough if the handbook sets forth salary ranges, and fringe benefits proposed for the professional employees who will work under the contract.

5) Supporting Price Documentation (see Item No. 8 above)
You can propose separate rates for "domestic" versus "overseas" and/or "customer facility" versus "contractor facility" if there are variations in costs that depend on where the work is performed. Rates proposed in this manner must be clearly labeled as such. Provide invoices or receipts to demonstrate actual prices paid for each new labor category so the Contracting Officer can make a reasonable determination that items have been sold commercially.

Supporting documentation is not required from contractors participating in TDR at the time of submission of modification request. However, if a CO/CS cannot determine if the prices are fair and reasonable, they may request more information. For more information, check with your CO/CS.

b. Add Product(s)

Before adding products, please review the SCP-FSS-001 INSTRUCTIONS APPLICABLE TO ALL OFFERORS, Buy American Certificate (FAR 52.225-1), Trade Agreements Certificate (FAR 52.225-6) and AbilityOne Program requirements in the MAS solicitation.

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

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

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

References (see MAS solicitation):

- For non-TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (JAN 2022) (ALTERNATE I - MAR 2020)
- For TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (JAN 2022) (ALTERNATE II - MAY 2019)

Add Products Mod Checklist:

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	Signed and dated Cover Letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) briefly describing your request and the rationale for the request. Cover letter shall include: • TAA Compliant Statement or TAA Country of Origin (COO) Certificate in accordance with 52.225-6 TRADE AGREEMENTS CERTIFICATE (FEB 2021) • Place of Performance (FAR 52.215-6 PLACE OF PERFORMANCE (OCT 1997)) • GSA Basic Discount • Number of products added • Quantity/Volume Discount, if applicable • Other Discount/Concessions, if applicable • Delivery After Receipt of Order (ARO) Normal: Days ARO Expedited: Days ARO • Freight on Board (FOB) Terms, e.g., Destination or Origin • Commercial Sales Practice (CSP) statement, see checklist Item No. 3 below, if applicable • Energy Star Compliant Statement, if applicable • Solicitation refresh number • Statement that items being added are not identical/substantially similar to previously deleted items that had a lower Schedule price. • IAW the MAS Solicitation note to clause 52.223-3 (added under Refresh 13) Safety Data Sheets, hazardous material labels, and other	

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
	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: "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	Updated Commercial Sales Practice Format (CSP-1 Template) (if applicable). Information should be completed and submitted in eMod. If there are no changes to the CSP-1, note this in the cover letter. **Note:** CSP is NOT required if participating in TDR.	
4	If you are a dealer/reseller of COTS products and are adding a new manufacturer to your existing contract, you must submit a Letter of Supply, unless your manufacture participates in the Verified Products Portal (VPP); if they are VPP participants, 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.	
5	Commercial Price List with effective date showing the prices, items, and item descriptions.	
6	Product Literature/Technical Information.	
7	Products Price Proposal Template. See instructions in PPT attachment. **Note:** There could be more category-specific templates. Please see Large Category guidance in the MAS solicitation.	
8	Supporting Pricing Documentation: ● Include one or more of the following: ○ Provide a sampling of invoices for each item affected by the modification that shows the price ○ Quote sheets ○ Previously awarded contracts/orders (government or commercial contracts), showing the prices, items, and item descriptions Supporting documentation is not required from contractors participating in TDR at the time of submission of modification request. However, if a	

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
	CO/CS cannot determine that the prices are fair and reasonable, the CO/CS may request more information from the contractor in accordance with GSAM 538.270-2. For more information, check with your CO/CS - see additional information below.	
9	Entire updated and GSA Schedule Price List showing the entirety of awarded offerings and terms and conditions that will be displayed on GSA Advantage! after the completion of the modification. Reference I-FSS-600 - CONTRACT PRICE LISTS. Highlight the items proposed to add.	

1) **Supporting Price Documentation (see table Item No. 8 above)**
   Provide invoices or receipts to show actual prices paid so the Contracting Officer can make a reasonable determination that items have been sold commercially. Supporting documentation is not required from contractors participating in TDR at the time of submission of modification. However, if a CO/CS cannot determine if the prices are fair and reasonable, they may request more information from the contractor. For more information, check with the CO/CS.

c. 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.

The MAS Solicitation allows contractors to add any of the available 300+ SINs to their MAS contracts, except for SINs 339940OS4 or SIN 339940OVER. We strongly recommend 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 a large number of 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 we find 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. 3 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.

Transactional Data Reporting

If your contract has TDR and non-TDR applicable SINs and you have accepted TDR, your entire contract is subject to TDR terms and conditions for the remainder of the contract. Once you have accepted TDR, Commercial Sales Practice (CSP-1) disclosure is not required.

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

References (see MAS solicitation)

- For non-TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (JAN 2022) (ALTERNATE I - MAR 2020)
- For TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (JAN 2022) (ALTERNATE II - MAY 2019)

Add SIN Mod Checklist:

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	Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) 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 (OCT 1997)) ● Solicitation refresh number ● Include the number of SINs requested to be added. ● Propose Economic Price Adjustment (EPA) clause for the SIN. ● 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	SIN-specific Commercial Sales Practice (CSP) (if applicable). Complete information and submit it in eMod. **Note:** CSP is NOT required if participating in TDR.	
3	**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 template (located under "Templates to download, complete, and upload in eOffer (if applicable)") with your modification request. **NOTE:** This requirement only applies to MAS Consolidation Phase 3 streamlined Add SIN modification requests).	

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
4	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 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.**	
5	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:** If there are no new Labor categories associated with the Add SIN mod request, submit a Services and Training Price Proposal Template to show which labor categories currently awarded on this contract apply to the SIN being added. **Note:** If you are adding one or more labor categories/services to a SIN that are already on this contract that are simply being mapped to the new SIN, you do not need to submit a modification request to add Professional Service, Service Contract Labor Standards (SCLS) and/or Non-SCLS Labor Category, Course, and/or Service Offerings.	
6	If adding Products, follow the steps in that section.	
7	SIN-specific submission instructions and requirements (see additional information below).	
8	Entire updated GSA Schedule Price List showing the entirety of awarded offerings and terms and conditions that will be displayed on GSA *Advantage!* ® after the completion of the modification. Reference I-FSS-600 - CONTRACT PRICE LISTS. Highlight the items proposed for addition.	

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

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. 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)[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 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.

The Offeror 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, must also provide the following customer reference information (this data is not counted towards the four-page-per-project limitation):

[1] For Information Technology (2) relevant project experiences are required. See Information Technology Large Category 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.

(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

(C) If relevant project experience does not exist, the Offeror may substitute the relevant projects of predecessor companies or key personnel that will be performing major aspects of the work. If the Offeror chooses to make such a substitution, the narratives must clearly identify the entity or personnel that performed the services.

2) 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 below authorized subcategories 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 offered:

- Represent a full and broad catalog (as outlined in SCP-FSS-001); **and**
- Are within scope of at least one existing (currently awarded) MAS SIN; **and**
- Comply with all requirements outlined in 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.
  - Vendors must clearly indicate whether they are offering Vendor-Owned/Vendor-Managed Inventory Services (VMI) Pricing, Vendor-Owned/Vendor-Consigned Inventory Services (VCI) Pricing or both. A separate Price Proposal Template shall be completed for VMI and VCI which specifically covers fully burdened rates for the VMI and/or VCI models.
  - Prices offered shall be FOB Destination only.

4. Deletions Modification Guidance

Deletion Modifications

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.

a. 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):

- For non-TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (JAN 2022) (ALTERNATE I - MAR 2020)
- For TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (JAN 2022) (ALTERNATE II - MAY 2019)

Delete Professional and Non-Professional Services/Labor Category, Course, or Service Offerings Mod Checklist:

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	Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) briefly describing your request and the reason for the request. Cover letter shall include: ● Number of products/services 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: “I certify to the best of my knowledge that the	

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
	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.	
3	Entire updated GSA Schedule price list showing the entire contract portfolio that will be displayed on GSA *Advantage!* ® after the completion of the modification. The format shall be the same as the Services and Training PPT but showing your entire GSA Catalog.	

b. Delete Product(s)

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

References (see MAS solicitation):

- For non-TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (JAN 2022) (ALTERNATE I - MAR 2020)
- For TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (JAN 2022) (ALTERNATE II - MAY 2019)
- FAR 43.103(b) Unilateral Modification

Delete Product(s) Mod Checklist:

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	Signed and dated cover letter on company letterhead signed by an authorized negotiator (as identified in your contract) briefly describing your request, and the reason for the request. Cover letter shall include: ● Number of products deleted. ● Statement: "The items being deleted will not be added at a later date with a higher price without justification for such higher price." ● State the number of items being deleted.	

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
	• 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.	
3	Entire updated GSA Schedule price list showing the entire contract portfolio that will be displayed on GSA *Advantage!* ® after the completion of the modification. Reference I-FSS-600 - CONTRACT PRICE LISTS.	

c. 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):

- For non-TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (JAN 2022) (ALTERNATE I - MAR 2020)
- For TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (JAN 2022) (ALTERNATE II - MAY 2019)

Delete SIN Mod Checklist:

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	Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) briefly describing your request and the reason for the request. Cover letter shall include: • Include number of SINs requested to be deleted. • 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 Delete Products section of modification guidance.	

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
4	Price Proposal Template (PPT) showing the current information and the requested changes. See instructions in PPT attachment.	
5	Entire updated GSA Schedule price list showing the entire contract portfolio that will be displayed on GSA *Advantage!* ® after the completion of the modification. The format shall be the same as the Product or Services and Training PPT but showing your entire GSA Catalog. Highlight items you propose to delete.	

5. Pricing Modifications

Is a Commercial Price List (CPL) Right for You?

FAR 2.101(a)(6) defines two types of pricing lists:

(i) "Catalog price" means a price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or vendor, it is either published or otherwise available for inspection by customers, and states prices at which sales are currently, or were last, made to a significant number of buyers constituting the general public; and

(ii) "Market prices" means current prices that are established in the course of ordinary trade between buyers and sellers free to bargain and that can be substantiated through competition or from sources independent of the offerors.

There are several questions which can help you determine whether CPL is the appropriate method of escalation for you.

1. Do you consider your price list proprietary? A CPL is commercially/publicly available. Therefore, if the answer is yes, you do not have a CPL according to FAR 2.101.

2. Are your prices publicly available (e.g., published on your company's website or in a published catalog) If not, you do not have a CPL according to FAR 2.101.

3. Are you currently charging the prices published in your CPL? If your prices are based on market conditions rather than a fixed price list, you do not have a CPL according to FAR 2.101.

If the answer to any of these three questions indicates that you do not really have a CPL as defined above, then you may request to change your method of escalation to Economic Price Adjustments (EPA) based on Market Pricing under I-FSS-969.

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

a. EPA Increase based on a Commercial Price List

This type of modification is used to increase pricing for previously awarded items when a contractor's pricing is based on a commercial price list. An EPA increase should only be requested if you have increased your commercial list price.

You must also ensure that the GSA price increase is in line with the basis of award in your GSA contract. If you have not increased your List/Retail pricing to your commercial customers, you cannot increase the pricing on your GSA Contract.

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, when the contractor requesting the price increase is other than the Original Equipment Manufacturer (OEM), submit a notice from a manufacturer or supplier regarding price increases and a copy of the revised OEM price list.

In accordance with (IAW) SCP-FSS-001 INSTRUCTIONS APPLICABLE TO ALL NEW OFFERORS Service Contract Labor Standards (SCLS), escalation was clarified, and all non-professional labor categories (SCLS covered) shall be escalated IAW 52.222-43 FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT LABOR STANDARDS PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS).

In addition to clause 52.222-43, one of the following two methods of escalation will be awarded, I-FSS-969 or 552.216-70. If your contract was awarded prior to SCP-FSS-001 INSTRUCTIONS APPLICABLE TO ALL OFFERORS (SEP 2019), be sure to request another method of escalation for your non-exempt labor categories.

Note for Non-TDR Contracts: When requesting a pricing modification, you cannot change your Most Favored Customer/Basis of Award (MFC/BOA) or GSA basic discount. If you determine that you need to update your discount structure, submit a Revise Terms and Conditions modification request before submitting your pricing modification request.

Click here to go to the eMod Help Center for more information about submitting your EPA Increase based on a Commercial Price List Modification request.

References (see MAS solicitation):

If GSA prices are based on a Commercial Price List:

- For TDR Contracts: 552.216-70 ECONOMIC PRICE ADJUSTMENT – FSS MULTIPLE AWARD SCHEDULE CONTRACTS (SEP 1999) (DEVIATION II – JUL 2016)
- For non-TDR Contracts: 552.216-70 ECONOMIC PRICE ADJUSTMENT – FSS MULTIPLE AWARD SCHEDULE CONTRACTS (SEP 1999) (ALTERNATE I – SEP 1999)
- 52.222-43 FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT LABOR STANDARDS PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS) (AUG 2018)

Note: It is possible for both clauses 552.216-70 (Commercial Price List) (both referenced above) and I-FSS-969 (Market Prices) (referenced above) to apply to one contract. For example, if a contractor has a services SIN (and discloses to the Government that they do not have a commercially published price list) and has a products SIN (and discloses to the Government that they do have a commercial published price list for products). In this case, both clauses would apply to one contract. Clause 52.222-43 Fair Labor Standards Act and Service Contract Labor Standards Price Adjustment (Multiple Year and Option Contracts) (Aug 2018) applies where the SCLS applies.

EPA Increase based on a Commercial Price List Mod Checklist:

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	Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) 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 (if applicable), and the increases necessary for your company. ● Include the total number items for which an EPA is requested. ● Statement that you are requesting an Economic Price Adjustment (EPA) in accordance with EPA Clause 552.216-70. ● Identify the amount of EPA being requested, pursuant to the changes in the Commercial Price List (CPL). ● Justification for the increase. ○ Provide specific justification and attach supporting documentation to the cover letter. ● Statement that your price increase will not go into effect until the Contracting Officer signs the completed modification. ● Statement that your price increase will not go into effect until the Contracting Officer signs the complete modification.	

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
	● Statement that all prices offered to GSA include the current IFF. ● For non-TDR only: Statement that Commercial Sales Practices (CSP) Information in accordance with 552.238-81 PRICE REDUCTIONS (May 2019) previously submitted with the initial award (or contract modification) or CSP-1 has not changed, if applicable. If CSP has changed, provide updated CSP-1 in eMod. ● 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 Price List (CPL) with effective date.	
3	Supporting Pricing Documentation (invoices, published and publicly available commercial catalogs/price lists, copies of invoices, contracts, quote sheets, pricing narrative, etc.). If the contract is non-TDR, verify that the requested EPA does not negatively affect the discount relationship with the Basis of Award (BOA) customer or category of customers for the contract at the time of EPA request.	
4	Price Proposal Template: You must fill in all cells of the applicable EPA Price Proposal Template (PPT). Any empty cells may cause the modification to be rejected. If the cell does not apply, please type in "N/A". Do not leave the cell empty. The Price Proposal Template must be uploaded in 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. **Note for non-TDR contracts:** As per 552.216-70 ECONOMIC PRICE ADJUSTMENT – FSS MULTIPLE AWARD SCHEDULE CONTRACTS (SEP 1999) (ALTERNATE I – SEP 1999), (b) Contractors may request price increases provided the following condition is met: (1) Increases resulting from a reissue or other modification of the Contractor's commercial catalog/price list that was used as the basis for the contract award. The Government reserves the right to raise the ceiling when market	

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
	conditions during the contract period support such a change. **Note for TDR contracts:** As per 552.216-70 ECONOMIC PRICE ADJUSTMENT – FSS MULTIPLE AWARD SCHEDULE CONTRACTS (SEP 1999) (DEVIATION II – JUL 2016). (b) Contractors may request price increases. The Government reserves the right to raise the ceiling when market conditions during the contract period support such a change.	
5	Notice of price increase from manufacturers or suppliers, if applicable	
6	Entire updated GSA Schedule Price List showing the entire contract portfolio that will be displayed on GSA *Advantage!* ® after the completion of the modification. Reference I-FSS-600 - CONTRACT PRICE LISTS. Highlight the items proposed for addition.	

b. EPA Increase without a Commercial Price List

Click here to go to the eMod Help Center for more information about submitting your EPA Increase without a Commercial Price List Modification request.

EPA based on Market Pricing

Note for non-TDR contracts: When requesting a pricing modification, you cannot change your Most Favored Customer/Basis of Award (MFC/BOA) or GSA basic discount. If you determine that you need to update your discount structure, submit a Revise Terms and Conditions modification request before submitting your pricing modification request.

If the price increase requested on market rates is not considered fair and reasonable, the Government will reject in part or in whole the EPA request. Adjustments will be considered on the following basis:

1. Adjustments based on escalation rates negotiated before contract award: Normally, when escalation rates are negotiated, it results in a fixed price for the term of the contract. No separate contract modification will be provided when increases are based on negotiated escalation rates.

2. Adjustments based on an agreed-upon market indicator before award: The market indicator, as used in this clause, means the originally released public index, public survey or other public-based market indicator that is not seasonally adjusted. Any price adjustment shall be based on the percentage change in the designated (i.e., indicator identification and date) market indicator from the initial award to the latest available as of the anniversary date of the contract effective date. If the market indicator 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: The market indicator 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

   Service Contract Labor Standards (SCLS): All non-professional labor categories (SCLS covered) shall be escalated in accordance with clause 52.222-43 Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (Multiple Year and Option Contracts). In addition to clause 52.222-43, one of the following two methods of escalation will be awarded: I-FSS-969 or 552.216-70.

   If your contract was awarded IAW a prior version of SCP-FSS-001 INSTRUCTIONS APPLICABLE TO ALL OFFERORS (JUN 2020), be sure to request an additional method of escalation for your non-exempt labor categories.

References (see MAS solicitation)

GSA prices are based on Market Rates:

- For TDR Contracts: I-FSS-969 ECONOMIC PRICE ADJUSTMENT FSS MULTIPLE AWARD SCHEDULE (OCT 2014) (ALTERNATE II - JUL 2016)
- For non-TDR Contracts: I-FSS-969 ECONOMIC PRICE ADJUSTMENT-FSS MULTIPLE AWARD SCHEDULE (OCT 2014)
- 52.222-43 FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT LABOR STANDARDS PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS)
- 52.222-41 SERVICE CONTRACT LABOR STANDARDS (AUG 2018)

Note: If at the time of award an escalation rate under Clause I-FSS-969 was negotiated into the contract, you don't need to do a separate modification request to increase pricing.

Note: It is possible for both clauses 552.216-70 (Commercial Price List) and I-FSS-969 (Market Prices) to apply to one contract. For example, a contractor has a services Special Item Number (and discloses to the Government that they do not have a commercially published price list) and has a products SIN (and discloses to the Government that they do have a commercial published price list for products). In this case, both clauses would apply to one contract. In all cases, 52.222-43 Fair Labor Standards Act and Service Contract Labor Standards Price Adjustment (Multiple Year and Option Contracts) (Aug 2018) applies where the Service Contract Labor Standards (SCLS) applies.

EPA based on Market Pricing Mod Checklist:

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	Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) 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 comply with the wage determined rates set forth by the Department of Labor. ● Include the total number of items for which an EPA is requested. ● State that you are requesting an Economic Price Adjustment (EPA) in accordance with EPA Clause I-FSS-969 or 52.222-43 Fair Labor Standards Act and Service Contract Labor Standards Price Adjustment (Multiple Year and Option Contracts), if applicable. ● Identify the amount of EPA being requested. ● Justification for the increase. ○ Provide specific justification and attach supporting documentation to the cover letter. ● 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. ● For non-TDR only: Statement that Commercial Sales Practice (CSP) Information in accordance with 552.238-81 PRICE REDUCTIONS (May 2019) previously submitted with the initial award (or contract modification) on CSP-1 has not changed, if applicable. If CSP has	

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
	changed, provide updated CSP-1 in eMod. ● 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 the Agreed Upon Market Indicator.	
3	Price Proposal Template: You must fill in all cells of the applicable EPA Price Proposal Template (PPT). Any empty cells may cause the modification to be rejected. If the cell does not apply, please type in "N/A". Do not leave the cell empty. 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.	
4	Entire updated GSA Schedule price list showing the entire contract portfolio that will be displayed on GSA *Advantage!* ® after the completion of the modification. Reference I-FSS-600 - CONTRACT PRICE LISTS. Highlight the items proposed to add. Highlight the items you propose to increase.	

1) Market Indicator (see Item No. 2 above)

Submit a copy of the market indicator that was agreed upon at the time of award (or modification, whichever is most recent). If you do not have the Employment Cost Index (ECI) quarter identified in your award documents, you may determine the correct quarter by using the following guidance.

To select the correct quarter to escalate by you will select the appropriate indicator based on clause guidance identified in I-FSS-969(b)(2):

"Any price adjustment shall be based on the percentage change in the designated (i.e., indicator identification and date) market indicator from the initial award to the latest available as of the anniversary date of the contract effective date."

If the 1449 does not identify the most recent quarter based on award date you can find it on the Releases Calendar at https://www.bls.gov/schedule/. Below is an example of the release of the Employment Cost Index for December 2019.

ENTIRE YEAR, 2019

BY NEWS RELEASE

BUSINESS EMPLOYMENT DYNAMICS

CONSUMER PRICE INDEX

COUNTY EMPLOYMENT AND WAGES

EMPLOYER COSTS FOR EMPLOYEE COMPENSATION

20	21	22	23	24
Birthday of Martin Luther King, Jr. Holiday		**Union Membership (Annual)** 2019 10:00 AM		**State Employment and Unemployment (Monthly)** December 2019 10:00 AM
27	28	29	30	31
		Quarterly Data Series on Business Employment Dynamics Second Quarter 2019 10:00 AM		**Employment Cost Index** Fourth Quarter 2019 08:30 AM

As you can see, the 4th quarter 2019 index was not released until January 31 of 2020, which means a contract awarded January 31st of 2020 would be using the previous 3rd quarter Bureau of Labor Statistics (BLS) ECI average which would be 2.7% in this example.

Another example: If a contract was awarded May 13, 2014, what BLS quarter was it awarded under? The first quarter ECI was updated April 29, 2014, and since May is in the same quarter then the contract anniversary date for ECI would be 1st quarter.

c. EPA Increase Based on Service Contract Labor Standards (SCLS)

Note for non-TDR contracts: When requesting a pricing modification, you cannot change your Most Favored Customer/Basis of Award (MFC/BOA) or GSA basic discount. If you determine that you need to update your discount structure, submit a Revise Terms and Conditions modification request before submitting your pricing modification request.

References (see MAS solicitation):

- For TDR Contracts: I-FSS-969 ECONOMIC PRICE ADJUSTMENT FSS MULTIPLE AWARD SCHEDULE (OCT 2014) (ALTERNATE II - JUL 2016)
- For non-TDR Contracts: I-FSS-969 ECONOMIC PRICE ADJUSTMENT-FSS MULTIPLE AWARD SCHEDULE (OCT 2014)
- For TDR Contracts: 552.216-70 ECONOMIC PRICE ADJUSTMENT – FSS MULTIPLE AWARD SCHEDULE CONTRACTS (SEP 1999) (DEVIATION II – JUL 2016)
- For non-TDR Contracts: 552.216-70 ECONOMIC PRICE ADJUSTMENT – FSS MULTIPLE AWARD SCHEDULE CONTRACTS (SEP 1999) (ALTERNATE I – SEP 1999)
- 52.222-43 FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT LABOR STANDARDS PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS)
- 52.222-41 SERVICE CONTRACT LABOR STANDARDS (AUG 2018)

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

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	Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) 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://beta.sam.gov/ and find "Wage Determinations." ● Include the total number of items for which an EPA is requested. ● Identify the amount of EPA being requested. ● Statement that Commercial Sales Practice (CSP) Information in accordance with 552.238-81 PRICE REDUCTIONS (May 2019) previously submitted with the initial award (or contract modification) on CSP-1 has not changed, if applicable. If CSP has changed, provide updated CSP-1 in eMod. ● 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 cells of the applicable EPA Price Proposal Template (PPT). Any empty cells may cause the modification to be rejected. If the cell does not apply, please type in "N/A". Do not leave the cell empty.	
4	Entire updated GSA Schedule Price List showing the entirety of awarded offerings and terms and conditions that will be displayed on GSA *Advantage!* ® after the completion of the modification. Reference I-FSS-600 CONTRACT PRICE LISTS). Highlight the items you propose to increase.	

a. Wage Determinations

Service Contract Labor Standards (SCLS): All non-professional labor categories (SCLS covered) shall be escalated in accordance with clause 52.222-43 Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (Multiple Year and Option Contracts). In addition to clause 52.222-43, one of the following two methods of escalation will be awarded: I-FSS-969 or 552.216-70.

If your contract was awarded IAW a prior version of SCP-FSS-001 INSTRUCTIONS APPLICABLE TO ALL OFFERORS (JAN 2023), be sure to request an additional method of escalation for your non-exempt labor categories.

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

References (see MAS solicitation):

- 52.222-41(c)(3) SERVICE CONTRACT LABOR STANDARDS (AUG 2018)
- 52.222-43 FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT LABOR STANDARDS PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS) (AUG 2018)

Wage Determinations Mod Checklist:

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	Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) 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://beta.sam.gov/ and find “Wage Determinations”. ● Include the total number items requested for update. ● Statement that you are requesting an Economic Price Adjustment (EPA) in accordance with EPA Clause I-FSS-969 or 52.222-43. ● Identify the amount of EPA being requested.	

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
	• Statement that Commercial Sales Practice (CSP) Information in accordance with 552.238-81 PRICE REDUCTIONS (May 2019) previously submitted with the initial award (or contract modification) on CSP-1 has not changed, if applicable. If CSP has changed, provide updated CSP-1 in eMod. • 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	Copy of the Agreed Upon Market Indicator (see note below).	
3	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.	
4	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://beta.sam.gov/ and find "Wage Determinations."	
5	If pricing is based on commercial market rates with an Economic Price Adjustment at a fixed rate escalation, clause I-FSS-969 (b) (1), include pricing for the remaining contract years, including all option periods, with the annual escalation percentage (e.g., 2%) stated in the price list.	
6	Entire updated GSA Schedule Price List showing the entirety of awarded offerings and terms and conditions that will be displayed on GSA *Advantage!* ® after the completion of the modification. Reference I-FSS-600 CONTRACT PRICE LISTS. Highlight the impacted items.	

1) **Market Indicator (see Item No. 2 above)**

Submit a copy of the market indicator that was agreed upon at the time of award (or modification, whichever is most recent). If you do not have the ECI quarter identified in your award documents, determine the correct quarter by using the following guidance:

a) To select the correct quarter to escalate by; you will select the appropriate indicator based on clause guidance identified in I-FSS-969(b)(2): "Any price adjustment shall be based on the percentage change in the designated (i.e., indicator identification and date) market indicator from the initial award to the latest available as of the anniversary date of the contract effective date."

b) If the SF 1449 does not identify the most recent quarter based on award date you can find it at (https://www.bls.gov/schedule/).

Note: The percent increase cannot than the market indicator demonstrates (for example, if your contract is based on a BLS ECI table, and the current published increase is 2.5%, you could not receive more than a 2.5% EPA).

b. Price Reductions

Price reduction modifications can either be permanent or temporary.

Note for non-TDR contracts: When requesting a pricing modification, you cannot change your Most Favored Customer/Basis of Award (MFC/BOA) or GSA basic discount. If you determine that you need to update your discount structure, submit a Revise Terms and Conditions modification request before submitting your pricing modification request.

a. Permanent Price Reduction (Based on Most Favored Customer)

Use this modification type if you would like to offer a permanent price reduction based on a change to your most favored customer, or basis of award if it is not the same as your most favored customer, pricing.

Note for non-TDR contracts: When requesting a pricing modification, you cannot change your Most Favored Customer/Basis of Award (MFC/BOA) or GSA basic discount. If you determine that you need to update your discount structure, submit a Revise Terms and Conditions modification request before submitting your pricing modification request.

Click here to go to the eMod Help Center for more information about submitting your Permanent Price Reduction (Based on Most Favored Customer) Modification request.

References (see MAS solicitation):

- For non-TDR Contracts: 552.238-81 PRICE REDUCTIONS (MAY 2019)

Permanent Price Reduction (Based on Most Favored Customer) Mod Checklist:

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	Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) 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. ● Include the total number of items for which a price reduction is requested ● Detailed description of your reduction including information regarding the "basis of award" upon which your GSA rates are based as well as any other information that may be relevant to the CO. 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 Sales Practice (CSP) (if applicable). **Note:** CSP is not required if participating in TDR. **Note for non-TDR contracts:** When your Schedule contract prices are based on the rates offered to your Basis of Award customer, update your Schedule contract so your rates remain equal to or below that which is offered to other clients.	
3	Price Proposal Template: You must fill in all cells of the applicable EPA Price Proposal Template (PPT). See instructions on 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 will result in rejection.	
4	Commercial Price List (CPL) with effective date.	
5	Entire updated GSA Schedule Price List showing the entirety of awarded offerings and terms and conditions that will be displayed on GSA *Advantage!* ® after the completion of the modification. Reference I-FSS-600 CONTRACT PRICE LISTS. Highlight the impacted items.	

b. Permanent Price Reduction (Industry Partner Requested)

Voluntary permanent price reduction requests may be submitted 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):

- For TDR Contracts: 552.238-81 PRICE REDUCTIONS (MAY 2019) (ALTERNATE I -APR 2014)
- For non-TDR Contracts: 552.238-81 PRICE REDUCTIONS (MAY 2019)

Permanent Price Reduction (Industry Partner Requested) Mod Checklist:

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	Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) 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 today's date. ● Include the total number for which a price reduction is requested 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 Sales Practice Format (CSP) (if applicable). **Note:** CSP is not required if participating in TDR. When your Schedule contract prices are based on the rates offered to your Basis of Award customer, update your Schedule contract so your rates remain equal to or below that which is offered to other clients.	
3	Price Proposal Template (PPT) showing the current information and the requested changes. You must fill in all cells of the applicable EPA Price Proposal Template (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 will result in rejection.	

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
4	Commercial Price List (CPL) with effective date.	
5	Entire updated GSA Schedule Price List showing the entirety of awarded offerings and terms and conditions that will be displayed on GSA *Advantage!* ® after the completion of the modification. Reference I-FSS-600 CONTRACT PRICE LISTS). Highlight the impacted items.	

c. 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. 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):

- For TDR Contracts: 552.238-81 PRICE REDUCTIONS (MAY 2019) (ALTERNATE I - APR 2014
- For non-TDR Contracts: 552.238-81 PRICE REDUCTIONS (MAY 2019)

Temporary Price Reduction Mod Checklist:

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	Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) 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.	

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
	● Include the total number of items for which a price reduction is requested ● 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 Sales Practice Format (CSP) (if applicable). **Note:** CSP is not required if participating in TDR.	
3	Price Proposal Template (PPT) showing the current information and the requested changes. You must fill in all cells of the applicable EPA Price Proposal Template (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.	
4	Entire updated GSA Schedule Price List showing the entirety of awarded offerings and terms and conditions that will be displayed on GSA *Advantage!* ® after the completion of the modification. Reference I-FSS-600 CONTRACT PRICE LISTS). Highlight the impacted items.	

6. Technical Modifications

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

a. 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):

- 552.212-4 CONTRACT TERMS AND CONDITIONS - C OMMERCIAL ITEMS (DEC 2022) (DEVIATION - FEB 2007) (DEVIATION - JAN 2023)

- 552.212-4 CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS (DEC 2022) (DEVIATION - JAN 2023) (ALTERNATE I - NOV 2021) (DEVIATION – FEB 2007)

Change in Geographic Coverage Mod Checklist:

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	Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) 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."	

b. Part(s) Number Change

Part number changes are for products that have the same function, and for models that have not had significant changes. Minor changes should not result in a price increase. Any significant changes to the products should be submitted as an "Add Products" modification type.

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

References (see MAS solicitation):

- For non-TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (JAN 2022) (ALTERNATE I - MAR 2020)
- For TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (JAN 2022) (ALTERNATE II - MAY 2019)
- 552.212-4 (c) CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS (DEC 2022) (DEVIATION – FEB 2007) (DEVIATION - JAN 2023)

Part(s) Number Change Mod Checklist:

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	Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) briefly describing your request and the reason for the request. Cover letter shall include: ● Descriptions and listing of old vs. new part numbers ● Include total of number part number changes requested ● Whether the change is dealer or manufacturer part number change ● Confirmation that the part itself is not actually changing and it is a number change only ● 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	Price Proposal Template (PPT) showing the current information and the requested changes. 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 will 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	Entire updated GSA Schedule Price List showing the entirety of awarded offerings and terms and conditions that will be displayed on GSA *Advantage!* ® after the completion of the modification. Reference I-FSS-600 - CONTRACT PRICE LISTS). Highlight the items you propose for part number change(s).	

c. 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.

References (see MAS solicitation):

- For non-TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (JAN 2022) (ALTERNATE I - MAR 2020)
- For TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE)(JAN 2022) (ALTERNATE II - MAY 2019)
- 552.212-4 (c) CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS (DEC 2022) (DEVIATION – FEB 2007) (DEVIATION - JAN 2023)

Product Descriptive Changes Mod Checklist:

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	Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) 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. ● Include the total number of product descriptive changes requested. 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. 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 will result in rejection.	

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
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	Entire updated GSA Schedule Price List showing the entirety of awarded offerings and terms and conditions that will be displayed on GSA *Advantage!* ® after the completion of the modification. Reference I-FSS-600 - CONTRACT PRICE LISTS). Highlight the items you propose for product descriptive changes.	

d. 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):

- For non-TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (JAN 2022) (ALTERNATE I - MAR 2020)
- For TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (JAN 2022) (ALTERNATE II - MAY 2019)
- 552.212-4 (c) CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS (DEC 2022) (DEVIATION – FEB 2007) (DEVIATION - JAN 2023)

Service Descriptive Changes Mod Checklist:

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	Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) 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. ● Include the total number of service descriptive changes requested. 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. 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 will result in rejection.	
3	Entire updated GSA Schedule Price List showing the entirety of awarded offerings and terms and conditions that will be displayed on GSA *Advantage!* ® after the completion of the modification. Reference I-FSS-600 - CONTRACT PRICE LISTS). Highlight the items you propose for service descriptive changes.	

7. Terms and Conditions Modifications

Modifying Terms and Conditions

Terms and conditions modifications can be anything from changing the Most Favored Customer and proposing a new Basis of Award Customer due to an update in a contractor's Commercial Sales Practice (CSP), to incorporating a Subcontracting Plan, to taking an exception to a clause.

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.

a. Create/Manage Clause Exceptions

References (see MAS solicitation):

- 552.212-4 CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS (DEC 2022) (DEVIATION - F EB 2007) (DEVIATION - JAN 2023)
- 552.212-4 CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS (DEC 2022) (DEVIATION - JAN 2023) (ALTERNATE I - NOV 2021) (DEVIATION - FEB 2007)

Create/Manage Clause Exceptions Mod Checklist:

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	Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) 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."	

b. 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:

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

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):

- 52.219-28 POST–AWARD SMALL BUSINESS PROGRAM REREPRESENTATION (SEP 2021)

Re-representation of Business Size Mod Checklist:

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	Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) 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.	

c. 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:

- 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.

- 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.

- 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.

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):

- 52.219-9 SMALL BUSINESS SUBCONTRACTING PLAN (NOV 2021) (ALTERNATE II –NOV 2016)

Incorporate Subcontracting Plan (SubK) Mod Checklist:

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	Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) 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 in eMod (Model Subcontracting Plan Template).	
3	If you are asking to incorporate an approved Commercial Subcontracting Plan, provide a copy of the signed plan.	

d. Close Contract to New Awards

Contractors 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
- Removes published contract items from GSA Advantage!

  NOTE: This mod does not affect the published GSA Schedule price list (Text 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.

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	Signed and dated Cover Letter on company letterhead signed by an authorized negotiator that includes: • 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.	
2	Request to Hold Continuous Contracts	
3	Updated GSA Schedule price list: Must include the following statement in the catalog for Non-Surviving Contract Number: • [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: Contractor's MAS pricelist on GSA Advantage must be updated within 30 calendar days. CS/CO should verify that the GSA Schedule price list (Text File was updated to include the entire statement.	

e. 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
- Revise Terms and Conditions
- Re-representation of Small Business Type
- Participate in TDR mod type

On June 23rd, 2016, GSA published a final rule to capture Transactional Data for procurements across MAS. Transactional Data Reporting (TDR) acceptance is optional. If your contract has TDR and Non-TDR applicable SINs and you have accepted TDR, your entire contract is subject to TDR terms and conditions for the remainder of the contract once you have accepted TDR.

Note: Commercial Sales Practice (CSP-1) disclosure is not required if you participate in TDR.

8. 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.

a. 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 Federal Acquisition Regulation (FAR) 42.1204(a)-(b) Applicability of novation agreements and FAR 42.1205 Agreement to recognize contractor's change of name at https://www.acquisition.gov/, 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 42.1204 Applicability of novation agreements
- For non-TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (JAN 2022) (ALTERNATE I - MARCH 2020)
- For TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (JAN 2022) (ALTERNATE II - MAY 2019)

Change-of-Name Agreement Mod Checklist:

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	Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) 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."	

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
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 below. **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 below.	
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.	

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-ofName Agreement (submit ALL documents required by regulation (FAR 42.1205 Agreement to recognize contractor's change of name, for Change-of-Name Agreement).

a. 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.

b. 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 Federal Acquisition Regulation (FAR) 42.1204 (a)-(b) Applicability of novation agreements and FAR 42.1205 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 42.1204 Applicability of novation agreements
- For non-TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (JAN 2022) (ALTERNATE I - MARCH 2020)
- For TDR contracts 552.238-82 MODIFICATION (FEDERAL SUPPLY SCHEDULE) (JAN 2022) (ALTERNATE II - MAY 2019)

Novation Agreement Mod Checklist:

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	Signed and dated cover letter on company letterhead signed by an Authorized Negotiator (as identified in your contract) 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 Contracting Officer. ● 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."	

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
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. **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 (FAR 42.1204(e) and (f) Applicability of novation agreements, for novation).	
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.	

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
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 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 starting 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 clause 52.219-28, Post Award Small Business Program Re-representation (SEP 2021), 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 in order 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.

9. 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 552.238-80 Industrial Funding Fee and Sales Reporting (July 2020) or 552.238-80 Industrial Funding Fee and Sales Reporting (July 2020) (Alternate I May 2023) 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):

- 552.238-79 CANCELLATION (MAY 2019)

Cancellation Mod Checklist:

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	Signed letter by Authorized Negotiator 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 the Electronic Subcontracting Reporting System (eSRS). 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 we 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 three 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)?	

10. Option Modifications

The option modification's purpose is to consider continued contract performance for an additional 5-year period in accordance with clause 552.238-116. A 210-day letter and option modification is 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.

Reference (see MAS solicitation):

- 552.238-116 OPTION TO EXTEND THE TERM OF THE FSS CONTRACT (MAR 2022)

Option Mod Checklist:

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	Signed letter by Authorized Negotiator 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: **1. Contract Compliance:** ● All mandatory mass modifications have been 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! pricelist includes the current contract terms and conditions, including the most recently approved pricing. ● All Electronic Subcontracting Reporting System (eSRS) reports have been filed on www.esrs.gov (if applicable). ● Any current or past issues of contract compliance have been resolved and procedures are in place to ensure the contract remains compliant with all contract terms and conditions. **2. Terms and Conditions:** ● If there are no changes to the currently 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."	

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
	● If there are changes to the currently incorporated terms and conditions, the letter must include a brief explanation of the changes required. All required changes must be made via a separate modification request via eMod in accordance with applicable modification instructions. For more information regarding applicable modification instructions, please contact your CO or contract specialist. **3. Re-representation of Business Size:** ● If your small business size and socioeconomic status remain unchanged, confirm the business size remains unchanged and certify your current business size. ● If your small business size and socioeconomic status has changed, submit a letter to the contract CO, certifying your current business size AND confirm that you have submitted or will submit, a re-representation of business size modification, via eMod. **4. 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 into 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	Updated Commercial Sales Practice (CSP-1 Template), if applicable. Information shall be completed and submitted in eMod. If there are no changes to the CSP-1, that should be noted in the cover letter. **Note:** CSP is NOT required if participating in TDR.	
3	Approved GSA Price Proposal Template in required format per most recent version of the Solicitation	
4	For Services only: ● Service Contract Act/Service Contract Labor Standards Matrix ● Wage Determinations incorporated at the Schedule level ● Professional Compensation Plan and Uncompensated Overtime policy	

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
5	Commercial Price List (CPL) with effective date.	

11. 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	Contracting Specialist
CSA	Commercial Supplier Agreements
CSP	Commercial Sales Practice
UEI	Unique Entity Identifier
ECI	Employment Cost Index
EPA	Economic Price Adjustment
eSRS	Electronic Subcontracting Reporting System
ETS	Essentially the Same
EULA	End User Licensing Agreement
FAR	Federal Acquisition Regulation
FAS	Federal Acquisition Service (GSA)
FOB	Freight on Board
FSS	Federal Supply Schedules
G&A	General and Administrative
GSAR/M	General Services Acquisition Regulation/Manual
IFF	Industrial Funding Fee
IOA	Industrial Operations 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

12. Appendix

I-FSS-600 CONTRACT PRICE LISTS (APR 2021)

(a) Electronic Contract Data.

(1) At the time of award, the Contractor will be provided instructions for submitting electronic contract data in a prescribed electronic format as required by clause 552.238 77, Submission and Distribution of Authorized Federal Supply Schedule (FSS) Price Lists.

(2) The Contractor will have a choice to transmit its file submissions electronically through Electronic Data Interchange (EDI) in accordance with the Federal Implementation Convention (IC) or use the application made available at the time of award. The Contractor's electronic files must be complete; correct; readable; virus free; and contain only those supplies and services, prices, and terms and conditions that were accepted by the Government. They will be added to GSA's electronic ordering system known as GSA Advantage! ®, a menu driven database system that provides online access to contract ordering information, terms and conditions, up to date pricing, and the option to create an electronic order. The Contractor's electronic files must be received no later than 30 days after award. Contractors should refer to clause 552.238-88 GSA Advantage! ® for further information.

(3) Further details on EDI, ICs, and GSA Advantage! ® can be found in clause 552.238-103, Electronic Commerce.

(4) The Contractor is encouraged to place the GSA identifier (logo) on their web site for those supplies or services covered by this contract. The logo can link to the contractor's Federal Supply Schedule price list. The identifier URL is located at http://www.gsa.gov/logos. All resultant "web price lists" shown on the contractor's web site must be in accordance with section (b)(3)(ii) of this clause and nothing other than what was accepted /awarded by the Government) may be included. If the contractor elects to use contract identifiers on its website (either logos or contact number) the website must clearly distinguish between those items awarded on the contract and any other items offered by the contractor on an open market basis.

(5) The contractor is responsible for keeping all electronic catalogs data up to date; e.g., prices, product deletions and replacements, etc.

(b) Federal Supply Schedule Price Lists.

(1) The Contractor must also prepare and distribute a Federal Supply Schedule Price List as required by clause 552.238 77, Submission and Distribution of Authorized Federal Supply Schedule (FSS) Price Lists. This must be done as set forth in this paragraph (b).

(2) The Contractor must prepare a Federal Supply Schedule Price List by composing a price list in which only those items, terms, and conditions accepted by the Government are included, and which contain only net prices, based upon the commercial price list or commercial market prices less discounts accepted by the Government. In this instance, the Contractor must show on the cover page the

notation "Prices Shown Herein are Net (discount deducted)".

(3) The cover page of the Federal Supply Schedule Price List must include the following information prepared in the format set forth in this subparagraph (b)(3):

(i) GENERAL SERVICES ADMINISTRATION

Federal Supply Service Authorized Federal Supply Schedule Price List

Online access to contract ordering information, terms and conditions, up to date pricing, and the option to create an electronic delivery order are available through GSA Advantage! ®, a menu driven database system. The INTERNET address GSA Advantage! ® is: GSAAdvantage.gov.

Schedule Title
FSC Group, Part, and Section or Standard Industrial Group (as applicable)
FSC Class(es)/Product code(s) and/or Service Codes (as applicable)
Contract number

Contract period.
Contractor's name, address, and phone number (include toll free WATS number and FAX number, if applicable)

Contractor's internet address/web site where schedule information can be found (as applicable).

Contract administration source (if different from preceding entry).

Business size.

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

(ii) CUSTOMER INFORMATION: The following information should be placed under this heading in consecutively numbered paragraphs in the sequence set forth below. If this information is placed in another part of the Federal Supply Schedule Price List, a table of contents must be shown on the cover page that refers to the exact location of the information.

1a. Table of awarded special item number(s) with appropriate cross reference to item descriptions and awarded price(s).

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

2. Maximum order.

3. Minimum order.

4. Geographic coverage (delivery area).

5. Point(s) of production (city, county, and State or foreign country).

6. Discount from list prices or statement of net price.

7. Quantity discounts.

8. Prompt payment terms. Note: Prompt payment terms must be followed by the statement "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange

for other concessions."

9. Foreign items (list items by country of origin).

10a. Time of delivery. (Contractor insert number of days.)

10b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The

Contractor may use a symbol of their choosing to highlight items in its price lists that have expedited delivery.

10c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will

indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.

10d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to affect a faster delivery.

11. F.O.B. point(s).

12a. Ordering address(es).

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es).

14. Warranty provision.

15. Export packing charges, if applicable.

16. Terms and conditions of rental, maintenance, and repair (if applicable).

17. Terms and conditions of installation (if applicable).

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).

18b. Terms and conditions for any other services (if applicable).

19. List of service and distribution points (if applicable).

20. List of participating dealers (if applicable).

21. Preventive maintenance (if applicable).

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g., contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

23. Unique Identifier (UEI) number.

24. Notification regarding registration in System for Award Management (SAM) database.

(4) Amendments to Federal Supply Schedule Price Lists must include on the cover page the same information as the basic document plus the title "Supplement No. (sequentially numbered)" and the effective date(s) of such supplements.

(5) Accuracy of information and computation of prices is the responsibility of the Contractor.

(6) Inclusion of incorrect information will cause the Contractor to resubmit/correct the Federal Supply Schedule Price List, and may constitute sufficient cause for Cancellation, applying the provisions of 552.212 4, Contract Terms and Conditions (paragraph (m), Termination for Cause), and application of any other remedies as provided by law—including monetary recovery.

End of Clause

Suggested Change of Name Agreement Format (FAR 42.1205)
Change-of-Name Agreement

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.

United States of America,

By_____

Title_____

Suggested Novation Agreement Format (FAR 42.1204(i))
Novation Agreement

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 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) below)].*

(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,

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 XYZ 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[2] MAS contracts to a Surviving MAS contract in accordance with the modification guidance posted on the GSA.gov page, 'Contract Requirements and Modification Guidance'

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

[2] *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 cancelled 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.

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 Contract	Order Award Date	Period of Performance (including options)

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

The existing or Non-Surviving MAS is to be cancelled 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 cancelled 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]. All new quote(s)/BPAs MUST be awarded against the contractor's new MAS contract [Follow on/Surviving Contract number].

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----------