



## Multiple Award Schedules (MAS) Modification Process Frequently Asked Questions (FAQ)

This document contains answers to questions about the MAS contract modification process. If you have an outstanding question that is not answered below, please email the MAS PMO at [maspmo@gsa.gov](mailto:maspmo@gsa.gov).

1. Can I submit more than one modification request at the same time?

Yes. You can submit more than one modification request at once as long as the modification **type** is different. For example, you can submit one pricing modification and one administrative modification, but you cannot submit two pricing modification requests at the same time. If you try to do so, the eMod system will generate the following informative message: 'A modification for "Add Product(s)" has already been initiated for this contract. You may not have two modifications of this type in progress for the same time period.'

2. I have more than one MAS contract and I've noticed different contracting officers (COs) or contract specialists (CSs) may request different information for modifications. Why is this not consistent?

Depending on your contract(s), you may have different COs/CSs who have sole discretion to determine whether additional information is needed to process modifications based on the individual situation. We are working internally to share best practices and streamline efficiencies as part of MAS Consolidation, including guidance on when and how to process multiple modifications and establish consistent approaches to modifications. As a rule of thumb, if you follow the [MAS Modification Guide](#) and provide all required documents listed, this should streamline the process.

3. How long does it typically take to get a modification approved?



It depends. Some modifications, like Administrative modifications, can be done in a few business days while other modifications, such as Novation Agreements or Add SIN modifications, that require a subject matter expert technical review may take longer.

4. What does my CO/CS do with the information submitted with a modification?

If the modification request is price related, the CO/CS will use the information you submitted to complete price analysis and make a fair and reasonable price determination, conduct technical reviews, if applicable, check for Trade Agreements Act (TAA) compliance, etc.

5. What does "splitting modifications" mean and how might that save time processing modifications?

Using GSA eMod, you may submit multiple modifications within a single transaction. Different type(s) of modifications and their associated subtypes can be selected. Another feature of GSA eMod allows GSA contracting personnel to "split" modifications. For example, a CO has the ability to perform a split if one of the modification actions can be done quickly, but the other modification action may require more time to complete. Rather than waiting for both modification actions to be completed at the same time, splitting the modification expedites the process.

6. Where can I find more information on the modification process?

Please visit the [Modifications and Mass Modification Guidance](#) page for more information.

7. Where can I find modification price proposal templates?

Modification templates are located at the [Modifications and Mass Modification Guidance](#) page.

8. Where can I find more information on the eMod process for modifications?

Visit the [eMod Help Guide](#) and the Vendor Support Center's [Modifying My Contract](#) page.



## FAQs Specific to the EPA Moratorium

9. What does [Supplement 1 to AL MV-22-02](#), Temporary Moratorium on Enforcement of Certain Limitations Contained in Certain GSA EPA Contract Clauses say?

Supplement 1 extends the effective period of the moratorium an additional six months, to March 31, 2023, and streamlines the processing of EPA requests by removing additional administrative barriers. This includes -

- Removing the requirement for COs to obtain additional approvals for EPA increases that exceed the 12-month ceiling. This means that all requests for EPA increases can be approved by the Contracting Officer (CO), whether above or below the ceiling.
- Emphasizing that EPA increases above the 12-month ceiling do not require documentation beyond what is normally necessary for these requests. COs are responsible for ensuring the request is justified and can ask for additional information if needed. However, contractors should not be asked to submit information beyond what is called for in the applicable EPA clause.

10. Now that [AL MV-22-02](#), Temporary Moratorium on Enforcement of Certain Limitations Contained in Certain GSA EPA Contract Clauses has been extended, what do I need to submit for an EPA modification?

Normal documentation is required for EPA requests. This means that a complete modification submission includes the same documentation that would be required to justify any submitted EPA request. Depending on the terms of the EPA clause(s) that applies to your contract, this could include things like a copy of your revised catalog or price list, a copy of your agreed-upon market indicator, documentation supporting the reasonableness of the requested increase, Commercial Sales Practices information, etc. Please visit the [Modifications and Mass Modification Guidance](#) page for more information.

11. Where can I view Acquisition Letter (AL) MV-22-02 and Supplement 1?

AL MV-22-02 (dated March 17, 2022) and Supplement 1 (dated September 12, 2022) can be viewed on the Office of Governmentwide Policy's (OGP's) [Acquisition Policy Library &](#)



[Resources](#) GSA.gov page. Any future Supplements will be posted on this page as well.

12. When does AL MV-22-02 expire?

Supplement 1 to AL MV-22-02 extended the effective period of the Letter to March 31, 2023.

13. Will AL MV-22-02 be extended beyond March 31, 2023?

Prior to the expiration of AL MV-22-02, OGP and FAS's Office of Policy and Compliance (OPC) will review market conditions, consider data regarding acquisition workforce (AWF) use of the moratorium authority, and speak with Heads of Contracting Activities (HCAs) and other stakeholders as needed in order to make a decision regarding further extension of the Letter.

In addition, OGP recently opened a GSAR case (GSAR Case 2020-G510) to consolidate, clarify, update, and incorporate Federal Supply Schedule program policies and procedures regarding economic price adjustment. Going forward, the status of this GSAR case may also be a factor in deciding whether to further extend AL MV-22-02.

14. Why was Supplement 1 to MV AL-22-02 issued, and what changes were Incorporated?

OGP and OPC jointly issued Supplement 1 to AL MV-22-02 on September 12, 2022, to extend the moratorium an additional six months, to March 31, 2023.

In addition, Supplement 1 aims to further streamline the processing of EPA requests through the removal of additional administrative barriers.

Supplement 1:

- Removes the requirement for COs to obtain additional approvals for EPA increases that exceed the 12-month ceiling. The original Letter lowered the required approval level from the Contracting Director to one level above the CO - this Supplement eliminates the approval process entirely. This means that all requests for EPA increases can be approved by the CO, whether above or below the ceiling.
- Emphasizes that there are no special documentation requirements for EPA requests submitted in response to AL MV-22-02. COs are still responsible for ensuring the request is justified and can ask for additional information, if necessary. However, this



needs to be done within the confines of what is normally required for processing EPA requests. Contractors should not be asked to submit information beyond what is called for in the applicable EPA clause.

15. Is GSA training its acquisition workforce on AL MV-22-02?

Yes, training and other resources regarding the AL are available to the acquisition workforce and they are regularly updated as needed.

16. How long are EPA increases above the 12-month ceiling effective? Do increased prices have to be rolled back once AL MV-22-02 expires?

EPA increases above the 12-month ceiling are not temporary, and increased prices do not have to be rolled back once AL MV-22-02 expires. Increased prices remain in effect until another contract action or contract term changes awarded pricing.

17. How is FAS addressing the impact of AL MV-22-02 on the acquisition workforce (AWF) workload?

FAS recognizes that the issuance of AL MV-22-02 has resulted in a significant increase to the number of modification requests submitted by contractors. FAS also recognizes that current 1102 staffing levels limit the AWF's ability to process the volume of EPA requests that are being submitted. In response to these challenges, GSA is leading an agency-wide recruitment effort for contracting professionals. This effort includes in-person recruiting, Senior Executive metrics tied to achievement of hiring activities, waived education and certification requirements, and a streamlined training program.

18. Where can I find information regarding how to submit an EPA request in response to AL MV-22-02?

AL MV-22-02 does not change contractor requirements for submitting EPA requests. For general information, visit GSA's [Modifications and Mass Modification Guidance](#) page, which includes the [MAS Modification Guide](#). Section 5 of this guide covers Pricing Modifications, to include instructions and checklists for requesting an EPA increase.

AL MV-22-02 and its Supplement 1 are publicly available on OGP's [Acquisition Policy Library & Resources](#) page on GSA.gov. Any future Supplements will be posted there as well.



In addition, AL MV-22-02 was the covered topic at the MAS PMO's April 2022 "MAS Office Hours" for contractors. This session is posted on the MAS Office Hours Playlist on YouTube and can be viewed [here](#). (Please note that this webinar was based on the initial version of MV-22-02 and does not reflect the changes incorporated via Supplement 1.)

19. Who should I contact with questions specific to AL MV-22-02?

Visit the [GSA Increases Price Flexibilities for MAS Contracts to Address Inflation Concerns](#) article posted on GSA Interact. Contractor questions can be submitted to [maspmo@gsa.gov](mailto:maspmo@gsa.gov).