

00CORP - Professional Services Schedule Refresh #34 DRAFT Significant Changes

Purpose of the Planned Action

The 00CORP - Professional Services Schedule (PSS) solicitation is being refreshed to revise several existing solicitation provisions and introduce a new solicitation provision that will be specifically applicable to 00CORP - PSS offers.

Summary of Planned Changes

Below is a description of the significant changes planned for the upcoming Refresh #34 identified above. The full text for any new provisions not currently available in the FAR or GSAM is provided at the end of this document.

The following provisions are updated to call the reader's attention to the new solicitation provision SCP-FSS-008 which will be applicable to 00CORP - PSS Offers:

1. CI-FSS-151-N and CI-FSS-151-N (Alt. I), Additional Evaluation Factors For Award to New Offerors
2. CI-FSS-151-S and CI-FSS-151-S (Alt. I), Additional Evaluation Factors for Successful FSS Program Contractors
3. SCP-FSS-001-N and SCP-FSS-001-N (Alt IV), Instructions Applicable to New Offerors
4. SCP-FSS-001-S and SCP-FSS-001-S (Alt II), Instructions Applicable to Successful FSS Program Contractors
5. Add new Provision SCP-FSS-008 Specific Proposal Submission Instructions for Schedule 00CORP - PSS. Provision SCP-FSS-002 will no longer apply to offers submitted under 00CORP - PSS. The following changes from SCP-FSS-002 are noted as follows:
 - a. Only one project experience is required per each SIN.
 - b. No project substitutions are allowed
 - c. All training courses proposed must have training course descriptions; all products or ODCs must have descriptions
 - d. All additional proposal instructions specific to PSS SINs are referenced in SCP-FSS-008.

Additionally, there are several new notes in the "PSS TDR" document which will be attached to the solicitation. These notes are being added as a result of known systems issues with TDR offers from new offerors, and procedures applicable to existing PSS contractors submitting follow-on offers. Attachment 3 shows the changes, which are highlighted in yellow to make it easier for the reader to locate them.

GSA's Industry Partners will benefit from the inclusion of the new provision SCP-FSS-008 as follows:

- By changing from two projects per SIN to one project per SIN, there will be a substantial decrease in work associated with preparing the technical proposal.
- Customers will have fewer questions for industry about what is included in training courses and products or ODCs, reducing the chance for questions or complaints by customers in not receiving the services or products they were expecting.
- Previously, additional SIN-specific requirements had been located in different parts of the solicitation, making it more challenging for offerors to understand all the information that was required to be submitted. Now, all SIN-specific additional proposal instructions are included in SCP-FSS-008, making it easier for offerors to be responsive to those requirements.

Chart Showing Changes to Existing Solicitation Provision Changes

Provisions CI-FSS-151-N and CI-FSS-151-N (Alt I) Additional Evaluation Factors For Award To New Offerors		
Paragraph Reference	FROM	TO
Section I - Administrative/ Contract Data Paragraph (a)(1)	Section I - Administrative/Contract Data will be evaluated for successful completion of all requirements outlined in provision SCP-FSS-001-N Instructions Applicable to New Offerors and, as applicable, provisions SCP-FSS-002 Specific Proposal Instructions for Services, SCP-FSS-003 Specific Proposal Instructions for Products, SCP-FSS-004 Specific Proposal Instructions for Schedule 70, SCP-FSS-005 Special Proposal Instructions for Products for Schedule 751, and SCP-FSS-006 Special Proposal Instructions for Products and Services for Schedule 23V.	Section I - Administrative/Contract Data will be evaluated for successful completion of all requirements outlined in provision SCP-FSS-001-N Instructions Applicable to New Offerors and, as applicable, provisions SCP-FSS-002 Specific Proposal Instructions for Services, SCP-FSS-003 Specific Proposal Instructions for Products, SCP-FSS-004 Specific Proposal Instructions for Schedule 70, SCP-FSS-005 Special Proposal Instructions for Products for Schedule 751, SCP-FSS-006 Special Proposal Instructions for Products and Services for Schedule 23V and SCP-FSS-008 Specific Proposal Instructions for Schedule 00CORP.
Section II - Technical Proposal Paragraph (a)(2)(i)	(i.) Section II - Technical Proposal will be reviewed, evaluated and rated acceptable or unacceptable	(i.) Section II - Technical Proposal will be reviewed, evaluated and rated acceptable or unacceptable based on the technical evaluation factors

	<p>based on the technical evaluation factors described in provision SCP-FSS-001-N and, as applicable, provisions SCP-FSS-002, 003, 004, 005, and 006 of the solicitation document. Award will be made on a SIN-by-SIN basis. A rating of “unacceptable” under any evaluation factor will result in an “unacceptable” rating overall for that SIN. Offers determined technically unacceptable for all proposed SINs will be rejected.</p>	<p>described in provision SCP-FSS-001-N and, as applicable, provisions SCP-FSS-002, 003, 004, 005, 006 and 008 of the solicitation document. Award will be made on a SIN-by-SIN basis. A rating of “unacceptable” under any evaluation factor will result in an “unacceptable” rating overall for that SIN. Offers determined technically unacceptable for all proposed SINs will be rejected.</p>
<p>Section II - Technical Proposal Paragraph (a)(2)(v)</p>	<p>(v.) Factor Four - Relevant Project Experience: The offeror must submit the information described in Factor Four of provision SCP-FSS-002 and/or SCP-FSS-003 of the solicitation. For SCP-FSS-002, the offeror must also demonstrate the successful completion of orders that are of a similar or greater complexity to the orders described in the statement of work in Part I of the solicitation.</p>	<p>(v.) Factor Four - Relevant Project Experience: The offeror must submit the information described in Factor Four of provision SCP-FSS-002, SCP-FSS-008 and/or SCP-FSS-003 of the solicitation as applicable. For SCP-FSS-002 or SCP-FSS-008, the offeror must also demonstrate the successful completion of orders that are of a similar or greater complexity to the orders described in the statement of work in Part I of the solicitation.</p>
<p>Section III - Price Proposal Paragraph (a)(3)(i)</p>	<p>(i.) Section III - Price Proposal will be evaluated for successful completion of all requirements outlined in provision SCP-FSS-001-N and, as applicable, provisions SCP-FSS-002, 003, 004, 005, and 006 of the Solicitation document. In order for the Section III - Pricing Proposal to be rated acceptable, the contracting officer must determine that the proposed pricing is fair, reasonable, and supportable, based on the submission of sufficient pricing</p>	<p>(i.) Section III - Price Proposal will be evaluated for successful completion of all requirements outlined in provision SCP-FSS-001-N and, as applicable, provisions SCP-FSS-002, 003, 004, 005, 006 and 008 of the Solicitation document. In order for the Section III - Pricing Proposal to be rated acceptable, the contracting officer must determine that the proposed pricing is fair, reasonable, and supportable, based on the submission of sufficient pricing information as outlined in provision SCP-FSS-001-N and, as</p>

	information as outlined in provision SCP-FSS-001-N and, as applicable, provisions SCP-FSS-002, 003, 004, 005, and 006.	applicable, provisions SCP-FSS-002, 003, 004, 005, 006 and 008.
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**Provision CI-FSS-151-S
Additional Evaluation Factors For Award To Successful FSS Program Contractors**

Paragraph Reference	FROM	TO
<p>Section I Administrative/ Contract Data Paragraph (a)(1)</p>	<p>Section I - Administrative/Contract Data will be evaluated for successful completion of all requirements outlined in provision SCP-FSS-001-S Instructions Applicable to Successful FSS Program Contractors and, as applicable, provisions SCP-FSS-002 Specific Proposal Instructions for Services, SCP-FSS-003 Specific Proposal Instructions for Products, SCP-FSS-004 Specific Proposal Instructions for Schedule 70, SCP-FSS-005 Special Proposal Instructions for Products for Schedule 751, and SCP-FSS-006 Special Proposal Instructions for Products and Services for Schedule 23V.</p>	<p>Section I - Administrative/Contract Data will be evaluated for successful completion of all requirements outlined in provision SCP-FSS-001-S Instructions Applicable to Successful FSS Program Contractors and, as applicable, provisions SCP-FSS-002 Specific Proposal Instructions for Services, SCP-FSS-003 Specific Proposal Instructions for Products, SCP-FSS-004 Specific Proposal Instructions for Schedule 70, SCP-FSS-005 Special Proposal Instructions for Products for Schedule 751, SCP-FSS-006 Special Proposal Instructions for Products and Services for Schedule 23V and SCP-FSS-008 Specific Proposal Instructions for Schedule 00CORP.</p>
<p>Section II - Technical Proposal Paragraph (a)(2)(i)</p>	<p>(i.) Section II - Technical Proposal will be reviewed, evaluated and rated acceptable or unacceptable based on the two technical evaluation factors described in provision SCP-FSS-001-S and, as applicable, provisions SCP-FSS-002, 003, 004, 005, and 006 of the solicitation document.</p>	<p>(i.) Section II - Technical Proposal will be reviewed, evaluated and rated acceptable or unacceptable based on the two technical evaluation factors described in provision SCP-FSS-001-S and, as applicable, provisions SCP-FSS-002, 003, 004, 005, 006 and 008. of the solicitation document. Award will be made on a SIN-by-SIN</p>

	Award will be made on a SIN-by-SIN basis. A rating of “unacceptable” under any evaluation factor will result in an “unacceptable” rating overall for that SIN. Offers determined technically unacceptable for all proposed SINs will be rejected.	basis. A rating of “unacceptable” under any evaluation factor will result in an “unacceptable” rating overall for that SIN. Offers determined technically unacceptable for all proposed SINs will be rejected.
Section III - Price Proposal Paragraph (a)(3)(i)	(i.) Section III - Price Proposal will be evaluated for successful completion of all requirements outlined in provision SCP-FSS-001-S and, as applicable, provisions SCP-FSS-002, 003, 004, 005, and 006 of the solicitation document. In order for the Section III - Pricing Proposal to be rated acceptable, the contracting officer must determine that the proposed pricing is fair, reasonable, and supportable, based on the submission of sufficient pricing information as outlined in provision SCP-FSS-001-S and, as applicable, provisions SCP-FSS-002, 003, 004, 005, and 006.	(i.) Section III - Price Proposal will be evaluated for successful completion of all requirements outlined in provision SCP-FSS-001-S and, as applicable, provisions SCP-FSS-002, 003, 004, 005, 006 and 008 of the solicitation document. In order for the Section III - Pricing Proposal to be rated acceptable, the contracting officer must determine that the proposed pricing is fair, reasonable, and supportable, based on the submission of sufficient pricing information as outlined in provision SCP-FSS-001-S and, as applicable, provisions SCP-FSS-002, 003, 004, 005, 006 and 008 .

Provision CI-FSS-151-S		
Additional Evaluation Factors For Award To Successful FSS Program Contractors (Alt I)		
Paragraph Reference	FROM	TO
Section I - Administrative/ Contract Data Paragraph (a)(1)	Section I - Administrative/Contract Data will be evaluated for successful completion of all requirements outlined in provision	Section I - Administrative/Contract Data will be evaluated for successful completion of all requirements outlined in provision SCP-FSS-001-S

	<p>SCP-FSS-001-S Instructions Applicable to Successful FSS Program Contractors and, as applicable, provisions SCP-FSS-002 Specific Proposal Instructions for Services, SCP-FSS-003 Specific Proposal Instructions for Products, SCP-FSS-004 Specific Proposal Instructions for Schedule 70, SCP-FSS-005 Special Proposal Instructions for Products for Schedule 751, and SCP-FSS-006 Special Proposal Instructions for Products and Services for Schedule 23V.</p>	<p>Instructions Applicable to Successful FSS Program Contractors and, as applicable, provisions SCP-FSS-002 Specific Proposal Instructions for Services, SCP-FSS-003 Specific Proposal Instructions for Products, SCP-FSS-004 Specific Proposal Instructions for Schedule 70, SCP-FSS-005 Special Proposal Instructions for Products for Schedule 751, and SCP-FSS-006 Special Proposal Instructions for Products and Services for Schedule 23V and SCP-FSS-008 Specific Proposal Instructions for Schedule 00CORP.</p>
<p>Section II - Technical Proposal Paragraph (a)(2)</p>	<p>(i.) Section II - Technical Proposal will be reviewed, evaluated and rated acceptable or unacceptable based on the two technical evaluation factors described in provision SCP-FSS-001-S and, as applicable, provisions SCP-FSS-002, 003, 004, 005, and 006 of the solicitation document. Award will be made on a SIN-by-SIN basis. A rating of “unacceptable” under any evaluation factor will result in an “unacceptable” rating overall for that SIN. Offers determined technically unacceptable for all proposed SINs will be rejected.</p>	<p>(i.) Section II - Technical Proposal will be reviewed, evaluated and rated acceptable or unacceptable based on the two technical evaluation factors described in provision SCP-FSS-001-S and, as applicable, provisions SCP-FSS-002, 003, 004, 005, 006 and 008 of the solicitation document. Award will be made on a SIN-by-SIN basis. A rating of “unacceptable” under any evaluation factor will result in an “unacceptable” rating overall for that SIN. Offers determined technically unacceptable for all proposed SINs will be rejected.</p>
<p>Section III - Price Proposal Paragraph (a)(3)(i)</p>	<p>(i.) Section III - Price Proposal will be evaluated for successful completion of all requirements outlined in provision SCP-FSS-001-S and, as applicable, provisions SCP-FSS-002, 003, 004, 005, and 006 of the solicitation</p>	<p>(i.) Section III - Price Proposal will be evaluated for successful completion of all requirements outlined in provision SCP-FSS-001-S and, as applicable, provisions SCP-FSS-002, 003, 004, 005, 006 and 008 of the solicitation document. In order for the Section III -</p>

	<p>document. In order for the Section III - Pricing Proposal to be rated acceptable, the contracting officer must determine that the proposed pricing is fair, reasonable, and supportable, based on the submission of sufficient pricing information as outlined in provision SCP-FSS-001-S and, as applicable, provisions SCP-FSS-002, 003, 004, 005, and 006.</p>	<p>Pricing Proposal to be rated acceptable, the contracting officer must determine that the proposed pricing is fair, reasonable, and supportable, based on the submission of sufficient pricing information as outlined in provision SCP-FSS-001-S and, as applicable, provisions SCP-FSS-002, 003, 004, 005, 006 and 008.</p>
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<p align="center">SCP-FSS-001-N and SCP-FSS-001-N (Alt IV) Instructions Applicable to New Offerors</p>		
<p>Paragraph Reference</p>	<p>FROM</p>	<p>TO</p>
<p>Paragraph (f)(1)</p>	<p>SCP-FSS-002 Specific Proposal Submission Instructions for Services – Applies to all offers that propose services, with the exception of offers under Schedule 70.</p>	<p>SCP-FSS-002 Specific Proposal Submission Instructions for Services – Applies to all offers that propose services, with the exception of offers under Schedule 70 and 00CORP.</p>
<p>ADD NEW Paragraph (f)(6)</p>		<p>SCP-FSS-008 Specific Proposal Instructions for Schedule 00CORP – Applies only to offers submitted under Schedule 00CORP – Professional Services Schedule (PSS)</p>
<p>Paragraph (f) (immediately following the bulleted list of applicable SCPs)</p>	<p>Offerors proposing both products and services must comply with the requirements of SCP-FSS-002 and SCP-FSS-003. Offers submitted under Schedule 70 are required to comply with SCP-FSS-004 only, regardless of whether products and/or services are offered.</p>	<p>Offerors proposing both products and services must comply with the requirements of SCP-FSS-002 and SCP-FSS-003. Offers submitted under Schedule 70 are required to comply with SCP-FSS-004 only, regardless of whether products and/or services are offered. Offers submitted under Schedule 00CORP are required to</p>

		comply with SCP-FSS-008 and SCP-FSS-003.
Paragraph (g)	The following documents must be submitted by all offerors and are detailed in paragraph (j). See SCP-FSS-002, 003, 004, 005, and 006, as applicable, for additional documents that are required based on specific product and service offerings.	The following documents must be submitted by all offerors and are detailed in paragraph (j). See SCP-FSS-002, 003, 004, 005, 006 and 008 as applicable, for additional documents that are required based on specific product and service offerings.

SCP-FSS-001-S and SCP-FSS-001-S (Alt II) Instructions Applicable to Successful FSS Program Contractors		
Paragraph Reference	FROM	TO
REVISE (f)(1) TO:	(1) SCP-FSS-002 Specific Proposal Instructions for Services – Applies to all offers that propose services, with the exception of Schedule 70. The offeror must comply with all requirements under this provision with the exception of (d)(2) Section II - Technical Proposal (Factor Four - Relevant Project Experience), which is not applicable to streamlined offers.	SCP-FSS-002 Specific Proposal Instructions for Services – Applies to all offers that propose services, with the exception of Schedule 70 and 00CORP. The offeror must comply with all requirements under this provision with the exception of (c)(1) Section II - Technical Proposal (Factor Four – Relevant Project Experience), which is not applicable to streamlined offers.
ADD NEW Paragraph (f)(6)		SCP-FSS-008 Specific Proposal Submission Instructions for Schedule 00CORP – Applies only to offers submitted under Schedule 00CORP – Professional Services Schedule (PSS) The offeror must comply with all requirements under this provision with the exception of (c) Section II - Technical Proposal (Factor Four -

		Relevant Project Experience), which is not applicable to streamlined offers.
<p>Paragraph (f)</p> <p>(immediately following the bulleted list of applicable SCPs)</p>	<p>Offerors proposing both products and services must comply with the streamlined requirements of SCP-FSS-002 and SCP-FSS-003, as detailed above. Offers submitted under Schedule 70 are required to comply with the streamlined requirements of SCP-FSS-004 only, regardless of whether products and/or services are offered.</p>	<p>Offerors proposing both products and services must comply with the streamlined requirements of SCP-FSS-002 and SCP-FSS-003, as detailed above. Offers submitted under Schedule 70 are required to comply with the streamlined requirements of SCP-FSS-004 only, regardless of whether products and/or services are offered. Offers submitted under Schedule 00CORP are required to comply with the streamlined requirements of SCP-FSS-008 and SCP-FSS-003.</p>

Full Text Of New Solicitation Provision

Note: The text of provision SCP-FSS-008 below was derived from the text of provision SCP-FSS-002, which previously applied to 00CORP- PSS offerors. The areas highlighted in yellow and strike-throughs represent changes to the text of SCP-FSS-002 that will be reflected in the new provision, SCP-FSS-008. Thus, readers can easily see the differences between SCP-FSS-002 and SCP-FSS-008. The text of SCP-FSS-002 will remain unchanged. As noted above, upon issuance of solicitation Refresh #34, SCP-FSS-002 will no longer apply to 00CORP-PSS offers, as it will be replaced by SCP-FSS-008.

SCP-FSS-008 SPECIFIC PROPOSAL INSTRUCTIONS FOR PROFESSIONAL SERVICES SCHEDULE 00CORP (MARCH 2019)

- (a) Read the entire solicitation document prior to preparation of an offer.
- (b) The Offeror must comply with the instructions outlined in either SCP-FSS-001-N *Instructions Applicable to New Offerors* or SCP-FSS-001-S *Instructions Applicable to Successful FSS Program Contractors*, as applicable.
- (c) All offerors submitting an offer under the Professional Services Schedule 00CORP must also comply with the following:

(1) Section I Administrative/Contract Data

i. Complete the Summary of Offer Document

(2) Section II Technical Proposal

The Offeror must address a fourth technical factor as described below:

I. Factor Four – Relevant Project Experience: The Offeror must submit a narrative demonstrating relevant project experience. A narrative is required for each proposed services SIN and must include the following:

(A) A description of one (1) relevant project, not to exceed four (4) pages per project (20,000 characters in eOffer/eMod). Each description must clearly indicate the SIN to which it applies, and identify the specific services being proposed under that SIN. The project 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.

Each 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 as long as the description clearly identifies the SIN-relevant work. All examples of completed services must have been deemed acceptable by the customer.

If the Offeror was previously awarded a Schedule contract for these services that was cancelled or allowed to expire due to low or no sales, at least one of the Offeror's relevant projects must be a Federal prime contract valued in excess of \$25,000.

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

- (1) Customer/client name
- (2) Project name/contract number
- (3) Customer point of contact for project
- (4) Point of contact phone number and email
- (5) Project performance period (include months/years)
- (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 (background, purpose, etc.)
- (9) A complete 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 a relevant project 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 narrative must clearly identify the entity or personnel that performed the services.

(2) Section III Price Proposal:

(i) Offeror must address additional pricing requirements as described below: The Offeror has the option to 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 and supported through the submission of supporting price documentation.

1. For each proposed labor category, the Offeror must provide a detailed position description. Position descriptions must include functional responsibilities, minimum years of experience, minimum educational/degree requirements, and any applicable training or certification requirements. If it is the Offeror's standard commercial practice to substitute experience for education, explain the methodology in use (e.g., five years experience equates to a BA/BS degree). Once the contract is awarded, these descriptions will become part of the Authorized Federal Supply Schedule Price List. It is the responsibility of the offeror to post the approved descriptions to GSA Advantage!®.

2. For each proposed training course, the Offeror must provide a detailed training course description which includes the following information:

- Title and brief description of the course, including major course objectives
- Length of course (number of hours/days)
- Minimum/Maximum number of participants
- Price for additional students above minimum (if applicable)
- Support materials provided as part of the course (e.g., training manuals, CDs, DVDs)

3. Fixed Price Services: Provide a description for each fixed price service offered that clearly demonstrates how each service is within scope of the applicable SIN(s). Descriptions should contain sufficient detail to ensure ordering agencies have enough information to know what they're buying.

4. Proposed Products/Other Direct Costs (ODCs): Provide a description for each proposed support product and/or Other Direct Costs (ODCs) that clearly describes what the ordering agencies are buying.

5. Once the contract is awarded, all approved descriptions will become part of the Authorized Federal Supply Schedule Price List. It is the responsibility of the offeror to post the approved descriptions to GSA Advantage!®.

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

(ii) The Offeror must submit a Professional Compensation Plan in accordance with clause 52.222-46 *Evaluation of Compensation for Professional Employees*. Individual compensation disclosure is not required. Submission of the general compensation practices printed in the Offeror's employee handbook is generally sufficient if the handbook sets forth salary ranges and fringe benefits proposed for the professional employees who will work under the contract.

(iii) In accordance with clause 52.237-10 *Identification of Uncompensated Overtime*, the Offeror must submit a copy of its policy addressing uncompensated overtime, as defined in 52.237-10 paragraph (a).

(iv) Service Contract Labor Standards, formerly known as the Service Contract Act: Applicable to this solicitation (Service Contract Act 52.222-41, and related clauses 52.222-17, 52.222-42, 52.222-43, 52.222-49 and 52.222-55)

1. The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA) applies to some nonprofessional services to be provided under this Schedule excluding pricing offered for services outside of the United States. The SCLS index of applicable wage determinations for this solicitation and resultant contract are shown in FedBizOpps document, "SCA Wage Determinations." The full-text version of each wage determination can be viewed at www.wdol.gov. Some of the proposed labor categories may be subject to the SCLS (usually nonprofessional categories and fixed-price services). As such, the Offeror should verify that its proposed base rates and fringe benefit rates for these labor categories meet or exceed the SCLS wage determination rates and fringe benefits for the areas included in the geographic scope of the contract (i.e., nationwide); the Offeror will be required to comply with applicable SCLS wage

determination rates and fringe benefits regardless of the price proposed and awarded on any resultant Schedule contract. The Offeror may be required to submit supporting documentation for the proposed rates that will allow the contracting officer to conduct cost analysis to determine that offered prices are fair and reasonable.

2. Schedule contractors must comply with the base rate and fringe benefit rate requirements of the prevailing rate SCLS Wage Determination (WD) Revision Number currently incorporated into the GSA Schedule contract. No prevailing rate WD may be incorporated into a task order as the order may then be in conflict with the Schedule contract terms and conditions. However, WDs based on collective bargaining agreements (CBAs) may be incorporated into a task order if the task order is found to be a successor contract as used in FAR Subpart 22.10; a CBA WD would be applicable only to the task order it is incorporated into and no other orders under that Schedule contract.

3. In the price proposal **template**, indicate which proposed labor categories are subject to the SCLS by placing a double asterisk (**) next to the labor category name or fixed price service..

4. The following paragraph is meant to be instructive and NOT to be copied as part of proposed Schedule pricing:

For all the Offeror's identified SCLS-eligible labor categories, map them to the SCLS-equivalent labor category title (titles/descriptions available at <http://www.wdol.gov> - click on the "library" link, then download the SCA Directory of Occupations, **5th Edition**). Also identify the WD# that the labor categories in your offer are predicated on. Note that the applicable revision number for any Wage Determination number is the revision number identified in the solicitation index of wage determinations.

5. Escalation of SCLS-covered services shall be in accordance with FAR clause 52.222-43 and either clause I-FSS-969 or clause 552.216-70, as applicable to the contract.

Regardless of the method used, the contractor must ensure that within 30 calendar days after the effective date of any contract modification to revise pricing based on changes in the applicable wage determination(s), the contractor's electronic catalog is updated on *GSA Advantage!*®.

Note 1: The contractor will not automatically be allowed an increase in prices based solely on new wage determinations. Contractor may be required to furnish the Schedule Contracting Officer with additional justification for a price increase. Additional justification may include, but is not limited to, invoices, payroll information, current e98s, RFQ, and/or task order information.

Note 2: Reference Code of Federal Regulations, Title 29, Labor, Subtitle A Office of the Secretary of Labor, Part 4 Labor Standards for Federal Service Contracts, Subpart D Compensation Standards, paragraph 4.161 Minimum monetary wages under contracts exceeding \$2,500, which states: "No change in the obligation of the contractor or subcontractor with respect to minimum wages will result from the mere fact that higher or lower wage rates may be determined to be prevailing for such employees in the locality after the award and before completion of the contract."

6. For each SCLS eligible contract labor category, complete the following information in the below spreadsheet format directly in eOffer (labor categories shown are for example purposes):

SCA Matrix		
SCA Eligible Contract Labor Category	SCA 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

7. Once the contract is awarded, the SCLS/SCA matrix and the following language will become part of the Authorized Federal Supply Schedule Price List. It is the responsibility of the offeror to post both the matrix and the language to GSA Advantage!®.

"The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide)."

(d) Offerors submitting an offer that includes any of the following Professional Services Schedule (00CORP) SINs must comply with additional SIN specific requirements and terms & conditions.

(1) SIN 520 7 Financial & Performance Audits

(i) Offeror shall be a licensed CPA firm and shall provide a list of states, territories and/or foreign countries in which it has a current CPA license.

(ii) Offeror shall submit a copy of its most recently completed peer review report, as well as any internal documents issued to address corrective action for noted deficiencies.

(2) SIN 520 20 Data Breach Response and Identity Protection Services (IPS)

(i) Offeror shall submit a Firm Fixed Price pricing methodology covering ALL services cited in Section I of IPS Requirements Document 1A. Firms are encouraged to provide separate line item pricing for key services within this total solution SIN if the firm believes the services could be ordered independently. (e.g., credit monitoring, restoration, etc.) (see IPS Pricing Document 2.0 for pricing tables)

Services provided shall be performed in accordance with applicable Federal laws and policies, including the Identity Theft and Assumption Deterrence Act of 1998, as amended by Public Law 105-318, 112 Statute 3007 (Oct. 30, 1998), and implemented by 18 U.S.C. § 1028. Firms are required to adhere to all applicable Office of Management and Budget (OMB) policies including OMB Circular A-130, "Managing Federal Information as a Strategic Resource", and any updates to OMB Memorandum M-17-12, "Preparing for and Responding to a Breach of Personally Identifiable Information".

(ii) Offeror shall submit a System Security Plan (SSP) in accordance with the template found in IPS Requirement Document 1C.

(iii) Additional Proposal Instructions are outlined in IPS Requirements Document 1B.

(iv) IPS Requirement Document 1A, 1B and Pricing Document 2.0 have been consolidated into a single solicitation attachment. IPS Requirement Document 1C is a stand-alone solicitation attachment.

(3) SIN 541 4G Challenges and Competitions Services

(i) For this SIN ONLY – Two (2) years of Corporate Experience is waived; however, one (1) technical project must be submitted for evaluation.

(4) SIN 541 1000 Other Direct Costs (ODCs) are expenses other than labor hours

(i) Offerors are required to provide additional information to support a determination that proposed ODCs under SIN 541 1000 are commercially offered in support of one or more of the Advertising & integrated Marketing SIN(s) on the PSS Schedule.

(ii) ODCs are established at Not-To-Exceed amounts and are not subject to the Economic Price Adjustment methodologies outlined in I-FSS-969 or 552.216-70.

(iii) ODCs priced at actual cost (price invoiced to your firm) plus Industrial Funding Fee (IFF) is GSA's preferred method for use when contracting for ODCs under this SIN.

(iv) If proposing ODCs with a markup, the offeror must demonstrate a clear/documented relationship between what was charged to their firm (i.e. invoice reflecting actual cost paid or a supplier quote) versus what was charged to the customer (i.e. actual invoice amount to your customer which reflects the total cost billed inclusive of any claimed markup to establish standard commercial practice and markup rate(s). Supporting price documentation may consist of copies of invoices, contracts, quote sheets, etc. and MUST be included in the Offer. There must be a clear and relevant relationship between the supporting document and the proposed price it is meant to substantiate. The Government will attempt negotiation of a more favorable markup in comparison to the contractor's Most Favored Customer.

(v) See the "Instructions" tab on the Price Proposal List template for additional guidance related to proposing ODCs under SIN 541 1000.

(5) SIN 874 4 Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships

(i) Offerors shall provide a copy of its Commercial End User Licensing or Service Agreement for all Learning Management Systems.

(ii) Ancillary materials not included in the price of the training course may be offered under SIN 100 03

(iii) Training course customization services may be proposed at a flat rate or using professional labor categories (i.e. Subject Matter Expert, Program Manager, Project Manager, Research Assistant, Technical Specialist, etc.)

(6) SIN 874 8 Defense Acquisition Workforce Improvement Act (DAWIA) and Federal Acquisition Certification in Contracting (FAC-C) Training for Acquisition Workforce Personnel

- (i) Offerors shall provide a copy of the DAU Equivalency and/or FAI Verification issued for each course offered.
- (ii) Offerors shall submit resumes of all proposed instructors.
- (iii) Offerors shall submit a detailed training plan evidencing how instructors are kept up to date and conversant with federal acquisition regulations on a continuous basis.
- (iv) Offerors shall submit references: Last three (3) customers.

(7) SIN 874 9 Off-the Shelf Training Devices and Training Materials; Print, Electronic, Audio-Visual, Multi-Media and Simulation Training Devices

- (i) Offerors proposing services related to NAICS 511199 shall provide a copy of the Reseller Agreement from each publisher/manufacturer if applicable.
- (ii) Offerors proposing services related to NAICS 333318 shall provide the following, if applicable:
 - (A) Copy of Commercial End User Licensing Agreement
 - (B) Copy of Commercial Service Agreement
 - (C) Copy of End User Systems Requirements
 - (D) Copy of Manufacturer's Authorization to Resell/Distribute
 - (E) Provide a statement that Live Ammunition is NOT used in any training product

(8) SIN 382 5 Services for the Visual and Hearing Impaired and special instructions related to pricing all services and support products under the PSS 382 SIN Series:

- (i) SIN 382 5 Services for the Visual and Hearing Impaired - Products may be offered under this SIN that complement the services outlined to provide a total solution for full accessibility of all forms of communication.
- (ii) Translation: The contractor shall provide written conversions of source texts in one language into target text written in another language with the meaning and intent of the original source text (Translation). Services shall include translation of documentation by technically qualified and experienced native-speaking language

specialists. Proofing, editing and client consultation for product assessment, glossary development and final production layout and output in a required media format are required. The contractor shall provide comprehensive support services to agencies by providing project management, consultation and deliverables. The contractor shall provide quality multilingual translations that are accurate, clear; culturally and politically sensitive to the social environment of the target reader/audience.

(iii) Interpretation: Services shall be performed by professional and experienced interpreters that possess demonstrated proficiency levels that range from the ability to speak the language with sufficient structural accuracy and vocabulary, to participate effectively in most formal and informal conversations on practical, social and professional topics at a minimum. The maximum proficiency level will demonstrate that of a highly articulate well-educated native speaker which reflects the cultural standards of the country where the language is natively spoken. The ordering agency will specify in the Task Order, the language requirement, location, dates, times and any required certifications or accreditation necessary. Agency testing may be required to determine qualified proficiency levels for some tasks. The contractor shall provide consultation and planning assistance to requesting agencies for conference interpretation services to determine interpretation team requirements and equipment requirements, when necessary. Incidental items may include equipment requirements. The contractor will be required to confirm availability and acceptance of specified tasks for scheduling purposes.

(9) SIN 874 507 Operations & Maintenance Logistics Management and Support Services

(i) Offerors must be awarded SINs 874 501, 874 503 and/or 874 504 in order to receive an award under SIN 874 507.

(10) SIN 874 597 Ancillary Repair and Alterations

(i) Offerors must be awarded SINs 874 501, 874 503 and/or 874 504 in order to receive an award under SIN 874 597.

(ii) The ancillary repair and alteration work must be incidental to the primary services offered under the Schedule.

(iii) Offerors proposing ancillary repair and alteration services in accordance with SIN 874 597 must identify the Davis Bacon Act (DBA) general decision number and specific modification number. Submit a WORD or EXCEL document (that is not read-only or a pdf file) that identifies only the DBA labor categories and prices as shown in the example below.

Labor Categories	GSA Price (inclusive of IFF)	General Decision Number	Modification Number
Carpenter		WA150036	07

(iv) Standard commercial pricing methods may be proposed. Regardless of method used, it must be supported by documentation and address a reasonable method of pricing. Please note: FAR 16.102(c) prohibits use of cost-plus-percentage-of-cost system of contracting. Therefore, offerors using this proposed method for SIN 874 597 will be rejected.

(v) The proposed pricing must include sufficient information for each service offered to enable the reviewing contracting officer to perform a price analysis.

(vi) Solicitation Attachment "Part II – Terms and Conditions Applicable to SIN 874 597" contains the clauses and regulations that are applicable to Ancillary Repair and Alteration as defined in SIN 874 597.

(vii) For SIN 874 597, the clauses and regulations in "Part II – Terms and Conditions Applicable to SIN 874 597" take precedence over the information presented in the basic solicitation.

(11) Special Instructions for PSS 899 SIN Series:

(i) Offerors shall maintain Required Insurance (Applicable to SIN 899 5 and 899 8)

As per FAR clause 52.228-5 Insurance – Work on a Government Installation, the contractor shall, at its own expense, procure and thereafter maintain, at a minimum, the following kinds of insurance with respect to performance of remediation services and/or reclamation, recycling and disposal services under this contract

(A) Workers Compensation and Employers Liability

Insurance as required by law, except that if this contract is to be performed in a State which does not require or permit private insurance, then compliance with the statutory or administrative requirements in any such State will be satisfactory. The required workers compensation insurance shall extend to cover the employers liability for accidental bodily injury or death and for occupational disease with a minimum liability limit of \$100,000.

(B) General Liability Insurance. Bodily injury liability

insurance, in the minimum of \$500,000 per occurrence, shall be required on the comprehensive form of policy.

(C) Automobile Liability Insurance. This insurance shall

be required on the comprehensive form of policy and shall provide bodily injury liability and property damage liability covering the operation of all automobiles used in connection with the performance of the contract. At least a minimum of \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage shall be required.

(D) Pollution Liability Insurance. Minimum liability limit of

\$500,000 per occurrence. A higher minimum may be requested by the ordering agency at the task order level and reimbursed as an Other Direct Cost.

****NOTE:** contractor is required, at its own expense, to comply with State and local government minimum pollution liability insurance requirements for the type of

work being performed. Contractors who do not currently carry the minimum required Pollution Liability Insurance noted in paragraph (4) above shall be required to purchase such insurance if needed to be in compliance prior to performance at the task order level. A higher minimum than required by this solicitation, or State and local government requirements, may be requested by the ordering agency and reimbursed as Other Direct Costs.

(E) The certificate of insurance for other than workers compensation shall reflect the following:

The policies shall exclude any claim by the insurer for subrogation against the Government by reason of any payment under the policies, and (2) the GSA shall be named an additional insured.

(12) SIN 899 5 Materials and Waste Recycling and Disposal Services

(i) In an effort to support safe and protective recycling and disposal efforts and encourage improvements in best management practices the offeror shall submit the following:

(A) Provide a summary of documentation process used through final disposition of all materials obtained and/or generated. (Required if offering recycling and/or disposal services).

i. Provide a summary of methods used for tracking material to final destination. (Required if offering recycling and/or disposal services.)

ii. Acknowledge understanding and/or compliance with environmental laws and regulations and guidelines pertaining to recycling and/or disposal.

iii. Provide a summary of firm's data security process (e.g., process used for destruction of hard drives). (Required if offering recycling services.)

iv. Provide a summary of warehousing process. (Required if offering recycling services.)

- v. Provide process flow identifying ownership of all parts involved in electronic recycling (e.g., transfer of CERCLA liability). (Required if offering recycling services.)
- vi. In the event subcontractors are used for recycling and/or disposal services, the Offeror must identify who the subcontractors are OR certify that the Offeror understands that subcontractors may be required to be identified in any resultant task order issued by an ordering agency. This is to ensure adequate tracking of recycling and/or disposal process.
- vii. Firms providing electronic recycling services and/or ewaste disposal are required to provide a copy of third party certification such as R2 or e-Stewards with submission of offer. If adding these types of services after award of contract through the modification process, firm will be required to submit certification with modification request.

Websites available for certification include but are not limited to:

<https://sustainableelectronics.org/> which provides additional information relating to the R2 accredited certification programs for electronic recyclers

OR

<http://e-stewards.org/certification-overview/how-to-become-an-e-stewards-recycler/> which provides additional information relating to the e-Stewards accredited certification program. See Solicitation Attachment "Special Requirements for SIN 899 5" for more information on both of these programs.

Note: If firm is offering general recycling and/or disposal services but NOT intending to perform any electronic recycling and/or ewaste disposal, please state so in offer submission.

(13) SIN 899 7 Geographic Information Systems (GIS) Services

(i) Any software provided under SIN 899-7, Geographic Information Systems (GIS) Services must be incidental to and in support of the service provided. Software products/packages/systems proposed as stand-alone solutions must be for environmental purposes, GIS related only.

(ii) For any software proposed that is incidental to and in support of the environmental service proposed, the following terms apply to the software:

(iii) In accordance with FAR 12.212, Computer software:

(A) Commercial computer software or commercial computer software documentation shall be acquired under licenses customarily provided to the public to the extent such licenses are consistent with Federal law and otherwise satisfy the Government's needs. Generally, offerors and contractors shall not be required to:

- 1) Furnish technical information related to commercial computer software or commercial computer software documentation that is not customarily provided to the public; or
- 2) Relinquish to, or otherwise provide, the Government rights to use, modify, reproduce, release, perform, display, or disclose commercial computer software or commercial computer software documentation except as mutually agreed to by the parties.

(B) With regard to commercial computer software and commercial computer software documentation, the Government shall have only those rights specified in the license contained in any addendum to the task order.

(iv) In accordance with FAR 12.211, Technical Data: Except as provided by agency-specific statutes (at the task order level), the Government shall acquire only the technical data and the rights in that data customarily provided to the public with a commercial item or process. The Contracting

Officer shall presume that data delivered under a contract for commercial items was developed exclusively at private expense. When a contract for commercial items requires the delivery of technical data, the Contracting Officer (at the task order level) shall include appropriate provisions and clauses in the task order delineating the rights in the technical data (see FAR Part 27 or agency FAR supplements).

(14) SIN 899 8 Remediation and Reclamation Services

- (i) If offering to perform remediation related to Transportation, Storage, Treatment and/or Disposal of Hazardous Waste services under this SIN, the offeror is required to provide the following documentation:
 - (A) Provide a summary of documentation process used through final disposition of all materials obtained and/or generated.
 - (B) Provide a summary of methods used for tracking material to final destination.
 - (C) Acknowledge compliance with environmental laws and regulations pertaining to disposal of hazardous waste.
 - (D) Provide a summary of warehousing process if any exist.
 - (E) Identify who the subcontractors are that will be used in the hazardous disposal process OR certify that the offeror understands that subcontractors may be required to be identified in any resultant task order issued by an ordering agency. If subcontractors are identified, pricing is to be included with the submission of offer.
 - (F) For non-applicable items, simply input "Not Applicable".
 - (G) If not offering Transportation, Storage, Treatment and/or Disposal of Hazardous Waste services, the firm must state that it is not offering and will not

perform such services if awarded a contract under the Professional Services Schedule.

(ii) Business Size Determination 899-8: If the preponderance of estimated sales falls under SIN 899-8 and the offeror has checked NAICS 562910 Environmental Remediation (750 employee standard), the offeror shall provide a narrative detailing how the preponderance of work performed by the company is in fact Environmental Remediation as defined in the NAICS code. The narrative shall include evidence to support the company's claim that the preponderance of work it performs in the marketplace falls within the definition of NAICS 562910 Environmental Remediation.

(15) Complementary PSS SINS

(i) Offerors can provide the following services under PSS when those services are ancillary to the provision of a total professional services solution:

(A) C132 51 Information Technology Professional Services

(B) C595 21 Agency Human Capital Strategy, Policy, and Operational Planning

(C) C871 202 Energy Management Planning and Strategies

(D) C871 207 Energy Audit Services

(E) C871 208 Resource Efficiency Management (REM)

(F) C871 211 Energy Consulting Services

(ii) Under no circumstances can complementary PSS SINS be used on a stand-alone basis. Offerors interested in providing IT, Human Resource and energy-related services on a stand-alone basis are directed to the following solicitations:

(A) Schedule 03FAC Facilities Maintenance and Management Solicitation # 6FEC-E6-030292-B

(B) Schedule 70 General Purpose Commercial Information
Technology Equipment, Software & Services Solicitation
FCIS-JB-980001-B

(C) Schedule 738X Human Resources and Equal
Employment Opportunity Services Solicitation #
2FYA-AR-060004-B

PSS Schedule contracts inclusive of complementary SINs are held to the same scope descriptions as outlined in the above Schedule solicitations.

(iii) Offerors must be awarded one or more non "C" SINs (excluding 00CORP 500, 100 01, 100 03 and 541 1000) in order to be eligible for award of a Complementary PSS SIN.

(iv) Offerors currently holding the equivalent single Schedule SIN are not required to submit Project Experiences when pursuing a Complementary PSS SIN. For example, Offeror holds SIN 132 51 under Schedule 70 and intends to submit a PSS offer inclusive of SIN C132 51.

(v) Price adjustments for services awarded under a Complementary SIN, are limited to the stated limitation on the aggregate of increases during any 12-month period as stated in the corresponding individual solicitation.

(16) Special Instructions for PSS 871 SIN Series

(i) The Transactional Data Reporting (TDR) Pilot applies to SINs 871-1 through 871-7. If your offer is inclusive of a TDR Pilot SIN, your firm is ELIGIBLE to participate in the TDR Pilot. For more information on TDR, please review provision SCP-FSS-001-N Alternate IV or SCP-FSS-001-S Alternate II (as applicable) and the solicitation attachment entitled, "PSS TDR Pilot".

(17) SIN 100 03 Ancillary Supplies and/or Services

(i) Please be advised that offerors may be required to provide additional information to support a determination that their proposed ancillary supplies and/or services are commercially offered in support of one or more SIN(s) under this schedule.