



**U.S. General Services Administration
Northeast & Caribbean Supply &
Acquisition Center**

Region 2 Industry Day Modification Guide

October 22-23, 2019

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GSA Region 2, Northeast and Caribbean Supply and Acquisition Center, reopened Multiple Award Schedule (MAS) 75 for new offers on January 16, 2018. Please visit [FedBizOps](#) to view the solicitation.

After engaging in dialogue with customers, the vendor community and industry stakeholders, Region 2 is reopening legacy MAS 75 SINs to new offers and adding two new SINs:

- 75 220 – Enhanced SIN for Office Products & Services (OS4)
- 75 280 – Enhanced SIN For Overseas Office Products & Services / Office Supplies 4th Generation (OS4)



Several hundred pre-qualified vendors stand ready to serve you with thousands of products, supplies, and related services on GSA's Office Solutions Schedule. You can count on them to help your office work faster, easier, and smarter by bringing the exact tools, supplies, and working atmosphere directly to your workers to establish peak performance.

All contractors are mandated to increase their green offerings to agencies. As a result, the environmental page on GSA Advantage offers numerous green solutions for office supplies, such as 100 percent recycled paper and remanufactured toner products.

Learn more about [Schedule 75](#) on the GSA eLibrary.

Is MAS 75 Right for You?

This video is hosted on a non-governmental site.

Is MAS 75 Right For You? Applying for MAS 75

Contractors may submit a proposal for either MAS 75 Legacy SINs (75 200 & 75 210) or MAS 75 Enhanced SINs (75 220 & 75 280) also known as OS4. Contractors are not permitted to be on both the Legacy and Enhanced SINs.

It is important for contractors to have an understanding of the different requirements for both the Legacy and Enhanced SINs before choosing which SIN(s) to submit an offer under.

- mashelpdesk@gsa.gov
- [View Contact Details](#)

E-TOOLS

- [GSA Advantage®](#)
Browse and buy GSA products and services
- [GSA Global Supply™](#)
One-stop source for all your support needs
- [Acquisition Gateway](#)
Act as One for smarter acquisition
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Browse GSA Schedules
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Submit contract offers and modification requests

CUSTOMER RESOURCES

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- [GSA Global Supply Special Order Program](#)
- [Assisted Acquisition Services](#)
- [Customer Service Directors](#)

POST-AWARD REQUESTS

[How to Request a Modification](#) (PDF - 5 MB)



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Attachments



Name Description

- Agent Authorization Letter.docx
- Change of Name Agreement Format.d...
- Cover Letter for Mod Requests June 20...
- Critical Information Schedule 736 TAP...
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**GSA NORTHEAST & CARIBBEAN REGION 2
MAS MODIFICATION INSTRUCTIONS
PRODUCTS & SERVICES
Updated September 2019**

Attention Industry Partner:

GSA Region 2 has developed detailed, interactive modification instructions for utilizing GSA eMOD, modification submission templates, required documentation for different modifications, and other resources to be able to prepare a modification package for Region 2 GSA Schedule Contracts that can be quickly processed and awarded.

Please go to the Table of Contents page, click on the desired subject matter. Each section of the table will bring you to either the GSA eMod website or the proper section of the document explaining the modification requirements.

Simply download the document and save it to your computer. Then reopen the saved document to utilize all the attachments. All

FORMAT

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Add Labor Category and/or Service Offerings

As your business evolves, you may want to add additional offerings to provide to your customers; this is the facility to add those.

- 1. Log into the eMod system and select your contract.
 - » For more information, read the [Getting Started with eMod Section](#).
- 2. Select **Add Labor Category and/or Service Offerings** from the list of modification subtypes.

Additions	<input checked="" type="checkbox"/> Add Labor Category and/or Service Offerings <input type="checkbox"/> Add Product(s) <input type="checkbox"/> Add SIN
-----------	--

Select the 'Add Labor Category' subtype and click 'Submit Online.'

- 3. Scroll down and click **Submit Online**.



Click 'Submit Online.'

- 4. Verify your Corporate Information and click **Save and Continue**.

- Attachments
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| Change of Name Agreement Format.d... | |
| Cover Letter for Mod Requests June 20... | |
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Add Labor Category and/or Service Offerings

Modification Authority 552.238-82. Use Alternate I for Federal Supply Schedules that only accept eMod. Use Alternate II for Federal Supply Schedules with Transactional Data Reporting requirements. This alternate clause is used when vendors agree to include clause 552.238-80 Alternate I in the contract.

When uploading final GSA Advantage! price lists in SIP, GSA recommends contractors use the SIP "change" button to upload only the items being added, deleted, or updated. It is more efficient, less time consuming to upload, and provides a significantly lower risk of inadvertently damaging your established Advantage! portfolio. GSA DOES NOT recommend that contractors hit the SIP "replace" button to upload their entire GSA contract portfolio after every modification.

#	Documents Required to Be Submitted <i>(Contracting Officer may require more than is listed and possibly different due to unique circumstances of the request)</i>	Included in Package
1	Signed and Dated Cover Letter (Template embedded on left side of this document) <ul style="list-style-type: none"> Prior to adding labor categories or services for Schedule 736 TAPS, please read requirements by reading Critical Information Schedule 736 TAPS (document is also embedded on left side of this document). 	
2	Commercial Sales Practice Format (CSP) (if applicable). <u>CSP is NOT required if participating in TDR pilot under applicable TDR SIN.</u> Click here for instructions applicable to TDR Pilot	

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Required Documents To Be Included With Modification

Cover Letter

Company Letterhead

Date: _____

GSA Contract Number: _____

Contractor:

Name: _____

Street Address (include Suite # if applicable): _____

City, State, Zip _____

DUNS: _____

Tax Identification Number (TIN): _____

Authorized Negotiators:

Name: _____

Title: _____

Phone: _____

Email: _____

Contact for Contract Administration:[\(List all contract administrators \(Please include email for proper notifications \(e-mod\)\)](#)**Contact for Industrial Funding Fee (IFF) Administration:**

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1	<p>Signed and Dated Cover Letter (Template embedded on left side of this document)</p> <ul style="list-style-type: none"> Prior to adding labor categories or services for Schedule 736 TAPS, please read requirements by reading Critical Information Schedule 736 TAPS (document is also embedded on left side of this document). 	
2	<p>Commercial Sales Practice Format (CSP) (if applicable).</p> <p><u>CSP is NOT required if participating in TDR pilot under applicable TDR SIN.</u></p> <p>Click here for instructions applicable to TDR Pilot Participants or TDR eligible contractors choosing to participate in the TDR Pilot when adding a TDR Pilot SIN</p>	
3	<p>Service Contract Act (SCA) Matrix (if applicable)</p> <p>SCA Matrix</p>	
4	<p>Labor Category, Training Course, or Support Products Descriptions of items being added (as applicable).</p> <p>Labor Category, Training Course Descriptions Document</p>	
5	<p>Professional Compensation Plan (FAR 52.222-46)</p>	
6	<p>Copy of company policy addressing uncompensated overtime (FAR 52.237-10(a) (if not already on file)</p>	
7	<p>Supporting Price Documentation (Invoices, etc.)</p> <p>May not be required if participating in TDR pilot under applicable TDR SIN. Check with your Contracting Officer.</p> <p>Click here for instructions applicable to TDR Pilot Participants or TDR eligible contractors choosing to participate in the TDR Pilot when adding a TDR Pilot SIN</p>	
8	<p>Add Labor, Course, or Service Proposal Price List (PPL) (Template embedded on left side of this document)</p>	
9	<p>Entire updated and approved 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</p>	

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Specific Modification Instructions Affecting Transactional Data Reporting

(TDR) Pilot Participants and eligible contractors that choose to participate in the TDR pilot

On June 23, 2016, the U.S. General Services Administration (GSA) published a [General Services Administration Acquisition Regulation \(GSAR\) final rule](#) to capture transactional data on procurements across all of its Federal Supply Schedule (FSS) contracts and Government-wide Indefinite-Delivery, Indefinite-Quantity (IDIQ) contracts, to include Government-wide Acquisition Contracts (GWACs). The TDR Rule requires vendors to electronically report the price the federal government paid for an item or service purchased through the contracts covered by TDR.

To reduce the burden on industry to participate in the pilot, under the Pilot, you are NOT required to provide Commercial Sales Practices (CSP) disclosures identifying discounts, terms, and conditions offered to your commercial customers that equal or exceed the discounts, terms, and conditions offered to GSA. Additionally, the requirement to monitor price reduction violations through Price Reductions clause tracking is removed. Thus, participation in the TDR Pilot results in a substantial decrease in the paperwork burden for offerors submitting offers inclusive of a TDR Pilot SIN.

The TDR Pilot SINs for Schedule 00CORP are:

- 871 1 - Strategic Planning for Technology Programs/Activities
- 871 2 - Concept Development and Requirements Analysis
- 871 3 - System Design, Engineering and Integration
- 871 4 - Test and Evaluation
- 871 5 - Integrated Logistics Support
- 871 6 - Acquisition and Life Cycle Management
- 871 7 - Construction Management and Engineering Consulting Services Related to Real Property

The TDR Pilot SINs for Schedule 75 are:

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the contractor intends to have the existing TDR contract be cancelled immediately upon award of the follow-on FSS contract, the contractor may elect to change its TDR participation upon submission of the new offer, since there will only be one active FSS contract at a time. In cases where the contractor has changed its TDR participation in its new offer, the GSA offer evaluator will presume that it is the contractor's intent to have the existing contract be cancelled immediately upon award of the new contract.

The following instructions are only applicable to contractors who are 1) currently participating in the TDR pilot or 2) choosing to participate in the TDR pilot when requesting to add a TDR pilot SIN.

Pricing Proposal:

- A CSP is not required for any price related changes. Do not submit a CSP. If the system prompts you to complete a CSP, please annotate - "Not Applicable as this contract is participating in the PSS TDR Pilot"
- Although a price proposal template (PPL) is required when proposing to add or delete labor categories; change minimum education or experience; or change pricing (i.e., an economic price adjustment), the disclosure of commercial MFC, MFC pricing and discounts is not required. Please follow these instructions when completing the spreadsheet, and if you have questions, please contact your PCO for assistance.
- Current TDR participants and contractors requesting to add TDR pilot SINs that choose to participate in TDR are NOT required to submit supporting pricing documentation such as invoices, contracts, quote sheets when requesting new labor categories or proposing changes to awarded labor categories. However, the PCO may ask you to provide supporting pricing documentation if we are unable to determine proposed prices to be fair and reasonable using horizontal price analysis techniques.

IMPORTANT: All contractors requesting to add TDR pilot SINs are required to submit Project Descriptions as outlined in [Types of Modifications: Adding Special Item Numbers \(SINs\)](#) regardless of whether they are participating or not participating in TDR.

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GSA Advantage Upload Guide

[Schedules Input Program \(SIP\) Instruction Guide](#)

Please see [SIP Instructions](#) document which is a step by step guide on how to

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	DUNS	Vendor Name	Contract Number	SIN	Manufacturer Name	MFR Part No.	Dealer Part Number (must be different than MFR Part No. (if applicable))	UPC-A	Product Name	Product Description	Unit of Issue (UOI)	Green Certification (Energy Star, FEMP, or Bio preferred) (as applicable to schedules 51V, 56 and 73)	Recycled and/or Post-Consumer Material Content % (Schedule 75 only)	Commercial Price List (CPL) OR Market Prices	Most Favored Customer (MFC)*	Discount to MF
2	999999999	ABC company	GS-02F-XXXXX	75-200	Hewlett Packard	HEWCF280XD	280DX	Example	Example	Toner	Each	Example	Example	\$ 35.00	ABC Company	2.8%
3																
4																
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Questions?

