

EXPRESS PROFESSIONAL SERVICES SCHEDULE TRANSITION

Revised 2/27/2015

The General Services Administration (GSA) migration to the Professional Services Schedule (PSS) is quickly approaching. The EXPRESS office has evaluated the impact of PSS on the program. Below you will find information concerning the migration and how EXPRESS plans to handle the migration.

1. GSA has notified all firms of the transition to the Professional Services Schedule (PSS).
2. EXPRESS has coordinated with GSA to identify all Prime Contractors who are affected by the transition/migration to the PSS.
3. EXPRESS will provide revised Templates for Attachment 4 and the Team Matrix on the Public Website the week of 2/9/15 for utilization.
 - Updated Attachment 4 – During the transition, both the old format and new format will be utilized; therefore tabs are included for both the old and revised format. The biggest change is the cell where the Primary and Alternate Schedules were identified. This cell should now be labeled “PSS Schedule.” For the new format it is imperative that the SIN information be included in Column C. **Do not include the old format for Team Members who you have provided updated information.**
 - Updated Team Matrix – Columns were added for the PSS Schedule and a separate column to identify the SINs. The old columns will remain until all schedules transition to PSS. **The status for the team member transiting will be “Migrated” for the update and will change back to “Existing” after the update is approved.** Once a schedule transitions, please use the strikethrough to remove the old schedules and identify the PSS schedule and applicable SLINs. **If you have an IT schedule as well, it will not change from how it is previously submitted UNLESS you have modified your GSA PSS schedule to add the IT SINs are choosing to use the SIN from your PSS schedule instead of the IT schedule.**
4. EXPRESS Prime Contractors with schedules that will be affected will be required upon completion of their GSA migration to provide the GSA 1449 **and continuation page** from the migrated GSA PSS **identifying the schedules that were migrated**, an updated Team Matrix, an updated Attachment 4 **and an updated Performance Capability Team File** with new Schedule Number listed (rates are not expected to change). Upon receipt of the migration package, the EXPRESS office will issue Migrated Blanket Purchase Agreements (BPAs) with new BPA numbers to the affected Prime Contractors. This is necessary for tracking purposes to ensure that the work being performed is reported against the correct GSA Schedule.

Once the Migrated BPAs are in place New Task Orders should be proposed against the new PSS and Migrated BPA (new BPA number). Old BPAs shall remain in effect for the purpose of existing

Task Orders, no new task orders will be issued against the old BPAs. Any exceptions will be handled on a case-by-case basis.

5. All EXPRESS Prime Contractors with Team Members who are affected by this transition shall update their Team Matrix, Attachment 4, **Performance Capability Team File and Team Member's new schedule SF 1449 and continuation page** with any changes and provide a copy (one update per month) during the regularly scheduled 1:00 p.m. Tuesday drop-off. Special exceptions to the monthly restriction should be approved in advance of drop off with the EXPRESS Contracting Officer, Cynthia Michelle Cross, Cynthia.m.cross2.civ@mail.mil .

The EXPRESS office will perform a review of the submitted documentation for accuracy and completeness and incorporate the updated Team Matrix into the BPA.

6. For existing task orders that have rates that are on contract but are awaiting GSA schedule options in order to update a rate table will be handled as follows:

At the time GSA rates are available for the schedule, the contractor shall provide them to the Contract Specialist in the current manner for which they provide them now. If the rates are for a schedule that has transitioned to a PSS, the contractor shall provide the Prime or CTA updated rates. The rates should include a statement that the schedule has been migrated to a PSS and old and new schedule number should be identified. A copy of the GSA 1449 **and continuation page identifying the schedules that were migrated** should be included with the updated rate table for the Task Order.

For existing Task Orders the labor rate may not be increased as a result of this transition but as always may be decreased.