

IMPLEMENTATION OF CHANGES:

Current Schedule 36 Contractors with SIN 51 504:

GSA FAS will issue a bilateral modification to incorporate the planned changes into existing contracts. Current contractors will have 90 days to accept the mass modification. Once the mass modification is accepted, the revised terms will be incorporated into the existing contract.

Current Schedule 36 Contractors Adding SIN 51 600:

Current Schedule 36 contractors can submit a modification request to add the new SIN 51 600. At a minimum, modification requests must include the following:

1. A completed modification request checklist
2. A completed price proposal template detailing proposed items under the SIN
3. A completed CSP-1 covering the proposed items
4. A commercial price list or commercial market rate sheet covering proposed items
5. A revised GSA Price List covering all contract items
6. A completed Vendor Certification for SIN 51 600 Electronic Records Management (ERM) Solutions (attached to the solicitation) which certifies specific ERM capabilities. Contractors should include a completed copy of this certification in their published GSA catalog to illustrate their ERM capabilities.

If you have questions regarding any of these modification attachments, please contact your assigned Contract Specialist directly.

Vendors without a Schedule 36 Contract:

Contractors with MAS contracts under other schedules or vendors that do not currently have an MAS contract must submit a new contract proposal through the eOffer system which can be accessed through GSA's Vendor Support Center (VSC) website: <https://vsc.gsa.gov/>

NOTE: along with the standard documents required for all new MAS proposals, vendors proposing items under the new SIN 51 600 must submit a Vendor Certification for SIN 51 600 Electronic Records Management (ERM) Solutions (attached to the solicitation) which certifies specific ERM capabilities. If you have any questions as you work through this process, please contact us via email at: schedule36@gsa.gov