



U.S. General Services Administration

Federal Acquisition Service

**Virtual Industry Meeting
Schedule 23V & Schedule 751**

October 19, 2017

Agenda

- ❖ Meet your IOA – Edward Seda
- ❖ Documentation for Modifications
 - ❖ Add Product/Service
 - ❖ Add SIN
 - ❖ Economic Price Adjustments (EPA)
 - ❖ Price Reduction
 - ❖ Authorized Negotiator
 - ❖ Terms and Conditions
- ❖ Questions and Answers

Industrial Operations Analyst (IOA)

Industrial Operations Analyst (IOA)

Conducts Contract Assessment Visits (CAV)

Monitors overall contract compliance

Provides general business development resources

Tracks Industrial Funding Fee (IFF) payments

Oversees Quarterly Sales Reporting

Assessments: Basics

Contract Assessment Visit (CAV)

Performed by your IOA

Objectives

Explain the Terms and Conditions of your contract

Assist with your questions or concerns

Identify potential problems

Gather contractor performance data

Verify sales tracking system and processes

Frequency

Generally annually during each five (5) year contract term

Participants



Your Company

MAS Contract Administrator

Other relevant personnel responsible for contractual functions (e.g. sales, marketing, order tracking, IFF remittance, etc.)

GSA

Industrial Operations Analyst (IOA)

Documentation for Modifications

- ❖ Cover Letter – should be included in all modification request.
- ❖ The cover letter should be on company letterhead and be signed by an authorized negotiator .
- ❖ At a minimum it should include:
 - ❖ Contract number
 - ❖ Type of modification being proposed
 - ❖ Description of proposed changes
 - ❖ Rational for the requested change

Documentation for Modifications - Add Product/Services

❖ Cover Letter

- ❖ Not substantially equal to previously deleted items
- ❖ Products offered are compliant with the TAA
- ❖ Statement that the current CSP information has not changed

❖ Price Proposal

- ❖ Price Proposal Template
- ❖ Commercial Price List (if available)
- ❖ Supporting Documentation (i.e. invoices)
- ❖ Price Narrative (if applicable)

Documentation for Modifications - Add Product/Services

- ❖ Technical Information (23V only)
 - ❖ Complete Commercial Description of each item
 - ❖ Published catalog data, promotional flyers, technical specification, descriptive literature.
 - ❖ Drawings, photos
 - ❖ Testing and regulatory compliance certification
- ❖ Technical Information (751 only)
 - ❖ Year, Make, Model, Type, Size, # Passengers, #Door
- ❖ Other Documents
 - ❖ Letter of supply/commitment – if products are being added from new manufacturer who is not the vendor.
 - ❖ SCA Wage Determination – if applicable services are being added.

Documentation for Modifications - Add SIN

- ❖ Cover Letter
- ❖ Commercial Sales Practice (CSP) – for SIN being added
- ❖ Technical
 - ❖ Technical information for products/services that will be added under the SIN if it is awarded
 - ❖ Relevant Project Experience – for service related SINs only
- ❖ NOTE – Add Product/Service Modification will need to be submitted in order to add the product/service to the contract after the Add SIN modification is awarded.

Documentation for Modifications – EPA

❖ Cover Letter

- ❖ Rational for requested change should be based on the EPA clause applicable to your contract
 - ❖ Commercial Pricelist - 552.216-70 *Economic Price Adjustment – Multiple Award Schedule Contract*
 - ❖ Market Pricing - I-FSS-969 *Economic Price Adjustment – FSS Multiple Award Schedule*
- ❖ Justification for any increase over 10%
- ❖ Statement that the CSP information previously submitted with the initial award (or contract modification) has not changed

Documentation for Modifications – EPA

❖ Price Proposal

- ❖ Price Template
- ❖ Supporting Documentation (i.e. invoices)

❖ Other Documents

- ❖ Commercial Price List showing the new prices and effective date for commercial customers (if clause 552.216-70 is applicable)
- ❖ Copy of Index, survey or pricing indicator showing increase and effective date (if clause I-FSS-969 is applicable)
- ❖ Supporting documentation for justification of increases over 10% (if applicable)

Documentation for Modifications - Price Reduction

❖ Cover Letter

- ❖ Identify if it is a permanent or if it is a temporary price reduction
- ❖ Identify effective date of price reduction and if it is temporary the end date.
- ❖ Rational for requested change should be based on one of the following
 - ❖ Reduction to commercial prices
 - ❖ More favorable discount given to BOA
 - ❖ Special discounts given to BOA

❖ Price Proposal

- ❖ Price Template
- ❖ Supporting Documentation (i.e. invoices)

Documentation for Modifications - Authorized Negotiator

- ❖ Cover Letter

- ❖ Other Document

- ❖ Agent Authorization Letter (if third party participant)
- ❖ Copy of Digital Certificate – for additions and update modifications
 - ❖ Be sure to it shows authorized negotiator's name and e-mail address

Documentation for Modifications - Revise Terms and Conditions

- ❖ Cover Letter
- ❖ Price Proposal if applicable
 - ❖ Price Template
 - ❖ Supporting Documentation (i.e. invoice)
- ❖ Other Documents
 - ❖ Any information that supports the request to revise the terms and conditions

Solicitations for 23V and 751

- ❖ Can be found on the Federal Business Opportunities website – www.fbo.gov
- ❖ 23V solicitation number – FFAH-C2-990235-B
- ❖ 751 solicitation number - FFAP-W1-000768-B

GSA Advantage & GSA eLibrary

- ❖ Once a modification has been awarded, the vendor must update the information posted to GSA Advantage and GSA eLibrary to reflect these changes. A SIP or EDI upload must be completed within 30 calendar days.
- ❖ Vendors should contact the GSA Vendor Support Center (VSC) for questions or for help regarding SIP and/or EDI submissions. The VSC website is <https://vsc.gsa.gov/>.
- ❖ If you have questions concerning the preparation and submission of your electronic catalog using SIP, contact the Vendor Support Center (VSC) at 877-495-4849 (M-F 8:30-5:30 PM EST) or e-mail vendor.support@gsa.gov.
- ❖ If you have questions concerning the preparation and submission of your electronic catalog using EDI, contact our EDI Help Desk at 703-605-9444.

Questions and Answers

Q. Do these visits (IOA visits) replace the phone interview?

A. Most of the time the IOA visits are the phone interview. They are “virtual” visits.

Q. 23V requires that we include shipping. Most comparable items available on line will not have shipping included. It’s difficult to show comparable!

A. This is true. We are aware of this and take that into account when doing our analysis. But the information provided gives us a place to start.

Questions and Answers

Q. Where can I get a copy of the SIP software? I didn't make a copy before my old computer crashed.

A. Go to the Vendor Support Center - <https://vsc.gsa.gov> – for any issue with SIP including getting a copy of the SIP software.

Q. Are there any circumstances where a formal Temporary Price Reduction Modification is not needed?

A. No. The price reduction clause requires that the contract be modified to reflect any price reduction applicable which becomes in accordance with the price reduction clause. But if you have a specific situation you would like to discuss with your CS/CO give them a call and ask.

Questions and Answers

Q. We have a SIN now that is restricted to small business but would like to add a SIN that is not restricted to small business. Is there a way to add the 2nd SIN under the same contract so we do not have to meet 2 minimum sales goals requirements, just one?

A. It is a system limitation that a set aside and non-set aside SIN cannot be on the same contract so there is no way to have those SINs on the same contract. But this does not mean you have to meet two minimum sales requirements. The sales requirement is by contract not SIN.