

EXPRESS Attachment Updates  
Provided Outside of Open Season  
Revised: 05 June 2018

Updates are allowable once per month and may be submitted each Tuesday afternoon at 1:00pm in the Sparkman Center's lobby of Building 5300. If changes are required due to error, they should be submitted the following Tuesday and do not count as a separate submission. When resubmitting due to error, only resubmit with the corrections requested and do not include any new updates unless they are coordinated with the original reviewer. This will help ensure your submissions are approved.

Updates typically include:

- Team Member rate updates based on a GSA Option that has been exercised
- Name Changes/Cage Code Updates to existing companies
- Removal of Expired Schedules/Rates

Some things to know:

- 1) Updates must be made in person and require only a single disc.
- 2) Discs shall contain all 3 attachments but the dates should only change for the documents being changed. Each attachment must be submitted in its entirety.
- 3) A cover letter **MUST** be included with all submissions, a digital copy is preferred. The letter should include all updates made in the submission and which attachments were updated to reflect that change.
- 4) It is each Prime's responsibility to maintain their attachments. Please note that although the attachments are required to align up with each Team Members GSA schedule(s), outside of Open Season submissions should be seen as a way to maintain what has already been approved and placed on contract at the BPA level. They should not be seen as opportunities to add new Team Members or SINS. Exceptions can and will be made for urgent and compelling reasons.
- 5) Matrix updates shall reflect status as of the instant update; do not include references to Open Season, or other prior statuses. After Open Season, it is expected that Deleted companies would be removed and status is changed to Existing for all except the companies with changes being made during that submission.
- 6) Additional Team Members cannot be added outside of Open Season without justification and the approval of the EXPRESS Contracting Officer. Additional SINS cannot be added outside of Open Season without an urgent and compelling need. Please see the attached forms that must be filled out in order for the request to be considered.

7) Labor Categories may be added outside of Open Season. However, a Labor Category addition will not be permitted if adding requires an additional SIN must also be added (see above).

8) The Team Matrix has been incorporated into the BPA as an Attachment; therefore, changes to this document will result in a BPA Modification.

9) The Attachment 4 should not include unexercised option periods. Rates not available on the GSA schedule should not be included.

10) Before you turn in your updates please review your Team Members' submissions to ensure what they have provided you appears to be accurate.

\*\*All changes are effective the date of the approval email as the mods may take a little while to process.