**Market Research Introduction**

**GSA MAS Modification Guidance**

We are conducting market research on behalf of the U.S. General Services Administration (GSA) Multiple Award Schedules (MAS) program to collect feedback on the new MAS Modification (MAS Mod) Guidance to be used with the single Schedule for products, services, and solutions that was released Oct. 1, 2019.

**WHY THIS IS NEEDED**

As we approach the MAS Consolidation Mass Mod that will move all current contractors to the new MAS vehicle, we understand that our current contractors need consistent guidance that outlines how to modify their contract(s) based on the new consolidated MAS vehicle’s streamlined terms and conditions and available offerings.

After an internal review of current guidance used across our seven MAS Acquisition Centers, we have created a single MAS Modification Guidance that we believe clearly outlines the information required to facilitate an easy and timely execution of a modification. Now that GSA's internal review is complete, we are making the proposed MAS Modification Guidance available for public comment.

**Market Research Notice:**

This is Market Research Only in accordance with FAR Part 10. This is NOT a solicitation. THIS IS A REQUEST FOR INFORMATION (RFI) NOTICE ONLY.

This RFI is for informational and planning purposes only and it does not constitute a Request for Quote (RFQ) or a promise to issue an RFQ in the future. It is not to be construed as a commitment by the Government for any actual procurement of products, materials, machinery, or services. Respondents are advised that the Government will not pay for any information or administrative costs incurred in response to this RFI. All costs associated with responding to this RFI are solely at the responding parties' expense. Respondents are solely responsible for properly marking and clearly identifying any proprietary information or trade secrets contained within their response. The Government will not be liable for, or suffer any consequential damages for any proprietary information not properly marked and clearly identified. Proprietary information received in response to this sources sought will be safeguarded and handled in accordance with
the Trade Secrets Act (18 U.S.C. 1905). No determination as to the viability of this potential requirement has been made at this point and there is currently no solicitation for this effort.

By responding to this market research you provide the Government permission to share your submitted capabilities and contract information with other Government organizations in relationship to similar requirements for market research purposes.

**Responses Due: January 10, 2020**

**Primary Contact**
Multiple Award Schedule Program Management Office (MAS PMO)
MASRFI@gsa.gov

**Relevant Documents**

To learn more about the overall MAS Consolidation effort access the Frequently Asked Questions below. MAS Consolidation is one of the four Cornerstone initiatives of the GSA’s Federal Marketplace (FMP) strategy, GSA’s plan to modernize and simplify the buying and selling experience for customers, suppliers, and acquisition professionals. This initiative modernizes seeks to modernize federal acquisition by consolidating our 24 Multiple Award Schedules into one single Schedule for products, services and solutions. This will provide consistency in the program for all stakeholders, make it easier for customers to find total solutions under one contract vehicle, ensure terms and conditions to meet the needs of our customers, and eliminate duplicate contracts.

[MAS Consolidation Industry FAQ](#)

GSA released a webinar on the overarching strategy for MAS Consolidation, details about the impacts to prospective offerors and current MAS contract holders, and an extensive Q&A session. To access the webinar, please click the link below.

[MAS Consolidation Webinar](#)

**Company Information**

Please include the demographic information below for our tracking purposes.

Note: Please only include URLs in the URL text areas below. Non URL input, such as text stating capabilities will be deleted.
Business Type - select all that apply to your company

☐ s - Small business.
☐ o - Other than small business.
☐ w - Woman Owned business.
☐ wo - Women Owned Small business (WOSB).
☐ ew - Economically Disadvantaged Women Owned Small business (EDWOSB).
☐ v - Veteran Owned Small business.
☐ dv - Service Disabled Veteran Owned Small business.
☐ d - SBA Certified Small Disadvantaged business.
☐ 8a - SBA Certified 8(a) Firm.
☐ h - SBA Certified HUBZone Firm.

Is your company interested in being contacted directly to participate in RFI's related to MAS consolidation?

☐ Yes
☐ No

Is your company interested in potential future industry days on MAS Consolidation?

☐ Yes
☐ No

Do you currently hold or represent a company that holds one or more Schedule contracts?
Yes Block

What Schedule(s) do you currently fall under? (select all that apply)

☐ 00CORP The Professional Services Schedule
☐ 03FAC Facilities Maintenance and Management
☐ 23 V Automotive Superstore
☐ 36 Office, Imaging and Document Solution
☐ 48 Transportation, Delivery and Relocation Solutions
☐ 51 V Hardware Superstore
☐ 56 Building and Building Materials / Industrial Services and Supplies
☐ 58 I Professional Audio/Video, Telemetry/Tracking, Recording, Reproducing, and Signal Data Solutions
☐ 599 Travel Services Solutions
☐ 66 Scientific Equipment and Services
☐ 67 Cameras, Photographic Printers and Related Supplies and Services
☐ 70 General Purpose Commercial Information Technology Equipment, Software and Services
☐ 71 Furniture
☐ 71 II K Comprehensive Furniture Management Services (CFMS)
☐ 72 Furnishings and Floor Coverings
☐ 73 Food Service, Hospitality, Cleaning, Equipment and Supplies, Chemicals and Services
☐ 736 Temporary Administrative and Professional Staffing Services
☐ 75 Office Products/Supplies and Services and New Products/Technology
☐ 751 Leasing of Automobiles and Light Trucks
☐ 76 Publication Media
☐ 738 X Human Capital Management and Administrative Support Services
☐ 78 Sports, Promotional, Outdoor, Recreation Trophies and Signs (SPORTS)
MAS Modification Guidance
To assist contractors in modifying their consolidated Schedule after they have accepted the MAS Consolidation Mass Mod, GSA has developed a single MAS modification guidance document. This document includes guidance for all modification types available in eMod and features consistent templates for modification requests. The purpose of this guidance is to ensure that contractors are aware of the information needed to successfully prepare and submit a modification requests to the Contracting Officer/Contracting Specialist (CO/CS). Please click below to download and review the attached MAS Modification Guidance. After you have reviewed it, please answer the questions below.

Draft MAS Modification Guidance

Is the proposed modification guidance clear?

☐ Yes
☐ No

Is it easy to find the guidance for the different modification types?

☐ Yes
☐ No

Do you think industry partners will benefit from this guidance?

☐ Yes
☐ No

Comment Section
In the comment box below, please include any additional comments or questions that you want to share.
No Block

MAS Modification Price Proposal Template (PPT)
Today, there are numerous templates that are used across GSA's acquisition centers for modifications. In addition to streamlining the MAS Mod Guidance, GSA is also streamlining the Mod Price Proposal Templates (PPT) to further standardize the modification process across the MAS Program for contractors as well and the GSA acquisition workforce. GSA proposes using a single Mod PPT for Products and a single Mod PPT for Services and Training with the exception of the Special Item Number (SIN) specific PPTs used by the Travel and Transportation and Logistics Services Large Categories.

These PPTs would be used for technical, add, delete, and pricing modification requests. When submitting the PPT with the modification request, industry will complete two tabs, tab A, with the universe of products and services, and tab B, with the changes requested.

Using the enhanced instruction and the previous versions of the modification, contractors can ensure there are not any errors and will be able to confirm using the VLOOKUP feature in excel prior to submitting to the modification request. Ensuring quality information is received by the CO/CS will help with the timely processing of modifications. Using this process, contractors will also ensure that they have a conformed and up to date price list if requested by their Industrial Operations Analyst (IOA) or an Inspector General (IG) auditor. After you have reviewed it, please answer the questions below.

[Link to Products Price Proposal Template]
[Link to Services and Training Price Proposal Template]

Do you provide products, services, or both?

- Products
- Services
- Both
Are the instructions for using the PPT clear?

- Yes
- No

Will this PPT process create additional burden for your firm compared to the templates you use today?

- Yes
- No

How much additional burden would you estimate filling in the proposed PPT would take?

Comment Section
In the comment box below, please include any additional comments or questions that you want to share related to the Price Proposal Templates.

End

Optional Feedback: Please provide any feedback or questions you may have related to this Request for Information.

Please do not include capabilities information. Capabilities information will be deleted and not included in the report to the Agency. This section is only for questions or feedback to the Agency about this requirement.
Thank you!

What to Expect Next Once you Click Submit on the next page:
Once you submit your form - here is the experience you should expect. A confirmation email will be sent to the email you have included in your response. This indicates your response has been received and provides you a copy of your full response. Please note, eBuy might still show a pending status, don't worry about this, as long as you receive the confirmation email you should consider the RFI response received. If you need your response re-opened or a copy sent to you for whatever reason please email MASRFI@gsa.gov and a member of the GSA Market Research Team will open the survey back up for you.

Also, be sure to join the Multiple Award Schedule Program Management Office (MAS PMO) Director, Stephanie Shutt at the upcoming Multiple Award Schedules (MAS) Consolidation Mass Mod 30 Day Advance Notice Webinar, scheduled for January 9, 2020.

Keep an eye on the MAS Group on Interact for updates about MAS Consolidation.

Once you press "Ready to Submit" your responses are final and there will be no more opportunities to edit or change your response. The next page will allow you to download your response for your records only. You will also need to click "Submit" on the next page to record your response.

Please review your responses for accuracy and completeness before you click Ready to Submit (there is no option to edit or change responses after submission).

Please ensure you download a copy of your response as a PDF for your records. An email will also be sent to you after you submit with a copy of your response.

If you are ready to submit your response to this research scroll to the bottom of this page and press the “Submit” button.
If you have any questions or need a link to start your research response again please email MASFRI@gsa.gov.

We appreciate your effort and hope this research was easy and effective for you. Thanks for helping support the MAS Consolidation effort and helping GSA collect feedback on the MAS Modification Guidance.

Sincerely,
MAS PMO
MASRFI@gsa.gov

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