Critical Information Specific to Schedule 78

Notice: The GSA Multiple Award Schedule (MAS) program has recently experienced a tremendous increase in new offers. Due to the large number of new offers currently in process, it could take several months before your offer is evaluated.

GSA's practice is to evaluate offers in the order in which they are received. However, GSA may give priority to processing certain offers when circumstances dictate, such as when a federal agency Contracting Officer specifically requests an expedited offer review in order to meet a pending requirement that will be procured under the MAS program, or when there is a need for GSA to bring strategically critical new products or services to market in order to meet federal customer needs.

The information provided in this document is specific to Schedule 78. Before submitting your offer, please ensure you have met all of the requirements outlined in this document that are applicable to the products or services you are offering, as well as any other applicable general requirements listed in the solicitation attachments (e.g. Information and Instructions to Offerors, Commercial Sales Practices Format, etc.).

1. **Any offer submitted after <u>July 8, 2012</u> MUST be submitted with attachments from the Solicitation dated June 8, 2012 (Refresh 20). Offers received after July 8, 2012 that are submitted with attachments on versions prior to Refresh 20 will be rejected as non-responsive.**

2. Due to the variety of products addressed by this schedule, both FOB Destination and FOB Origin clauses are included. When proposing, vendors should address those clauses which best match their commercial practices.

3. Vendors offering SIN 192 06, Packaged Fitness Center, must complete and submit the attached "Packaged Fitness Center Supplemental" document. If applicable, please use Letter of Supply for Packaged Fitness.

4. Travel costs shall be negotiated individually on an as needed basis. Prices for services in this contract will not include the cost of travel or reimbursement of travel expenses. Reference Clause C-FSS-370.

5. Small Business Set Aside SINs 192-37B and 402-5 must comply with clause **52.225-1 Buy American Act Supplies**.

6. Please be aware that a financial responsibility determination will be completed on your firm. Please ensure that your Dun and Bradstreet information is up to date. Financial documentation (Income Statement and Balance Sheet) from your firm's last 2 fiscal years must be submitted.

<u>General Requirements for Price Proposals applicable to Services offered under ALL Schedule 78 Special Item Numbers:</u>

1. All Ancillary Service SINs exclude construction as defined under FAR 2.101.

2. In accordance with FAR 8.404(a) supplies offered on schedule are listed at fix prices. Services offered on schedule are priced either at hourly rates or at a fixed price for performance of a specific task, i.e. installation of a product.

3. Pricing submitted should be in accordance with commercial practices (e.g., labor rates or fixed unit prices). If pricing is based on labor rates, the contractor shall supply and clearly define each labor category provided in this section. Each labor category definition must include experience, minimum training, level of education, and certifications/licenses, if applicable. If pricing is based on fixed unit prices then provide a detailed breakdown of what functions are within the fixed unit price.

SPECIAL INSTRUCTIONS FOR PRICING SERVICES

I. Pricing for Services must be substantiated by one of the following methods:

- Established commercial catalog prices (published and dated pricelists); if the firm does not have a published and dated price list, the firm may utilize data in the form of internal business memorandums, quote sheets, etc.

- If pricing cannot be supported by commercial pricing information, or for services subject to the Service Contract Act (SCA), the firm should provide limited cost data which is not certified. This data should show how the offeror arrived at the proposed price, e.g. hourly rate + overhead + G&A + fee = the proposed rate for each labor category. The data may include all direct costs, indirect costs, profit, and other factors that contribute to the proposed total price. Fully burdened rates must be in compliance with DOL SCA Wage Determinations for SCA Covered Services.

  Service Contract Act may be applicable to the following service SINs for Schedule 78:
  192-03 Fitness Center Management Services
  192-04 Personal Trainer and Aerobic/Cardio Class Leader/Instructor
  192-05 Fitness Center Maintenance
  Please use the instructions in clause SCP-FSS-002 "Specific Proposal Submission Instructions" (listed in the Solicitation document) #16 Service Contract Act to assist in creating the applicable pricing, labor categories, positions descriptions and SCA Matrix.

- Commercial pricing for Professional Services shall be submitted for the initial period only and will be awarded based on a commercial pricelist.

- Price adjustments for Service Contract Act labor categories will be in accordance with the Fair Labor Standards Act.

- Price adjustments for Professional Services listed on a commercial pricelist will be in accordance with Clause 552-216-70 – Economic Price Adjustment – FSS Multiple Award Schedule Contracts (see Basic Solicitation).

- Price adjustments for Professional Services not listed on a commercial pricelist will be in accordance with an index mutually agreed upon at the time of award and clause I-FSS-969 – Economic Price Adjustment – FSS Multiple Award Schedule, which will be incorporated

as appropriate.

II. Offerors are required to include the prevailing Industrial Funding Fee (IFF) in the prices submitted with their offer (See Clause 552.238-74 in the Basic Solicitation Document). The IFF is a separate collection mechanism and should be added to the Net GSA Price offered, will be included in the award price(s), and will be reflected in the total amount charged to ordering activities.

AbilityOne Program

The AbilityOne Program is a federal procurement program that generates jobs for individuals who are blind or have another significant disability through the manufacturing of products or the provision of services required by federal personnel. Products and services on the AbilityOne Procurement List are mandatory for use by federal customers. The mandatory source requirement of the AbilityOne Program as outlined by the Javits-Wagner-O'Day (JWOD) Act (41 U.S.C. 46 – 48c) must be adhered by all schedule holders. Certain commercial products are considered "essentially the same" (ETS) as AbilityOne products. Because the AbilityOne products are mandatory purchases for federal customers, contractors are required to remove the commercial ETS items from its offer. If you offer products that are ETS as AbilityOne products, you are encouraged to become an authorized distributor of AbilityOne products. For more information on the AbilityOne Program and how to become an authorized distributor, please visit www.abilityone.gov. Point of contact at the AbilityOne Program is Mr. Eric Beale at ebeale@abilityone.gov or (703) 603-2119.

Contact Information:
Oral or written requests for explanation of information regarding the Schedule 78 solicitation may be directed to:

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