# SCP-FSS-001 Instructions Applicable to All Offerors (SEP 2026)

(a) Read the entire solicitation document prior to preparing your offer. The Government will consider award to a responsible offeror whose offer conforms to all solicitation requirements, is determined technically acceptable and whose prices are determined fair and reasonable. The Government reserves the right to award or reject without negotiations. Therefore, the offeror's initial proposal should contain the best terms from a price and technical standpoint. **NOTE**: As of Refresh 33 publication, Startup Springboard is available across all Large Categories; however, participation remains limited to eligible FASt Lane participants only. Interested participants should review their eligibility at the following link: FASt Lane: Making it easier. Existing Springboard contractors will be allowed to remain on Schedule and will be evaluated at Option time.

(b) Electronic submission of offers via GSA's eOffer web-based application is mandatory. Offerors must use FAS ID Multi-Factor Authentication (MFA) to access eOffer. Offerors should have at least two Authorized Negotiators who are "Authorized to Sign." While offerors may use consultants, one Authorized Negotiator must be an employee of the company. To obtain a FAS ID and enroll in the MFA process, please utilize the FAS ID User Guide. Offerors are advised to review the MAS Roadmap site prior to submitting an offer.

(c) Offers must be current, accurate, and complete, and demonstrate a thorough understanding of solicitation requirements. By submission of an offer:

(1) The offeror has not taken exceptions to the terms and conditions of this solicitation unless explicitly identified in eOffer (see "exceptions to Terms and Conditions" under the Standard Response module).

(2) The offeror understands and agrees to comply with the requirements of all clauses and provisions. Failure to comply with applicable clauses and provisions will result in rejection of the offer. Offerors are responsible for ensuring that their offers meet ALL solicitation requirements and should not assume that deficient items will be clarified prior to the offer being rejected.

(d) Supply Chain Risk Evaluation. Consistent with the provision at GSAR 552.540-70, Notice of Evaluation of Supply Chain Risk, the Government will evaluate supply chain risk associated with the Offeror and its proposed products, services, and related supply chains. The evaluation considers supply chain risk information as defined in FAR 40.101 and may draw on Government sources, commercial third-party supply chain risk tools, publicly available information, and information provided by the Offeror. This may include reviewing corporate ownership, control, affiliation, and subsidiary relationships to identify potential connections to entities prohibited or restricted by applicable law or regulation. The evaluation applies a risk-based approach, with the depth and scope commensurate with the supply chain risk presented by the offer. Where the Government identifies supply chain risk that cannot be reasonably mitigated or that otherwise presents an unacceptable risk to the Government, the Offeror may be removed from consideration. Offerors should ensure their offers are accurate and transparent regarding corporate structure and ownership, product country of origin and authorization (e.g., manufacturer status or Letter of Supply), and applicable compliance representations.

(e) Existing Federal Supply Schedule (FSS) Program contractors, and any small business who does not have its own FSS program contract but is performing under an existing FSS program joint venture contract as a joint venture partner, can submit streamlined offers provided that the contractor meets ALL of the following criteria:

(1) The FSS Program contractor has an active FSS program contract under this Schedule and is submitting a new offer under the same Unique Entity Identifier (UEI) for the same, or a subset of, the Special Item Numbers (SINs) currently awarded under its active FSS program contract.

(2) Sales under the existing contract comply with clause I-FSS-639, *Contract Sales Criteria*, for the previous five years of reported sales.

(3) There is a demonstrated pattern of satisfactory past performance under the existing contract.

(4) **Only applicable to a small business who does not have its own FSS program contract**

**but is performing under an active FSS program joint venture contract as a joint venture partner.** A small business performing under an active FSS program joint venture contract as a joint venture partner may submit a streamlined offer as long as the existing FSS program joint venture contract meets the requirements at (d)(1)-(3). **Note:** The small business may only submit a streamlined offer for SINs under which it performed as a joint venture partner under the FSS program joint venture contract. The Unique Entity Identifier (UEI) of the small business must not be the same as "the contractor" under the FSS program joint venture contract.

(f) A current FSS contractor can submit an offer for a new contract under this Schedule at any time during the existing contract's period of performance. Typically, the award of a new contract will result in the cancellation of the existing contract upon award. However, if the contractor has one or more active Blanket Purchase Agreements (BPAs) or has submitted quotes and is awaiting an award decision, it is eligible for the award of a new contract that is allowed to overlap and run alongside the existing one. This is referred to as holding continuous contracts.

Holding continuous contracts enables the FSS contractor to complete work under BPAs established under the existing contract, while utilizing the new contract for new business opportunities. A contractor that wishes to hold continuous contracts must complete and upload the Request to Hold Continuous Contracts solicitation attachment to address the below items. See MAS Roadmap.

(1) Indicate with its offer that it wishes to hold continuous contracts, along with a listing of all active submitted quotes and established BPAs under the existing contract. For each, the contractor must include the ordering activity name and point of contact, Quote/BPA number and period of performance (including options).

(2) Assist the FSS contracting officer in determining the proper cancellation date for the existing contract. The existing contract is to be canceled the day after the final day of the ordering period for the active BPA. In situations where multiple BPAs are active, the cancellation date should be based on the last remaining BPA.

(3) Agree not to use the existing contract to compete for new business opportunities after the new contract is awarded.

In addition to completing the Request to Hold Continuous Contracts solicitation attachment, all other criteria outlined on the MAS Roadmap must be met. Failure to comply with all proposal instructions may result in rejection of the offer.

(g) This solicitation mandates Transactional Data Reporting (TDR) for all SINs. TDR requires contractors to electronically report line item data elements for products or services purchased through MAS (see GSAR clause 552.238-80 (DEC 2025)(GSAR DEVIATION)). See GSA.gov for additional information related to TDR.

(h) In addition to compliance with the proposal instructions herein, the offeror must also comply with any additional SIN or category specific instructions specified in the solicitation, as applicable. Failure to comply with all proposal instructions will result in rejection of the offer.

(i) Withdrawal of Offer: The offeror may withdraw its offer from consideration at any time prior to award or rejection by withdrawing it in eOffer. If an offer is withdrawn, a new offer can be resubmitted at a later date. Information saved from the previous withdrawn offer can be copied over to the new offer, excluding previously uploaded documents.

(j) Rejection of Offer: If a new offer is submitted after a previous rejection, a response to the rejection letter and the rejection letter itself must be included with the offer. The response letter must be on company letterhead (signed by an authorized negotiator) and include a response for each Rejection and Clarification point or the new offer may be rejected at the discretion of the Contracting Officer.

(k) All offerors must comply with the following (unless annotated otherwise). See MAS Roadmap for a detailed MAS Offer Review Checklist.

(1) **Section I – Administrative/Contract Data**

i. **Applicable to both product and service offers.** The offeror must complete the *Pathways to Success* training*. The *Pathways to Success* training must be completed within a year prior to offer submission by a designated Authorized Negotiator who is an employee of the company. This free training is available through the MAS Roadmap. The training session is approximately four hours total and covers the major factors prospective contractors should consider prior to submitting an offer to GSA. The offeror must acknowledge, through eOffer, that the training has been completed within the past year at the time of offer submission.

* The requirement to complete the *Pathways to Success* training does not apply to contractors that have an active FSS program contract under this Schedule and meet the criteria for submitting a streamlined offer, or to small businesses that are performing under an active FSS program joint venture contract as a joint venture partner and meet the criteria for submitting a streamlined offer (see (d)(1)-(4)).

ii. **Applicable to both product and service offers.** The offeror must complete the *Readiness Assessment for Prospective Offerors**. The *Readiness Assessment* must be completed within a year prior to offer submission by a designated Authorized Negotiator who is an employee of the company. This free self-assessment is available through the MAS Roadmap. This assessment is designed to assist prospective contractors in determining whether they are ready to pursue a Schedule contract and prepares them to navigate the Schedule offer process. The offeror must acknowledge through eOffer that the assessment has been completed within the past year at the time of offer submission.

*The requirement to complete the *Readiness Assessment for Prospective Offerors* does not apply to contractors that have an active FSS program contract under this Schedule and meet the criteria for submitting a streamlined offer, or to small businesses that are performing under an active FSS program joint venture contract as a joint venture partner and meet the criteria for submitting a streamlined offer (see (d)(1)-(4)).

iii. **Applicable to both product and service offers.** The offeror must be registered with the System for Award Management (SAM). The information provided must be current, accurate, and complete, and reflect at least one of the North American Industry Classification System (NAICS) code(s) for each SIN proposed.

> **Offers from joint ventures.** A joint venture offeror must be a separate legal entity registered in SAM under its own UEI and CAGE code. The joint venture offeror cannot share a UEI or CAGE code with any of its joint venture partners.

iv. **Applicable to both product and service offers.** If an offeror was previously awarded a Schedule contract, and it was subsequently canceled or allowed to expire due to non-compliance with contract terms and conditions (including low sales), provide a detailed description of the steps the offeror plans to take to remain in good standing if awarded a new contract. Note that for offers submitted by joint ventures, this applies if the JV entity or one or more JV partner(s) previously had a Schedule contract(s) that was canceled or allowed to expire due to non-compliance with contract terms and conditions (including low sales). The detailed description must include the following:

> (A) A copy of the cancellation letter or notification of determination not to exercise an option.
>
> (B) If the offeror's previous Schedule contract did not comply with clause I-FSS-639, *Contract Sales Criteria*, submit Federal sales (either as a prime or subcontractor) awarded within the last 12 months of offer submission that in the aggregate exceed $25,000, for products/services that are within scope of one or more of the offered SINs. Sales must be evidenced by copies of contractual documents that identify the Federal entity and the date and value of the product or services provided, OR a written customer agency request for the offeror's specific products or services to be available on Schedule.
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> **Offers from joint ventures:** JV entities, and JV entities with JV partner(s) whose previous Schedule contract(s) did not comply with clause I-FSS-639, *Contract Sales Criteria*, may satisfy the requirements outlined in this paragraph by submitting Federal sales awarded to the JV entity or the JV partner(s).

(C) If the offeror, or JV partner(s)' previous Schedule contract did not comply with clause I-FSS-639, *Contract Sales Criteria*, demonstrate that there is a reasonable expectation that any future award will comply with clause I-FSS-639, *Contract Sales Criteria*.

(D) A narrative describing your marketing strategy and steps you will take to ensure you meet the minimum sales requirement and/or the steps you will take to ensure compliance with contract terms and conditions. (limit 2 pages, 1.15 space, times new roman, size 10 font, one inch margins).

Note: If the offeror was previously awarded a Schedule contract that was canceled or allowed to expire prior to option exercise due to non-compliance with contract terms and conditions (including low sales), a new offer, for any SIN(s), will not be considered unless a minimum of 24 months have passed since the cancellation effective date or the expiration date of the previous contract. Any offer submitted prior to the completion of this 24-month period will be rejected.

**Offers from joint ventures**: The 24-month waiting period does not apply to JV offers when a JV partner(s)' previous Schedule contract(s) was canceled or allowed to expire due to low sales; however, the JV offeror must meet the requirements in paragraphs (A) through (D) above.

The 24-month waiting period applies to a JV offer if (1) the JV entity's previous Schedule contract was canceled or allowed to expire prior to option exercise due to non-compliance with contract terms and conditions (including low sales); or (2) the JV partner(s)' previous Schedule contract(s) were canceled or allowed to expire prior to option exercise due to non-compliance with contract terms and conditions other than low sales.

Note: The Government may reject offers from offerors who were previously awarded a Schedule contract for which there were unresolved issues of non-compliance with contract terms and conditions (including low sales) at the expiration of the final option period. This includes offers from JVs whose JV partner(s') previous Schedule contract(s) had unresolved issues of non-compliance with contract terms and conditions (other than low sales) at the expiration of the final option period. Offerors are strongly encouraged to include with their offer a discussion of any unresolved compliance issues at the expiration of their previous Schedule contract and a detailed description of the steps the offeror plans to take to remain in good standing if awarded a new contract

v. **Applicable to both product and service offers.** The offeror must provide annual financial statements* for the previous two-years (audited, if available), unless submitting under Startup Springboard.** At a minimum, each financial statement must consist of a balance sheet and income statement. GSA will use this information to determine financial responsibility. Provide an explanation for any negative financial information disclosed, including negative equity or income. Offerors may be required to provide letters of credit or other documentation to demonstrate that adequate financial resources are available. In accordance with Federal Acquisition Regulation (FAR) 9.103(a) (GSA Class Deviation RFO-2025-09), contracts will only be awarded to responsible prospective contractors. To be determined responsible, an offeror must have adequate financial resources to perform the contract or the ability to obtain them. Note that 1.) submission of a GSA Form 527 Contractor's Qualifications and Financial Information does not meet the aforementioned requirements, and 2.) offerors must NOT submit tax returns.

*The requirement to provide financial statements does not apply to contractors that have an active FSS program contract under this Schedule and meet the criteria for submitting a streamlined offer, or to small businesses that are performing under an active FSS program joint venture contract as a joint venture partner and meet the criteria for submitting a streamlined offer (see (d)(1)-(4)).

****Startup Springboard.** Offerors with less than two (2) years of corporate

experience must provide financial documentation that demonstrates the Offeror's financial responsibility. If no financial statements exist, the contracting officer, after submission, may request additional documentation.

The GSA contracting officer (CO) is required to make a determination of financial responsibility as indicated above. Financial documentation submitted by the Offeror in lieu of financial statements must provide the required information to make this determination.

**Offers from joint ventures.** The Startup Springboard process is only available for joint venture offerors with less than two years of corporate experience who are FAStlane participants. When evaluating financial responsibility, the CO will consider financial documentation of the joint venture partners in addition to any financial documentation of the joint venture entity itself.

vi. **Applicable to both product and service offers.** If the offeror is other than a small business, the offeror must prepare and submit a Small Business Subcontracting Plan, as detailed in FAR 52.219-9, *Small Business Subcontracting Plan* (Jan 2025) (Alternate II Nov 2016) (Deviation Nov 2025, Supplement 1). The Small Business Subcontracting Plan must be submitted through the Subcontracting Module in eOffer. The Government will review each plan to ensure it is consistent with this clause. Subcontracting plans are subject to negotiation, along with the terms and conditions of any contract resulting from this solicitation. The offeror's subcontracting plan must be approved by the contracting officer prior to award. Failure to submit a Small Business Subcontracting Plan when required will result in the rejection of your offer.

The preponderance of work SIN will determine the business size of the offeror at the contract level.

The following information is provided for reference only:

SBA's definition of a small business concern can be found via the following link: SBA Size Standards.

GSA's subcontracting goals can be found via the following link: GSA Subcontracting Goals.

vii. **Applicable to both product and service offers.** The offeror must not submit brochures, newsletters, or other marketing materials.

viii. **Applicable to both product and service offers.** An Agent Authorization Letter must be completed and submitted as part of the offer if a consultant or third-party agent assisted in the preparation of the offer, will be involved in any part of the negotiation of the offer, or will be involved in any post-award actions. The template for the Agent Authorization Letter can be found as an attachment to the solicitation. The Agent Authorization Letter has both pre- and post-award delegations. For any resultant contract, the contractor is responsible for initiating a modification to ensure all authorized negotiators and delegations are up-to-date (e.g., removing an authorized negotiator that only has pre-award delegations). Regardless of signature authority, all Authorized Negotiators must obtain a FAS ID and enroll in the Multi-Factor Authentication (MFA) process to access eOffer.

ix. **Applicable to both product and service offers.** Section 508 Standards. Section 508 of the Rehabilitation Act, as amended by the Workforce Investment Act of 1998 (P.L. 105-220) requires that when Federal agencies develop, procure, maintain, or use information and communication technology (ICT), it must be accessible to people with disabilities. Federal employees and members of the public who have disabilities must have access to, and use of, information and data that is comparable to people without disabilities.

x. **Applicable to both product and service offers.**

(A) All proposed products and services must comply with the Trade Agreements Act (TAA). The country of origin for services is the country in which the firm providing

services is established. It is the responsibility of the offeror to identify the product's country of origin. When an item consists of materials from various countries a test to determine country of origin is "substantial transformation" (reference FAR 25.001(c)(2) (GSA Class Deviation RFO-2025-25)). The offeror may request an opinion from a third-party expert or make the determination itself. Offerors can go to The Office of Regulations and Rulings within U.S. Customs and Border Protection (CBP), which is the Federal agency responsible for making final substantial transformation determinations (reference 19 CFR Part 177 Subpart B).

xi. **Applicable to product offers.** Supplier Authorization and Letter of Supply Requirements.

If the offeror is not the manufacturer of the products being proposed, the offeror may only propose products it is authorized to distribute. See clause I-FSS-644, *Products Offered and Sold by Vendors Other Than the Manufacturer*, for details.

(A) GSA's Verified Products Portal (VPP) captures supplier authorization information directly from participating manufacturers and their authorized partners. The VPP enables automated verification and enforcement of supplier authorization and reduces the burden on offerors to provide individual Letters of Supply. Offerors are encouraged to check the Verified Products Portal Participation Dashboard to see if their applicable manufacturer (or authorized partner) is providing supplier authorization data in the VPP. For more information on the VPP, visit GSA's VPP page. If the manufacturer is a VPP participant, **no Letter of Supply is required**. The Government will utilize available VPP data to verify that the offeror is authorized to sell proposed products. The supplier authorization data in the VPP is authoritative and takes precedence over all other evidence, to include Letters of Supply.

(B) If the manufacturer is not a VPP participant, for offers under Information Technology (Category F) and Printing and Photographic Equipment (Subcategory A10 under Category A), only, the offeror must upload a Letter of Supply to eOffer. Failure to provide an acceptable Letter of Supply may result in rejection of the offer. A Letter of Supply template is provided as a solicitation attachment. For all other offers, no **Letter of Supply is required** with the offer; the Contracting Officer may request such additional information from the offeror as necessary in order to determine the offeror's compliance with I-FSS-644.

(C) **Offers from joint ventures.** If the joint venture offeror will not source the offered product(s) itself (e.g., unpopulated which means joint venture offeror does not have its own separate employees to perform contracts awarded to the joint venture), the joint venture offeror must either provide evidence that the joint venture partner sourcing the product(s) is authorized under VPP as described in Section (A) above; or, the joint venture offeror must submit a Letter of Supply from the manufacturer as described in Section (B) above for the joint venture partner sourcing the product(s).

xii. **Applicable to product offers.** Products that are solely compatible with products that are prohibited for national security reasons must not be offered under MAS contracts. "Solely compatible products" are items that can only fulfill their intended purpose in conjunction with another product(s). For example, a small pluggable module that only functions with "covered telecommunications equipment [or services]" as defined in FAR 52.240-91, Security Prohibitions and Exclusions (Nov 2025) (GSA Class Deviation RFO-2025-40) Alternate I (Nov 2025), is considered to be solely compatible with a prohibited product. These products do not add value to the MAS program since the products they are designed to support cannot be purchased or used by GSA customers.

xiii. **Applicable to product offers.** If the offeror is a dealer/reseller or the Offeror will use dealers to perform any aspect of contracts awarded under this solicitation, describe the functions, if any, that the dealer/reseller will perform.

xiv. **Applicable to product offers.** AbilityOne Program Products. The AbilityOne Program is a Federal procurement program that generates jobs for individuals who are blind or have another significant disability. In order to offer AbilityOne products, (i.e.,

items listed on the AbilityOne Procurement List) under the MAS Solicitation a vendor must be an authorized AbilityOne Program distributor as designated by the U.S. AbilityOne Commission. The Government will utilize available VPP data to verify the offeror is an authorized AbilityOne Program distributor.

Certain commercial products are considered "essentially the same" (ETS) as AbilityOne products. Because AbilityOne products are mandatory purchases for Federal customers, an offeror must not include any ETS items in its FSS proposal. Offerors can search identified ETS products on the AbilityOne website. For more information on the AbilityOne Program, ETS products, and becoming an authorized AbilityOne distributor, please visit the AbilityOne site or contact Mr. Mike Jurkowski at mjurkowski@abilityone.gov/703-785-6404.

**Note:** Class Deviation CD-2026-03 applies and eliminates the previous Trade Agreements Act (TAA) exemption for Federal Prison Industries, Inc. and AbilityOne Participating Nonprofit Agencies.

**Offers from joint ventures.** If the joint venture offeror will not source the offered product(s) itself (e.g., unpopulated which means joint venture offeror does not have its own separate employees to perform contracts awarded to the joint venture), the joint venture offeror must provide evidence that the joint venture partner(s) sourcing the products on the AbilityOne Procurement List is an authorized distributor under the AbilityOne Program. The joint venture offeror must also submit evidence of the AbilityOne Commission's concurrence with the joint venture partner(s) providing products on the AbilityOne Procurement List on behalf of the joint venture entity.

xv. **Applicable to product offers.** Manufacturer Part Number (MPN) data must be submitted for all products. The offeror must ensure that the MPN for each proposed product reflects the actual number assigned. Universal Product Code Type A (UPC-A) data must also be submitted for all products for which this information is commercially available. If MPN (and UPC-A data, if commercially available) is submitted incorrectly or not submitted, the offer may be rejected and/or the associated product(s) may not be awarded.

xvi. **Applicable to product offers.** Offerors are advised that following contract award, Schedule contractors offering products under designated Special Item Numbers (SINs) must submit detailed electronic contract data, such as, but not limited to, Universal Product Codes (UPC) and product photos for each item offered on GSA Advantage! using the FAS Catalog Platform (FCP), Schedule Input Program (SIP), Electronic Data Interchange (EDI) or other common-use electronic medium prescribed by GSA.

Contractors must follow the detailed guidance and requirements provided on the MAS 'Requirements after getting a MAS contract' page when submitting electronic contract data for inclusion on the GSA Advantage! website.

xvii.**Applicable to product offers.** GSA Advantage Purchase Order (PO) Portal. The offeror must use EDI, cXML or the GSA Advantage PO Portal to provide order acknowledgment information that enables ordering agencies to track the location of an order at any time, from the moment the order is shipped, to the point of delivery and acceptance. **Note: Contractors must provide a valid status for each order line no later than the specified number of days established as the 'Normal Delivery Terms' of the contract.** The GSA Advantage POPortal gives GSA schedule contractors quick and easy access to purchase orders placed by federal agencies using GSA Advantage or eBuy. The PO Portal allows contractors to view, print and/or download orders and to send order acknowledgment/status directly to ordering agencies. For more information on the PO portal review the PO Portal help guide.

xviii. **Applicable to product offers**. Frustrated Freight. GSAR Clause 552.211-73, Marking, establishes marking and labeling requirements for shipping Federal Government orders. The Government reserves the right to require sample electronic versions of all documents (including but not limited to: Military Shipping Labels, Packing Lists, Unit Level Markings, HAZMAT related documents, etc.) that are required for compliance with the FED-STD-123 and MIL-STD-129 edition in effect as of the date of solicitation issuance.

xix. **Applicable to both product and service offers from joint ventures.**

(A) Under the FSS program, a joint venture partner can hold its own FSS program contract as well as be a joint venture partner in a maximum of three different FSS program joint venture contracts, with the exception that the same joint venture partners cannot hold multiple FSS program contracts.

(B) All joint venture offerors, regardless of size status, must complete the All Joint Venture section and Appendix A of the Joint Venture Solicitation Attachment available on the MAS Roadmap site. The Joint Venture Solicitation Attachment includes specific requirements only applicable to joint venture offerors

(1) All joint ventures must ensure as part of the registration process that they provide the name of the business entity and cage code of all immediate/highest level owners pursuant to FAR 52.204-7 (Nov 2024) (Deviation Nov 2025), paragraph (b)(3)(i)). In addition, **all** joint venture offerors must ensure **each** joint venture partner who is an immediate owner and/or highest-level owner is identified as required.

(C) In addition to the All Joint Ventures section and Appendix A, all joint venture offerors representing themselves as a small or socioeconomic category must complete the Small Business Joint Venture section of the Joint Venture Solicitation Attachment, and Appendix B (as applicable):

(1) Joint venture offerors representing themselves as a socioeconomic category and all mentor-protégé joint venture offerors (regardless of whether they represent themselves as small or a socioeconomic category) must complete the Statement of Assurance under Appendix B of the Joint Venture Solicitation Attachment.**

**Note: Appendix B of the Joint Venture Solicitation Attachment is not required to be completed by a small business joint venture offeror where the joint venture is between two or more **small businesses** who **are not** socio-economic joint ventures or mentor-protégé joint ventures (see 13 CFR 125.8(d)).

Failure to submit the Joint Venture Solicitation Attachment (and any required documents addressed in the attachment) to eOffer in accordance with the attachment instructions may result in the rejection of your offer.

(2) **Section II – Technical Proposal**

The offeror must address the four technical proposal factors below. Note that Factors One, Three and Four must be completed directly through eOffer. The submission of uploaded documents to address Factors One, Three and Four will not be considered.

i. **Applicable to both product and service offers.** Factor One - Corporate Experience*: The offeror must provide a narrative description of its corporate experience including all information below. Note that the narrative must be completed directly through the eOffer application by responding to the eOffer prompts; separate attachments addressing Corporate Experience will not be considered.

*The requirement to provide a Corporate Experience narrative does not apply to contractors that have an active FSS program contract under this Schedule and meet the criteria for submitting a streamlined offer, or to small businesses that are performing under an active FSS program contract as a joint venture partner and meet the criteria for submitting a streamlined offer (see (d)(1)-(4)).

(A) A minimum of two (2) years of corporate experience is required unless submitting under Startup Springboard.**

****Startup Springboard:** Offerors with less than two (2) years of corporate experience must submit additional information that demonstrates their ability to manage a company and provide the products/services described under this offer. (i.e. information on the professional management and project experience of company

executives and key personnel)

**Offers from joint ventures.** The Startup Springboard process is only available for joint venture offerors **with less than two (2) years of corporate experience who are FASt Lane participants**. The information required by the Startup Springboard process must be provided for the joint venture entity and each of the joint venture partners (each joint venture partner must be addressed in the narrative submitted).

(B) Organization's number of employees, experience in the field, and resources available to enable it to fulfill requirements.

(C) Brief history of the offeror's activities contributing to the development of expertise and capabilities related to this requirement.

(D) Information that demonstrates the offeror's organizational (e.g. organizational chart, list of key departments) and accounting controls (e.g. processes and/or systems in place).

(E) A description of the resources presently in-house or the ability to acquire the type and kinds of personnel/products proposed.

(F) A description of the marketing strategy that will be used to reach Federal ordering activities.

(G) A description of the intended use of subcontractors.

ii. **Applicable to both product and service offers.** Factor Two - Past Performance*: Past performance information is one indicator of an offeror's ability to perform the contract successfully. Offerors must demonstrate a pattern of past performance in accordance with the instructions below.

*The requirement to provide Past Performance Information does not apply to contractors that have an active FSS program contract under this Schedule and meet the criteria for submitting a streamlined offer, or to small businesses that are performing under an active FSS program contract as a joint venture partner and meet the criteria for submitting a streamlined offer (see (d)(1)-(4)).

(A) Offerors with three (3) or more interim or final contractor performance assessment reports available in the federal Contractor Performance Assessment Reporting System (CPARS) must verify in eOffer that they have three (3) or more assessment reports available in CPARS that represent:

(1) contracts or orders ongoing or completed within three (3) years preceding the date of offer submission;

For ongoing contracts with a base year and option years, at a minimum, the base year must have been completed; for multi-year task orders, at a minimum, the first year must have been completed.

(2) at least three (3) distinct orders and/or contracts; and

(3) work similar in scope to products/services included in this solicitation.

The offeror must address any negative feedback in the contractor performance assessment reports not previously documented in the CPARS report. Offerors may access CPARS to view previously completed evaluations.

If unable to meet these criteria, the offeror must submit a list of relevant customer references and completed Past Performance Questionnaires (PPQ) in accordance with paragraph (B) below.

(B) Offerors that do not have any CPARS reports that meet the criteria in paragraph (A) must upload a list of three (3) relevant customer references and three (3)

completed Past Performance Questionnaires (PPQ) to eOffer. The relevant customer reference(s) must align with the Past Performance Questionnaire(s). Offerors with fewer than three (3) CPARS reports that meet the criteria in paragraph (A) must supplement those reports with additional relevant customer references and completed PPQs. The offeror must submit a total of three (3) past performance references from three (3) distinct orders and/or contracts. For example:

1. Offerors with one CPARS report that meets the criteria in paragraph (A) must submit two (2) additional relevant customer references and completed PPQs.

2. Offerors with two CPARS reports that meet the criteria in paragraph (A) must submit one (1) additional relevant customer reference and completed PPQ.

Relevant customer references are defined as customers for whom the offeror has performed work similar in scope to products/services included in this solicitation. Relevant customer references must be ongoing or have been completed within three (3) years preceding the date of offer submission. For ongoing contracts with a base year and option years, at a minimum, the base year must have been completed; for multi-year task orders, at a minimum, the first year must have been completed. For each reference listed, the offeror must identify the following:

(1) Customer name;

(2) Customer point of contact (including name, phone, and email address);

(3) Brief description of work performed and the offeror's role;

(4) Dollar value of project; and

(5) Period of performance.

In addition, GSA may request supporting documentation (e.g., invoices, statements of work, SF 1449, subcontract agreements, etc.) to verify the legitimacy of the relevant customer references. GSA reserves the right to reject any reference it reasonably believes to have been falsified or if the referencing customer is an entity the offeror partially owns, wholly owns, or is an affiliate.

**Applicable to Startup Springboard Only:** If the offeror does not have three (3) relevant customer references from three (3) distinct orders and/or contracts, the offeror may substitute customer references for relevant work performed by affiliates, predecessor companies, or key personnel. If the offeror chooses to make such a substitution, the narratives must clearly identify the entity or personnel that performed the relevant work and explain how the entity or personnel will be meaningfully involved in performing the MAS contract.. See FAR 2.101 for "affiliate" definition and FAR 52.204-7 (Nov 2024) (Deviation Nov 2025) for '*predecessor*' definition.

The PPQs must be completed in their entirety by the offeror's relevant customer references prior to proposal submission. If a customer reference will only complete a PPQ at the request of an FSS Contracting Officer (CO), the offeror can upload a signed letter instead of a completed PPQ which states the relevant customer reference will provide a completed PPQ when requested by the FSS CO. If the offeror fails to upload either the completed PPQ or the aforementioned letter with its proposal in eOffer, the proposal may be rejected.

A relevant customer reference must either complete the PPQ template published on the MAS Roadmap site or address all of the evaluation areas outlined in the template in a format of their own choosing. Offerors are advised that GSA may contact a customer reference to discuss information provided by a customer reference in a PPQ.

**Offers from joint ventures.** If the joint venture offeror cannot demonstrate past performance in accordance with paragraphs (A) or (B), the joint venture offeror must provide the information required using past performance information from the joint venture partner(s) in accordance with the instructions above. If the joint venture offeror is a mentor-protégé joint venture or a socioeconomic joint venture, the protégé or socioeconomic category joint venture partner(s) must verify at least one contractor performance assessment report (available in CPARS) in eOffer in accordance with the instructions under (A) or submit at least one customer reference and one (1) completed PPQ in accordance with the instructions under (B). The mentor, or other joint venture partner(s) in a socioeconomic joint venture, must satisfy the remaining past performance requirements. If the joint venture offeror is an "all small" joint venture, each small business partner must verify at least one contractor performance assessment report (available in CPARS) in eOffer in accordance with the instructions under (A) or submit at least one customer reference and one (1) completed PPQ in accordance with the instructions under (B).

iii. **Applicable to both product and service offers.** Factor Three - Quality Control: The offeror must provide a Quality Control narrative that addresses all of the information below. The offeror must provide a single narrative for this factor, regardless of the number of products/services offered. Note that this narrative must be completed directly through the eOffer application by responding to the eOffer prompts; separate attachments addressing Quality Control will not be considered.

(A) A description of internal review procedures that facilitate high-quality standards.

(B) Identification of individuals responsible for ensuring quality control.

(C) Whether or not subcontractors are used and, if so, the quality control measures used to ensure acceptable subcontractor performance.

(D) How potential problems areas and solutions are handled.

(E) The procedures for ensuring quality performance when meeting urgent requirements.

(F) How quality control will be managed when completing multiple projects for multiple agencies simultaneously.

iv. **Applicable to service offers.** Factor Four – Relevant Project Experience: The offerors must submit a narrative demonstrating relevant project experience by responding to the Relevant Project Experience prompts in eOffer. A narrative is required for each proposed services SIN when proposing services and must include the following:

(A) A description of one (1) relevant project. Each description must clearly indicate the SIN to which it applies, and identify the specific services being proposed under that SIN. The projects must either have been completed within the last two years or be ongoing. For ongoing contracts with a base year and option years, at a minimum, the base year must have been completed; for multi-year task orders, at a minimum, the first year must have been completed. Note: Specific services may have additional requirements under Factor Four. Offerors must also refer to SIN or category specific instructions for additional Factor Four requirements for relevant project experience. In addition, GSA may request supporting documentation (e.g., invoices, statements of work, SF 1449, subcontract agreements, etc.) to verify the legitimacy of the relevant project experience. GSA reserves the right to reject any relevant project it reasonably believes to have been falsified.

The project description must also address the following elements:

(1) Detailed description of SIN relevant work performed and results achieved

(2) Methodology, tools, and/or processes utilized in performing the work

(3) Demonstration of compliance with any applicable laws, regulations, Executive Orders, OMB Circulars, professional standards, etc.

(4) Project schedule (i.e., major milestones, tasks, deliverables), including an explanation of any delays

(5) How the work performed is similar in scope and complexity to the work solicited under the proposed SIN

(6) Demonstration of required specific experience and/or special qualifications detailed under the proposed SIN.

The offeror may use the same project in support of more than one SIN as long as the description clearly identifies the SIN relevant work. All examples of completed services must have been deemed acceptable by the customer.

If the offeror was previously awarded a Schedule contract for these services that was cancelled, allowed to expire due to low sales, or expired at the end of the final option period with low sales, the offeror's relevant project must be a Federal prime contract valued in excess of $25,000.

(B) For each project description, offerors must also provide the following customer reference information:

(1) Customer/client name

(2) Project name/contract number

(3) Customer point of contact for project

(4) Point of contact phone number and email

(5) Project performance period (include begin/end dates)

(6) Dollar value of the entire project

(7) Dollar value received for the work performed relevant to the SIN offered

(8) Brief summary of the project as a whole (i.e., background, purpose, etc.)

(9) A completed copy of the Statement of Work, Performance Work Statement, Statement of Objectives, signed SF1449, and/or subcontract agreements for the project

(C) **Applicable to Startup Springboard Only**: If relevant project experience does not exist, the offeror may substitute the relevant projects of affiliates, predecessor companies, or key personnel that will be performing major aspects of the work. If the offeror chooses to make such a substitution, the narratives must clearly identify the entity or personnel that performed the services and explain how the entity or personnel will be meaningfully involved in performing the MAS contract. See FAR 2.101 for "affiliate" definition and FAR 52.204-7 (Nov 2024) (Deviation Nov 2025) for '*predecessor'* definition.

(D) **Offers from joint ventures.** If a joint venture offeror does not have relevant project experience for a particular SIN, a joint venture partner may submit the required project experience. The narratives must clearly identify the joint venture partner that performed the work. For a mentor-protégé joint venture or socioeconomic joint venture, the protégé and/or socioeconomic joint venture partner must have relevant project experience for at least one of the SIN(s) offered. (Note: Pursuant to SBA rules, a protege and/or socioeconomic joint venture partner must have some experience in the type of work to be performed under the contract.)

This requirement does not apply to contractors that have an active FSS program contract under this Schedule and meet the criteria for submitting a streamlined offer, or to small businesses that are performing under an active FSS program joint venture contract as a joint venture partner and meet the criteria for submitting a streamlined offer (see (d)(1)-(4)).

(3) **Section III – Price Proposal**

i. The assigned GSA CO will review your price proposal to determine whether offered prices are fair and reasonable.

ii. **Applicable to both product and service offers**.

(A) Offered pricing and pricing terms

(1) Download required templates from GSA's Required templates for a MAS offer page.

(2) Submit offered pricing by completing and uploading the applicable price proposal templates in eOffer. There are separate price proposal templates for products, services, and specific SINs. Note: Offerors are required to follow the instructions outlined in the "Read Me" tab.

(3) Submit offered pricing terms by completing and uploading the *Pricing terms* template in eOffer.

(4) Identical items (products, services, or labor categories) with the same terms and conditions may be awarded under different SINs on the same contract if the prices are the same and the proposed items are within the scope of each SIN. Identical items with the same terms and conditions cannot be awarded on the contract at different price points.

(B) Submission of data in support of offered pricing

(1) You are **not** required to submit data in support of offered pricing at the time of offer submission (e.g., invoices, quotes, contracts, etc.).

(2) Consistent with FAR subpart 15.4 (GSA Class Deviation RFO-2025-15), GSA will maximize its use of existing government data and data obtained from other sources before requesting additional information from you. Any requests for data in support of offered pricing will be limited to the information needed to determine whether offered prices are fair and reasonable.

(3) If necessary, your GSA contracting officer/specialist will contact you regarding the pricing information they require. This may include a request for *data other than certified cost or pricing data* related to established prices, previous sales, or any other information required to establish price reasonableness.

(C) Proposed economic price adjustment method

(1) Complete the Economic Price Adjustment Method module in eOffer to propose one or more EPA methods in accordance with GSAM 538.270-4 *Use of economic price adjustments in FSS contracts* and GSAR clause 552.238-120 *Economic Price Adjustment - Federal Supply Schedule Contracts* (SEP 2024).

(2) Under the MAS Program, the following EPA types are permitted:

(i) Adjustments based on fixed escalation rates (e.g., a fixed annual escalation rate)

(ii) Adjustments based on a market index or other basis (e.g., U.S. Bureau of Labor Statistics Employment Cost Index)

(iii) Adjustments based on established pricing (e.g., your commercial price list, commercial catalog, or other standard market pricing)

(iv) Adjustments based on unforeseeable significant changes in market conditions

(3) At a minimum, when proposing an EPA method you must identify the following:

(i) Proposed EPA type

(ii) Offered pricing subject to the proposed EPA type

(iii) Any other requirements (e.g., timing, frequency, limits on increases)

(4) The proposed EPA method should be consistent with your commercial practices, result in fair and reasonable pricing throughout the life of the contract (as determined by the CO), and allow for efficient contract administration (e.g., an EPA method that involves the submission of weekly price adjustment

requests is probably not an effective approach). While establishing a single EPA method will generally simplify contract administration, you can propose more than one EPA method when doing so is consistent with your commercial practices (e.g., by SIN, large category, product line, etc.).

(5) If proposing "adjustments based on established pricing," you must submit a copy of your current, dated commercial price list, commercial catalog, or other standard market pricing. This must be an existing, standalone document and not prepared solely for purposes of this solicitation. This document will be incorporated into the contract and used as the baseline for future price adjustments.

iii. **Applicable to both product and service offers.** Full-Product and Broad-Service Offerings. The offeror must provide a full and broad array of proposed products/services. An offer will not be accepted with limited product/service offerings unless it represents a total solution for the offeror or proposed product/service offering.

iv. **Applicable to service offers**.

(A) In accordance with FAR provision 52.237-10 *Identification of Uncompensated Overtime*, submit a copy of your policy addressing uncompensated overtime.

(B) Complete the SCLS Matrix module in eOffer to provide the equivalent code/title and wage determination number for any offered services covered by Service Contract Labor Standards (SCLS). The SCLS wage determinations applicable to this solicitation are published on GSA's SCLS wage determinations applicable to MAS contracts page. You are required to comply with all applicable SCLS requirements, regardless of whether SCLS-covered services are identified in the offer. FAR clause 52.222-41 *Service Contract Labor Standards (Aug 2018) (Deviation Nov 2025)* is incorporated into all MAS contracts that include services. See solicitation for additional SCLS clauses.