

**SCP-FSS-001 Instructions Applicable to All Offerors (May 2021)**

(a) Read the entire solicitation document prior to preparing your offer. The Government will consider award for 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 discussions. Therefore, the offeror's initial proposal should contain the best terms from a price and technical standpoint.

(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 Offer Documents Submission Checklist posted on 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 attests that there have been no exceptions taken 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 attests that it 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.

(3) The offeror attests that it understands and agrees to comply with the requirements of clause 552.238-80 Industrial Funding Fee and Sales Reporting OR clause 552.238-80 Industrial Funding Fee and Sales Reporting (Alternate I) if participating in Transactional Data Reporting (TDR) (see paragraph (g) below for more information on TDR).

(d) If the offeror was previously awarded a Schedule contract that was cancelled or allowed to expire due to low or no sales, a new offer for the same Schedule will not be considered unless a minimum of 12 months have passed since the effective date of the cancellation or expiration date of the previous contract. Any offer submitted prior to the completion of this 12-month period will be rejected.

(e) Existing Federal Supply Schedule (FSS) Program contractors can submit streamlined offers as annotated in this provision provided that the contractor meets ALL of the following criteria:

(1) The contractor has an active FSS program contract under this Schedule and is submitting a new offer for the same Special Item Numbers (SINs).

(2) Sales under the existing contract have averaged a minimum of \$25,000 per year for the previous five years of reported sales.

(3) There is a demonstrated pattern of satisfactory past performance under the existing 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 orders under its existing contract; or has submitted quotes for either 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 and orders awarded via the existing contract, while utilizing the new contract for new business opportunities. A contractor that wishes to hold continuous contracts must:

(1) Indicate with its offer that it wishes to hold continuous contracts, along with a listing of all active submitted quotes, established BPAs, and awarded orders under the existing contract. For each, the contractor must include the ordering activity name and point of contact, RFQ/BPA/order 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 cancelled the day after the final day of the ordering period for the active BPA or order (including options). In situations where multiple BPAs and/or orders are active, the cancellation date should be based on the last remaining BPA or order, provided that they do not extend beyond the existing contract end date.

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

(g) This solicitation includes Transactional Data Reporting (TDR), which requires contractors that choose to participate in TDR to electronically report the price the federal government paid for an item or services purchased through contracts covered by TDR. TDR participants are not required to provide Commercial Sales Practices (CSP) disclosures or to monitor price reduction violations in accordance with Clause 552.238-81 Price Reductions. Special proposal instructions for TDR participants are detailed in this provision.

(h) In addition to compliance with the requirements of this provision, the offeror must also comply with any additional NAICS 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 uploaded documents.

(j) All offerors must comply with the following (unless annotated otherwise):

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

**i. Applicable to both products and services offers.**

The offeror must complete and submit the Pathway to Success training\*. The Pathway to Success training must be completed by a designated Authorized Negotiator who is also a company officer (e.g., President, CEO, CFO, etc.) and completed/dated within one year of the date of offer

submission. This free, web-based self-assessment is available through the [Vendor Education Center](#) (VEC) or through the [Vendor Support Center](#) by selecting the “Education” tab and then “Pathway to Success.” The training session is less than two hours total and covers the major factors vendors should consider prior to submitting an offer to GSA. eOffer will verify the name of the person that completed the Pathway to Success training and the date of completion.

\* The requirement to complete the Pathway 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, see (e) 1-3.

ii. **Applicable to both products and services offers.**

The offeror must complete and submit the Readiness Assessment for Prospective Offerors\*. The Readiness Assessment must be completed by a company officer (e.g., President, CEO, CFO, etc.) and completed/dated within one year of the date of offer submission. This free, web-based self-assessment is available through the [Vendor Education Center](#) (VEC) or through the [Vendor Support Center](#) by selecting the “Education” tab and then “Vendor Toolbox (Readiness Assessment).” This tool is designed to assist vendors in determining whether they are ready to pursue a Schedule contract and prepares them to navigate the Schedule proposal process.

\*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, see (e) 1-3.

iii. **Applicable to both products and services offers.**

The offeror must be registered with the [System for Award Management](#) (SAM). The information provided must be current, accurate, and complete, and reflect the North American Industrial Classification System (NAICS) code(s) for this solicitation and the products/services proposed. The offeror must provide verification that it has an active SAM registration

iv. **Applicable to both products and services offers.**

If an offeror was previously awarded a Schedule contract, and it was subsequently cancelled or allowed to expire due to low sales, provide a detailed description of the steps the offeror plans to take to generate sales through a new contract that includes the following:

(A) A copy of the cancellation letter or notification of determination not to exercise an option.

(B) Current Federal sales (either as a prime or subcontractor) in excess of \$25,000, for products/services that are within scope of this Schedule, as 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.

(C) Demonstration 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 (limit 2 pages).

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

The offeror must provide annual financial statements\* for the previous two-years (audited, if available). 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) 9.104-1(a), 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 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, see (e) 1-3.

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 clause 52.219-9 Small Business Subcontracting Plan. 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 the provisions of 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 NAICS 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.

Offerors must identify whether a proposed Information and Communication Technology (ICT) product or service is compliant with the Section 508 accessibility standards at 36 CFR 1194. The offer must also identify where full details of compliance can be found (e.g., vendor's website or other exact location.) For more information on Section 508 standards visit the [Section 508](#) site.

x. **Applicable to product and service offers.** 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 components from various countries and the components are assembled in an additional country, a test to determine country of origin is "substantial transformation" (reference FAR 25.001(c)(2)). 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. 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. For more information on the VPP, visit the MAS [Assemble Your Offer](#) page.

If the offeror is not the manufacturer of the products being proposed, the offeror may only propose products it is authorized to distribute. The offeror can either be authorized by the manufacturer itself, or otherwise authorized pursuant to wholesaler agreements or other policies establishing the offeror's authority to distribute proposed items. The offeror is also required to have access to an uninterrupted source of supply sufficient to satisfy the Government's requirements for all proposed products. See clause I-FSS-644 *Products Offered and Sold by Vendors Other Than the Manufacturer* for details.

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.

- (A) 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 and has access to an uninterrupted source of supply. 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, 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.

xii. **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. Evidence of AbilityOne distributor authorization must be submitted with your offer. 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](mailto:mjurkowski@abilityone.gov)/703-603-2117.

xiii. **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.

xiv. **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 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 'Contract Requirements and Modification Guidance' page

([www.gsa.gov/mascontractrequirements](http://www.gsa.gov/mascontractrequirements)) when submitting electronic contract data for inclusion on the GSA Advantage! website.

xv. **Applicable to product offers.** GSA Advantage Purchase Order (PO Portal). The offeror must use EDI, cXML or the GSA Advantage [Purchase Order \(PO\) 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. The GSA Advantage [Purchase Order \(PO\) Portal](#) 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](#).

xvi. **Applicable to product offers.** Frustrated Freight (applicable only to overseas delivery). The offeror must demonstrate understanding of orders bound for an international end-point delivery by providing a sample electronic version of a label appropriately marked in accordance with the FED-STD-123 and MIL-STD-129 edition in effect as of the date of solicitation issuance. An offer for OCONUS delivery will not be accepted if the offeror does not provide a sample packaging label for international delivery.

(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.

(A) The number of years of corporate experience in providing the products/services described under this Schedule, regardless of the specific

products/services being proposed. A minimum of two (2) years of corporate experience is required.

(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.

\*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, see (e) 1-3.

**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.

(A) Offerors with three (3) or more 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 completed within three (3) years of the date of offer submission;

(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. 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 customer references/completed PPQs.
2. Offerors with two CPARS reports that meet the criteria in paragraph (A) must submit one (1) additional customer reference/completed PPQ.
3. Offerors with no CPARS reports that meet the criteria in paragraph (A) must submit three (3) customer references/completed PPQs.

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 associated with three (3) distinct orders and/or contracts and the work referenced must have been completed within three (3) years of the date of offer submission. 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.

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 predecessor companies or key personnel.

The Past Performance Questionnaires 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 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 Past Performance Questionnaires or the aforementioned letter with its proposal in eOffer, the proposal may be rejected.

A relevant customer reference must either complete the Past Performance Questionnaire 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 Past Performance Questionnaire.

\*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, see (e) 1-3.

iii. **Applicable to both product and service offers.** Factor Three - Quality Control: The offeror must provide a Quality Control narrative that addresses 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 problem 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, not to exceed four (4) pages per 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 NAICS or category specific instructions, for additional Factor Four requirements.

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 or allowed to expire due to low or no sales, the offeror's relevant project must be a Federal prime contract valued in excess of \$25,000.

(B) For each project description, must also provide the following customer reference information (this data is not counted towards the four-page-per-project limitation):

- (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 or Statement of Objectives for the project

(C) If relevant project experience does not exist, the offeror may substitute the relevant projects of 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.

\* 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, see (e) 1-3.

**(3) Section III – Price Proposal**

i. **Applicable to both product and service offers.** GSA's pricing goal\*\* is to obtain equal to or better than the offeror's Most Favored Customer (MFC) pricing under the same or similar terms and conditions. GSA seeks to obtain the offeror's best price based on its evaluation of discounts, terms, conditions, and concessions offered to commercial customers. However, offers that propose Most Favored Customer pricing that is not highly competitive will not be determined fair and reasonable and will not be accepted. The U.S. Government Accountability Office has specifically recommended that "the price analysis GSA does to establish the Government's MAS negotiation objective should start with the best discount given to any of the vendor's customers."

\*\*This requirement does not apply to offerors/contractors that will be participating in TDR.

ii. **Applicable to both product and service offers.** Submit proposed pricing using the attached Price Proposal Template. The Price Proposal Template (PPT) MUST be submitted in Microsoft Office Excel format. The proposed pricing structure must be consistent with the offeror's commercial practices. Pricing must be clearly identified as based either on a "Commercial Price List" or a "Commercial Market Price," as defined in FAR 2.101 (see "Catalog Price" and "Market Prices" under the definition of "Commercial Item").

(A) If the MFC is a Federal agency, but sales exist to commercial customers, identify which, if any, of the commercial customers receive the offeror's best price. This will allow the Government to establish a "basis of award" customer in accordance with paragraph (a) of clause 552.238-81 Price Reductions.\*\*

\*\*The requirement to provide MFC information on the PPT does not apply to TDR participants.

(B) Proposed prices must include the 0.75% Industrial Funding Fee (IFF) (see contract clause 552.238-80 Industrial Funding Fee and Sales Reporting OR clause 552.238-80 Industrial Funding

Fee and Sales Reporting (Alternate I) if participating in the TDR). This fee will be included in the awarded prices and reflected in the total amount charged to ordering activities.

(C) Two or more identical products with the same terms and conditions (including but not limited to delivery and warranty terms) may not be awarded to the same Special Item Number (SIN). Identical products with the same terms and conditions may be awarded under different SINs if the prices are the same and the offeror submits an explanation why there is a valid business reason for doing so. Identical items with the same terms and conditions cannot be awarded to the contract at different price points.

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

Provide supporting documentation for EACH proposed product/service price. Supporting pricing documentation may consist of published and publicly-available commercial catalogs/price lists, copies of invoices, contracts, or quote sheets, and must be submitted with the offer. There must be a clear and relevant relationship between the supporting document and the proposed price it is meant to substantiate. Each supporting document must be clearly labeled with the name of the corresponding proposed product/service.\*\*

\*\*The requirement to provide supporting documentation with the offer does not apply to offerors/contractors that will be participating in the TDR. However, as per GSAM 538.270-2 Evaluation of offers with access to transactional data, paragraph (c)(3), if the Government cannot determine the prices offered to be fair and reasonable based on readily available data or market research, it may request the offeror provide other than certified cost or pricing data to facilitate the Government's evaluation of the proposed pricing.

**iv. Applicable to both product and service offers.** If the pricing offered is not equal to or better than the pricing extended to the Most Favored (commercial) Customer, offerors must provide a rationale to enable the contracting officer to determine that offered prices/rates are fair and reasonable.\*\*

\*\*This requirement does not apply to offerors/contractors that will be participating in the TDR.

**v. Applicable to both product and service offers.** The offeror must propose a mechanism for future price adjustments, as detailed below:

(A) If proposed pricing is based on a published or publicly-available commercial price list, submit a copy of the company's current, dated, price list, catalog, or standard rate sheet (note that this must be an existing, standalone document, and not prepared for purposes of this solicitation). Future price

adjustments for pricing based on a commercial price list are subject to clause 552.216-70 Economic Price Adjustment – Multiple Award Schedule Contracts.

OR

(B) If proposed pricing is based on commercial market prices, future price adjustments are subject to clause I-FSS-969 Economic Price Adjustment – FSS Multiple Award Schedule. The offeror must either propose a fixed annual escalation rate in accordance with I-FSS-969 paragraph (b)(1) OR propose a relevant market indicator (e.g., the Bureau of Labor Statistics Employment Cost Index(ECI)) in accordance with I-FSS-969 paragraph (b)(2).

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

Complete the Commercial Sales Practices Format (CSP-1)\*\* in eOffer in accordance with instructions provided in GSAR Figure 515.4-2. Provide a rationale for the given estimate of GSA contract annual sales. Any deviation from the offeror's commercial sales practices must be explained, including the specific circumstances and frequency of the deviations under Item 4b of the CSP.

\*\*The requirement to complete the CSP-1 does not apply to offerors/contractors that will be participating in the TDR.

**vii. 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.

**viii. Applicable to both product and service offers.** Fair and Reasonable Pricing. To determine fair and reasonable pricing, the GSA contracting officer may consider many factors, including, but not limited to pricing on competitor contracts and historical pricing. Offers that propose Most Favored Customer pricing but are not highly competitive will not be determined fair and reasonable and will not be accepted.\*\*

\*\*Attention offerors/contractors that will be participating in TDR:

To determine fair and reasonable pricing, the GSA contracting officer may consider many factors, including, but not limited to pricing on competitor contracts and historical pricing. Offers that are not highly competitive will not be determined fair and reasonable and will not be accepted.

**ix. Applicable to service offers.** Offerors proposing services have the option to propose separate rates for "domestic" versus "overseas" and/or "customer facility" versus "contractor facility" if there are variations in costs that depend on where the work is performed. Rates proposed in this manner must be clearly labeled as such and supported through the submission of supporting price documentation,

which may include published and publicly-available commercial price lists, copies of invoices, contracts and quote sheets. There must be a clear and relevant relationship between the supporting document and the proposed price it is meant to substantiate. Each supporting document must be clearly labeled with the name of the corresponding proposed service and submitted with the offer.

(A) For each proposed labor category, the offeror must provide a detailed position description. Position descriptions must include functional responsibilities, minimum years of experience, minimum educational/degree requirements, and any applicable training or certification requirements. If it is the offeror's standard commercial practice to substitute experience for education, explain the methodology in use (e.g., five years experience equates to a BA/BS degree).

(B) For each proposed training course, the offeror must provide a detailed training course description which includes the following information:

- (1) Title and brief description of the course, including major course objectives
- (2) Length of course (number of hours/days)
- (3) Minimum/Maximum number of participants
- (4) Price for additional students above minimum (if applicable)
- (5) Support materials provided as part of the course (e.g., training manuals, CDs, DVDs)

(C) Fixed Price Services: Provide a description for each fixed price service offered that clearly demonstrates how each service is within scope of the applicable SIN(s). Descriptions should contain sufficient detail to ensure ordering agencies have enough information to know what they're buying.

(D) Ancillary Supplies and Services/Other Direct Costs (ODCs) for Marketing and Public Relations Services: Provide a description for all known support products and/or Other Direct Costs (ODCs) that are proposed for award at the Schedule level that clearly describes what the ordering agencies are buying.

(E) Proposed prices must represent fully-burdened rates inclusive of all cost factors (e.g., direct labor, indirect labor, G&A, profit, and IFF).



x. **Applicable to service offers.** Offerors must submit a Professional Compensation Plan in accordance with provision 52.222-46 Evaluation of Compensation for Professional Employees. Individual compensation disclosure is not required. Submission of the general compensation practices printed in the offeror's employee handbook is often sufficient.

xi. **Applicable to service offers.** Offerors must submit a copy of its policy that addresses uncompensated overtime, in accordance with provision 52.237-10 Identification of Uncompensated Overtime.

xii. **Applicable to service offers.** Service Contract Labor Standards: Applicable to this solicitation (Service Contract Labor Standards 52.222-41, and related clauses 52.222-17, 52.222-42, 52.222-43, 52.222-49, and 52.222-55)

(A) The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA) applies to some nonprofessional services to be provided under this Schedule excluding pricing offered for services outside of the United States. The SCLS wage determinations applicable to this solicitation and resultant contract are located on the [MAS roadmap](#). Some of the proposed labor categories may be subject to the SCLS (usually nonprofessional categories and fixed-price services). As such, the offeror should verify that its proposed base rates and fringe benefit rates for these labor categories meet or exceed the SCLS wage determination rates and fringe benefits for the areas included in the geographic scope of the contract (i.e., nationwide); the offeror will be required to comply with applicable SCLS wage determination locality rates and fringe benefits regardless of the price proposed and awarded on any resultant Schedule contract. The offeror may be required to submit supporting documentation for the proposed rates that will allow the contracting officer to conduct price analysis to determine that offered prices are fair and reasonable.

(B) Schedule contractors must comply with the base rate and fringe benefit rate requirements of the prevailing SCLS Wage Determination (WD) Revision Number currently incorporated into the GSA Schedule contract. Task orders may not incorporate WDs different from those incorporated into the Schedule contract, as the order may then be in conflict with the Schedule contract terms and conditions. However, Schedule contractors must comply with the WDs incorporated into the Schedule contract based on the rate applicable to the locality in which the work is to be performed, regardless of the pricing proposed and awarded on

the contract. WDs based on collective bargaining agreements (CBAs) may be incorporated into a task order if the task order is found to be a successor contract as used in FAR Subpart 22.10; a CBA WD would be applicable only to the task order it is incorporated into and no other orders under that Schedule contract.

(C) In the price proposal template (PPT), indicate which of the proposed labor categories or fixed price services are subject to the SCLS by placing a double asterisk (\*\*) next to the labor category name or fixed price service.

(D) For each SCLS eligible contract labor category or fixed price service, complete the following information in the below spreadsheet format directly in eOffer (labor categories shown are for example purposes):

SCA/SCLS Matrix		
SCLS Eligible Contract Labor Category/Fixed Price Service	SCLS Equivalent Code Title	WD Number
Secretary	01115 General Clerk I	052059
Driver	31361 Truck driver, Light Truck	052059
Engineering Technician	29081 Engineering Technician I	052059
Administrative Assistant	01011 Accounting Clerk I	052059

(E) The following language must be inserted below the SCLS/SCA matrix in the authorized price list posted on GSA Advantage:

"The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide)."

(F) Escalation of SCLS-covered services must be in accordance with FAR clause [52.222-43](#) and either clause I-FSS-969 or clause 552.216-70, as applicable to the contract.

Note 1: The contractor will not automatically be allowed an increase in prices based solely on new wage determinations. Contractor may be required to furnish the Schedule Contracting Officer with

additional justification for a price increase.

Additional justification may include, but is not limited to, invoices, payroll information, current e98s, RFQ, and/or task order information.

Note 2: Reference Code of Federal Regulations, Title 29, Labor, Subtitle A Office of the Secretary of Labor, Part 4 Labor Standards for Federal Service Contracts, Subpart D Compensation Standards, paragraph 4.161 Minimum monetary wages under contracts exceeding \$2,500, which states: "No change in the obligation of the contractor or subcontractor with respect to minimum wages will result from the mere fact that higher or lower wage rates may be determined to be prevailing for such employees in the locality after the award and before completion of the contract.