CONTRACT MIGRATION REQUEST

**"CONSOLIDATED" CONTRACT MIGRATION REQUEST
APPLICABLE TO EXISTING SCHEDULE CONTRACTORS**

Company Name:_____

Company Address: _____

Point of Contact/Authorized Negotiator for Consolidated Contract:

        Name: _____

        Telephone No.: _____

        Facsimile No.: _____

        E-Mail Address: _____

Migrations can NOT occur on the following: 1) any contracts that do not meet the Contract Sales Criteria identified in Clause I-FSS-639; 2) any contracts that are within 250 days of expiration or option renewal; 3) any contracts that are currently in the final option period of their contract (option period 3).

With respect to option renewals for period 1 or 2, firms can migrate once the option has been exercised.

If submitting a migration request, please follow the instructions noted below. Failure to do so will delay the migration process.

Provide the information requested by Clause 552.237-81, Modifications (Multiple Award Schedule) of the Consolidated Solicitation in addition to the information noted below

    1. **Complete the attached table as follows using Table 1.**

        Column 1: Insert the existing Schedule number.
        Column 2: Insert the existing SIN number.
        Column 3: Insert the contract number.
        Column 4: Insert a brief description of items on schedule (e.g., consulting, IT software, audit services).
        Column 5: Insert the end date of the contract's period of performance(s).
        Column 6: Insert the new SIN number (per the Consolidated SIN Table Crosswalk document from the solicitation)
        Column 7: Insert the new SIN title (per the Consolidated SIN Table Crosswalk document from the solicitation)
        Column 8: Insert appropriate NAICS code (per the Consolidated SIN Table Crosswalk from the solicitation) and indicate your appropriate business size in accordance with the size standards

    2. **Attach a copy of your firm's current contract price lists for those contracts to be migrated in an electronic version**

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3. **Attach an electronic copy of any previously negotiated terms and conditions under your existing schedule contracts that are to be migrated.**

The above documents, including this migration request (document 16 found in the latest solicitation) are to be submitted directly to Kathy Jocoy via email: Kathy.jocoy@gsa.gov

Concurrent with the above you will need to submit an offer through the eoffer process. This allows GSA to establish a new contract number and period that will govern the migrated contracts. The following steps must be completed with the eoffer submission:

1. **Upload your Consolidated offer submission, a copy of the Proposed Price List (PPL) (document 7 of the solicitation) and your awarded labor category descriptions. This document will serve to represent the pricing of the migrated Consolidated Schedule contract. It should consist of rates previously awarded under the single Schedule contract(s) only.**
   NOTE 1: This is NOT an opportunity to submit new pricing.
   NOTE 2: If you have any labor categories that appear duplicative in the individual schedules, you will need to differentiate in this submission or remove.

2. **Complete within e-Offer an updated subcontracting plan (document 6 of the solicitation), if the company is "other than small" per the applicable NAICs that support preponderance of effort.**

3. **Complete within e-Offer an updated Commercial Sales Practice (CSP) Format, (document 8 of the solicitation).**

All documents noted above must be included in order for a migration to occur. Failure to do so could delay this process and/or result in rejection.

NOTE: Please be advised that if you choose to add additional SINs that are not that currently awarded under the schedule(s) being migrated, or SINs for services other than what was awarded to your firm, you must submit a separate modification to "add SINs" after the award of your Consolidated contract. Instructions for adding SINs can be located at www.gsa.gov/consolidated, under the Modification Instructions section.

Sign and date the following statement:

I agree to the terms and conditions of the current "Consolidated" solicitation **Refresh #18** unless noted below.

_____   ____

Name, Title   **Date**

_____

Company Name

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CONSOLIDATED MIGRATION – FORMAT 1							
Existing Schedule No. (Column 1)	*Existing SIN No. (Column 2)*	*Contract No. (Column 3)*	*Category of Items (Column 4)*	*Contract End Date (Column 5)*	*New SIN No. (Column 6)*	*New Description (Column 7)*	*NAICs Code/ Represented Business Size (Column 8)*

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CONSOLIDATED MIGRATION – FORMAT 1							
Existing Schedule No. (Column 1)	Existing SIN No. (Column 2)	Contract No. (Column 3)	Category of Items (Column 4)	Contract End Date (Column 5)	New SIN No. (Column 6)	New Description (Column 7)	NAICs Code/ Represented Business Size (Column 8)