

GSA Schedule Contracts Modifications and Options

Industry Days
2011

Kathy Jocoy
David Lowry
Management Services Center

Modifications Agenda

1. Where is Online Help to Submit Mods?
2. Insider's View: Success with Mods
 - "Top 8" Tips for Getting Your Mod Requests Accepted 1st Time
3. "Hot Topics"

Where is Online Help to Submit Mods?

- Administrative Changes
- Adding Labor Categories
- Adding SINS
- Commercial Sales Practice Format
- EPA based on Market Pricing
- EPA based on a CPL
- Request for GSA to Recognize Novation or Change of Name Agreement

Where is Online Help to Submit Mods?

- Vendor Support Center
 - vsc.gsa.gov
 - Pathway to Success
- The Center for Acquisition Excellence
 - cae.gsa.gov
 - How to Become a Contractor – GSA Schedules Program
- Office of Small Business Utilization
 - gsa.gov/sbu

Modifications

- To be eligible, you must be in compliance with all terms and conditions of your current GSA Schedule contract(s) including
 - Contract sales of at least \$25K per year
 - Successful (or better) ACO Report Cards
 - OOCORP is not solution to avoid cancellation of a non-performing contract!
- Modification rather than new offer; faster processing time
 - MSC/Auburn is lead on all migrations where IT is not the preponderance of estimated sales
 - IT Center is lead on all migrations where IT is the preponderance of estimated sales

Administrative Mods

- Use Rapid Action Modifications (RAM) when you can:
 - RAMs expedite review and award of deletion and administrative modifications
 - Change of contract administrator
 - Change of phone number
 - Change of fax number
 - Change of Web URL
 - Change of email address
 - Change of authorized negotiator
 - Change of (addition/deletion) authorized reseller
 - Deletion mods include:
 - Deletion of labor category
 - Deletion of product
 - Deletion of Special Item Number (SIN)

Insider's View: Success with Mods-"Top 8" Tips

1. Follow online mod request instructions,
 - e.g. <http://www.gsa.gov/MOBIS>
2. Submit sufficient info - refer to online instructions
3. Submit supporting documentation, e.g. CSP, bill rate invoices, ORCA, novations, position descriptions
4. Ensure scope of service to be added matches SIN
5. Ensure adequate sales (vs. no/low sales)
6. Ensure pricing is fair and reasonable
7. Ensure good performance (report sales/IFF, add to Advantage, adequate contract management)
8. Respond to GSA contract specialist timely

Modifications “Hot Topics”

- Refreshes are now twice a year
- O.P.E.N.

O.P.E.N.

“Option Process to Ensure iNtegrity”

Objectives

- Understand the benefits of OPEN
- Understand the new process for exercising options
- Exercise options at least 60 days prior to contract expiration

What OPEN is NOT?

Option time is NOT the time to:

- Carry out routine contract maintenance
- Renegotiate the contract
- Include bilateral modifications
- Ask Contractors to resubmit unnecessary paperwork

What is OPEN?

OPEN breaks the option process down into four steps:

- Notification
- Eligibility
- Readiness
- Exercise

Benefits

- Streamlines the option process
- Automated emails and templates = less time on administrative activities
- Consolidated attachments give easier access to information
- Milestones and reminder emails
- Keeps the modification unilateral means less back and forth between Gov't and the Contractor

Questions

Kathy Jocoy

Kathy.jocoy@gsa.gov

Dave Lowry

David.lowry@gsa.gov

800-241-7246