

**GUIDELINES FOR REQUESTING
A NOVATION OR CHANGE OF NAME AGREEMENT
UNDER YOUR EXISTING GSA, FSS, MAS CONTRACT WITH
THE CENTER FOR FACILITIES MAINTENANCE AND HARDWARE (R6)**

FAR 42.12, Novation and Change-of-Name Agreements, describe the procedures necessary to request that the Government recognize a name change or a successor in interest to a contract (novation). If a contractor legally changes its name, or the contractor's assets are transferred to another entity, the contractor must notify the responsible Government contracting officer immediately using the following procedures. A contract modification cannot be issued to recognize a Novation or Change-of-Name Agreement without submission of the required information. Contract modifications for price adjustments, model additions or deletions, etc., may not be processed until an applicable Novation or Change-of-Name Agreement has been approved by GSA or another Federal Agency. Payment issues may also arise if a Novation or Change-of-Name Agreement is not processed at the time of the change.

Determining the agency responsible for executing your Novation or Change-of-Name Agreement:

1. If the transferor has contracts (not task/purchase orders issued under the GSA schedule) with other Government agencies in addition to the GSA schedule contract, the agency responsible for processing the Novation or Change-of-Name Agreement modification is the agency with the largest unsettled (unbilled plus billed but unpaid) dollar balance of contract obligations.
2. If the largest unsettled dollar balance is from task/purchase orders utilizing a GSA schedule contract, GSA is the agency responsible for processing the Novation or Change-of-Name Agreement modification.
3. If the transferor has multiple GSA schedule contracts, the contracting officer for the specific GSA schedule contract with the largest unsettled task order dollar balance is the contracting officer responsible for processing the Novation or Change-of-Name Agreement modification.
4. When a Novation or Change-of-Name Agreement has been processed by another Government agency or a different GSA office and needs to be recognized for a GSA schedule contract under Schedule 056, submit the following:
 - A request to recognize the Novation or Change-of-Name Agreement modification processed by the other agency/GSA office.
 - A copy of the SF-30 signed by the responsible contracting officer.
 - A copy of the Novation or Change-of-Name Agreement signed by the responsible contracting officer.

Which is appropriate: A Novation Agreement or a Change-of-Name Agreement?

A Change-of-Name Agreement applies when:

- Only a change in the contractor's name is involved
- Contractual rights and obligations remain unaffected

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A Change-of-Name Agreement is needed to:

- Recognize a legal change of the business name
- Recognize a legal change of the "Doing Business As" name, even if the legal business name remains unchanged

A Novation Agreement applies when:

- Transfer of all of the contractor's assets has occurred
- Transfer of the entire portion of assets involved in the performance of the contract has occurred

A Novation Agreement is needed to:

- Recognize a third party as the successor in interest to the Government contract
- Recognize the transfer of the related assets

A Novation Agreement is not needed when:

- There is a change of ownership due to a stock purchase
- There is no legal change in the contracting party
- The contracting party remains in control of assets and is the party performing the contract

Novation Agreement Checklist

FAR Required Documents – FAR 42.1204:

(You may not have all of these documents, but each must be addressed)

- 3 signed originals of the Novation Agreement
 - A sample is provided below in Clause 42.1204
 - If the incorporating State does not require a corporate seal, include a statement to that effect on a separate page
- Document describing the proposed transaction (Asset Purchase Agreement, memorandum of understanding, etc.)
 - The effective date of the transfer from this document should be reflected in the Novation Agreement paragraph (a)(2) and in the attorney opinion letter.
- Authenticated copy of instrument effecting asset transfer (bill of sale, certificate of merger, contract, deed, court decree, etc.)
- List of contracts affected. Must reflect:
 - Contract Number and type
 - Name and address of contracting office
 - Total dollar value
 - Approximate unpaid balance
- Attorney opinion letters (for both transferee and transferor)
 - Must include a statement that the transfer was properly affected under the applicable state law
 - Must state the effective date of the transfer
 - Letter should be addressed to the attention of the Government contracting officer
- Authenticated copy of the transferee's certificate and articles of incorporation *if* a corporation was formed to receive assets.

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- If the corporation was formed for a purpose other than to receive the transferor's assets, include a statement to that effect.
- Certified copy of Board Resolutions (for both transferee and transferor) authorizing transfer of assets
 - If either company does not have a Board of Directors, include a statement to this effect and include a copy of the appropriate company's Articles of Incorporation to confirm that the company elected not to have a Board of Directors
- Certified copy of Stockholder Meeting Minutes (for both transferee and transferor) approving transfer of assets
- Balance Sheets (for both transferee and transferor)
 - Need copies that were dated both immediately before transfer and immediately after transfer
 - Include independent auditor report if available
- Evidence of any security clearance requirements (if required)
- Consent of sureties if bonds are used (if required)

Responsibility Determination:

- The transferee must be registered in the Central Contractor Registration (CCR) database (www.ccr.gov)
- The transferee must be registered in the Online Representations and Certifications Application (ORCA) (orca.bpn.gov)

Capability to Perform:

- A copy of price list from award or subsequent modification that Transferee will use
 - If the Transferee is planning to use a different price list, submit two copies of the new commercial catalog/price list
- Certification that no change has occurred in the commercial sales practices since the original award or subsequent modification, **or**
- Complete and submit a Commercial Sales Practices Format if the commercial sales practices of the transferee are different from those of the transferor
- If the Transferee is a large business, a commercial subcontracting plan must be submitted with the novation documents. The contract will not be novated without an approved subcontracting plan. Subcontracting plan template is available in Attachment 13 to the solicitation.

Change-of-Name Agreement Checklist

FAR Required Documents – FAR 42.1205:

(You may not have all of these documents, but each must be addressed)

- 3 signed originals of the Change-of-Name Agreement
 - A sample is provided below in Clause 42.1205
 - If the incorporating State does not require a corporate seal, include a statement to that effect on a separate page
- Authenticated document by the State effecting the name change
 - The effective date of the transfer from this document should be reflected in the Change-of-Name Agreement paragraph (a)(2) and in the attorney opinion letter.
- Attorney opinion letters
 - Must include a statement that the transfer was properly affected under the applicable state law
 - Must state the effective date of the transfer
- List of contracts affected. Must reflect:
 - Contract Number and type
 - Name and address of contracting office
 - Total dollar value
 - Approximate unpaid balance

Subpart 42.12—Novation and Change-of-Name Agreements

42.1200 Scope of subpart.

This subpart prescribes policies and procedures for—

- (a) Recognition of a successor in interest to Government contracts when contractor assets are transferred;
- (b) Recognition of a change in a contractor's name; and
- (c) Execution of novation agreements and change-of-name agreements by the responsible contracting officer.

42.1201 [Reserved]

42.1202 Responsibility for executing agreements.

The contracting officer responsible for processing and executing novation and change-of-name agreements shall be determined as follows:

(a) If any of the affected contracts held by the transferor have been assigned to an administrative contracting officer (ACO) (see 2.1 and 42.202), the responsible contracting officer shall be—

- (1) This ACO; or
- (2) The ACO responsible for the corporate office, if affected contracts are in more than one plant or division of the transferor.

(b) If none of the affected contracts held by the transferor have been assigned to an ACO, the contracting officer responsible for the largest unsettled (unbilled plus billed but unpaid) dollar balance of contracts shall be the responsible contracting officer.

(c) If several transferors are involved, the responsible contracting officer shall be—

- (1) The ACO administering the largest unsettled dollar balance; or
- (2) The contracting officer (or ACO) designated by the agency having the largest unsettled dollar balance, if none of the affected contracts have been assigned to an ACO.

42.1203 Processing agreements.

(a) If a contractor wishes the Government to recognize a successor in interest to its contracts or a name change, the contractor must submit a written request to the responsible contracting officer (see 42.1202). If the contractor received its contract under Subpart 8.7 under the Javits-Wagner-O'Day Act, use the procedures at 8.716 instead.

(b) The responsible contracting officer shall—

(1) Identify and request that the contractor submit the information necessary to evaluate the proposed agreement for recognizing a successor in interest or a name change. This information should include the items identified in 42.1204 (e) and (f) or 42.1205(a), as applicable;

(2) Notify each contract administration office and contracting office affected by a proposed agreement for recognizing a successor in interest, and provide those offices with a list of all affected contracts; and

(3) Request submission of any comments or objections to the proposed transfer within 30 days after notification. Any submission should be accompanied by supporting documentation.

(c) Upon receipt of the necessary information, the responsible contracting officer shall determine whether or not it is in the Government's interest to recognize the proposed successor in interest on the basis of—

- (1) The comments received from the affected contract administration offices and contracting offices;
- (2) The proposed successor's responsibility under Subpart 9.1, Responsible Prospective Contractors; and
- (3) Any factor relating to the proposed successor's performance of contracts with the Government that the Government determines would impair the proposed successor's ability to perform the contract satisfactorily.

(d) The execution of a novation agreement does not preclude the use of any other method available to the contracting officer to resolve any other issues related to a transfer of contractor assets, including the treatment of costs.

(e) Any separate agreement between the transferor and transferee regarding the assumption of liabilities (e.g., long-term incentive compensation plans, cost accounting standards noncompliances, environmental cleanup costs, and final overhead costs) should be referenced specifically in the novation agreement.

(f) Before novation and change-of-name agreements are executed, the responsible contracting officer shall ensure that Government counsel has reviewed them for legal sufficiency.

(g) The responsible contracting officer shall—

(1) Forward a signed copy of the executed novation or change-of-name agreement to the transferor and to the transferee; and

(2) Retain a signed copy in the case file.

(h) Following distribution of the agreement, the responsible contracting officer shall—

(1) Prepare a Standard Form 30, Amendment of Solicitation/Modification of Contract, incorporating a summary of the agreement and attaching a complete list of contracts affected;

(2) Retain the original Standard Form 30 with the attached list in the case file;

(3) Send a signed copy of the Standard Form 30, with attached list to the transferor and to the transferee; and

(4) Send a copy of this Standard Form 30 with attached list to each contract administration office or contracting office involved, which shall be responsible for further appropriate distribution.

42.1204 Applicability of novation agreements.

(a) 41 U.S.C. 15 prohibits transfer of Government contracts from the contractor to a third party. The Government may, when in its interest, recognize a third party as the successor in interest to a Government contract when the third party's interest in the contract arises out of the transfer of—

(1) All the contractor's assets; or

(2) The entire portion of the assets involved in performing the contract. (See 14.404-2(l) for the effect of novation agreements after bid opening but before award.) Examples of such transactions include, but are not limited to—

(i) Sale of these assets with a provision for assuming liabilities;

(ii) Transfer of these assets incident to a merger or corporate consolidation; and

(iii) Incorporation of a proprietorship or partnership, or formation of a partnership.

(b) A novation agreement is unnecessary when there is a change in the ownership of a contractor as a result of a stock purchase, with no legal change in the contracting party, and when that contracting party remains in control of the assets and is the party performing the contract. However, whether there is a purchase of assets or a stock purchase, there may be issues related to the change in ownership that appropriately should be addressed in a formal agreement between the contractor and the Government (see 42.1203(e)).

(c) When it is in the Government's interest not to concur in the transfer of a contract from one company to another company, the original contractor remains under contractual obligation to the Government, and the contract may be terminated for reasons of default, should the original contractor not perform.

(d) When considering whether to recognize a third party as a successor in interest to Government contracts, the responsible contracting officer shall identify and evaluate any significant organizational conflicts of interest in accordance with Subpart 9.5. If the responsible contracting officer determines that a conflict of interest cannot be resolved, but that it is in the best interest of the Government to approve the novation request, a request for a waiver may be submitted in accordance with the procedures at 9.503.

May 2007 (Revised October 2007)

(e) When a contractor asks the Government to recognize a successor in interest, the contractor shall submit to the responsible contracting officer three signed copies of the proposed novation agreement and one copy each, as applicable, of the following:

(1) The document describing the proposed transaction, *e.g.*, purchase/sale agreement or memorandum of understanding.

(2) A list of all affected contracts between the transferor and the Government, as of the date of sale or transfer of assets, showing for each, as of that date, the—

- (i) Contract number and type;
- (ii) Name and address of the contracting office;
- (iii) Total dollar value, as amended; and
- (iv) Approximate remaining unpaid balance.

(3) Evidence of the transferee's capability to perform.

(4) Any other relevant information requested by the responsible contracting officer.

(f) Except as provided in paragraph (g) of this section, the contractor shall submit to the responsible contracting officer one copy of each of the following documents, as applicable, as the documents become available:

(1) An authenticated copy of the instrument effecting the transfer of assets; *e.g.*, bill of sale, certificate of merger, contract, deed, agreement, or court decree.

(2) A certified copy of each resolution of the corporate parties' boards of directors authorizing the transfer of assets.

(3) A certified copy of the minutes of each corporate party's stockholder meeting necessary to approve the transfer of assets.

(4) An authenticated copy of the transferee's certificate and articles of incorporation, if a corporation was formed for the purpose of receiving the assets involved in performing the Government contracts.

(5) The opinion of legal counsel for the transferor and transferee stating that the transfer was properly effected under applicable law and the effective date of transfer.

(6) Balance sheets of the transferor and transferee as of the dates immediately before and after the transfer of assets, audited by independent accountants.

(7) Evidence that any security clearance requirements have been met.

(8) The consent of sureties on all contracts listed under paragraph (e)(2) of this section if bonds are required, or a statement from the transferor that none are required.

(g) If the Government has acquired the documents during its participation in the pre-merger or pre-acquisition review process, or the Government's interests are adequately protected with an alternative formulation of the information, the responsible contracting officer may modify the list of documents to be submitted by the contractor.

(h) When recognizing a successor in interest to a Government contract is consistent with the Government's interest, the responsible contracting officer shall execute a novation agreement with the transferor and the transferee. It shall ordinarily provide in part that—

- (1) The transferee assumes all the transferor's obligations under the contract;
- (2) The transferor waives all rights under the contract against the Government;
- (3) The transferor guarantees performance of the contract by the transferee (a satisfactory performance bond may be accepted instead of the guarantee); and
- (4) Nothing in the agreement shall relieve the transferor or transferee from compliance with any Federal law.

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(i) The responsible contracting officer shall use the following format for agreements when the transferor and transferee are corporations and all the transferor's assets are transferred. This format may be adapted to fit specific cases and may be used as a guide in preparing similar agreements for other situations.

Novation Agreement
The ABC Corporation (Transferor), a corporation duly organized and existing under the laws of _____ [insert State] with its principal office in _____ [insert city]; the XYZ Corporation (Transferee), [if appropriate add "formerly known as the EFG Corporation"] a corporation duly organized and existing under the laws of _____ [insert State] with its principal office in _____ [insert city]; and the United States of America (Government) enter into this Agreement as of _____ [insert the date transfer of assets became effective under applicable State law].
(a) The parties agree to the following facts:
(1) The Government, represented by various Contracting Officers of the _____ [insert name(s) of agency(ies)], has entered into certain contracts with the Transferor, namely: _____ [insert contract or purchase order identifications]; [or delete "namely" and insert "as shown in the attached list marked 'Exhibit A' and incorporated in this Agreement by reference."]. The term "the contracts," as used in this Agreement, means the above contracts and purchase orders and all other contracts and purchase orders, including all modifications, made between the Government and the Transferor before the effective date of this Agreement (whether or not performance and payment have been completed and releases executed if the Government or the Transferor has any remaining rights, duties, or obligations under these contracts and purchase orders). Included in the term "the contracts" are also all modifications made under the terms and conditions of these contracts and purchase orders between the Government and the Transferee, on or after the effective date of this Agreement.
(2) As of _____, 20____, the Transferor has transferred to the Transferee all the assets of the Transferor by virtue of a _____ [insert term descriptive of the legal transaction involved] between the Transferor and the Transferee.
(3) The Transferee has acquired all the assets of the Transferor by virtue of the above transfer.
(4) The Transferee has assumed all obligations and liabilities of the Transferor under the contracts by virtue of the above transfer.
(5) The Transferee is in a position to fully perform all obligations that may exist under the contracts.
(6) It is consistent with the Government's interest to recognize the Transferee as the successor party to the contracts.
(7) Evidence of the above transfer has been filed with the Government. [When a Change-of-Name is also involved; e.g., a prior or concurrent change of the Transferee's name, an appropriate statement shall be inserted (see example in paragraph (8) of this Agreement)].
(8) A certificate dated _____, 20____, signed by the Secretary of State of _____ [insert State], to the effect that the corporate name of EFG Corporation was changed to XYZ Corporation on _____, 20____, has been filed with the Government.
(b) In consideration of these facts, the parties agree that by this Agreement-
(1) The Transferor confirms the transfer to the Transferee, and waives any claims and rights against the Government that it now has or may have in the future in connection with the contracts.
(2) The Transferee agrees to be bound by and to perform each contract in accordance with the conditions contained in the contracts. The Transferee also assumes all obligations and liabilities of, and all claims against, the Transferor under the contracts as if the Transferee were the original party to the contracts.
(3) The Transferee ratifies all previous actions taken by the Transferor with respect to the contracts, with the same force and effect as if the action had been taken by the Transferee.
(4) The Government recognizes the Transferee as the Transferor's successor in interest in and to the contracts. The Transferee by this Agreement becomes entitled to all rights, titles, and interests of the Transferor in and to the contracts as if the Transferee were the original party to the contracts. Following the effective date of this Agreement, the term "Contractor," as used in the contracts, shall refer to the Transferee.

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(5) Except as expressly provided in this Agreement, nothing in it shall be construed as a waiver of any rights of the Government against the Transferor.
(6) All payments and reimbursements previously made by the Government to the Transferor, and all other previous actions taken by the Government under the contracts, shall be considered to have discharged those parts of the Government's obligations under the contracts. All payments and reimbursements made by the Government after the date of this Agreement in the name of or to the Transferor shall have the same force and effect as if made to the Transferee, and shall constitute a complete discharge of the Government's obligations under the contracts, to the extent of the amounts paid or reimbursed.
(7) The Transferor and the Transferee agree that the Government is not obligated to pay or reimburse either of them for, or otherwise give effect to, any costs, taxes, or other expenses, or any related increases, directly or indirectly arising out of or resulting from the transfer or this Agreement, other than those that the Government in the absence of this transfer or Agreement would have been obligated to pay or reimburse under the terms of the contracts.
(8) The Transferor guarantees payment of all liabilities and the performance of all obligations that the Transferee-
(i) Assumes under this Agreement; or
(ii) May undertake in the future should these contracts be modified under their terms and conditions. The Transferor waives notice of, and consents to, any such future modifications.
(9) The contracts shall remain in full force and effect, except as modified by this Agreement. Each party has executed this Agreement as of the day and year first above written.
United States of America,
By _____
Title _____
ABC Corporation,
By _____
Title _____
[Corporate Seal]
XYZ Corporation,
By _____
Title _____
[Corporate Seal]
Certificate
I, _____, certify that I am the Secretary of ABC Corporation, that _____, who signed this Agreement for this corporation, was then _____ of this corporation; and that this Agreement was duly signed for and on behalf of this corporation by authority of its governing body and within the scope of its corporate powers. Witness my hand and the seal of this corporation this day of _____ 20 ____.
By _____

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[Corporate Seal]
Certificate
I, _____, certify that I am the Secretary of XYZ Corporation, that _____, who signed this Agreement for this corporation, was then _____ of this corporation; and that this Agreement was duly signed for and on behalf of this corporation by authority of its governing body and within the scope of its corporate powers. Witness my hand and the seal of this corporation this day of _____ 20__.
By _____
[Corporate Seal]

42.1205 Agreement to recognize contractor's Change-of-Name.

(a) If only a change of the contractor's name is involved and the Government's and contractor's rights and obligations remain unaffected, the parties shall execute an agreement to reflect the name change. The contractor shall forward to the responsible contracting officer three signed copies of the Change-of-Name Agreement, and one copy each of the following:

(1) The document effecting the name change, authenticated by a proper official of the State having jurisdiction.

(2) The opinion of the contractor's legal counsel stating that the Change-of-Name was properly effected under applicable law and showing the effective date.

(3) A list of all affected contracts and purchase orders remaining unsettled between the contractor and the Government, showing for each the contract number and type, and name and address of the contracting office. The contracting officer may request the total dollar value as amended and the remaining unpaid balance for each contract.

(b) The following suggested format for an agreement may be adapted for specific cases:

Change-of-Name Agreement
The ABC Corporation (Contractor), a corporation duly organized and existing under the laws of _____ [insert State], and the United States of America (Government), enter into this Agreement as of _____ [insert date when the Change-of-Name became effective under applicable State law].
(a) The parties agree to the following facts:
(1) The Government, represented by various Contracting Officers of the _____ [insert name(s) of agency(ies)], has entered into certain contracts and purchase orders with the XYZ Corporation, namely: _____ [insert contract or purchase order identifications]; [or delete "namely" and insert "as shown in the attached list marked "Exhibit A" and incorporated in this Agreement by reference."]. The term "the contracts," as used in this Agreement, means the above contracts and purchase orders and all other contracts and purchase orders, including all modifications, made by the Government and the Contractor before the effective date of this Agreement (whether or not performance and payment have been completed and releases executed if the Government or the Contractor has any remaining rights, duties, or obligations under these contracts and purchase orders).
(2) The XYZ Corporation, by an amendment to its certificate of incorporation, dated _____ 20____, has changed its corporate name to ABC Corporation.
(3) This amendment accomplishes a change of corporate name only and all rights and obligations of the Government and of the Contractor under the contracts are unaffected by this change.
(4) Documentary evidence of this change of corporate name has been filed with the Government.
(b) In consideration of these facts, the parties agree that-
(1) The contracts covered by this Agreement are amended by substituting the name "ABC Corporation" for the name "XYZ Corporation" wherever it appears in the contracts; and
(2) Each party has executed this Agreement as of the day and year first above written.
United States of America,
By _____
Title _____
ABC Corporation,
By _____
Title _____
[Corporate Seal]
Certificate
I, _____, certify that I am the Secretary of ABC Corporation; that _____, who signed this Agreement for this corporation, was then _____ of this corporation; and that this Agreement was duly signed for and on behalf of this corporation by authority of its governing body and within the scope of its corporate powers. Witness my hand and the seal of this corporation this _____ day of _____ 20____.
By _____
[Corporate Seal]

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