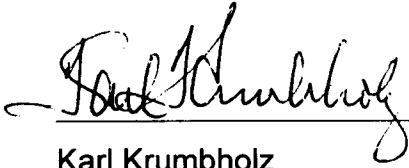**GSA**

General Services Administration (GSA)

Networx Contract Modification Guide
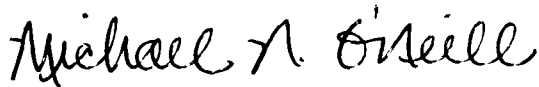
September 28, 2007

This document is hereby authorized for limited release by the General Services Administration.

Karl Krumbholz   9/28/2007

Karl Krumbholz   Date
Director of Network Services Programs
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Michael N. O'Neill   Date
Director of Acquisition Operations
Integrated Technology Service
General Services Administration

Table of Contents

1   Introduction

1.1   Purpose and Objective

This Networx Contract Modification Guide provides information for Contractors and GSA personnel to use in executing the Contract MOD process for Networx Universal and Enterprise. This document also provides reference information for Agencies. There are two primary inputs to the Contract MOD process. The first input is an unsolicited MOD package submitted by the Contractor. The second input is a request for MOD sent by the GSA Contracting Officer (CO) to the Contractor as an element of the Statement of Work (SOW) Process shown in Figure 1. The typical reason for a GSA solicited MOD is to allow Agencies to place orders against requirements that are in-scope of the Networx contract, but not currently available as Fixed Price Contract Line Items (CLINs). Once these CLINs are priced on the contract, they can be ordered by any Agency.
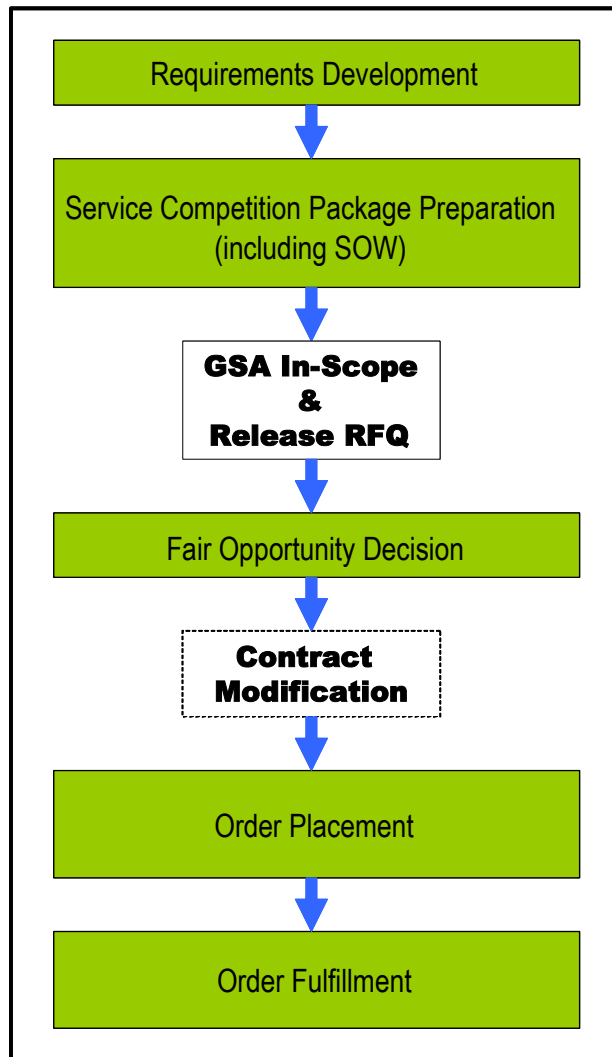
Figure 1. SOW Process

1.2   Scope

The scope of this document is the Networx Contract Modification process and technical specifications for the Contractor to use when submitting a MOD package. The process described in this document is limited to the most frequent MOD types. For additional information on contract modifications refer to the Networx contract(s) and the Federal Acquisition Regulation (FAR). The Networx contract(s) and the FAR take precedent over this document. The Statement of Work (SOW) Process is addressed in the *Networx Fair Opportunity and SOW Guide*. Both Guide documents are available at the Networx Program web site (http://www.gsa.gov/networx).

1.3   Background

The Networx contracts provide comprehensive, best-value telecommunications and networking services and technical solutions to all federal Agencies. The Networx program will serve as the primary replacement for the expiring FTS2001 and FTS2001 Crossover contracts and federal wireless contracts. Networx introduces new technology, new industry partners, and new ways to achieve a more efficient and effective government. It will allow Agencies to focus resources on building a seamless and interoperable operating environment while GSA ensures Agency access to the best technology industry has to offer. Also, the Networx contract is designed to use the Government's buying power to obtain highly competitive prices from the Networx Contractors.

The Networx program consists of two parallel acquisitions: Networx Universal and Networx Enterprise. Both Networx Universal and Enterprise are broadly scoped acquisitions that provide comprehensive suite of services. Networx includes current services as well as those that anticipate the future needs of customers. The Contract MOD process pertains to both acquisitions.

2   Networx Contract Modification Overview

2.1   Contract MOD Process - Motivators, Inputs, Outputs

There are three primary motivators for Contract MODs (see Figure 2)*: The first motivator occurs when, the contractor determines there is a need to change (Modify/Add/Delete **) items from their contract. The second motivator results from an Agency need that will be fulfilled via a SOW order. The final motivator is a Networx program need that GSA determines will require a contract MOD.

These motivators drive inputs to the Contract MOD process. Either the Contractor submits an Unsolicited MOD package, or the GSA CO solicits a proposed Contract MOD package from the Contractor

There are three Contract MOD Process outputs: (1) a completed MOD, and (2) a "Notification of Completed MOD", or (3) a Rejection Notification.
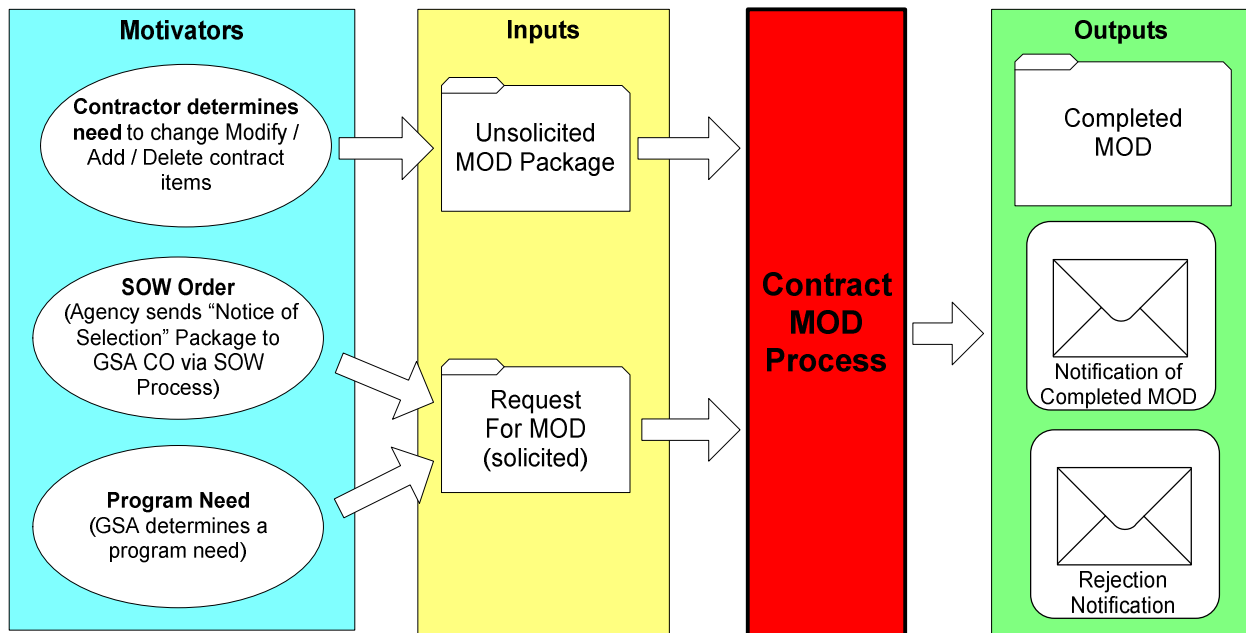

Figure 2. Contract MOD Process - Motivators, Inputs, Outputs

* Note 1: Administrative MODs will be handled IAW FAR Part 43.

** Note 2: Deletion or discontinuance of a service or feature requires prior bilateral agreement between the Government and Contractor in accordance with (IAW) the contract.

3   Initiating a Contract MOD

From the Contractor's point of view, there are two primary reasons to prepare a Contract MOD package: (1) a "Request for Proposed MOD" from the GSA CO or (2) the Contractor, on their own initiative, sees a need to modify, add, or delete items from their contract (refer to Figure 3).

Note: Step numbers listed in descriptions below (e.g., "1. SOW Process") correspond to step numbers in the figures. For definitions of the symbols used in the process diagrams see Appendix B. The complete Contract MOD Process (end-to-end) is included in Appendix C.
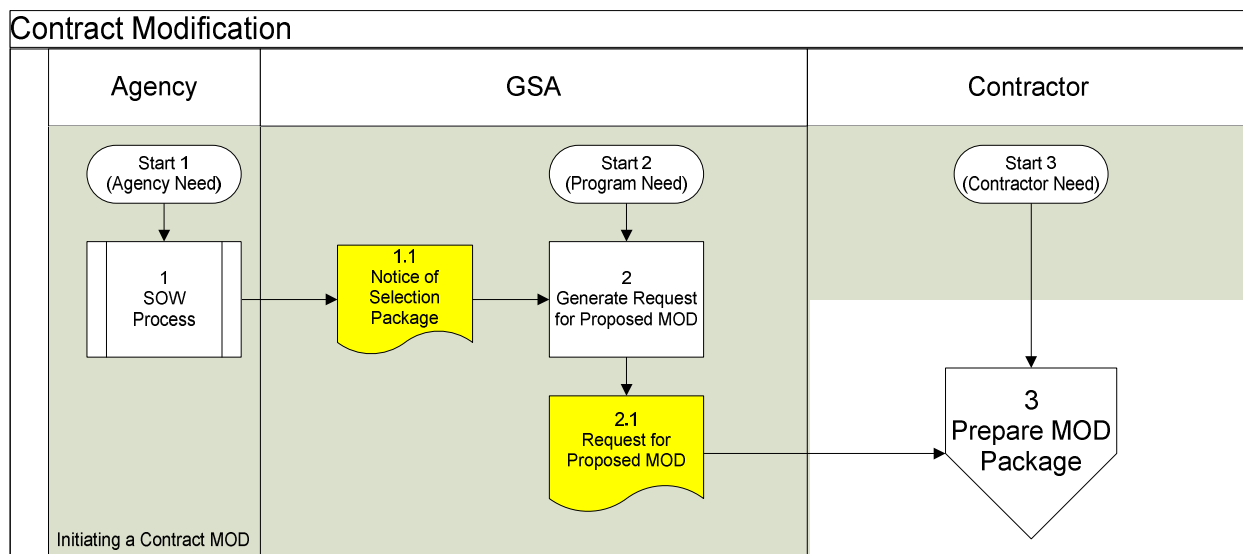
Figure 3. Initiating a Contract MOD

3.1   GSA Solicited Contract MOD

From GSA's point of view, the motivators for requesting a Proposed MOD can either be a "Notice of Selection Package" received from an Agency via the SOW Process, or Networx program requirements driving the need for a Contract MOD.

The Contractor is encouraged to coordinate and consult with GSA in advance of MOD package preparation and submission as early as possible. This should help to mitigate the risks of the MOD being declared "out of scope" or of having key information missing from the MOD.

1. **SOW Process** (refer to Networx Fair Opportunity and SOW Guide). From "Start 1", the Agency has a need that requires a MOD to the contract. The Agency has selected a Contractor in the "SOW Process". However, either new Fixed Priced CLINs or definitized ICB CLINs (case number and price) must be made available on the contract prior to an order being placed. The Agency sends a "Notice of Selection Package" to the GSA CO. This package includes the SOW, the Contractor proposal, recommended CLIN structure, prices, and the award decision documentation.
2. **Generate Request for Proposed MOD (GSA CO)**. From "Start 2", GSA has determined there is a program need to MOD the contract or GSA has received a "Notice of Selection"

package from an Agency. GSA NxPMO will generate a Contract MOD Proposal Request and the GSA CO will send it to the Contractor for action. An example of a Networx program driven MOD would be the requirement to add a new service to the Networx Contract.

3.2   Unsolicited Contract MOD

Contractor Need to MOD Contract (Unsolicited). From "Start 3", The Contractor has a need to modify their Networx contract to address issues such as: adding new services due to industry changes, modifying existing services (including price changes), or discontinuation of services due to obsolescence. The next step would be to generate a Contract MOD package and send it to the GSA CO.

4   Contract MOD Package Preparation and Submission

Figure 4 shows the Contractor preparation and submission of the MOD Package to the GSA. The MOD Package files are structured IAW Networx Contracts Section J.4, and Appendix E of this document. Note that the end-to-end Contract MOD process is in Appendix C of this document.
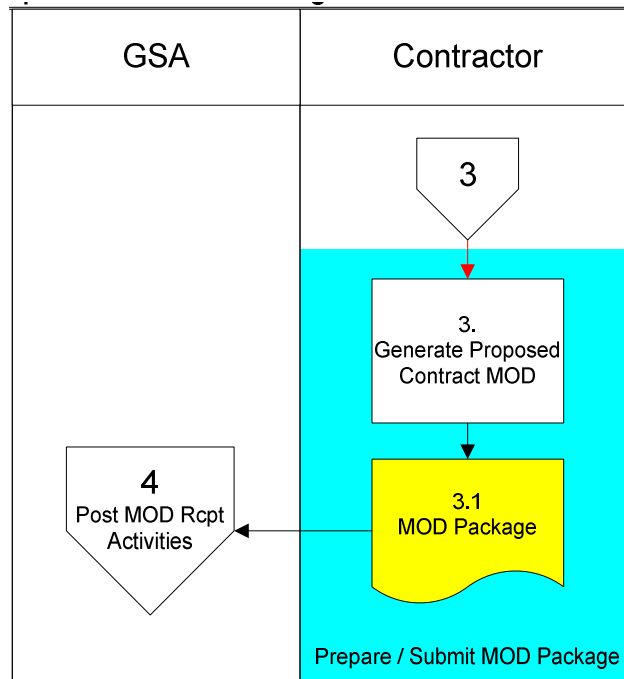
Figure 4. Contractor Prepare/Submit MOD Package

3. **Generate Proposed Contract MOD.** As a result of a GSA CO's request or the Contractor's own initiative, the Contractor generates a Proposed Contract MOD package and sends the MOD package to GSA (including all required files as specified in the Networx contracts, Section J.4, and Appendices D and E of this document).

The Contractor is encouraged to consult with GSA for assistance in MOD package preparation.

5   Contract MOD Implementation

Once a Contract MOD package has been submitted by the Contractor and received by GSA, Contract MOD Implementation process steps are executed. Figure 5 depicts a roadmap of the Contract MOD Implementation process. For clarity, the process steps are organized in logical groups of activities and described in detail in later sections. For example, "MOD Package Receipt Activities" are detailed in section 5.1 (same title). GSA anticipates the majority of contract modifications to be completed within **thirty (30) business days.**
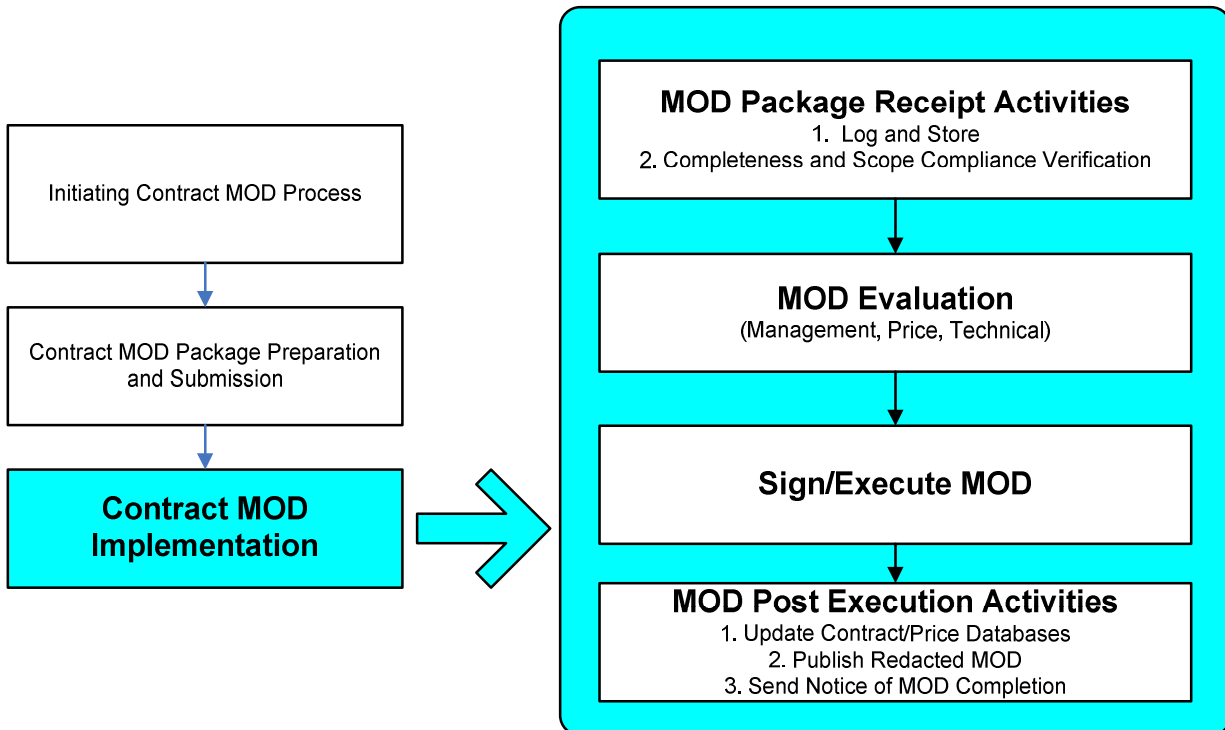
Figure 5. Contract MOD Implementation Summary

5.1   MOD Package Receipt Activities

Figure 6 shows the process steps executed when a MOD package has been received by GSA from the Contractor.
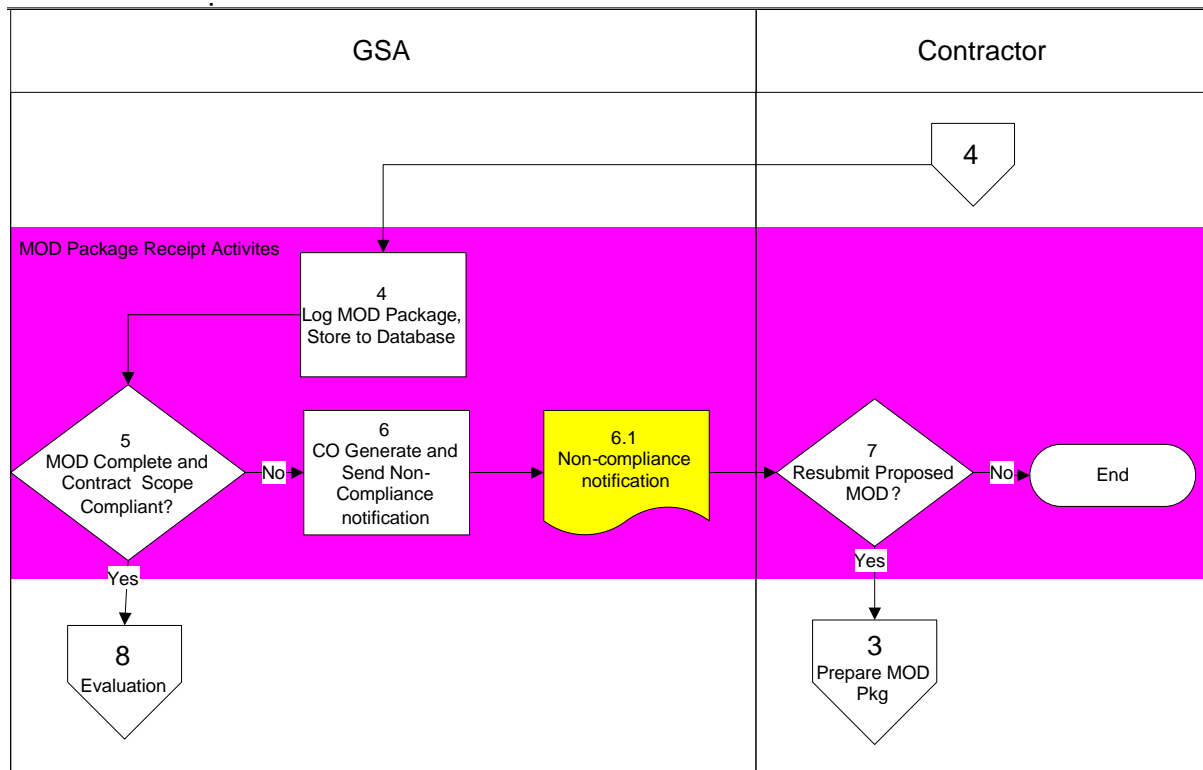
Figure 6. MOD Package Receipt Activities

4. **Log MOD Package, Store to Database.** GSA receives the MOD package, logs it into the MOD Tracking Log, and stores the MOD files and proposed CLIN/Price information.
5. **MOD Complete and Contract Scope Compliant?** GSA checks the proposed MOD for completeness and contract scope compliance. If the proposed MOD is contract compliant, the proposed MOD will be evaluated.
6. **If MOD non-compliant, CO Generate Non-compliance Notification.** GSA CO generates a Non-Compliance notification and CO sends it to the Contractor.
7. **Resubmit Proposed MOD?** GSA CO generates a Non-Compliance notification and CO sends it to the Contractor. The Contractor may choose to revise and resubmit the proposed MOD or not.

5.2   MOD Evaluation

Figure 7 shows the process steps executed during MOD evaluation. The MOD package is verified to ensure Networx scope compliance. In addition, if necessary, the management, price, and technical sections of the MOD are evaluated. Based on the "Proposed MOD Evaluation Report", discussions with the Contractor may be held. If requested by the GSA CO the vendor will submit a final revised MOD package.

8. **Evaluate Proposed MOD.** GSA CO tasked team evaluates the proposed MOD for Price, Management, and Technical content. The GSA CO tasked team writes a Proposal Evaluation Report based on the evaluation outcome.
   Note: it is possible that an out-of-scope determination could surface during evaluation. In that case, the proposed MOD may be rejected (see step 6).

9. **Conduct Contractor Discussions/Negotiations.** GSA CO conducts and the Contractor participate in Proposed MOD discussions and negotiations based on issues documented in the Proposal Evaluation Report.

10. **Participate in Discussions / Notifications.** Based on the Discussions/Negotiations the Contractor updates issues, and provides revised MOD drafts to GSA.

11. **CO Requests Final Proposed MOD.** Request Contractor draft a final proposed MOD version based on all issues resolved.

12. **Publish Final Version of Proposed MOD.** The Contractor drafts final version of proposed MOD.

13. **Log MOD, Store to Database.** GSA receives the Final revised proposed MOD package that resulted from the Contractor discussions/negotiations. The MOD status is updated in the Proposal MOD Tracking LOG, and the MOD Files are stored in the Contract MOD database.

Figure 7. MOD Evaluation

5.3   Sign and Execute MOD
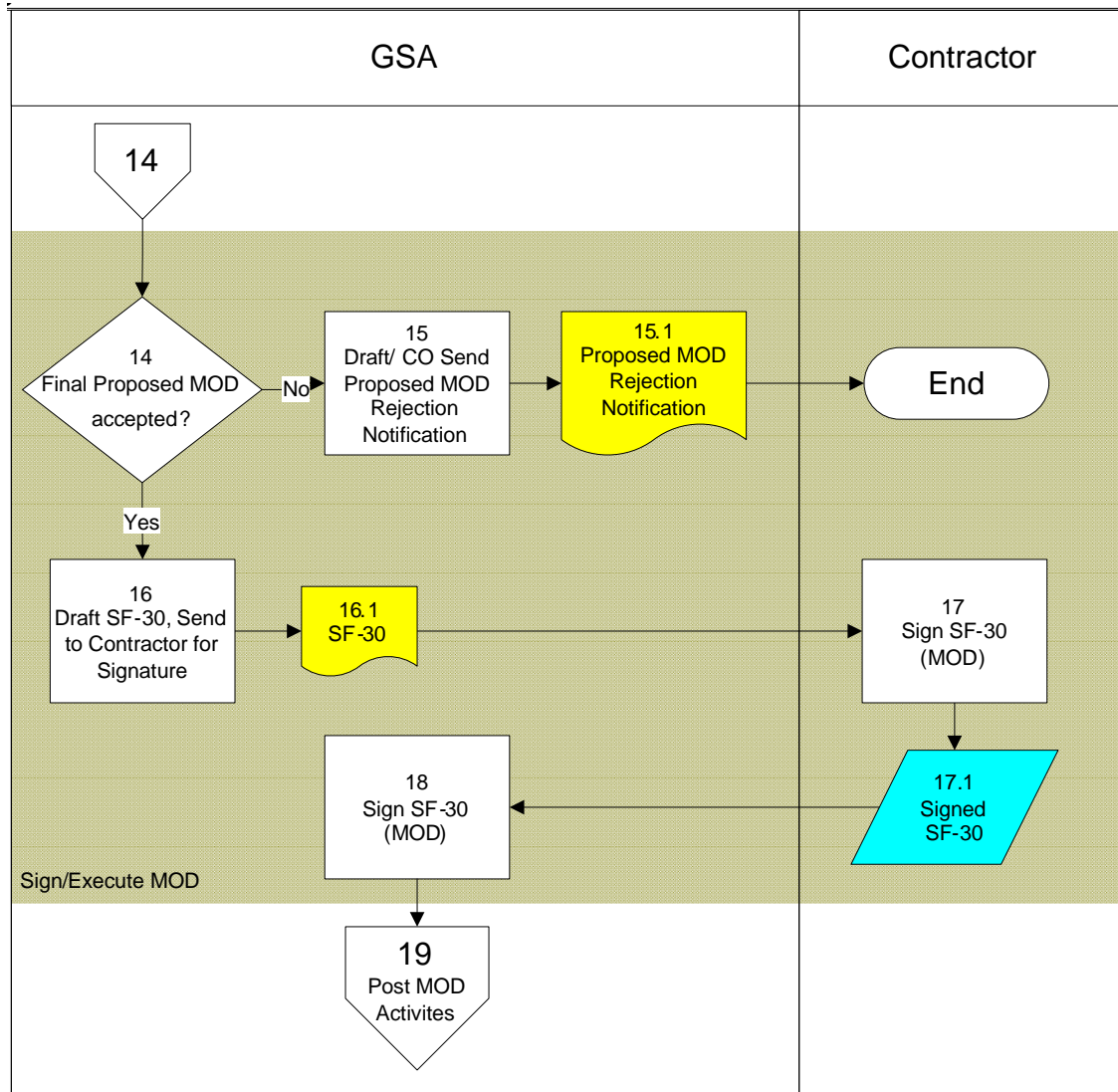
Figure 8. Sign and Execute MOD

14. **Proposed MOD Accepted?** GSA CO accepts or rejects the Final Proposed MOD based on MOD content and Government requirements/priorities.
15. **Draft/CO Send Proposed MOD Rejection Notification**. If GSA CO rejects the Proposed MOD, GSA CO drafts a Proposed MOD Rejection Notification and sends it to the Contractor.
16. **Draft SF 30, Send to Contractor for Signature**. If GSA CO accepts the Proposed MOD, GSA CO will generate an SF-30 and send it to the Contractor for signature. (Mandated by the Networx contract Section J.4).
17. **Sign SF-30 (MOD).** Contractor signs SF-30 (MOD), and sends back to GSA, with all files updated in accordance with J.4 and submitted via CD-ROM.
18. **Sign SF-30 (MOD).** GSA CO signs SF-30 (MOD). When both parties have signed the SF-30, the MOD is executed.

5.4 Post MOD Execution Activities

19. **Update log, Store MOD to Database.** The executed Contract MOD is logged, and the files are stored to the Contracts Database.
20. **Publish Redacted MOD Version.** Within 5 business days after the Contractor has signed the MOD, the Contractor publishes a redacted Contract MOD version on their web site in compliance with the Freedom of Information Act (FOIA). This is mandated by Networx contract Section H.11. The Contractor notifies the GSA CO when the redacted MOD has been published. The GSA CO reviews the redacted MOD and has the option to request revisions.
21. **Send Notice of MOD Completion.** GSA sends a Notice of MOD Completion to all Agencies, the Contractor, and appropriate GSA personnel.
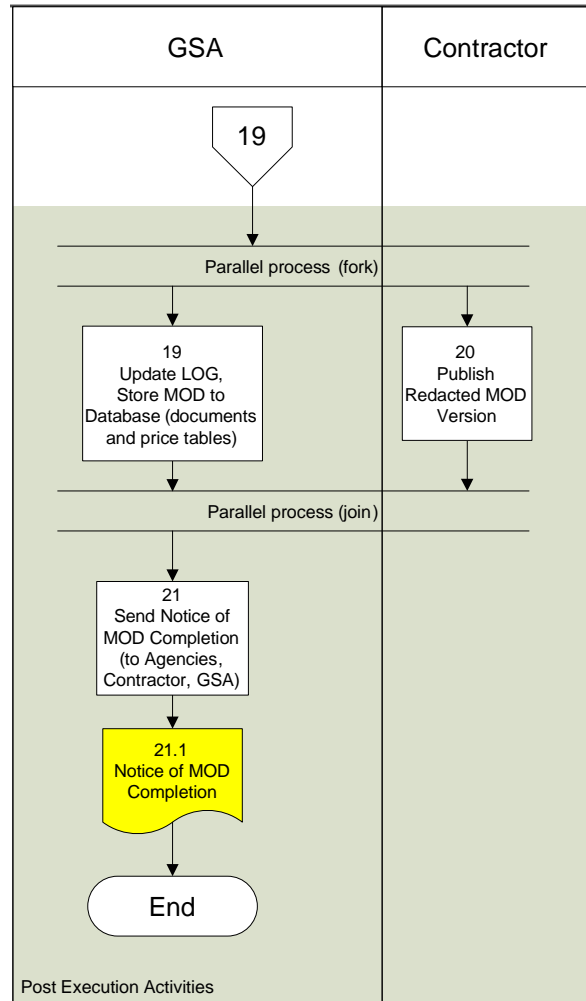
Figure 9. Post MOD Execution Activities

6   Roles and Responsibilities

Roles and Responsibilities for Contract Modifications are shared by the Agency in initiating the Contract MOD process via an SOW Order, Contractor in drafting and submitting the proposed MOD package, and GSA in requesting and managing the MOD. A summary of Roles and Primary Responsibilities is shown in Table 1.

Although not directly involved in the Contract MOD Process Technology Service Managers (TSMs) assist Agencies with issues related to ordering.

Role	MOD Type	Primary Responsibilities
GSA	U,S	- Validates format / completeness of Proposed MODs - Performs MOD configuration control including: MOD version control, tracking, storing, distribution - Participates in MOD evaluations / negotiations / discussions as requested by the GSA CO
GSA CO	S	Requests proposed MOD from Contractor
GSA CO	U,S	- Ensures MOD is within Networx scope - Conducts negotiations/discussions between Government and Contractor - Executes / rejects Contract MOD - Determines if prices are fair and reasonable
Agency	S	Submits "Notice of Selection" package to the GSA CO to start Contract MOD Process
Agency	U,S	Receives notification of completed MOD
Contractor	U,S	- Assign and maintain MOD Submission Number according to GSA specified scheme - Generates and submits Contract MOD package to GSA - Participates in MOD negotiations/discussions - Signs approved contract MOD - Publishes redacted / executed contract MODs to Contractor's web site

Table 1. Contract MOD Roles and Primary Responsibilities (MOD Type: U=Unsolicited, S=Solicited)

Appendix A - Acronyms and Definitions

Term	Description
CLIN	Contract Line Item Number
CO	Contracting Officer
Contractor	Contractor that provides Networx service
CSV	Comma Separated Value. A structured text file, organized in columns, where columns are delimited by commas.
FAR	Federal Acquisition Regulation
FOIA	Freedom of Information Act
GFP	Government Furnished Property
GSA	General Services Administration
IAW	In Accordance With
MOD	Modification (contract)
PSN	Public Switched Network
RFP	Request for Proposal
SF-30	Standard Form 30 "Amendment of Solicitation Modification of Contract"
SOW	Statement of Work
Submission	Proposed Contract Modification package submitted by Contractor
TSM	GSA Technology Service Manager

Appendix B - Process Flowchart Diagram Symbols

Symbol	Type	Description
Start	Terminator	Start or end of a process. Labeled as "Start" or "End".
7.2 Store Awarded MOD	Process Step	Individual activity or step in a process. The step number (7.2) is associated with narrative in the process description that provides additional details.
7 Configuration Control	Predefined Process	Named sub process. Indicates a sequence of actions that perform a specific task embedded within a larger process. This sequence of actions is described in more detail on a separate process flowchart.
9 Administrative MOD?	Decision	The Decision Symbol is a junction where a decision must be made. A single entry may have any number of alternative solutions, but only one can be chosen.
6.1 Proposed Contract MOD	Document	Printable or printed document or report.
MOD Tracking LOG	Stored Data	Process step where data gets stored.
Updates to Issues List	Data	Data or information that is being sent or received.
Pricing Tool	Display	Process step that displays information.
1	On-page Reference	Connection or reference that occurs on current page of the process flow chart.
2	Off-page Reference	Connection or reference that occurs on another page of the process flow chart.
	Parallel Mode	Indicates synchronization between two or more parallel processes.

Appendix C - Contract Modification Process

Figure C-1 and C-2 illustrate the Contract Modification process. Step numbers listed below (e.g., "1. SOW Process") correspond to step numbers in the figures. Steps 1 and 2 are the methods of starting the Contract Modification process. Steps 4 through 21 describe how the Contract Modification Process is executed once it is started. For definitions of the symbols used in the process diagrams see Appendix B.

1. **SOW Process** (refer to Networx Fair Opportunity and SOW Guide). From "Start 1", the Agency has a need that requires a MOD to the contract. The Agency has selected a Contractor in the "SOW Process". However, either new Fixed Priced CLINs or definitized ICB CLINs (case number and price) must be made available on the contract prior to an order being placed. The Agency sends a "Notice of Selection Package" to the GSA CO. This package includes the SOW, the Contractor proposal, recommended CLIN structure, prices, and the award decision documentation.
2. **Generate Request for Proposed MOD (GSA CO)**. From "Start 2", GSA has determined there is a program need to MOD the contract or GSA has received a "Notice of Selection" package from an Agency. GSA will generate a Contract MOD Proposal Request and the GSA CO will send it to the Contractor for action. An example of a Networx program driven MOD would be the requirement to add a new service to the Networx Contract.
3. **Generate Proposed Contract MOD.** As a result of a GSA CO's request or the Contractor's own initiative, the Contractor generates a Proposed Contract MOD package and sends the MOD package to GSA (including all required files as specified in the Networx contracts, Section J.4, and Appendices D and E of this document).
4. **Log MOD Package, Store to Database.** GSA receives the Proposed Contract MOD, logs it into the Proposed MOD Tracking Log, and stores the MOD files, and proposed CLIN/Price information.
5. **MOD Complete and Contract Scope Compliant?** GSA checks the proposed MOD for completeness and contract scope compliance. If the proposed MOD is contract compliant, the proposed MOD will be evaluated.
6. **If MOD Non-compliant, CO Generate Non-compliance Notification.** GSA CO generates a Non-Compliance notification and CO sends it to the Contractor.
7. **Resubmit Proposed MOD?** GSA CO generates a Non-Compliance notification and CO sends it to the Contractor. The Contractor may choose to revise and resubmit the proposed MOD or not.
8. **Evaluate Proposed MOD.** GSA CO tasked team evaluates the proposed MOD for Price, Management, and Technical content. The GSA CO tasked team writes a Proposal Evaluation Report based on the evaluation outcome.
9. **Conduct Contractor Discussions/Negotiations.** GSA CO conducts and the Contractor participate in Proposed MOD discussions and negotiations based on issues documented in the Proposal Evaluation Report.
10. **Participate in Discussions / Notifications**. Based on the Discussions/Negotiations the Contractor updates issues, and provides revised MOD drafts to GSA.
11. **CO Requests Final Proposed MOD.** Request Contractor draft a final proposed MOD version based on all issues resolved.
12. **Publish Final Version of Proposed MOD.** The Contractor drafts final version of proposed MOD.
13. **Log MOD, Store to Database.** GSA receives the Final revised proposed MOD package that resulted from the Contractor discussions/negotiations. The MOD status is updated in the Proposal MOD Tracking LOG, and the MOD Files are stored in the Contract MOD database.
14. **Proposed MOD Accepted?** GSA CO accepts or rejects the Proposed MOD based on MOD content and Government requirements/priorities.
15. **Draft/CO Send Proposed MOD Rejection Notification.** If GSA CO rejects the Proposed MOD, GSA CO drafts a Proposed MOD Rejection Notification and sends it to the Contractor.

16. **Draft SF-30, Send to Contractor for Signature.** If GSA CO accepts the Proposed MOD, GSA CO will generate an SF-30 and send it to the Contractor for signature. (Mandated by Networx contracts Section J.4).
17. **Sign SF-30 (MOD).** Contractor signs SF-30 (MOD), and sends back to GSA, with all files updated in accordance with J.4 and submitted via CD-ROM.
18. **Sign SF-30 (MOD).** GSA CO signs SF-30 (MOD). When both parties have signed the SF-30, the MOD is approved.
19. **Update log, Store MOD to Database.** The awarded Contract MOD is logged, and the files are stored to the Contracts Database.
20. **Publish Redacted MOD Version**. Within 5 business days after the Contractor has signed the MOD, the Contractor publishes a redacted Contract MOD version on their web site in compliance with the Freedom of Information Act (FOIA). This is mandated by Networx contract Section H.11. The Contractor notifies the GSA CO when the redacted MOD has been published. The GSA CO reviews the redacted MOD and has the option to request revisions.
21. **Send Notice of MOD Completion**. GSA sends a Notice of MOD Completion to all Agencies, the Contractor, and appropriate GSA personnel.

Contract Modification

Agency	GSA	Contractor

Initiating a Contract MOD

- Start 1 (Agency Need)
- Start 2 (Program Need)
- Start 3 (Contractor Need)
- 1 SOW Process
- 1.1 Notice of Selection Package
- 2 Generate Request for Proposed MOD
- 2.1 Request for Proposed MOD
- 3. Generate Proposed Contract MOD

Prepare / Submit MOD Package

- 3.1 MOD Package
- 4 Log MOD Package, Store to Database

MOD Package Receipt Activites

- 5 MOD Complete and Contract Scope Compliant?
- 6 CO Generate and Send Non-Compliance notification
- 6.1 Non-compliance notification
- 7 Resubmit Proposed MOD? — Yes
- No — End

MOD Evaluation

- 8 Evaluate Proposed MOD:: Price, Management, & Technical
- 8.1 Proposed MOD Evaluation Report
- 9 Conduct NSP Discussions / Negotiations
- 10 Participate in Discussions / Negotiations
- 11 CO Requests Final Proposed MOD
- 12 Publish Final Version of Proposed MOD
- 12.1 Final Revised MOD Package
- 13 Log MOD, Store to Database
- 1

Figure C-1. Contract Modification Process

Agency	GSA	Contractor

1

14 Final Proposed MOD accepted?

No → **15** Draft/ CO Send Proposed MOD Rejection Notification → **15.1** Proposed MOD Rejection Notification → End

Yes ↓

16 Draft SF-30, Send to Contractor for Signature → **16.1** SF-30 → **17** Sign SF-30 (MOD)

18 Sign SF-30 (MOD) ← **17.1** Signed SF-30

Sign/Execute MOD

Parallel process (fork)

19 Update LOG, Store MOD to Database (documents and price tables)

20 Publish Redacted MOD Version

Parallel process (join)

21 Send Notice of MOD Completion (to Agencies, Contractor, GSA)

21.1 Notice of MOD Completion

End

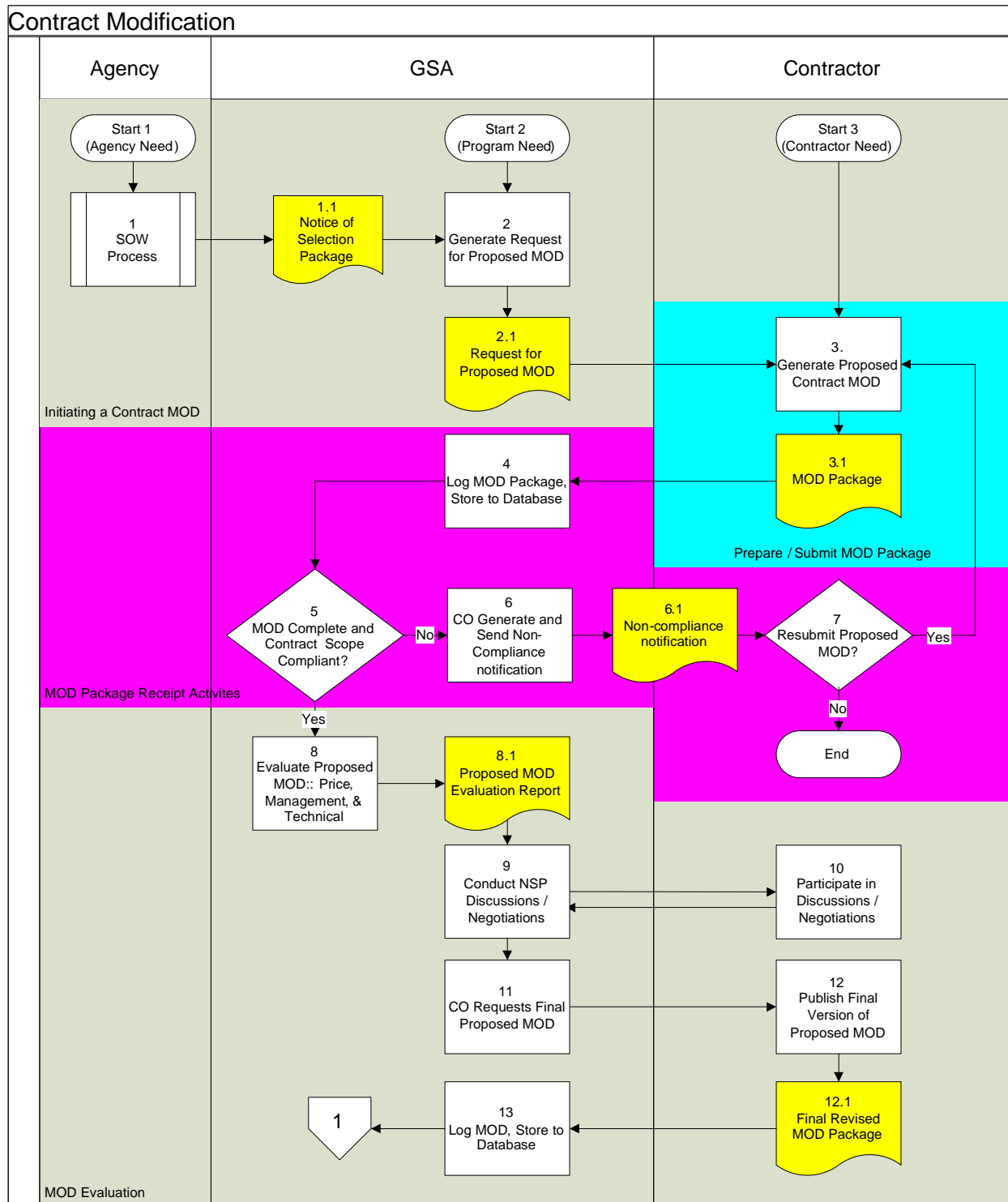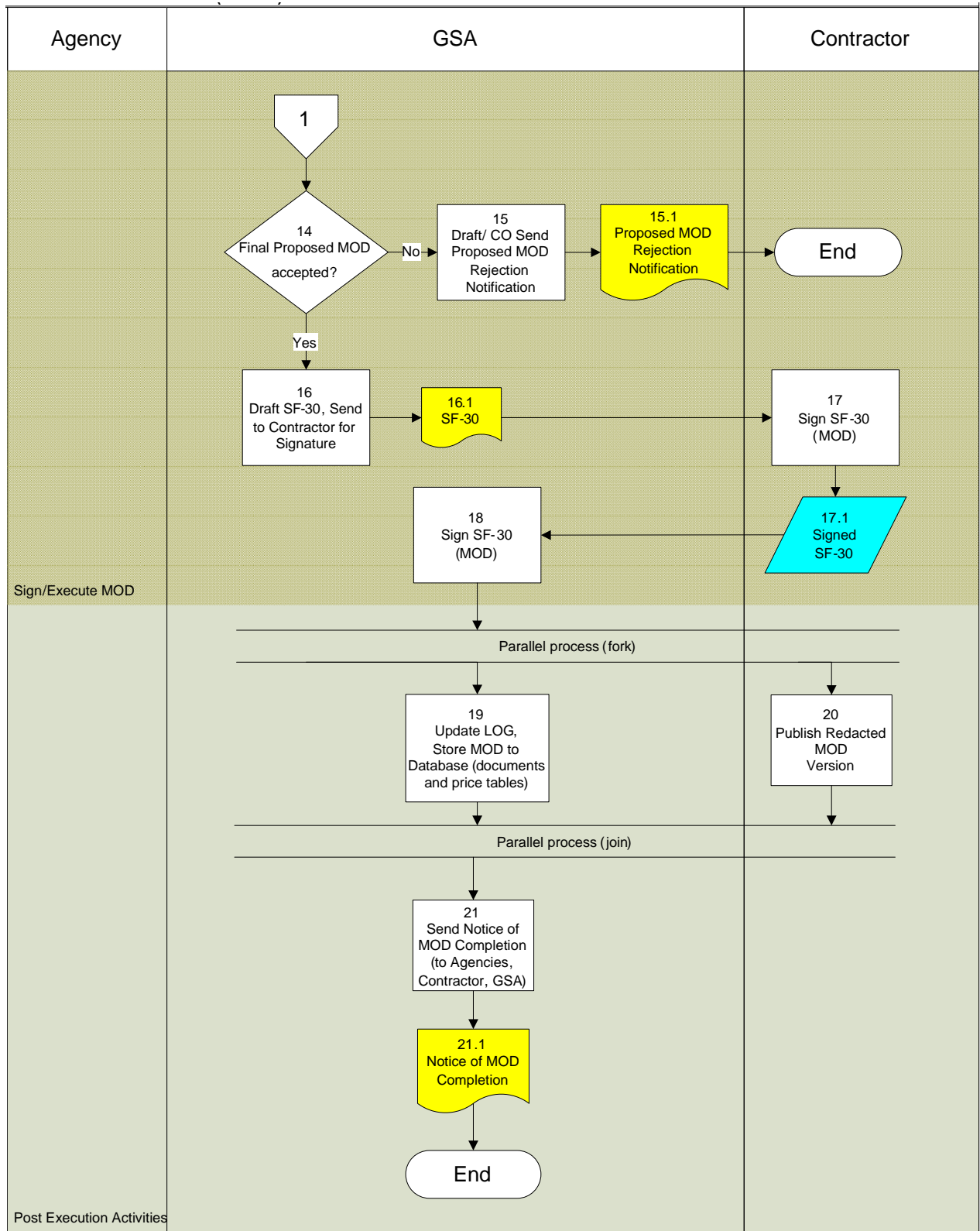Post Execution Activities

Figure C-2. Contract Modification Process (cont.)

C-2 Contract MOD Process Documents

Several documents created during the Networx Contract MOD process are summarized in Table C-1. The Process Reference column refers to a document number defined in the Networx process or sub processes.

Table C-1. Networx Contract MOD Process Documents

Process Reference	Name	Description	Creator	Receiver	Updater
1.1	Notice of Selection Package	Agency writes a Notice of Selection Package and delivers this package to the Networx GSA CO. This package includes the SOW, the Contractor proposal, recommended CLIN structure, prices, and the award decision documentation.	Agency	GSA CO	
2.1	Request for Proposed MOD	Networx GSA CO assembles a Request for Proposed MOD and sends to the Contractor.	GSA CO.	Contractor	
3.1	MOD Package	Contractor created Contract MOD Package.	Contractor	GSA CO	
6.1	Non-compliance Notification	CO Generated Non-compliance Notification to Contractor to advise that the proposed Contract MOD is not scope compliant or incomplete.	GSA CO	Contractor	
8.1	Proposed MOD Evaluation Report	Report that details the finding of the Proposed MOD evaluation. This report contains an issues list that will be used during discussions/negotiations with the Contractor.	GSA CO or designee	GSA	
12.1	Final Revised MOD Package	Final revision of proposed MOD requested by CO.	Contractor	GSA CO	
15.1	Proposed MOD Rejection Notification	Notification to Contractor that proposed MOD has been rejected.	GSA CO	Contractor	
16.1	SF-30	Standard Form 30 "Amendment of Solicitation Modification of Contract"	GSA CO	Contractor, GSA	Contractor, GSA

Appendix D - Contract MOD Submission Overview

A Contract MOD must be submitted in accordance with the specifications defined in Appendix E and section J.4 of the Networx contracts. Initially, contract MODs will be submitted via CD-ROM to the GSA CO (Phase 1). Upon individual approval by the GSA CO, initial and interim MOD submissions may be via email. If submitted via email, the MOD shall be addressed to the GSA CO with a cc: to the GSA COTR. Final MOD submissions shall be via CD-ROM to the GSA CO. GSA is developing the capability to receive MODs via the Networx Hosting Center (NHC). Once the NHC is ready to accept MODs, MODs will be submitted via the NHC (Phase 2).

D-1 Proposed MOD Scope

A contractor generated proposal MOD submission is limited in scope to one service. Unsolicited submissions that include more than one service will be returned to the Contractor unprocessed. Rate reduction MOD submissions and supplemental (enhancement) submissions must be done separately. A GSA solicited submission will identify the required scope of services for the MOD.

D-2 GSA Provided MOD Pre-submission Support

GSA provides reference material and validation support used by the Contractor in preparing a submission. Types of reference information include "Electronic Contract Overview File, general reference information, and MOD pre-submission validation support.

D-2.1 Electronic Contract Overview File
GSA will provide the Contractor with an electronic contract overview file. A paper copy example is provided in Section J.4 of the contract. This file will provide the Contractor and user agencies with a list of current contract files. As modifications are added to a contract, GSA will update the file to reflect the most current information and will include it with the integrated contract.

D-2.2 General Reference Information
GSA will publish the general reference information useful for preparing the price submission such as country/jurisdiction IDs, services, their types and categories, price tables formats, valid starting and ending dates, price units, etc. The Contractor will reference this information before preparing their new submission to GSA. If the Contractor needs any information that does not exist in the published material, such as country codes, price units, table and its format then GSA will provide that information.

D-2.3 MOD Pre-Submission Validation Support
The Contractor is encouraged to consult with the GSA for pre-submission modification to verify their submission for correctness. This support consists of validating price tables (their names, table_ids, formats), price dates, and verifying new CLINs for its uniqueness and details.

D-3 Submitting the Contract MOD Package and Loading into the NHC

In Phase 2, MOD package submissions will be made electronically directly into the NHC. This document will be updated when those procedures have been finalized. In Phase 1, pending completion of the NHC environment, MOD package submissions will be via CD-ROM to the GSA CO.

D-4 Networx Service and Price Structure

This section provides an overview of the Networx service and price structure and how they relate to each other. New services introduced must conform to the existing service and pricing structure. The services, pricing and CLIN structure are summarized in sections D-4 and D-5 of this document and are consistent with **Sections B and C of the Networx contracts**.

A single service specification structure is used for every Networx service (see figure D-1). The numbers in each box refer to the section number in the Networx contract (e.g., C.2.X.Y). This common structure was intended to facilitate clarity of specification. Each Networx service is described in functional terms and in terms of the industry standards to be met, the connectivity to be provided (e.g., to Government Furnished Property (GFP), Public Switched network (PSN), and other Networx Universal and Networx Enterprise Contractor networks), and associated technical capabilities required.

The Networx service structure maps to the Networx price structure. For example, the Service Specifications in contract Sections C.2.2 through C.2.15 have corresponding pricing tables in contract Section B.2.
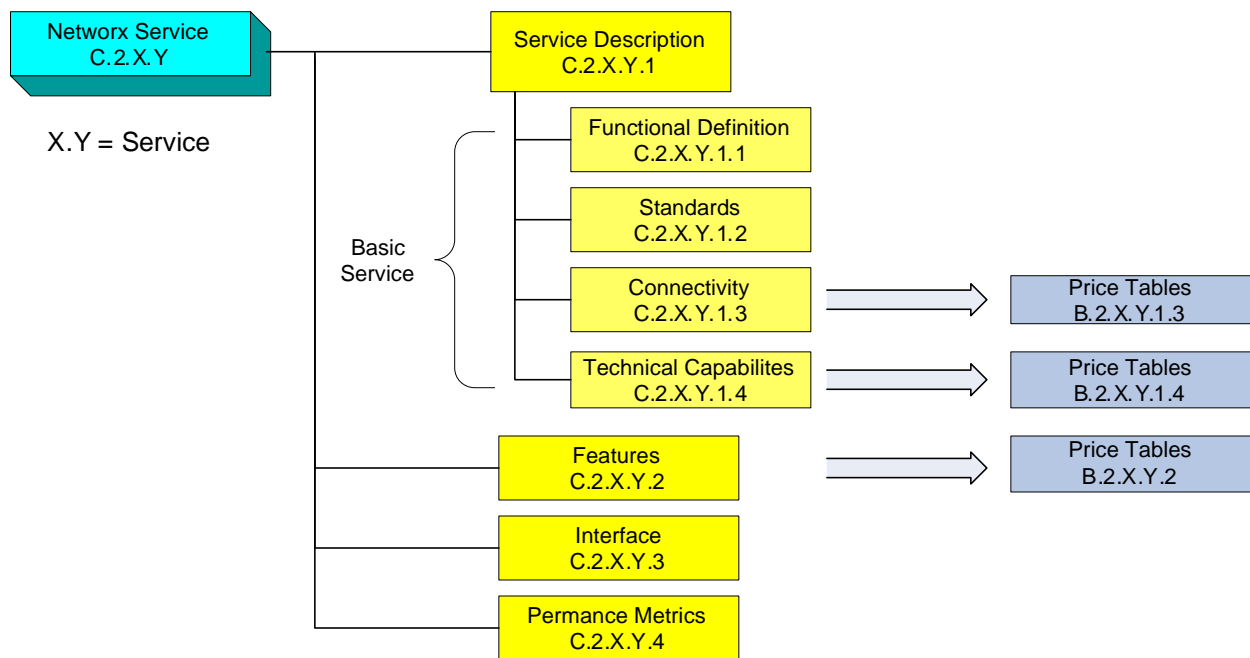
Figure D-1. Structure of Service Specifications

D-5 NHC Database for Pricing and CLINs

The previous section of this document described how the Networx services structure maps to the Networx pricing structure. Up-to-date price information is maintained in a relational database in the NHC. Contractors will need to maintain a similar relational database of the complete set of current prices that match the Networx database in terms of price and location tables, their formats and contents.

Figure D-2 shows at a high-level the table relationships in the NHC relational database (Entity Relationship Diagram). Figure D-3 shows an example of how price data is stored in this database using these relationships. The CLIN tables are associated to the Service table via the "B" tables (refer to the Contract Section B). Each service has several "B" tables. For example, the service that will be used as an example in Figure D-3, "Layer 2 Virtual Private Network Services" (L2VPNS) has 10 "B" tables. Field "B_Tables.B_Table_Name" holds the name of the associated Price table.
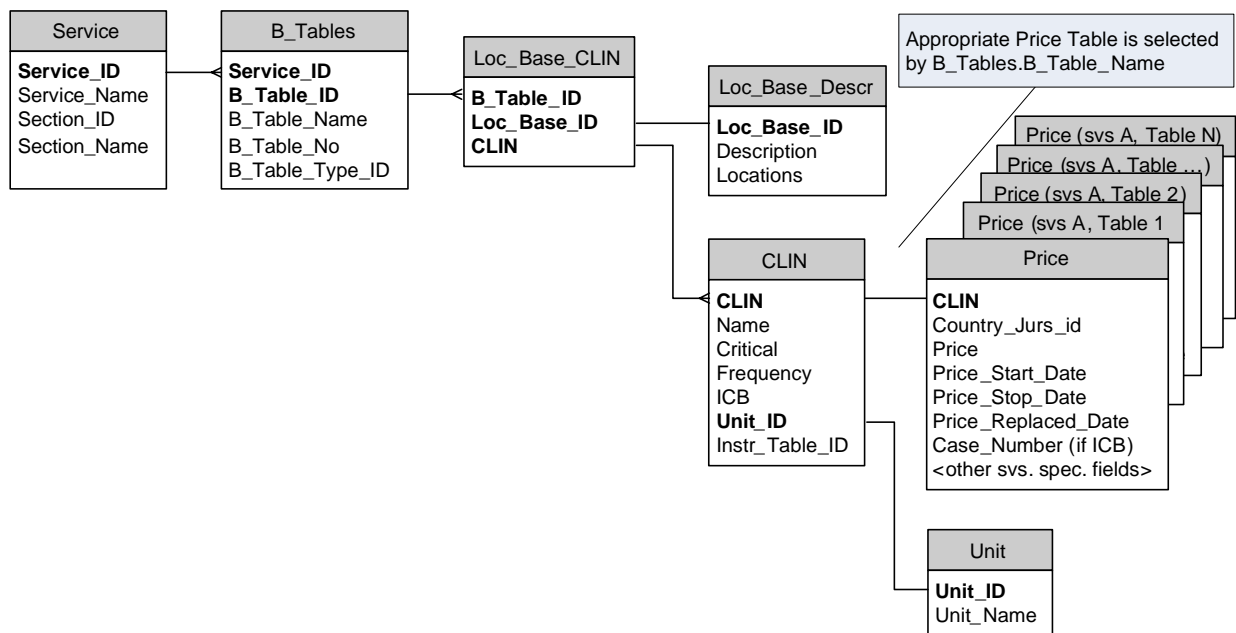
Figure D-2. NHC Price Relational Database - Entity Relationship Diagram

Figure D-3 shows a particular example of how price data is stored in the NHC Database. For this example, the Networx contract pricing requirement for "L2VPNS CONUS VPLS Port Prices" is shown (see Section B "Pricing", Networx Universal page B-135 or Networx Enterprise page B-141). Note that the service is "L2VPNS" with name "Layer 2 VPN Services (L2VPNS)". The B Table name is "L2VPNS_CONUS_VPL_Port_Prices. There is a corresponding price table with the same name. CLIN 0843020 has price $150.00 with unit PORT. The billing frequency is a Monthly Recurring Charge (MRC). The Table_NO field in B_Tables refers to the Networx contract table number (e.g., "2.7.12.3-1").

Figure D-3. NHC Price/CLIN Tables Example

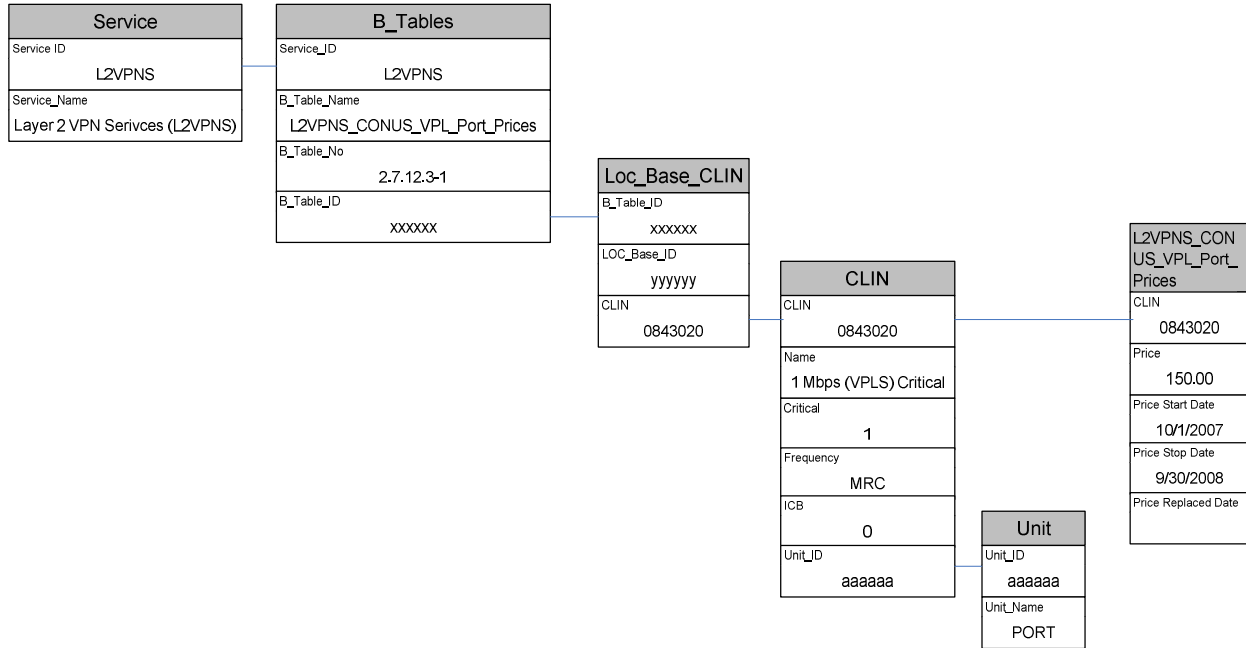# Appendix E - Contract Modification Submission – Specifications and Examples

The Networx Contract Section J.4 titled "Guidelines for Modifications to Networx Program Contracts" provides guidance to the Contractor on how to submit a proposed Contract MOD. This appendix includes a summary of information in J.4 and shows the Contractor Number assignments for each contractor which are required for MOD submissions.

E-1. Rules for MOD Package Submission

The Contractor's MOD Package submission consists of a package containing the following:

Table E-1. MOD Package Contents

File Type	Name	Description
Text	00README.TXT	Text file that explains the volume's directory structure, briefly describes each file's contents, and lists the name and telephone number of the Contractor's point of contact(s) who can answer questions regarding the submission.
Microsoft Word, Microsoft Excel, Microsoft Project	Revised Contract Files	Includes updated Contract files including Technical Volume, Management Volume, Business Volume, Price Volume, RFP Change Section, and Pricing Tables.
Microsoft Access (*.mdb) or CSV	TBD	Price Tables in pre-approved format that include incremental changes in Microsoft access "*.mdb" file(s).

E-1.1 Rules for MOD Package Files
The Contractor's submission files must adhere to the following rules:
- o The Contractor resubmits (in its entirety) all contract file(s) impacted by the change.
- o File names are retained from the original contract with the exception that dates are not included within the name.
- o Changed contract files submitted with the Proposed MOD will show changes using Microsoft Word's "Track Changes" feature. (i.e., vertical lines in margin adjacent to the change, strike-through for deletions)

E-1.2 Rules for Proposed Prices
Proposed prices must adhere to the following rules:
- o Exclude the GSA management services fee (GMS).
- o Include all appropriate discounts.
- o Include the correct numerical precision (the correct number of digits.)
- o Are incremental. The submitted price change file contains only tables that have been added or changed, and only rows within those tables that are added, removed, or changed. Furthermore, any one submission contains only the changes for that one submission, not any combination of the current and previous submissions.

All proposals for contract modification (submissions) that contain pricing data must comply with these requirements; those that do not will be returned to the Contractor unprocessed.

E-2 Cover Letter

The Contractor includes a cover letter with a proposed MOD submission. A digitally signed and a paper copy of the cover letter will be provided to GSA with an original signature.

Figure E-1. Sample Submission Cover Letter

The following files are included in this submission:

Submission Number	Technical (Volume I) Change Section	Management (Volume II) Change Section	Business (Volume III)	Price (Volume IV) Change Section	RFP Change Section	Pricing Table
Section Name	Internet Access Service Table of Contents	Access to Data and Information Service Ordering Trouble and Complaint Reporting Data Reporting Requirements Table of Contents	Proposal Notes	Pricing Overview Table of Contents	Section H Special Contract Requirement	B.X.X.X B.X.X.X
File Name	v1_X-X-XX.doc v1-Contents.doc	v2_X-X,doc v2_X-X,doc v2_X-XX,doc v2_X-XX,doc v2-Contents.doc	V3-XX.doc	Narrative.doc V4-Contents.doc	Section H.doc	.mdb

The following is a summary of the changes contained in the submission:

Volume I-Technical-Section X.X.XX.X entitled XXXXXXX was added on page 23 of the Internet Access Service of the contract.

Volume II-Management-Section X.X.XX.X.X.X was added on pages 25-27 to identify responsibilities of the Service Operations Center, Trouble Reporting and Escalation Procedures. A statement regarding non-issuance of Trouble Status Reports has been added to Table X.SS-S. XXXXXX has identified exceptions to the deliverable reporting data in Section X.SS and has acknowledged that information concerning are not integrated with the existing FTSXXXXX systems.

Volume III-Business-Section3, XXXXXX Service Terms and Conditions, has been updated to include the specific provisions for XXXXXX services.

Volume IV-P-Table X.XX.X was added to show the feature XXXX Mechanisms and Feature Item Numbers for XXXX services.

Price Table B.X.X-X and B.X.X-X were updated to include 27 CLINs for XXXX services.

E-3 MOD Package Numbering Scheme

All modification submissions will be numbered in accordance with the "Submission Numbering Scheme" in Figure E-2 and J.4 Appendix A. The Contractor is responsible for assigning and maintaining submission numbers (e.g., A10101.01p, V20101.03e)

The Contract number "CC" is assigned by the Government to indicate the contractor and whether the contract is Universal or Enterprise (Table E-2).

| CC | SSSS | . | VV | T |

"T" = Type
  change type: a=administrative, e=enhancement,
  p=price reduction, s=supplemental

"VV" = Version Number
  (01, 02, …)

"SSSS" = Submission Number
  (0101, 0102, ...)

"CC = Contractor Number
  1st char = 1st char of company name
  2nd char = indicator for Universal or Enterprise
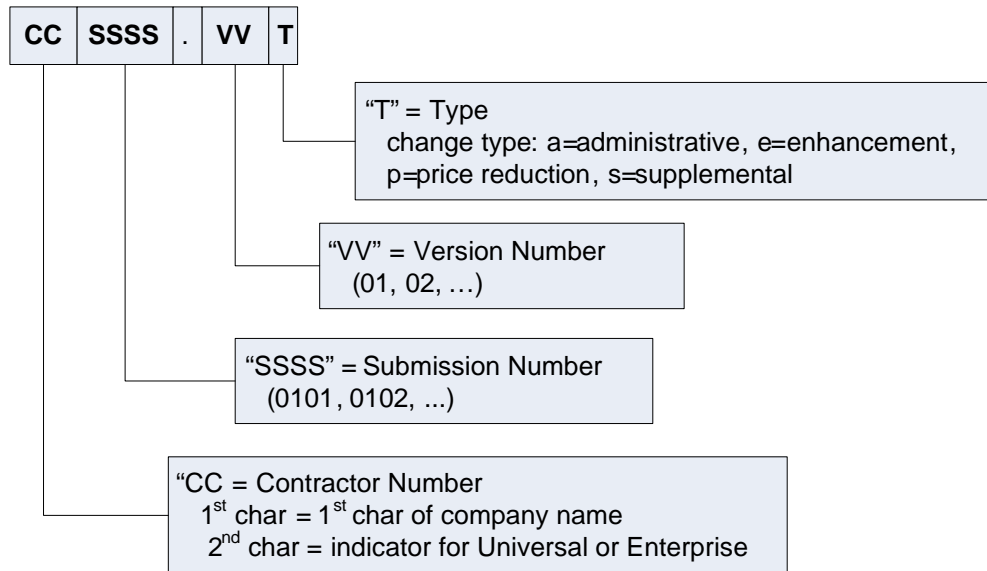
Figure E-2. MOD Package Submission Numbering Scheme

Table E-2. Contractor Number Assignments

CC	Networx Contract
AE	AT&T - Enterprise
AU	AT&T - Universal
LE	Level 3 - Enterprise
ME	MCI/Verizon - Enterprise
MU	MCI/Verizon - Universal
QE	Qwest - Enterprise
QU	Qwest - Universal
SE	Sprint - Enterprise

E-4 File Naming
The Contractor resubmits all contract file(s) containing the lowest level numbered section(s) of its contract that contain(s) the change. Files retain the same names as found in the original contract but will not include dates within the file name. File names already containing a date will be changed if and when the file is modified and resubmitted. The change to these file names are limited to the removal of the date portion. Each individual file in the submission will be digitally signed. All submissions and documentation will be compatible with GSA Federal Acquisition Services software.

E-5 Headers and Footers
For initial and interim submissions, the following header will appear on the upper right hand side on each page of the entire file:

- o   Contract Number
- o   Modification Number – Initial and interim submissions will insert "To be determined." Once the modification is accepted, the Government will provide the Contractor with the modification number to be inserted.
- o   Effective Date – Initial and interim submissions will insert "To be determined." Once the modification is acceptable, the Government and the Contractor will mutually agree upon the effective date to be inserted by the Contractor.

For initial and interim submissions, the following footer will appear on the lower right hand side of each page of the entire file:

- o   Submission number
- o   Electronic file name

E-6 Final Proposed MOD Submission
Once agreement has been reached between GSA and the Contractor, a clean copy (showing only current changes) of all of the files that are being modified shall be resubmitted on CD-ROM with an electronic copy of the Standard Form 30 (SF-30) "Amendment of Solicitation/Modification of Contract". The Contractor will insert the modification number and the effective date in the header, as directed by the GSA CO, with the submission. The submission number and electronic file name shall remain in the footer. Three signed paper copies of the SF-30 and one CD-ROM with all of the files digitally, upon Government request, signed shall be submitted by the Contractor at a date and time mutually agreed upon in advance with the CO. The cover letter shall include a brief description of each proposed enhancement in plain, easily understood English for release to user agencies via the Internet to announce the enhancement or modification (see Section J.4 Appendix B Example). All letters (faxes, etc.) relative to submittal of proposed enhancements or modifications shall include the applicable submission number within each letter.

E-7 Electronic Contract Overview File
GSA will provide the Contractor with an electronic contract overview file. A paper copy example is provided in Section J.4 Appendix C. The file will provide the Contractor and user Agencies with a list of current contract files. As modifications are added to a contract, GSA will update the file to reflect the most current information and will include it with the integrated contract.

Proposed price table changes shall be provided as MS-Access ".mdb" files and at the government's request be digitally signed. When the NHC environment is available, the Contractor will submit contract modifications (initial, interim and final) via the NHC.

E-8 Price Table Change Submission Examples
Submitted price change files will contain only tables that have been added or changed, and only rows within those tables that are added, removed, or changed. Furthermore, any one submission will contain only the changes for that one submission, not any combination of the current and previous submissions.

To add a new price to a table, the "price_replaced_date" field is set to NULL. This, in combination with the row's presence in an incremental table, uniquely marks a row as "added."
PROCEDURES AND EXAMPLES

To mark a price as "removed," the row is included in the submission with the "price_replaced_date" set to valid effective date. Note that this field is used as a deletion flag to mark the price as removed from the given effective date.

To indicate a price change, the previously submitted price row shall be marked as "removed," and new price row(s) shall be inserted to replace it. Note that all current and future dates covered by the removed price row shall be covered by the added row(s). That is, Contractors shall take care not to create "holes" in price coverage.

New Date Constraints
Price start and end dates are no longer constrained to evaluation year boundaries. However, prices must start on the first day of a month and end on the last day of a month.

Examples:
The price table below, Table B.X.X-X, is used in the following examples. The submission number is NOT part of the price table.

Table B.X.X-X Unified Messaging Service

CLIN	Price	Price Start Date	Price Stop Date	Price Replaced Date
001XXXX	1.00	10/01/20XX	09/30/20XX	

Deleting a Price Row. A price table row is deleted by the entry of a Price Replaced Date. For example, the value "01/01/2008" in the "price_replaced_date" will remove support of CLIN 0019998 effective from January 01 2008 once the submission becomes a contract modification.

CLIN	Price	Price Start Date	Price Stop Date	Price Replaced Date
0019998	1.00	10/01/2007	09/30/2008	01/01/2008

Note:
The value place in the "price_replaced_date" is an effective date. The GSA must approve this date while awarding the contract modification.

Adding a Price Row. A price table row is added to the contract by the entry of a new row. For example, a submission includes a new CLIN, 0019999, and its associated price, 0.10, effective on the date, 10/01/2007 thus, the insertion of the new row into the price table adds the CLIN and its price (as shown below).

CLIN	Price	Price Start Date	Price Stop Date	Price Replaced Date
0019999	0.10	10/01/2007	09/30/2008	NULL

Changing a Price Row for entire period. Deleting a row and adding a new row modifies a price table row. In the example below, a submission includes a change for the price of CLIN 0019998 from 1.00 to

0.80 for the period 10/01/2007 through 09/30/2008, effective immediately upon the submission becoming a contract modification. The resulting new records are given below:

0019998	1.00	10/01/2007	09/30/2008	06/01/2007
0019998	0.80	10/01/2007	09/30/2008	NULL

The first row in the above example shows the old price (1.00) for the CLIN 0019998 starting from the date 10/01/2007 through the date 09/30/2008 with an effective date value 06/01/2007 in the price_replace date column indicating the price deletion for the CLIN 0019998. The second row in the above example shows the new price (0.80) for the CLIN 0019998 starting from the date 10/01/2007 through the date 09/30/2008 with NULL value in the price_replaced_date column. This shows the price change for the CLIN 0019998 from $1.00 to $0.80 for the period 10/01/2007 through 09/30/2008.

Changing a Price Row in the middle of the period. Deleting a row and adding two new rows changes a price table row for the middle of the period price change. For example, a submission will change the price for CLIN 0019998 from 1.00 to 0.80 as of 1 June 2008, effective immediately upon the submission becoming a contract modification. The resulting new records are given below. Notice that two new price rows are required.

CLIN	Price	Price Start Date	Price Stop Date	Price Replaced Date
0019998	1.00	10/01/2007	09/30/2008	01/01/2008
0019998	1.00	10/01/2007	05/30/2008	NULL
0019998	0.80	06/01/2008	09/30/2008	NULL

In this example, the original price period starting from 10/01/2007 through 09/30/2008 is split into two periods. The first period starts from 10/01/2007 through 05/30/2008 and the second period starts from 06/01/2008 through 09/30/2008. The first row in the above example shows the old price ($1.00) for the CLIN 0019998 starting from the date 10/01/2007 through the date 09/30/2008 with an effective date value 01/01/2008 in the price_replace date column indicating the price deletion for the CLIN 0019998. The second row in the above example shows the same old price $1.00 for the CLIN 0019998 for the first period starting from the date 10/1/2007 through 05/30/2008 with NULL value in the price_replaced_date. The third row in the above example shows the new price (0.80) for the CLIN 0019998 for the second period starting from the date 06/01/2008 through the date 09/30/2008 with NULL value in the price_replaced_date column. This shows the price change for the CLIN 0019998 from $1.00 to $0.80 for the period 06/01/2008 through 09/30/2008.

Adding a New Price Table. The format of a new price table must be reviewed and approved by the Government prior to the submission of a modification. It should follow the basic guidelines of all current price tables, such as including the CLIN number field, a price field, and start, stop and replace date fields.

E-9 New Services or CLINs
Contractors will provide extra information when new services or CLINs are introduced. This information is necessary for the government's systems to price Contractor defined additional offerings. Please refer to the Networx Contract Section J.4 for additional details.

E-10 SED Modifications
It is assumed that contractors will need to frequently add, enhance, upgrade or modify Service Enabling Devices (SEDs) to the Networx contract. MODS for SEDS shall be prepared by the contractor in accordance with the requirements in Pricing Section B.4 of the contract. GSA will evaluate the submission to ensure that all required information is provided and to verify that the Device Class Discounts and the Manufacturer's List Prices provided by the contractor are correct.

E-11 Contract MOD Numbering Scheme
The contract MOD number will start with two alphabetical identifiers followed by three numerical identifiers. See Table E-3 below for details.

Table E-3 Contract MOD Numbering

Code	MOD Type	Example
A	Administrative Change	PA001
E	Enhancement Change	PE001
O	Other	PO001
P	Price Reduction	PP001
S	Supplemental Change	PS001

Appendix F - Contract Numbers

The Networx contract numbers are shown in Table F-1.

Networx Contract	Contract Number
AT&T--Enterprise	GS00T07NSD0041
AT&T--Universal	GS00T07NSD0007
Level 3 Communications--Enterprise	GS00T07NSD0037
MCI/Verizon--Enterprise	GS00T07NSD0038
MCI/Verizon--Universal	GS00T07NSD0008
Qwest--Enterprise	GS00T07NSD0040
Qwest--Universal	GS00T07NSD0002
Sprint--Enterprise	GS00T07NSD0039

Table F-1. Networx Contract Numbers

Appendix G- Contact Information

Contractors requiring assistance in preparing a Contract MOD may contact the Contracting Officer Technical Representatives (COTRs) for the Networx service contracts. The GSA COTRs and their contact information are listed in Table G-1. Contact information for the Networx contracting officers and TSMs can be found on the GSA Networx web page.

Networx Contract	GSA COTR	COTR Information
AT&T--Universal AT&T--Enterprise	Timothy Young	(703) 306-6340 timothy.young@gsa.gov
MCI/Verizon—Universal MCI/Verizon—Enterprise	Gregory Davis	(703) 306-6265 greg.davis@gsa.gov
Qwest—Universal Qwest—Enterprise	Charlotte Youngs	(703) 306-6566 charlotte.youngs@gsa.gov
Sprint—Enterprise	Charles Lapierre	(703) 306-6270 charles.lapierre@gsa.gov
Level Three Communications—Enterprise	Charles Lapierre	(703) 306-6270 charles.lapierre@gsa.gov

Table G-1. GSA Contract Information

Agencies for which a GSA Technology Service Manager (TSM) has been assigned can also obtain assistance by using the procedures in Table G-2 below for contacting their TSMs.

GSA Contact	Contact Instructions
Networx Help Desk	Call 866-472-0274 or e-mail networx.support@gsa.gov
GSA Technology Service Manager	• Find your agency in the listing at www.gsa.gov/tsm. • Contact the TSM assigned to your agency using the listed contact information.

Table G-2. Agency Contact Information