

MODIFICATION INSTRUCTIONS

Updated June 2012

Please read the instructions in their entirety before submitting your modification request.

ATTENTION CONTRACTORS: PLEASE BE ADVISED THAT THE MODIFICATION INSTRUCTIONS CITED BELOW MUST BE ADHERED TO IN ORDER TO AVOID REJECTION OF YOUR SUBMISSION. If at any time during this process you have questions, please contact the Contract Specialist assigned to your contract. Email and phone number can be found via <http://www.gsaelibrary.gsa.gov>. (Enter your contract number. Click on your company name. Your GSA Government Contracting Specialist is on the right, across from your company POC.)

Note: GSA will only consider modification requests from contractors who are in compliance with the contract. Prior to submitting a modification request, ensure that your GSA Advantage text file and catalog file are current, CCR and ORCA registrations are current and accurate and all mandatory mass modifications have been accepted. GSA will accept only modification requests submitted via eMod. For information on enabling eMod submittal capability go to <http://www.eoffer.gsa.gov/>. It is not necessary to return these instructions to GSA as part of your modification request.

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Note: Applicable to price changes IAW clause 52.222-43, Fair Labor Standards Act and SCA Price Adjustment (Multiple Year and Option Contracts), due to incorporation of revised wage determinations. (Note - A firm who chooses to adjust pricing for service employees IAW SCA cannot also obtain a price increase based on an EPA adjustment used for any professional employees).

Types of Modifications: Administrative Changes

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SECTION I:

Requirements for ALL Modification Requests except Administrative, Novations and Change of Name Agreements

(Refer to page nine for instructions on requesting administrative changes to your contract)

The following numbered items (1-4) MUST be submitted with all modification requests. If these items are not addressed, the modification may be rejected. You may include multiple requested changes in a single modification request document, rather than submitting separate modification requests.

1. Submit a cover letter signed by an authorized negotiator (as identified in your contract) briefly describing your request and the rationale for the request. Also, include the following statement in your cover letter "By submission of the modification request, Company Name has certified that all information is current, complete and accurate."
2. Commercial Sales Practices (CSP) Format Information:
 - o Complete and submit an updated CSP and Formatted Price List, which can be found at Attachments 1 and 2.

Submit the information specific to your modification request per the instructions below. All new/revised pricing, labor category/training course/support product descriptions, and the SCA matrix must be submitted in Excel or MS Word format that is not read-only. (PDF files will not be accepted).

3. Service Contract Act (SCA) Matrix:
 - o If there are SCA eligible labor categories currently on contract or proposed, please submit a SCA matrix as shown in the example below. If your contract does not have any SCA applicable labor categories please insert the following language into your request: The Service Contract Act (SCA) is applicable to this contract as it applies to the entire [Schedule Name e.g. MOBIS] Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.
 - o If there are SCA eligible labor categories currently on contract or proposed, please submit a statement confirming that proposed/awarded prices are compliant with the SCA.
 - o Identify the Wage Determination (WD) Number you used to ensure prices will meet or exceed minimum SCA direct labor and fringe benefit requirements. Specify the revision number and revision date identified in the latest index of the WDs located in Document #13 of your contract. Also specify the state and area associated with the WD.
 - o Cross-reference all the identified SCA eligible labor categories to the SCA equivalent labor category title. Titles/descriptions are available at <http://www.wdol.gov>. Click on the "library" link, and then download the SCA Directory of Occupations 5th Edition. Utilize the table format below. (Labor categories shown are for example purposes).

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Administrative Assistant	01011 - Accounting Clerk I	05-2059
Secretary	01311 - Secretary I	05-2059

Insert the following language below the matrix at the end of your GSA price list.

"The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly."

4. GSA Price List:

- Provide the entire contract price list on the Formatted Price List at attachment 2 (including new and existing labor categories, new and existing labor category descriptions, new and/or existing support products and new and/or existing courses including course descriptions/fixed priced services) that will be incorporated into a modification if accepted by the Government. If pricing is based on a fixed escalation, show the pricing for the remaining contract years, including all option periods with the annual escalation percentage (e.g., 2%) stated in the price list.

Note – If firm combines a ‘deletion of SINS’ or ‘deletion of labor categories’ with any other modification type (e.g. EPA), the FssOnline system will split the modification and create a Rapid Action Modification (RAM) for the administrative portion of request (e.g. deletion, POC change, address change) which may result in rejection of the RAM modification. Therefore, it is imperative that the firm contact their Contract Specialist if multiple actions are to be taken within one submission to prevent any possibility of rejection.

- Also, identify in your price list all SCA eligible labor categories with asterisks (**) as shown in the example below. (Labor categories shown are for example purposes.)

Labor categories	Hourly Rate
Consultant I	\$85.00
Subject Matter Expert	\$175.00
Administrative Assistant**	\$38.00
Accounting Clerk **	\$30.00

SECTION II

Economic Price Adjustments based on a Commercial Price List (CPL)

1. State that you are requesting an Economic Price Adjustment (EPA) in accordance with EPA Clause 552.216-70. Identify the amount of EPA being requested, pursuant to the changes in the CPL. Note: The percent increase cannot be greater than the annual cap in the contract and the percent increase between your awarded CPL and new CPL prices.
2. State that all prices offered to GSA include the current 0.75% IFF.
3. Provide a copy of the current CPL with its effective date.
4. Verify that the requested EPA does not negatively affect the discount relationship with the Basis of Award (BOA) customer(s) established at time of award (or last modification; whichever is more recent).
5. Provide documentation supporting the reasonableness of the price increase such as copies of invoices, contracts, quote sheets, or a letter explaining the rationale of the increased prices.
6. Submit an EPA Pricing Worksheet showing the rates proposed. The spreadsheet should show all awarded items, the current prices, the requested increase percentage, the requested new price, the current CPL price, the new CPL price and the CPL percent increase. An example follows:

Labor Category	Current Price	Requested % Increase	New Requested Price
Consultant	\$100.00	2.50%	\$102.50
Analyst	\$ 80.00	2.50%	\$ 82.00

Labor Category	Current CPL Price	New CPL Price	Requested % Increase
Consultant	\$125.00	\$128.13	2.50%
Analyst	\$100.00	\$102.50	2.50%

Economic Price Adjustments based on Market Pricing

1. State that you are requesting an Economic Price Adjustment (EPA) in accordance with EPA Clause I-FSS-969. Identify the amount of EPA being requested. Note: The percent increase cannot be greater than the annual cap in the contract.
2. State that all prices offered to GSA include the current 0.75% IFF.
3. Submit a copy of the market indicator that was agreed upon at the time of award (or modification, whichever is most recent).
4. Submit an EPA Pricing Worksheet showing the rates proposed. The spreadsheet should show all awarded items, the current prices, the requested increase percentage, and the requested new price. An example follows:

Labor Category	Current Price	Requested % Increase	New Requested Price
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Consultant	\$100.00	2.50%	\$102.50
Analyst	\$ 80.00	2.50%	\$ 82.00

Note: The percent increase cannot be greater than the annual cap in the contract, nor can it be greater than the market indicator demonstrates (for example, if your contract is based on a BLS ECI table, and the current published increase is 2.5%, you could not receive more than a 2.5% EPA).

5. Verify that the requested EPA does not negatively affect the discount relationship with the BOA established at time of award (or last modification, whichever is more recent).

Requesting New Labor/ Services Categories or Changes to Existing Labor/Services Categories

1. Identify under which SIN(s) the labor categories will be applicable.
2. Provide labor category descriptions that include minimum education and minimum experience requirements for each labor category.
3. Provide a pricing structure consistent with your commercial practices and provide supporting documentation for each proposed labor category. Supporting pricing documentation must be clear and demonstrate a relevant relationship between the supporting document and the pricing proposed. Each supporting document must be labeled with the name of the corresponding proposed labor category. Examples of supporting evidence may include invoices, contracts, quote sheets, etc.

Requesting New Support Products or Changes to Awarded Support Products

1. Identify under which SIN(s) the products will be applicable.
2. Provide descriptions for the items (if not self-explanatory by the name of the product on the price list), including unit of measure (e.g., each) and/or quantities (e.g., 5 per set).
3. Identify and describe any warranties offered and/or service coverage offered.
4. Provide a pricing structure consistent with your commercial practices and provide supporting documentation for each proposed product. Supporting pricing documentation must be clear and demonstrate a relevant relationship between the supporting document and the pricing proposed. Each supporting document must be labeled with the name of the corresponding proposed product. Examples of supporting evidence may include invoices, contracts, quote sheets, etc.

Requesting New Training Courses or Changes to Awarded Courses

Provide a pricing structure consistent with your commercial practices and provide supporting documentation for each proposed course. Supporting pricing documentation must be clear and demonstrate a relevant relationship between the supporting document and the pricing proposed. Each supporting document must be labeled with the name of the corresponding proposed course. Examples of supporting evidence may include invoices, contracts, quote sheets, etc. Use the format below for each course.

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)
6. Commercial price of course ("N/A" if offering market-based prices)

7. Discount % offered to GSA ("N/A" if offering market-based prices)
8. Price of course offered to GSA (excluding IFF)
9. Price of course offered to GSA (including IFF)

Adding Special Item Numbers (SINs)

Labor Categories/Courses/Products/Services Applicable to the SIN(s) Requested

1. State in your cover letter whether your existing labor categories/courses/items are sufficient to cover the new SIN(s) being requested, and if so, which ones are to be covered under the new SIN(s) requested. You may include all requested labor categories/products/courses fixed price services, changes in a single modification request document.
2. Any existing labor categories, products, courses, or fixed price services identified for the proposed new SIN(s) must be relevant to the services covered in the SIN description. Thus, you should identify only those labor categories, products, courses, or fixed price services that will be utilized to perform services under the proposed SIN.
3. For each SIN requested, submit project descriptions for two (2) projects that are relevant to the SIN you are seeking. Each project description should be prepared in accordance with provision SCP-FSS-002 Specific Proposal Submission Instructions (DEC 2010) (Alternate I - DEC 2010) (b) Section II Technical Proposal, (2) Factor Two Relevant Project Experience paragraphs i - vi. The full text of provision SCP-FSS-002 is included in the Multiple Award Schedule solicitations which can be accessed online by going to the schedule-specific websites (i.e., www.gsa.gov/mobis, www.gsa.gov/logworld, www.gsa.gov/engineering, www.gsa.gov/language, www.gsa.gov/environmental or www.gsa.gov/consolidated) and clicking on "solicitation".
4. Provide a pricing structure consistent with your commercial practices and provide supporting documentation for each proposed SIN and applicable labor categories, products, courses, or fixed price services. Supporting pricing documentation must be clear and demonstrate a relevant relationship between the supporting document and the pricing proposed. Each supporting document must be labeled with the name of the corresponding proposed labor categories, products, courses, or fixed price services. Examples of supporting evidence may include invoices, contracts, quote sheets, etc.

Requirements for Novations or Change of Name Agreements

(Note: Legal Documents must be sent in hard copy for Novations and Change of Name Agreements, rather than electronically)

1. If you are requesting that GSA recognize a novation or change of name agreement that has already been processed by another federal agency/organization, a copy of the modification must be provided and must include your GSA contract as one of the affected contracts impacted by the Novation or Change of Name.
2. Prior to submitting a modification, please review Federal Acquisition Regulation (FAR) 42.1202 (a) and (b) to determine whether you should submit a novation or change of name agreement to GSA for the subject contract. You may access the FAR at www.acquisition.gov/far, and go into Part 42 – Contract Administration and Audit Services and select 42.12 Novation and Change of Name Agreements.
3. If you determine GSA is the responsible agency for the initial processing of your Novation/ Change of Name Agreement modification, submit ALL documents required by regulation (FAR 42.1204(e) and (f) for novation or FAR 42.1205 for change of name agreement).
 - a. Confirm the name of your GSA Contract Specialist (see the eLibrary instructions in the first paragraph of the modification instructions).
 - b. Mail the original documents to your specific Contract Specialist at:
General Services Administration
Management Services Center

400 15th Street SW
Auburn, WA 98001-6599

Ensure you include original signed documents, a list of all government contracts affected by the change, and the Contracting Officer/Administrative Contracting Officer name, address, telephone number, and e-mail for each affected government contract. Include the additional information as described in the next section.

NOTE: For novations, the “transferor” is the company that holds the government contract that needs to be modified. Example: ABC Company has been bought by XYZ Company. In this example, the “transferor” is ABC Company and the “transferee” is the XYZ Company.

GSA is required by federal regulation to determine if the transferee is a responsible party to receive a federal contract. Therefore, please include either in your modification request cover letter or as an attachment to the cover letter the following information about the transferee:

- State that the transferee has ensured that both the Central Contractor Registration (CCR) and Online Representations and Certifications Application (ORCA) are current, accurate, and reflect the NAICS code(s) for the contract being transferred. CCR registration is at www.bpn.gov/ccr and ORCA is accessible through <https://orca.bpn.gov/>. Confirm that the transferee and all the officers of the transferee’s company are not currently debarred or suspended from receiving federal contracts.
- Identify whether the transferee has any existing GSA Schedule contracts, and if so, the contract numbers of those contracts, along with the name, title, telephone number, email address, and mailing address of the applicable Contracting Officer.
- If the transferee does not have any existing GSA Schedule contracts, submit three (3) references for the transferee that are knowledgeable about the transferee’s past experience in managing federal or commercial contracts. Reference information must include the name, title, telephone number, email address, and mailing address for each individual used as a reference. Additionally, provide a brief description of the contract and the period of performance of the contract. Ensure that all reference information is current and accurate. (Note: This requirement is not applicable if the transferee currently has another GSA Schedule contract.)
- State whether or not the DUNS is changing and provide the new DUNS if it is changing.
- Provide the following information:
 - Name of new point of contact for Contract Administration and all Authorized Negotiators. For each individual include the following:
 - Title
 - Phone # and extension
 - Fax #
 - Address- if different from contract address (address in CCR) ensure this is noted.
 - Email address
 - Identify which Authorized Negotiators can sign and commit the company
- Provide company website address
- In accordance with clause 52.219-28, Post Award Small Business Program Re-representation, paragraph (b) (1), you must re-represent your business size in the ORCA and CCR databases.
- If the transferor was awarded as a small business and the transferee is other than a small business for the NAICS code(s) established in the contract, then the transferee must complete and submit a subcontracting plan from the current solicitation with the modification request. You can access the current solicitation through FedBizOpps at www.fbo.gov or <http://www.gsaelibrary.gsa.gov>.

Types of Modifications: Service Contract Act (SCA)

(Note: Applicable to price changes IAW clause 52.222-43, Fair Labor Standards Act and SCA Price Adjustment (Multiple Year and Option Contracts), due to incorporating revised wage determinations into the contract)

1. Identify the current and new wage determinations (WD) by number, revision number, and date of last revision.
2. Provide spreadsheet(s) identifying the original and changed direct labor and/or health and welfare benefit rates, and applicable costs (e.g., FICA, FUCA, SUTA, Workmen's Compensation). Provide the information showing how you calculated the changes in an Excel spreadsheet format so that the calculations may be verified by the reviewer.
3. Provide a spreadsheet showing the current contract rates, the total amounts to be added due to the WD increases, and the resulting new rates (see sample template below; labor category, dollars and percentages shown are for example purposes).

DOL Code	DOL Labor Category	Awarded WD Rate	New WD Rate	Net Hourly Increase	Wage Burden	H & W Increase	Total Adjustment	Awarded Hourly Rate	New Hourly Rate
21410	Warehouse Specialist	\$ 14.97	\$ 15.55	\$ 0.58	\$ 0.09	\$ 0.15	\$ 0.82	\$ 32.19	\$ 33.01
Wages Associated Burden: The Amount of burden associated with Social Security (FICA).									
Unemployment Taxes (FUTA/SUTA) and Workman's Comp Insurance.									
Associated Burden equals 15.28% of labor total:				FICA =	7.65%				
				FUTA =	0.80%				
				Suta =	3.16%				
				Workman's Comp Ins. =	3.67%				
Health & Welfare Rate: The H & W rate increase in the revised WD is: \$ 3.50 - \$ 3.35 = \$ 0.15 per hour.									

Administrative Changes

Administrative changes are minor changes to the contract. See eMod Instructions at <http://www.eoffer.gsa.gov/>. The following list identifies Administrative Modification Request Items:

- Contract Administrator/Point of Contact (POC)
- Authorized Negotiator
- Email Address Changes
- Fax Change
- Telephone Change
- Website Address Change
- Delete Labor Category
- Delete Product(s)
- Delete SIN

Note 1: ALL Rapid Action Modifications (RAM) Modifications must include a transmittal letter notifying your Contract Specialist of specific administrative changes. Failure to submit will result in rejection of the

RAM modification.

Note 2: Address Changes: The current eoffer/emod system does not include the option to request an address change. You must change your address in the Central Contractor Registration (CCR). Then notify your Contracting Officer so your new address can be updated in the local database, which is not linked to the CCR.

Note 3: If a firm is adding a third party as an authorized negotiator, also attach an agent authorization letter (found as a separate document in the latest solicitation refresh) signed by the Schedule contractor's authorized negotiator.

Note 4: Firms deleting SINs and/or labor categories must provide the entire contract price list on an editable Excel spreadsheet (excluding those labor categories/labor category descriptions/support products/courses).

SECTION III -

Environmental Services – Schedule 899

ADDITIONAL TERMS AND CONDITIONS REQUIRED FOR SIN 899-5, Materials and Waste

Recycling and Disposal Services. In an effort to support safe and protective recycling and disposal efforts and encourage improvements in best management practices the offeror is required to submit the following:

- a.) Provide a summary of documentation process used through final disposition of all materials obtained and/or generated. (Required if offering recycling and/or disposal services).
- b.) Provide a summary of methods used for tracking material to final destination. (Required if offering recycling and/or disposal services.)
- c.) Acknowledge understanding and/or compliance with environmental laws and regulations and guidelines pertaining to recycling and/or disposal.
- d.) Provide a summary of firm's data security process (e.g., process used for destruction of hard drives). (Required if offering recycling services.)
- e.) Provide a summary of warehousing process. (Required if offering recycling services.)
- f.) Provide process flow identifying ownership of all parts involved in electronic recycling (e.g., transfer of CERCLA liability). (Required if offering recycling services.)
- g.) In the event subcontractors are used for recycling and/or disposal services, the Offeror must identify who the subcontractors are OR certify that the Offeror understands that subcontractors may be required to be identified in any resultant task order issued by an ordering agency. This is to ensure adequate tracking of recycling and/or disposal process

Firms providing electronic recycling services and/or ewaste disposal are required to provide a copy of third party certification such as R2 or e-Stewards with submission of offer. If adding these types of services after award of contract through the modification process, firm will be required to submit certification with modification request. Websites available for certification include but are not limited to: www.decideagree.com which provides additional information relating to the R2 accredited certification programs for electronic recyclers OR <http://e-stewards.org/certification-overview/how-to-become-an-e-stewards-recycler/> which provides additional information relating to the e-Stewards accredited certification program. Guidance for R2 accredited certification programs included under document 14 and guidance for e-Stewards accredited certification programs included under document 15.

Language Services – Schedule 738II

Requesting Translation Services for New Languages (Schedule 738 II)

1. Identify under which SIN(s) the translation services will be applicable.
2. Provide specific languages, or groups of languages that are closely related (all languages covered within a group must be specified). Vague or overly general groups such as "all other languages" will not be accepted by the Government.
3. Provide a pricing structure consistent with your commercial practices and provide supporting documentation for each language. Supporting pricing documentation must be clear and demonstrate a relevant relationship between the supporting document and the pricing proposed. Each supporting document must be labeled with the name of the corresponding language/group offered. Examples of supporting evidence may include invoices, contracts, quote sheets, etc.

Consolidated Services – Schedule 00CORP
Contract Migration

If you are an existing Schedule contract holder in two or more of the twelve participating single Schedules, simply follow the instructions listed below or contact Staci Oetting, MSC Business Manager at 253-931-7611 or at staci.oetting@gsa.gov for information on how to get started.

Review the Consolidated MAS Solicitation on the www.fbo.gov web site and decide if you want to participate. The Solicitation number is FCO-00-CORP-0000C, Refresh #14. Specifically, section 1, 'Read Me First' and section 16, Consolidated Migration Request for Existing Contractors...

Complete the Migration form (attached) and submit with all required information to the attention of Kathy Jocoy, kathy.jocoy@gsa.gov. Upon receipt, the migration package will be assigned to a Contract Specialist in the MSC for evaluation.

Adding Ancillary Repair and Alteration Services

(Note: Applicable to LOGWORLD Schedule 874 V, SIN 874-597 and Consolidated Schedule SIN 874-597 ONLY)

Contractors wishing to add Ancillary Repair and Alteration services must:

1. Indicate that your firm has reviewed Document 14 in the solicitation entitled "PART II – TERMS AND CONDITIONS – APPLICABLE TO SIN 874-597, ANCILLARY REPAIR AND ALTERATION" and that you agree to the terms and conditions in Document 14 and the incorporation of the clauses in Document 14 into your contract. The solicitation is found at www.gsa.gov/logworld, under LOGWORLD - Solicitation.
2. Submit pricing that is inclusive of the IFF and identify the Davis-Bacon Act (DBA) general decision number and specific modification number used in establishing your proposed rates. Identify only DBA labor categories and prices as shown in the example below.

Labor Categories	GSA Price (inclusive of IFF)	DBA General Decision Number	Modification Number
Carpenter			
Electrician			

3. Pricing may be based on an established commercial price list or market-based prices. In either event, provide adequate price supporting information/data in the form of invoices, contracts or some similar documentation. Invoices must be less than one year old. Services must be priced in accordance with FAR 8.404(d), and will be either hourly rates or fixed price for performance of a specific task (e.g., installation, maintenance and repair). Standard commercial pricing methods may be proposed. Regardless of the method used, it must be supported by documentation and address a reasonable method of pricing. Please note: FAR 16.102(c) prohibits use of the cost-plus-percentage-of-cost system of contracting. Therefore, offers using this proposed method for SIN 874-597 will be rejected. The proposed pricing must include sufficient information for each service offered to enable the reviewing Contracting Officer to perform a price analysis.
4. All identified DBA eligible labor categories must be mapped in a matrix to the appropriate DBA general decision number (available at <http://www.wdol.gov>) that will be incorporated into the contract. Utilize the following spreadsheet format (labor category shown is for example purposes):

DBA eligible contract category	State	Construction Type(s)	DBA General Decision Number
Carpenter	WA	Building, Heavy and Highway	WA080009

5. Submit a document that includes all labor categories, prices, and labor category descriptions, as well as any applicable DBA matrix and narrative, which will be incorporated into your contract.