

## **SATCOM Modification Checklist for the Addition of SINs 132-54 and 132-55**

**I. Introduction:** Please use this checklist to ensure complete and accurate submittal of modification requests to current/active Schedule contracts. The following information is required for current Information Technology (IT) Schedule 70 contractors who are submitting a modification to add COMSATCOM products/services Special Item Numbers (SINs) 132-54 and/or 132-55.

*Note: Please read carefully to determine if the items listed are applicable before submitting your modification request for evaluation. Note: A new Open Ratings report is not required when submitting a modification under SINs 132-54 and 132-55.*

**II. Submission Instructions:** *The following information is required when requesting the modification to add SIN 132-54 or 132-55 to an existing IT Schedule 70 contract:*

a.) **Cover Letter.**

\_\_\_\_ Cover letter from the company formally requesting the modification, stating the IT Schedule 70 contracting number, signed by either a corporate officer or contract administrator who is authorized to obligate the company.

b.) **Volume I, Contract Data**

\_\_\_\_ Small Business Subcontracting Plan. (required for Large Businesses who have contracts valued at over \$650K). (*See Attachment 7 of the solicitation for the sample plan.*)

\_\_\_\_ Financial Statements from the last two years (*only submit if there have been changes in the company's financial situation*).

\_\_\_\_ List of each SIN and the corresponding total dollar value of sales to the general public for the previous 12-month period or the last fiscal year. The dollar value of sales must be based on an established commercial catalog, commercial practices, and/or market prices. *Note: This data must be printed on company letterhead.*

\_\_\_\_ List of each SIN and the corresponding projected annual sales to the Government under this IT Schedule 70 contract for the contract term. Please substantiate the proposed estimated dollar value and indicate whether the amount is for the next 12-month period or the next fiscal year

\_\_\_\_ Copies of Online Representations and Certifications Application (ORCA) and Central Contractor Registration (CCR) records if changes/updates have been made since the initial contract award or the last modification. If changes/updates have not been made, please indicate that on your request for modification.

c.) **Volume II, Technical Proposal**

*(See Part IV of the solicitation – Evaluation Factors for Contract Award)*

\_\_\_\_\_ Descriptive Literature, as it applies to the two new SINs. *(See the solicitation provision CI-FSS-152, for a complete description of the required information and page limitations.)*

\_\_\_\_\_ Project/Corporate Experience, as it applies to the two new SINs. *(Note: A minimum of two years experience is required. See solicitation provision; reference CI-FSS-152 in Solicitation FCIS-JB-980001B for a complete description of the required information and page limitations.)*

\_\_\_\_\_ Information Assurance (IA) Checklist, submitted as an MS Word file. The IA checklist is accessible on the Internet at [www.gsa.gov/satserv](http://www.gsa.gov/satserv). The IA Checklist must be completed in its entirety. Each question in the IA checklist will require you to provide your answer in the form of a detailed summary in order to demonstrate your technical capability or compliance. Simply referencing an internal policy will not provide a sufficient demonstration. *Note: The information assurance checklist must be submitted as an MS Word file.*

\_\_\_\_\_ DD254 Application. This item is only required for companies which plan to do work that is of a classified nature under the SATCOM SINs, such as certain the Department of Defense (DoD) work. Please note that only blocks 6a, 6b, 6c, 8a, 8b, and 8c of the DD254 need to be completed and submitted with the proposed modification request.

d.) **Volume III, Pricing Proposal**

\_\_\_\_\_ The Company's Commercially Available Price List.

\_\_\_\_\_ IT Schedule 70 Price List. *(See attachment 8 of the IT Schedule 70 Solicitation for complete detailed submittal instructions.)*

The IT Schedule 70 Price List includes the following information which is outlined in Attachment 8 of the solicitation:

\_\_\_\_\_ *Terms and Conditions for SINs 132-54 and 132-55 (unaltered).*

\_\_\_\_\_ *Pricing Chart which lists, in an Excel spreadsheet, all of the information required in Attachment 8 of the solicitation, item #16. Additionally, the price list submitted for evaluation purposes shall include the prices offered to GSA with the IFF and without the IFF. Indicate whether proposed pricing is unit based (per person, per byte, per application, etc.) If the proposed pricing is daily, weekly, monthly, or annually, then clearly state so in your proposal and be able to support this pricing structure with supporting documentation. Vendors must clearly demonstrate pricing for SIN 132-54 and 132-55. By not doing so, the Government may be able to determine that the company does not have the capability to perform the services required. Note: The Price Chart must be*

*submitted in Microsoft Excel.*

\_\_\_\_\_ Commercial Sales Practices Format (CSP) and Discounting Policies. *(If none of the CSP data has changed, restate the CSP data that is in the company's current contract. If the CSP information has changed, the new data must be the most current, accurate, and complete data and disclosed in its entirety.)*

\_\_\_\_\_ Pricing Support. *(Please provide invoices, purchase orders previously awarded by a commercial entity or a Government entity, or other supporting pricing information that reflects pricing for the work that directly correlates to the SIN(s) proposed. Additionally, you may provide any other information that will assist the Government in proving the prices offered to the Government to be fair and reasonable).*

\_\_\_\_\_ Proposed Economic Price Adjustment Mechanism and Supporting Documentation. (Reference clauses 552.216-70 and I-FSS-969.)

\_\_\_\_\_ Delivery Schedule for the new SIN(s). *(Complete clause GSAM clause 552.211-78, as it appears in the solicitation.)*

**III. Submitting the Modification Request:** You may submit your modifications to the following:

a.) Via email, please send to: [sched70mod@gsa.gov](mailto:sched70mod@gsa.gov)

b.) Via the eoffer/emod system at: [www.eoffer.gsa.gov](http://www.eoffer.gsa.gov)

c.) Via US Mail:

ATTN: Central Intake Desk (COMSATCOM)  
Center for IT Schedule 70 Program  
2200 Crystal Drive,  
CP#4, Suite 600  
Arlington, VA 22202

*NOTE: Prior to the submission of your modification, please call your current IT Schedule 70 contracting officer (CO) to indicate your company is submitting a modification to add SINs 132-54 and/or 132-55. If your contract has not been transferred to the Region 7 IT Schedule 70 Team in Fort Worth, Texas, please advise your CO that you do understand that it will be transferred upon submission of your modification request.*

Additional information regarding the COMSATCOM Program at GSA can be found at [www.gsa.gov/fcsa](http://www.gsa.gov/fcsa) or for additional information on submitting modifications see the **clause at 552.243-72 section (b) of the Solicitation, located on page 48.**

**Please contact Sheila Garrett, 817-850-8312 ([sheila.garrett@gsa.gov](mailto:sheila.garrett@gsa.gov)), or Peggy Drumgoole, 817-850- 8147 ([peggy.drumgoole@gsa.gov](mailto:peggy.drumgoole@gsa.gov)) with any questions regarding the COMSATCOM Multiple Award Schedule (MAS) 70 program.**

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