

**Management Services Center  
Industry Days  
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# **Your Journey to Exceptional**

- Sales and Industrial Funding Fee (IFF)
- Contractor Compliance
- Mass modifications
- Information update
- Exceptional report card

# Meet Your Conductors

- Procurement Contracting Officer (PCO)
  - Awards your contract
  - Handles day-to-day contracting issues
  - Approves changes to your contract (eMod)
- Administrative Contracting Officer (ACO)
  - Tracks Industrial Funding Fee (IFF) payments
  - Oversees Quarterly Sales Reporting
  - Assists with other compliance issues
  - ACO Locator:  
[http://vsc.gsa.gov/vsc/pco\\_aco.cfm](http://vsc.gsa.gov/vsc/pco_aco.cfm)

# ACO Delegated Functions

- Ensure compliance with GSAR Clause 552.238-74, Industrial Funding Fee and Sales Reporting;
- Cancellation of contract in accordance with Clause I-FSS-639, Contract Sales Criteria
- Process guaranteed minimum pursuant to Clause I-FSS-106, Guaranteed Minimum
- Mass modifications (solicitation refreshes)
- Administration of Sub-Contracting plans

# Other ACO Functions

- Provide interpretation to contractor's regarding contractual requirements
- Initiating contractual actions associated with contractual noncompliance
- Issue demand of payment letters (official claim)
- Reconcile the IFF paid with the 72a sales reported on a report period basis

## **Other ACO Functions (cont.)**

- Identify unidentified checks
- Contract close out
- Provide feedback to the IOAs
- Provide feedback to PCOs
- Subcontracting Plan Administration (Presenting)

## **Where your journey begins...**

All new Multiple Award Schedule (MAS) contractors will receive a Welcome letter which contains instructions regarding their contractual requirement and deadlines

1. Read the letter in it's entirety
2. Register your contract and set up a password for the 72a reporting web site
3. Write your password down and secure it
4. Make a note or reminder of sales reporting deadlines
5. Browse the Vendor Support Center (VSC) for tutorials
6. Contact your ACO if you have any questions or need assistance

# **Contractual Compliance**

Clause 552.238-74  
Industrial Funding Fee and Sales Reporting



# Schedule Sale – When to Report?

- First Quarter
  - April 1-30
- Second Quarter
  - July 1-30
- Third Quarter
  - October 1-30
- Fourth Quarter
  - January 1-30

Note: Reports submitted after the 30<sup>th</sup> will be considered late.

Sales are reported electronically at [72a.gsa.gov](http://72a.gsa.gov)

# Industrial Funding Fee (IFF)

Your IFF is .75% of \$1 of your GSA Multiple Award Schedule (MAS) contract sales.

Your IFF is due on or before the 30th day of the reporting month

Method of payment

- Electronic payment by credit card
- ACH Transaction
- Check (make sure to annotate your GSA contract number on the check)

# Oops, I Made an Error

A Sales Adjustment allows the contractor to modify previously reported sales

- Sales reported against incorrect SIN
- Contractor self-initiated audit
- Contractor misclassified sales
- Unreported schedule sales
- Contractor reported ODCs
- Contractor reported sales generated as a sub-contractor
- Contractor erroneously reported freight
- IOA recommended action item from CAV
- Inspector General findings

# Why Mass Modifications?

Mass modifications are issued by the Government when uniform changes to large numbers of contracts are required.

- Electronic contract modification
- Ensures that all Schedule contractors have the most recent Terms and Conditions incorporated into their Multiple Award Schedule (MAS) contracts
- Pending mods can be found at [vsc.gsa.gov](http://vsc.gsa.gov). Click on Contract Administration, then click on Mass Mods

# Types of Mass Mods

- Mandatory
  - Contractors are required to take action
    - Accept
    - Decline
- Optional
  - Contractors can elect to participate
    - Disaster Recovery
    - State & Local (schedule 70, 84 & Consolidated)

# What's the next step?

Dear GSA Contract Partner:

GSA contracts periodically need to be updated; a bilateral modification is required to reflect your acceptance of the updated terms and conditions. FAS has created an automated process to accomplish the modification of your contract using a unique Personal Identification Number (PIN) provided for verification:

- The new PIN to modify Contract # **GS-XX-XXXX**
- For Modification #FX61
- \* is **XXXXXX**

\* You may view the Modification by visiting the Vendor Support Center (VSC) web site at: <http://vsc.gsa.gov>

\* Select from the menu bar "Contract Administration"

\* Then follow the links for "Modifications"

\* Select "Mass Modifications"

\* Select "Schedule 874 V Refresh 5 (LOGWORLD)"

If you are not the designated Contract Administrator for this GSA schedule contract, please forward this document to the correct individual for your company.

Any questions you have should be directed to the GSA Administrative Contracting Officer (ACO):

# Current Information Required

Notify your ACO if there are changes to the following:

- 72a rep - Person responsible for reporting sales
- Records location - Where you maintain your sales journals, sales records, invoices, purchase orders, etc.

\*Admin. Rep. - Authorized negotiator\*

This is the person who will receive the e-mail notification that includes the pin and instructions for executing mass modifications.

# Read, Respond, Take Action

- Welcome letters
- Letter of Concerns
- Cure Notice
- Requests from any of the following:
  - PCO
  - ACO
  - Industrial Operations Analyst (IOA)
- Demand for payment (claim letter)
- E-mail reminders to report quarterly sales
- Delinquency Notice



# **Your Participation Is Needed**

Per I-FSS-639, Contract Sales criteria states:

A contract will not be awarded unless anticipated sales are expected to exceed at least \$25,000 within the first 24 months following award, and sales are expected to exceed \$25,000 each 12 month period thereafter

# Let's Not End the Journey

- Cancellation of contract with PCO concurrence for insufficient sales pursuant to Clause I-FSS-639-Contract Sales Criteria
  - Market and Advertise your contract in order to achieve the sales criteria (\$25K in first 2 years & \$25K every year after)
- Report sales on time
  - Report on or before the 30th during the report month
- Remit IFF on time
  - IFF is due on or before the 30th of the report month, so electronic submission will ensure timeliness if you generally report on the last day
- Execute mandatory modifications
  - Take action on mandatory mass mods ASAP

# Exceptional Journey

The Contractor Report Card is tool used by Supplier Management to reflect how well MAS contractors manage and comply with contractual requirements. The Report Card combines results of Industrial Operation Analyst's visit to contractor facilities with the Administrative Contracting Officer's input regarding contract compliance.

Our Goal is to help all of the Multiple Award Schedule holders journey to the **EXCEPTIONAL** report card.

# Questions

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