# **GSA Schedule Contracts Modifications and Options**

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# **Modifications Agenda**

- 1. Where is Online Help to Submit Mods?
- 2. Insider's View: Success with Mods
  - "Top 8" Tips for Getting Your Mod Requests Accepted 1<sup>st</sup> Time
- 3. "Hot Topics"

# Where is Online Help to Submit Mods?

- Administrative Changes
- Adding Labor Categories
- Adding SINs
- Commercial Sales Practice Format
- EPA based on Market Pricing
- EPA based on a CPL
- Request for GSA to Recognize Novation or Change of Name Agreement

# Where is Online Help to Submit Mods?

- Vendor Support Center
  - vsc.gsa.gov
    - Pathway to Success
- The Center for Acquisition Excellence
  - o cae.gsa.gov
    - How to Become a Contractor GSA Schedules Program
- Office of Small Business Utilization
  - gsa.gov/sbu

## **Modifications**

- To be eligible, you must be in compliance with all terms and conditions of your current GSA Schedule contract(s) including
  - Contract sales of at least \$25K per year
  - Successful (or better) ACO Report Cards
  - OOCORP is not solution to avoid cancellation of a non-performing contract!
- > Modification rather than new offer; faster processing time
  - MSC/Auburn is lead on all migrations where IT is not the preponderance of estimated sales
  - IT Center is lead on all migrations where IT is the preponderance of estimated sales

## **Administrative Mods**

- Use Rapid Action Modifications (RAM) when you can:
  - RAMs expedite review and award of deletion and administrative modifications
    - Change of contract administrator
    - Change of phone number
    - Change of fax number
    - Change of Web URL
    - Change of email address
    - Change of authorized negotiator
    - Change of (addition/deletion) authorized reseller
  - Deletion mods include:
    - Deletion of labor category
    - Deletion of product
    - Deletion of Special Item Number (SIN)

## Insider's View: Success with Mods-"Top 8"Tips

- 1. Follow online mod request instructions,
  - e.g. http://www.gsa.gov/MOBIS
- 2. Submit sufficient info refer to online instructions
- 3. Submit supporting documentation, e.g. CSP, bill rate invoices, ORCA, novations, position descriptions
- 4. Ensure scope of service to be added matches SIN
- 5. Ensure adequate sales (vs. no/low sales)
- 6. Ensure pricing is fair and reasonable
- 7. Ensure good performance (report sales/IFF, add to Advantage, adequate contract management)
- 8. Respond to GSA contract specialist timely

# **Modifications "Hot Topics"**

- > Refreshes are now twice a year
- > O.P.E.N.

## O.P.E.N.

"Option Process to Ensure iNtegrity"

# **Objectives**

- Understand the benefits of OPEN
- Understand the new process for exercising options
- Exercise options at least 60 days prior to contract expiration

#### What OPEN is NOT?

#### Option time is NOT the time to:

- > Carry out routine contract maintenance
- > Renegotiate the contract
- Include bilateral modifications
- Ask Contractors to resubmit unnecessary paperwork

## What is OPEN?

OPEN breaks the option process down into four steps:

- Notification
- > Eligibility
- > Readiness
- > Exercise

## **Benefits**

- Streamlines the option process
- Automated emails and templates = less time on administrative activities
- Consolidated attachments give easier access to information
- Milestones and reminder emails
- Keeps the modification unilateral means less back and forth between Gov't and the Contractor

## Questions

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