



Contract Extension Process

Your contract may be extended if...

1. Contract has option years remaining
2. All required registrations are up-to-date and past performance is satisfactory
3. All contract requirements have been fulfilled
4. The CS determines that your contract continues to be in the best interest of the Government

The Government reserves the right to request a new FSS proposal in lieu of extending the existing contract

Annual registrations

Central Contractor Registration

<http://www.ccr.gov>

Online Representations & Certifications Application

<http://www.orca.bpn.gov>

VETS-100

<http://www.vets100.com>

Assistance

For questions related to the contract extension process:

helpdesk.ammhinfss@va.gov

All inquires should include your contract number.

In accordance with clause AS1508, Option to Extend the Term of the Contract, the Government may require continued performance of the awarded contract within the limits and at the prices specified. With the exception of contracts awarded under Schedule 65IB, the option clause may be exercised more than once to add 1 or more option year periods, but the total extension of performance shall not exceed 5 years and the *total period of performance shall not exceed 10 years*. Contracts are not extendable beyond the 10 year period of performance.

What You Need to Know...

Notification of the Government's intent to extend your contract

- Normally, the Government will inform you of its intent to extend your contract at least 12 months prior to expiration.
- Initial notification will be sent via email with a hardcopy original sent to the primary Contract Administrator. This will include the contract extension package. Quarterly reminders will be sent via email.
- For contracts awarded under Schedule 65IB, only short term extensions are granted, which serves a dual purpose by giving the vendor time to submit a follow-on proposal and allow the Government time to evaluate it. Prior to the expiration of the initial 5 year base contract period, 65IB contractors must submit a proposal for a new FSS contract. Proposals with an estimated annual value of \$5 million will be submitted to the VA OIG for a pre-award review.
- In accordance with clause 52.216-70, Economic Price Adjustment, the Government will not accept requests for price increases before the last 60 days of the contract, including all option periods.

Best Practices

1. Unless otherwise noted or agreed upon, all solicitation clauses and awarded terms and conditions apply to any resultant contract modification.
2. Extensions with an estimated annual value of or \$3 million will be submitted to the VA OIG for a pre-award review.
3. Be cognizant of the expiration date of your contract. While the Government will provide you with notification of its intent to extend your contract, the onus is on you to be aware of your awarded period of performance and to submit an extension package or follow-on proposal in a timely fashion to avoid any interruption in service.



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