



# Modifying Your FSS Contract

## RFM Submission Due Dates

RFMs submitted and approved by a FSS contract specialist *prior* to the 25<sup>th</sup> of the month will be effective on the 1<sup>st</sup> of the following month.

RFMs submitted and approved by a FSS contract specialist *prior* to the 10<sup>th</sup> of the month will be effective on the 15<sup>th</sup> of that month.

RFMs submitted on the cutoff date (25<sup>th</sup> or 10<sup>th</sup>) may not be completed for the desired effective date.

## Assistance

For questions related to the RFM process or to check the status of a submitted RFM email the FSS Help Desk:

[helpdesk.ammhinfss@va.gov](mailto:helpdesk.ammhinfss@va.gov)

All inquires should include your contract number and RFM tracking number.

## Online Resources

Request for Modification Process

<http://www.va.gov/oamm/oa/nac/fsss/rfmprocess.cfm>

Modification Forms

<http://www.va.gov/oamm/oa/nac/fsss/modforms.cfm>

In accordance with clause 552.243-72 Modifications, VA FSS contractors may request a contract modification by submitting a request for review and approval by a VA Contract Specialist. At a minimum, every request shall describe the proposed change(s) and provide the rationale for the proposed change(s). Changes to your contract are *only* effectuated via a contract modification executed by a FSS contracting officer.

## What You Need to Know...

### Submitting a Request for Modification (RFM)

1. All contract modifications must be emailed to [helpdesk.ammhinfss@va.gov](mailto:helpdesk.ammhinfss@va.gov) with the subject line "RFM — Contract Number — FSS Schedule" (e.g. RFM-V797P-5555x-651B). Be sure to include the modification type in your email request. As this email address is the central portal for the FSS Service, modification requests that do not include this reference may be misdirected and thereby the review and process of your request may be delayed.
2. Unless otherwise directed, we do **not** accept hard copies of RFMs. If the electronic file is 5mb or larger, please submit the RFM package on CD to:

VA National Acquisition Center, Federal Supply Schedule Service  
PO Box 76, Bldg 37, 1<sup>st</sup> Ave, North of Cermak Road, Hines, IL 60141

If submitting via several email attachments be sure to notify us that it is a multi-part request (i.e. email 1 of 5)

### Best Practices

1. Unless otherwise noted or agreed upon, all solicitation clauses and awarded terms and conditions apply to any resultant contract modification.
2. RFMs with an estimated annual value of \$5 million (651B) or \$3 million (all other Schedules) will be submitted to the VA OIG for a pre-award review.
3. Please review the required information needed for each type of change and submit all required information pertaining to that specific change in your package, including full CSP disclosures as warranted. If all required material is not received, your RFM package may be returned with no additional action.
4. Approval of the RFM is evidenced by vendor receipt of a SF-30 document that has been countersigned by the Government and the contractor's publication of a supplement to its FSS paper price list.



National Acquisition Center  
Federal Supply Schedule Service

**PO Box 76, Hines, IL 60141**

**P: 708.786.7737 F: 708.786.5828**

**E: [helpdesk.ammhinfss@va.gov](mailto:helpdesk.ammhinfss@va.gov)**

Visit us online at <http://www.fss.va.gov>!