



Mass Mod Process – Frequently Asked Questions July 2012

1. *What do I do if I don't have a digital certificate which is required for submitting the second Mass Mod?*

You can learn all about getting a digital certificate on the eOffer/eMod website at:

http://eoffer.gsa.gov/eoffer_docs/DigitalCert.html

2. *What is the purpose of the Formatted Price List (FPL) template?*

The use of the FPL template by contractors provides a standard, data-driven method to submit complete pricing information upfront, allowing for price-related modifications in eMod. FAS EAS

Once awarded, the pricing information captured in the template is automatically loaded in GSA Advantage! as part of the authorized GSA Schedules Pricelist. This process ensures that your pricing information is complete and up-to-date, eliminates the Schedule Input Process (SIP), and simplifies future contract modification pricing actions.

3. *How can I learn more about the FPL process?*

To get the latest information go to the VSC website at <https://vsc.gsa.gov>, and click on the 520/599 tab.

Questions should be directed to the VSC and eTools support desks, their contact information is below.

CONTACTS

Vendor Support Center

1(877) 495-4849

vendor.support@gsa.gov

eTools Help Desk

(for eOffer/eMod related questions)

1(866) 472-9114

eoffer@gsa.gov

4. *If I have duplicate labor categories across multiple SINS, can I continue to have the same naming convention?*

Yes, you may use the same Labor Category or Service Name in different SINS. This will allow you to identify one type of service, "Analyst" for example, that you may offer under multiple SINS. There are specific rules you must follow when proposing these labor categories across SINS:

- A duplicate Labor Category or Service Name is one which has an identical name and Service type (i.e. a service offered on the Professional Services tab is different from the same service offered on the miscellaneous tab).
- The GSA Offered Price with IFF must be the same for

the labor category in all SINS that are of the same service type.

- The Price Year 2-5 with Fixed Escalation prices must be the same for the labor category in all SINS that are the same service type.
- Labor category names within a single SIN must remain unique.

If you do not use this unique name/identifier within a SIN, you will receive an error message stating something similar to "Upload Failed, Duplicate labor category across SINS does not have identical GSA Offered Price..." If you receive that error, delete the uploaded FPL (Click on the Delete button), correct the error(s) in the FPL by renaming the line items as needed, and re-upload the corrected FPL. **For example:** If both SIN 520 1 and 520 3 have a labor category named "Auditor" with different pricing, then you should name the first labor category "Auditor 520 1" and the second labor category "Auditor 520 3" so that each has a unique identifier.

5. *For the current year when I submit my Baseline FPL, I am supposed to enter the "GSA Offered Price with IFF". Can I also submit contract out year pricing for Price Years 2-5 that includes the IFF?*

You should enter the "GSA Offered Price **with** IFF" for the base or current year. For the four option years, "Price Year 2(-5) with Fixed Escalation", you should also enter your GSA Offered Price **with** IFF. This is your currently awarded pricing for each line item.

6. *What is the process for the contractor to enter pricing information in the FPL if the contract is not in the first year of the first 5 year period?*

For instance, if the contract is in its third year from the date of award, NOTHING should be entered in the "GSA Offered Price with IFF" column and the vendor should enter the third year price in "Price Year 3 with Fixed Escalation" column of the FPL.

The contractor **should** enter 4th and 5th year prices in columns "Price - Year 4 with Fixed Escalation" and Price - Year 5 with Fixed Escalation" respectively. You should not enter any prices in columns "Price - Year 2 with Fixed Escalation in this example since you are in year 3.

If you enter pricing data for a past year you will receive an error message when you attempt to upload the price list (see Error Messages document on the VSC website, Knowledge Center tab, Instructional Resources menu.

7. *I submitted my FPL some time ago (before July 13, 2012), and the prices I used were WITHOUT IFF. The CO has requested clarification and is now asking me to enter my pricing WITH the IFF as it shows in my current contract. What do I need to do?*

This change was made so that you as a current contractor no longer have to calculate your pricing without the IFF. There are two steps you need to take to resubmit your FPL as a response to clarification if your initial FPL contained pricing without the IFF.

First: On your FPL, change the title of the “GSA Offered Price without IFF” to read “GSA Offered Price with IFF”. In other words, you will delete the “out” part of the column title.

Second: Update the prices in your FPL so that they reflect your current pricing WITH the IFF fee added. This applies to the pricing in the “GSA Offered Price with IFF” column as well as any applicable “Price Year 2-5 with Fixed Escalation” columns. Most likely, these will be your exact, published prices and should require no calculations.

8. What do I do if I get Validation Errors with the MFC Name, MFC Price and Zones fields?

The MFC is not always applicable for existing contractors. In order to baseline, you should populate the “MFC Name” field with **NA** and populate the related “MFC Price” field with **0** values. The Zone Field does not apply to baseline pricing and must be left empty - it cannot even contain blanks (spaces). Be sure to clear that field!

9. I have downloaded the FPL template that was in the email. How do I know it's the correct one?

The best way to confirm that you have the correct template is to look at the filename of the Excel spreadsheet(s) that you downloaded.

You will see filenames such as ‘SIN 599_2 Schedule’ or ‘Schedule 520’ in the names of the files you received. You should also carefully review the FPL Specifications document you receive to match the field names across the top of the FPL template to the schedule or SINS you require. For example, Transaction Name for 599 2, Labor Category Name for 520, etc.

10. I have downloaded the FPL template and it appears to be the wrong one. What should I do?

If you believe you have received the wrong template, please contact the Vendor Support Center, who will verify your successful completion of the instructional modules and a final quiz score of 70% or higher. They will then email you the correct template.

11. How do I know how much space I have in a column and how I should enter the data?

These questions can be answered by reviewing the FPL Specifications located on the Vendor Support Center website (<https://vsc.gsa.gov>). Under the MAS 520/599 tab you will find information on the FPL Specifications as well as the FPL Specifications PDF document to download as a resource. You should follow the specifications exactly when populating your FPL. These specifications were also included with your templates

in your email following your successful completion of the web-based instruction and your registration.

12. I have a very long description for my pricing. Can I change my column width?

First you should be certain that your description does not exceed the maximum length of this field. Throughout the instructional modules, we stress that you cannot make any changes to the template in order for it to be accepted when you upload the completed FPLs. However, you can change the width of a column or the height of a row without affecting the upload. Excel formatting changes are permitted. The main thing to keep in mind is that you CANNOT alter the names or order of the columns at all – this will cause the rejection of your FPL.

13. When filling out the FPL, I noticed “Zone” is required. I don’t have zonal pricing. What should I do?

Zonal pricing does not apply to the Baseline FPL for services but the “Zone” column on the three services tabs must not be deleted. You can (and should) delete the “Zones” tab completely from the spreadsheet. If you do that, even though the field still shows red, you will be able to submit your pricing data without data in the “Zone” column.

14. Can I manipulate the FPL template?

You are permitted to delete tabs that are not necessary; however you MUST not manipulate the required data fields or add or remove data fields (columns). This will result in a rejection of the baseline FPL upload. When you begin the upload process in the second Mass Mod you will respond to a questionnaire to identify which services and discounts you offer – those responses must match the tabs you have kept in your FPL.

15. What will the price list look like on GSA Advantage!?

The pricelist will be put together in a clean structured manner with all of the information gathered from the various locations in which you entered data. Here is an example of what a page will look similar to.

The screenshot shows a GSA Schedule page for 'Financial and Business Solutions (FAS)'. It includes contract details such as contractor name (ABCO Services, Inc.), product service code (A111), and contract period (August 13, 2010 - August 13, 2012). Below this, it lists awarded service information for SINS: 520 1 - Program Financial Advisor Services. A table titled 'Professional Services' shows pricing for a '1 - Managing Director' role across various time periods from 05/20/2012 to 05/19/2016, with prices ranging from \$300.00 to \$540.00 per hour.

Unit of Issue:	Hour
GSA Price:	\$300.00
05/20/2012 - 05/19/2013:	\$310.00
05/20/2013 - 05/19/2014:	\$320.00
05/20/2014 - 05/19/2015:	\$330.00
05/20/2015 - 05/19/2016:	\$340.00

16. How long will it take to complete the modules?

The web-based modules are self paced, but for the baseline process should take about an hour. There are estimated time lengths listed at the bottom of each module located out on the VSC website at <https://vsc.gsa.gov/EAS/>.

17. I only have one or two SIN discount levels. Do I need to enter data in the rest of the breakdown columns, up through Discount 7?

No, complete all four columns for any discount level that you DO provide, and leave the other columns blank.

18. For Line Item/Service Level Discounts, I use a percentage discount which I will enter in the Discount % field. What should I put in the Discount 1 field since I don't use dollar value discounts?

You should put '0' in the Discount field you are not using for each discount you are proposing. In other words, if you provide \$ discounts, enter the dollar amount in Discount1 field and a '0' in the Discount % field. If you provide percentages, enter '0' in the Discount 1 field and the percentage amount in the Discount % field. This applies to each of the Discount breakdowns.

19. For SIN Discounts, I use a percentage discount which I will enter in the Discount % field. What should I put in the Discount 1 field since I don't use dollar value discounts?

You should put '0' in the Discount field you are not using for each discount you are proposing. In other words, if you provide \$ discounts, enter the dollar amount in Discount1 field and a '0' in the Discount % field. If you provide percentages, enter '0' in the Discount 1 field and the percentage amount in the Discount % field. This applies to each of the Discount breakdowns.

20. I only have one or two Line Item/Service Level discount levels; do I need to enter data in the rest of the breakdown columns, up through Discount 7?

No, you need to complete all four columns for any discount level that you DO provide, but you can leave the other columns blank.

21. How do I submit a revised FPL if the first version is rejected by the PCO?

Make the revisions that the PCO suggests, and return to the Mass Mod screens. When you reach the Upload screen, you will FIRST need to delete the FPL for the schedule you are uploading again. Select the **Delete** action from the Upload FPL window and wait for confirmation that it has been deleted. Then select **Upload**, locate the corrected FPL and complete the upload process.

22. Will I be able to submit modifications without first uploading my pricing using the Formatted Price List?

Once the new pricing functionality goes live, you will be unable to submit pricing related modifications in eMod until your current pricing is uploaded using the baseline FPL and is accepted by your PCO.

23. My current pricelist includes my company's logo along with information about my company's background and experience. Will this information be included in the new price list?

The project team is aware that some of the current pricelists include this optional information. The

project team is working on a capability to publish this type of information, sometimes referred to as "marketing information", in addition to the pricelist. This is being considered as an enhancement after the release of the pilot.

24. I work on Schedule 599 and offer services on several SINs. Can I submit all of them in the same baseline FPL upload?

When you are submitting your BASELINE FPL for your Schedule 599 SINs, you will need to create and submit a separate file for each SIN that you currently offer. Within each one of these files, you may have discounts as well.

After successfully completing the instructional modules, when you select Schedule 599 you will receive a set of FIVE 599 templates. The first step you will take is to open those files that you will need for your specific SINs, paying close attention to the filenames (SIN_599_3_Schedule 599.xls for example). Each 599 FPL Template will contain either a Professional Services or Miscellaneous Services tab, as well as tabs for discounts and zonal pricing. To customize the template for your current pricing, you will need to save files with only the tabs that you need. For example, you might have one FPL spreadsheet file for 599 1 that has the Professional Services and Service Level Discounts tabs and a separate FPL spreadsheet for 599 1000 that has tabs Miscellaneous Services and SIN Discounts. You would upload each of those files individually.

When submitting new offers, the eOffer pricing functionality will present separate 599 templates to the vendor for completion and upload.

25. How would I as a vendor, submit a % based offer via the Formatted Price List (FPL)?

Percentage based offers for line items applies only to Miscellaneous service type and only for schedule 520 (specifically for SINS 520 2 and 520 4). A vendor is required to enter the percentage offered in pricing elements such as GSA Offered Price with IFF, Catalog/Market Price, MFC Price, etc. without a suffix or a prefix for each line item. It is critical that you as a vendor select Unit of Issue as "**1V - Percent per Transaction**" for every line item so that EAS will treat the offered line item as % based.

26. What service types are included in the pilot?

Professional, Fixed Fee and Miscellaneous Services are included. Brief descriptions of each service type are included below:

A professional service is sometimes called a time and materials service. You are offering a service at a rate per unit of time, which could be an hour, a day, or some other time period. Some customers may order 10 hours and some may order 100 hours. For example, if you offer financial auditing services, an office will order your service and will pay you the auditors hourly rate times the number of hours he or she worked.

A fixed fee service is generally one service for one cost. Instead of billing for an hour or a day, the service might be a training class or transaction that is offered at a fixed price. A customer can order more than one of the training classes and will then be charged a multiple of the fixed fee.

A miscellaneous service is one that does not directly fit into the professional or fixed fee categories, perhaps because a variety of services are being offered under one line item or costs are based on commission (see #25). For example, an office relocation service may include labor costs (for movers) which would be charged at an hourly rate, but it will also include the costs of boxes for the move and maybe even gas or mileage costs for the move itself.

27. I have misplaced the PIN that was sent to me in the Mass Mod 1 email – how can I get it resent to me?

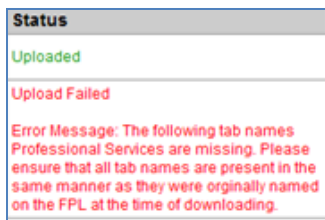
If you are unable to locate the original Mass Mod 1 email you received with your PIN, you should contact your Administrative Contracting Officer (ACO) for a replacement.

28. I did not receive a PIN for Mass Mod 2 – do I need one?

No. Mass Mod 2 does NOT require a PIN, but it DOES require a Digital Certificate (see Question 1 for digital certificate information).

29. I keep getting validation errors and do not know exactly what to fix. My FPL looks correct. What should I look for to get rid of these errors?

You will see errors about the tabs and columns of your FPL directly on the Mass Mod Upload screen, as shown here.



Upload Failed
Invalid FPL.
Please click [here](#) to view the data validation errors.

Other errors relating to the specific entries in your FPL will be displayed in an Excel spreadsheet, by row number. A link to that spreadsheet will appear in the Status box on the upload screen as shown above.

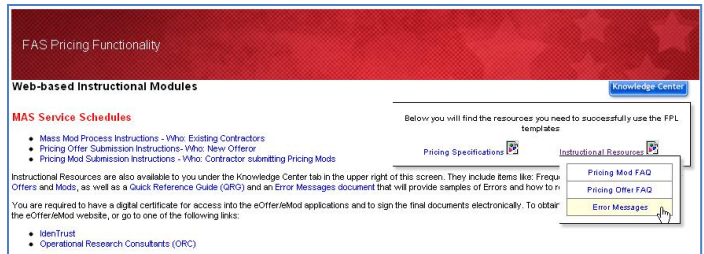
When you find something that needs to be corrected, you will want to use standard MS-Excel functionality to make your corrections.

Based upon the errors you encounter, you may need to:

- delete data from cells
- change the number of decimal places
- remove cell formatting based
- check for extra blanks or spaces in cells that will make the contents invalid
- check to make sure you did not add, delete, rearrange or modify the column headings in row A

Most of these errors can be resolved by carefully comparing your FPL spreadsheet entries to the requirements, descriptions and examples in the FPL Specifications.

Please see the Error Messages document located under the Knowledge Center, Instructional Resources link on the Vendor Support Center website, as these are just a few of the error messages that one may encounter.



After you have fixed the errors, you will want to Save your FPL and proceed through the Upload process again.