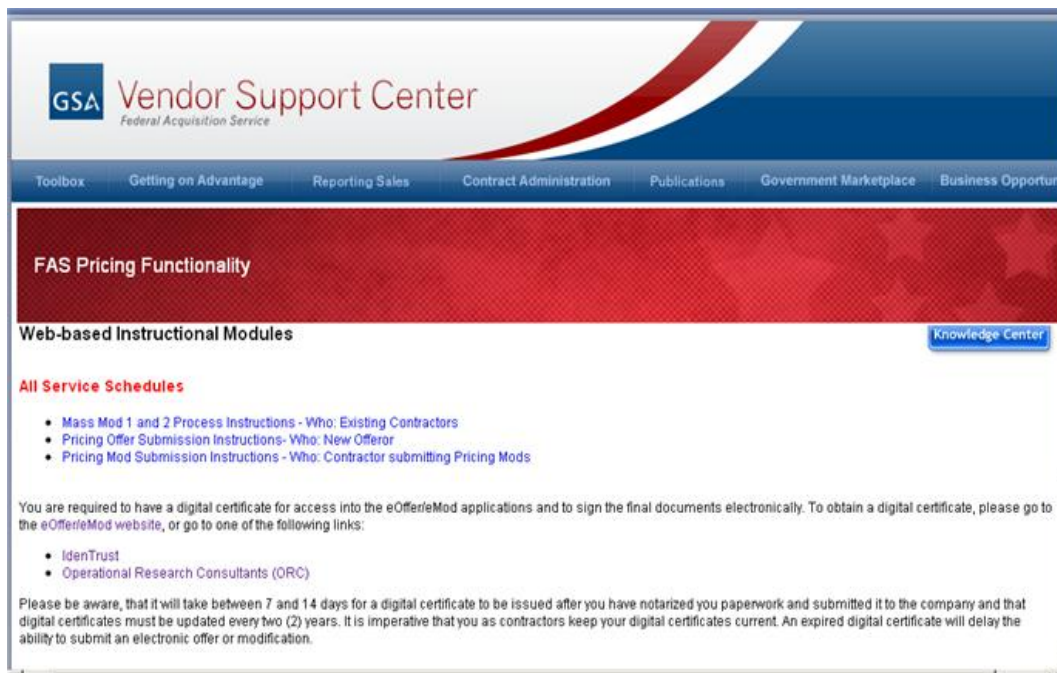




# Mass Mod 1 & 2 Process Quick Reference Guide

## Support & Resources

On the Vendor Support Center website, you have access to instructional modules and other resources for the FAS Formatted Price List (FPL) and can learn how to download, save, populate, and upload an FPL for your Multiple Award Schedule (MAS) contract.



To learn about the FPL preparation and upload, the VSC provides the instructional modules shown above for contractors and vendors. In this effort, GSA is standardizing contract price lists on GSAAvantage! so that contractors can continue doing business in the federal market place according to their currently awarded contract(s).



If you have any questions when completing your Formatted Price List (FPL) template, you have several support resources available to you on the VSC website. They include:

- Frequently Asked Questions (FAQ) – Both for FPL Specifications and for Mass Mod 1 and 2 Process questions.
- Instructional Modules – To review at your convenience and which will allow you to revisit any steps in the Mass Mod process.
- Pricing Specifications Page – Detailed information on the pricing specifications and a resource tool that will provide you with an overview of the purpose and specifications of the FPL.
- Error Messages and Troubleshooting guide

**Vendor Support Center – If you still have questions after utilizing the above mentioned resources, you should contact the Vendor Support Center staff at e-mail: [vendor.support@gsa.gov](mailto:vendor.support@gsa.gov), or you may call them at (877) 495-4849.**



Note: The actual specifications document is located in an attachment on the Pricing Specifications main page, as well as in a drop down under the Knowledge Center tab. In addition, after you have completed the Mass Mod Instructional modules, the FPL Specifications document will be attached in the email you receive.

## Responding to Mass Mods

Once you receive notice that there is a Mass Mod relating to your contract, or if you have received an email from your contracting officer that you need to provide clarification, you will need to go to the Contract Administration section of the VSC to respond.



1. Select Contract Administration and click Mass Mods
2. Proceed through the Digital Certificate screens
3. Enter your Contract Number, with no dashes or spaces
4. Click Submit



5. Respond to the appropriate Mass Mod by clicking the Title link

Mod #: Title:	Status
A014 Schedule 520 Refresh 5/6/7	Vendor accepted w/o Exceptions
A026 Schedule 520 Refresh 8 (FABS)	Vendor accepted w/o Exceptions
A061 Schedule 520 Refresh 9 (FABS)	Vendor accepted w/o Exceptions
A091 Schedule 520 Refresh 11 (FABS)	Approved/Completed
A151 Schedule 520 Refresh 13 (FABS)	Approved/Completed
A161 Schedule 520 Refresh 14 (FABS)	Approved/Completed
A183 Schedule 520 Refresh 15 (FABS)	Approved/Completed
A195 Schedule 520 Refresh 16 (FABS)	Approved/Completed
A199 <a href="#">Schedule 520 Refresh 17 (FABS)</a>	PCO request clarifications/Contractor Action Required
A227 <a href="#">Schedule 520 Refresh 19 (FABS)</a> !!! Expires on 30 June 2012	Mod Opened

## Receipt of FPL

You will receive the FPL template as an attachment in the email you receive once you have completed the instructional modules for Mass Mod 1 and 2 and have passed the final quiz. At the end of the quiz, you must click a link that will take you to a registration page, as shown here. Enter the required information, select your schedule number from the drop down, click in the "I Agree" box, and

**FAS Pricing Pilot Registration**  
\* All fields are required \*

First Name

Last Name

Email Address

Phone Number  ex. 300-300-3000

DUNS Number

Schedule Number

CERTIFICATION: Check the box to certify this information is correct. I Agree

then click on "Register" to submit your information.

A follow-up email will be sent to you confirming this registration, along with your schedule specific FPL template, FPL Specifications, and a completion certificate, indicating that you have successfully completed the instructional modules. At this time you should begin populating the FPL template with your currently awarded pricing information.

# Populating your FPL

After you receive the FPL for your schedule, you will be filling it in with your currently awarded services and pricing data. The FPL template requires you to fill out a number of data fields. Mandatory data fields include, but are not limited to, Name, Description, Catalog or Market price, and GSA Offered price. Optional fields include escalation year pricing – see the Special Circumstances sections below for exceptions to these optional fields.

When you begin the upload process in the second Mass Mod you will be responding to a questionnaire on which you will identify the service types and applicable discounts you offer. Your responses to this questionnaire must match the tabs you have retained on this FPL.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	SIN	Labor Category Name	Labor Category Description	Education Certs	Years Of Experience	Catalog Price or Market Price	GSA Discount from Catalog Price or Market Price	GSA Price with IFF	Unit Of Issue	MFC Name	MFC Price	Supporting Document Name	Reference Page Number	Price - Year 2 with Fixed Escalation	Price - Year 3 with Fixed Escalation	Price - Year 4 with Fixed Escalation	Price - Year 5 with Fixed Escalation	Zone

To customize the Formatted Price List template for services schedule 520, you are required to keep at least one of the Services worksheet tabs: Professional, Miscellaneous and/or Fixed Fee. Again, at least one of these is mandatory depending upon the services currently in your contract. As for the other tabs (Discounts and Zones), delete any that do not apply to your type of services or contract details.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	SIN	Labor Category Name	Labor Category Description	Education Certs	Years Of Experience	Catalog Price or Market Price	GSA Discount from Catalog Price or Market Price	GSA Price with IFF	Unit Of Issue	MFC Name	MFC Price	Supporting Document Name	Reference Page Number	Price - Year 2 with Fixed Escalation	Price - Year 3 with Fixed Escalation	Price - Year 4 with Fixed Escalation	Price - Year 5 with Fixed Escalation	Zone

To customize the Formatted Price List template for services schedule 599, you select the appropriate template for the SINs you are offering and fill in the FPL template using the FPL Specifications document and the instructional web-based modules as resources. The Discounts and Zones tabs are to be deleted if they do not apply to your type of services or contract details. Below is an example of a service schedule 599\_2 template.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	SIN	Transaction Name	Transactional	Domestic / International	Full vs Self Service	Domestic vs Foreign based	Education/Certifications	Years Of Experience	Catalog Price or Market Price	GSA Discount from Catalog Price/Market Price	GSA Offered Price with IFF	Unit Of Issue	MFC Name	MFC Price	Supporting Document Name	Reference Page Number	Price - Year 2 with Fixed Escalation	Price - Year 3 with Fixed Escalation	Price - Year 4 with Fixed Escalation	Price - Year 5 with Fixed Escalation	Zone

## Special Circumstances – MFC & Zone

While the “Most Favored Customer (MFC) Name” and “MFC Price” show as required fields in the FPL template, for this baselining effort only, if you do not currently have an MFC, you may enter “N/A” for the MFC Name field and “0” (zero) for the MFC Price field. This exception only applies because you currently have an awarded contract. The MFC fields will require valid names and prices for all new offers and all future price-related modifications.

The Zone column also shows required. Zonal pricing does not apply to the baseline FPL for services. Therefore, you will want to leave this field empty – do not even enter any spaces. You will also be deleting the Zones tab from the FPL spreadsheet.

## Special Circumstances - Contract Year

While the “GSA Offered Price with IFF” column shows as required, when you are submitting your baseline FPL, you will only complete this column if you are in the first year of your contract. If you are in other than the first year, you will use the appropriate “Price Year 2-5 with Fixed Escalation” fields to enter your data. For example, if your contract is currently in its third year, you would ONLY enter pricing in the “Price Year 3 – with Fixed Escalation” through “Price Year 5 – with Fixed Escalation” columns as shown below. You would **NOT** put any information into the “GSA Offered Price with IFF” because you are not in your FIRST year. All prices for these baseline FPLs should include the IFF.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	SIN	Labor Category Name	Labor Category Description	Education Certs	Years Of Experience	Catalog Price or Market Price	GSA Discount from Catalog Price or Market Price	GSA Price with IFF	Unit Of Issue	MFC Name	MFC Price	Supporting Document Name	Reference Page Number	Price - Year 2 with Fixed Escalation	Price - Year 3 with Fixed Escalation	Price - Year 4 with Fixed Escalation	Price - Year 5 with Fixed Escalation	Zone
2	520 1	Financial Advisor	The Financial Advisor will have an advanced degree in finance economics business administration law or related disciplines with at least five years experience as a financial advisor providing services to the government.	MBA	5	335.99	10		HR	State of New York		Accounting Services Guide	Page 3		320.8	330.43	340.34	
3	520 1	Credit Reform Analyst	The Credit Reform Analyst will have an undergraduate degree in finance economics accounting business planning or a related discipline and four years of steadily increasing responsibility in credit reform analysis.	BA	4	179.19	10		HR	State of New York		Accounting Services Guide	Page 4		190	200	210	
4	520 1	Sr. Financial Advisor	The Sr Financial Advisor will have an advanced degree in finance economics business administration law or related disciplines with at least ten years experience as a financial advisor providing services to the governmental.	MBA, CPA	10	330	10		HR	State of New York		Accounting Services Guide	Page 5		339	350	370	

## Manipulating the FPL

Each FPL template includes tabs and required data fields for all possible pricing submissions by Schedule and Special Item Number (SIN). The FPL Specifications document located on the VSC website is the “instruction manual” that identifies the required data elements and provides descriptions and sample values for the FPL data. You can tailor the template by downloading the MS-Excel file, identifying the required tabs for the SIN(s) you are offering, and deleting the **tabs** that aren’t needed. Although you are permitted to delete certain tabs, you cannot manipulate the required data fields or add additional data fields within each tab. If you make any other changes to the FPL, it will result in a rejection of the upload, and you will receive an error message when attempting to submit. Once the FPL is approved and the modification is awarded, a new modification request will be permitted using the FPL template in eMod.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	SIN	Labor Category Name	Labor Category Description	Education Certs	Years Of Experience	Catalog Price or Market Price	GSA Discount from Catalog Price or Market Price	GSA Price with IFF	Unit Of Issue	MFC Name	MFC Price	Supporting Document Name	Reference Page Number	Price - Year 2 with Fixed Escalation	Price - Year 3 with Fixed Escalation	Price - Year 4 with Fixed Escalation	Price - Year 5 with Fixed Escalation	Zone
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		



# Requesting Exceptions

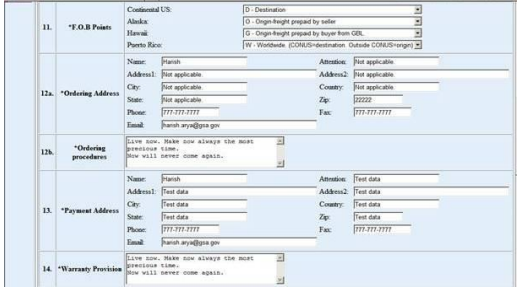


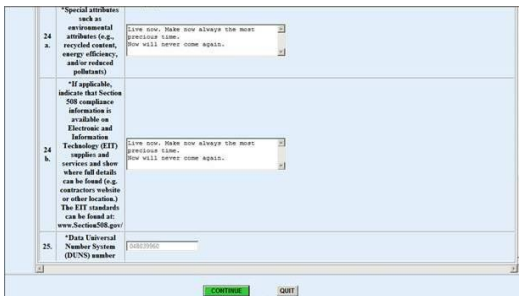
As with all mass modifications, you have the ability to request exceptions to each clause. However, please note that if you take exception to any clauses that implement the FPL, your Contracting Officer may not sign Mass Mod 2.

After you have determined your responses to these clauses, and when you click Accept Selected, you will be taken to the next screen and asked to input your terms and conditions.

## Required Information – Terms & Conditions

As you respond to the second EAS related Mass Mod that allows you to upload your completed FPL, you will also be asked to enter the Terms and Conditions that are associated with your current contract. These are the I-FSS-600 Terms and Conditions with which you are already familiar but some of the fields may already be populated for you in this process and may be confusing. This section displays the list of the Terms and Conditions you will see as you respond to the Mass Mod, with the name of the field and whether or not you can edit the field. Fields 1a, 2, 3, 4 and 25 are prefilled and are NOT editable. All other fields are required and must be filled in, otherwise you will receive an error. There may be fields which you can satisfy by entering N/A if the information does not apply to your contract.

Screen	Seq #	Element	Editable?
	1a.	*Table of awarded special item number(s) with appropriate cross reference to item descriptions and awarded price(s)	No
	2	*Maximum Order	No
	3	*Minimum Order	No
	4	*Geographic Coverage	No
	5	*Points of Production	Yes
	7.	*Prompt Payment Terms	Yes
	8a	*Government purchase cards are accepted at or below the micro-purchase threshold?	Yes
	8b	*Government purchase cards are accepted or not accepted above the micro-purchase threshold?	Yes
	9.	*Foreign Items	Yes
	10a	*Time of delivery	Yes
	10b	*Expedited Delivery	Yes
	10c	*Overnight and 2nd Day Delivery	Yes
	10d	*Urgent Requirement	Yes

Screen	Seq #	Element	Editable?
	11	*F.O.B. Points Continental US	Yes
	12a	*Ordering Address Name	Yes
	12b	*Ordering Procedures	Yes
	13	*Payment Address Name	Yes
	14	*Warranty Provision	Yes
	15	Export Packing Charge	Yes
	16	*Terms and Conditions of Government Commercial Credit Card Acceptance (any thresholds above the micro-purchase level)	Yes
	17	*Terms and Conditions of Rental, Maintenance and Repair (if applicable)	Yes
	18	*Terms and Conditions of Installations (if applicable)	Yes
	19	*Terms and Conditions of Repair Parts (if applicable)	
	20	*Terms and Conditions for Services (if applicable)	Yes
		21	*List of Service and Distribution Points (if applicable)
22		*List of Participating Dealers (if applicable)	Yes
23		*Preventive Maintenance (if applicable)	Yes
		24a	*Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants)
	24b	*If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor website or other location.) The EIT standards can be found at: www.Section508.gov/	Yes
	25	*Data Universal Number System (DUNS) number	No

## Respond to Questionnaire

After you have completed the Terms and Conditions window, you will be asked to complete a questionnaire for the SINs and Services you are offering. Schedule 520 will complete one questionnaire and schedule 599 will complete one for each separate SIN or FPL that you will be uploading. The selections you make on this questionnaire MUST match the tabs that you have in your FPL exactly, or you will receive an error.

For the schedule 599, the questionnaire for each separate SIN will only include questions about service level or SIN discounts because the SINs on your current contract already determine the service type(s) you will be uploading.

## Contract Changes

**What if I want to request to add a Special Item Number (SIN), new labor category, or change a price? What if I want to change my Terms and Conditions at this time?**

You cannot make **any** changes to your currently awarded contract, price list, or offered services as part of this modification. This process is for the purpose of entering your current pricing into a structured format. Once the CO has approved your baseline pricing, you may make these changes through the eMod process.



## Baseline Re-Upload

If you and the CO/CS have determined that there is information that needs to be corrected and uploaded during their review of your baseline FPL, they will request a clarification. You will return to the Mass Mod application, locate the appropriate Mass Mod and respond to the request. If the request involves a change to your FPL, you must first delete the previously uploaded FPL from the system **before** submitting the corrected version.

Price List Template Name	File Name	Status	Actions
Services Template for Miscellaneous Services	<a href="#">Schedule_599_Services_SIN_599_1000.xlsx</a>	Uploaded	<a href="#">Delete</a>

As you proceed through the upload process you may encounter errors that will display in the status area. These will explain the issue with your FPL. After you identify and correct your error, you will again Delete the previously uploaded file and upload again, with the correct FPL. A complete listing of Error Messages can be found under the same Knowledge Center tab where you found this quick reference guide.

Upload Pricelist			
Price List Template Name	File Name	Status	Actions
Services Template	<a href="#">Schedule_520_ProfServices_FPL_missingcolumn.xlsx</a>	Upload Failed  Error Message: The following columns from Professional Services tab 'Education_Certs' is/are missing in the Formatted Price List (FPL). Please ensure that all columns in the FPL are present in the same sequence as they were originally located on the FPL at the time of downloading.	<a href="#">Delete</a>