

Prospective Vendor Information

The Defense Health Agency (DHA) plans to procure upcoming IT requirements using GSA contract vehicles, primarily Schedule 70 and GWACs. In order to compete for future DHA health IT contracts, please review this guide to learn how you can compete for DHA requirements.

Join Interact!

GSA and DHA are communicating with industry partners through Interact, www.interact.gsa.gov. This site allows for users to select community groups of interest to receive information and post questions.

Please consider joining the following groups on interact:

- 1) The Defense Health Agency (DHA) Health Information Technology – DHA/GSA Partnership community.
- 2) IT Schedule 70
- 3) Alliant 2 (A2) and Alliant 2 Small Business (A2SB) GWACs
- 4) Veterans Technology Services 2 (VETS2) GWAC Customer and Industry

IT Schedule 70:

IT Schedule 70 is the largest, most widely used acquisition vehicle in the federal government. IT Schedule 70 is an indefinite delivery/indefinite quantity (IDIQ) Multiple Award Schedule (MAS), providing direct access to products, services and solutions from more than 4,700 certified industry partners. As part of the over-arching MAS Program, IT Schedule 70 has a standing solicitation, meaning that you can apply for a GSA contract at any time. While GSA is in the process of creating a Health IT SIN that can support the Defense Health Agency's requirement, many other Federal, State, Local, and Tribal Governments can use your services right now. Information regarding the upcoming Health IT SIN will be posted on the IT Schedule 70 and DHA/GSA Partnership interact page when it becomes available.

Prospective IT Schedule 70 Vendors:

If you plan to apply for a Schedule contract, it is recommended that you familiarize yourself with the process of getting a contract and the requirements. Getting on contract takes time and effort and it is important to make an educated decision.

To get more details on whether or not your company should apply to get on GSA Schedule:

1. Additional information on the Schedules program can be found [here](#).
2. Review the [vendor tool box](#) to determine if Schedules is right for your company. Getting on contract takes time and effort and it is important to make an educated decision.

If interested in becoming a GSA industry partner or would like to learn more:

1. Visit the [IT Schedule 70 Roadmap](#) for an overview of how to apply for an IT Schedule 70 contract.
2. Visit the [IT Schedule 70 FASt Lane](#) webpage for more information. If you have any questions send them to fastlane@gsa.gov.*
3. Join the ongoing conversation about IT Schedule 70 at our Interact community.

**Health IT SIN prospective vendors are eligible to apply through our FASt Lane program. This program supports companies to get on GSA Schedules faster and on average, offers take between 30-45 days and modifications to contracts take between 24-48 hours.*

Current IT Schedule 70 Vendors:

Companies that have already been awarded a MAS contract with IT Schedule 70 will only need to modify their contract to migrate to the upcoming Health IT SIN. In the meantime, please review these helpful topics:

- [Sell through IT Schedule 70](#)
- [How to Maintain Your Contract](#)
- [How to Market to the Government](#)
- [Training and Events](#)

GWAC's Program:

The federal government can buy cost-effective, innovative solutions for information technology (IT) requirements through Governmentwide Acquisition Contracts (GWACs).

GWACs provide access to IT solutions such as systems design, software engineering, information assurance, and enterprise architecture solutions. Small business set-aside GWACs also provide socioeconomic credit.

GWACs are closed contracts, which means that there is an open window at a specific time to submit your proposals. The most highly rated companies are selected for the contract and each contract has a 5 year base contract period with one five-

For non-GWAC contract holders, the best way to participate in an upcoming order is to establish a subcontracting relationship with one of the current prime vendors.

For future business beyond 2017, a prospective vendor should consider applying for a contract under Alliant 2, Alliant 2 SB, and VETS 2).

year option, totaling 10 years. The four current contracts are closed for additional offers, however, the VETS 2 solicitation was issued in April, 2016 and the re-compete for Alliant 2, Alliant 2 Small Business is planned for Spring, 2016.

Please [click here](#) to learn more about the four types of GWACs: Alliant, Alliant Small Business, VETS, and 8(a) STARS II. All of the links below to the GWAC webpage include an up-to-date list of vendors for each contract to support possible subcontracting relationships.

ACTIVE GWACs

Alliant:

GSA's premier enterprise GWAC provides flexible access to customized IT solutions from a large, diverse pool of industry partners. Alliant allows for long-term planning of large-scale program requirements. The scope of Alliant aligns with Federal Enterprise Architecture (FEA), which encompasses all components of an integrated IT solution, including new technologies that may emerge during the life cycle of the contract.

Any and all ancillary support that is integral and necessary for the IT services based outcome in terms of both products and/or services is permitted (i.e., hardware, software, security and protection, professional services, human capital services, logistics, transportation, office management, training, program management, construction, etc.) Additional flexibility can be built into each task order through contract line item number (CLIN) structure and the availability of being able to perform any/all contract type(s) or any hybrid combination using one or more contract types in a single task order (e.g. Fixed-Price, Cost-Reimbursement, Time & Material (T&M), and Labor-Hour".

- Alliant Website: www.gsa.gov/alliant
- Alliant Ordering Guide: [Click here](#) to download
- Alliant Industry Partners: [Click here](#) to download contract holders



Alliant Small Business:

Alliant Small Business, GSA's premier small business set-aside GWAC, provides flexible access to customized IT solutions from a large, diverse pool of industry partners.

- Alliant SB Website: www.gsa.gov/alliantsb
- Alliant SB Ordering Guide: [Click here](#) to download
- Alliant SB Industry Partners: [Click here](#) to download contract holders

8(a) STARS II:

With a \$10 billion program ceiling and a five-year base period with one five-year option, 8(a) STARS II allows for long-term planning of large-scale IT service program requirements while strengthening opportunities for 8(a) small businesses.

- 8(a) STARS II Website: www.gsa.gov/s2
- 8(a) STARS II Ordering Guide: [Click here](#) to download
- 8(a) STARS II Industry Partners: [Click here](#) to download contract holders

VETS:

Veterans Technology Services (VETS), a small business set-aside GWAC, provides flexible access to customized IT solutions from a qualified, diverse pool of service-disabled, veteran-owned small businesses.

With a \$5 Billion program ceiling and a five-year base period with one five-year option, VETS allows agencies to meet critical requirements, while providing opportunities for service-disabled, veteran-owned small businesses.

- VETS Website: www.gsa.gov/vetsgwac
- VETS Ordering Guide: [Click here](#) to download
- VETS Industry Partners: [Click here](#) to download contract holders

UPCOMING GWACs

Alliant2 / Alliant2 SB:

Those interested in becoming an Alliant2 or Alliant 2 Small Business contractor should [click here](#).

VETS 2:

Those interested in becoming a VETS 2 contractor should [click here](#). On April 21, 2016, GSA posted the VETS 2 Request For Proposals (RFP) on FedBizOpps (FBO). The RFP is available under Solicitation [QTA0016AWA0001](#). All future updates pertaining to VETS 2 will be provided through FBO under this solicitation number. Questions pertaining to the VETS 2 GWAC should be sent to vets2@gsa.gov.

USEFUL TOOLS

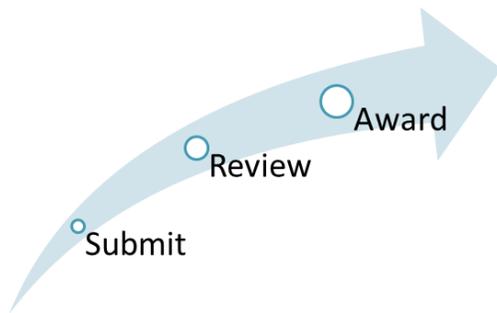
GWAC Dashboards: Explore GWAC data by contract family, federal agency, and industry partner. Build customized reports and download them to your computer. [Click here](#) to access the GWAC dashboards.

Questions?

Questions regarding GSA's contracts can be answered through the National Customer Service Center (NCSC) at (800) 488-3311 or our Defense Health Agency (DHA) Health Information Technology GSA / DHA Partnership interact page.

Solicitation Number: FCIS-JB-980001-B
Modification Instruction Package

FASt Lane Program



This year, the Center for IT Schedule 70 Program with The General Services Administration (GSA), Federal Acquisition Service (FAS), Integrated Technology Service (ITS), is implementing new customer service efficiencies centered-around newly designed agency-client communication systems, specifically designed to reduce the wait-times for information queries required for contract modification. The *FASt Lane Pilot* Program has selected your company to participate in the *FASt Lane Program*.

Ensuring that our valued customers benefit from these new communication efficiencies requires your participation and assistance with the following:

Required Documentation

- **Provide the required documents listed in the Checklist** - The Checklist is provided on Page 6 and Templates are provided on Pages 7-13.
- **Provide Awarded Final Proposal Revision (FPR) Letter** - The Final Proposal Revision (FPR) Letter presents an overview of the agreed terms and conditions between the Government and the Schedule Contract Holder. This document would include information such as the *established* Most Favored Customer (MFC), Basis of Award (BOA), discount terms, etc. Upon submission of a modification request, please include the FPR Letter that was previously awarded.
- **Provide Competitors Pricing** - The FAST LANE Price Proposal Spreadsheet Template includes additional columns to include the competitor pricing, source of that pricing for the same or similar services/products (to include contract number found in GSAAdvantage), as well as a column that calculates the percentage of the pricing difference of the competitor's pricing.

Next Steps after Submission

- **Provide a response to Contracting Officer's (CO) clarification** – After submission, the Contracting Officer will be reviewing your request immediately, once your uploaded and completed documents are registered upon the FSS Online System: It is our goal to provide customers the approved modification and awarded contracts as soon as possible. If the CO should have any clarification request, please respond promptly to the CO's comments.

The CO reserves the right to request additional information to ensure a complete and accurate contract file, as well as, determine that the pricing submitted is fair and reasonable.

Upon submission of the modification, notify the FAST Lane team of the contract modification request at fastlane@gsa.gov.

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1. ADDING NEW MODELS, ADDING PRODUCTS/SERVICES, SINS or BRANDS

- To add new models, additional products/services, new SINS, or new brands, submit a detailed Cover Letter and all items required by the Additions Checklist. Itemize the new information according to the type of addition requested. Be sure to include a proposed GSA Pricelist incorporating the proposed changes. Note: Commercial sales of the new products must be included in the sales figures provided in the CSP, paragraph 1. New items cannot be added to the contract unless the Contracting Officer can determine that the prices offered are “fair and reasonable.” Provide any available information to assist the Contracting Officer in making this decision, including price comparisons for a random selection of products/services being added (or for similar items).
- To add labor categories, complete the labor matrix and provide a current commercial price list (or internal labor rates or market rates).
- Provide a current commercial price list and identify each product or service by the applicable SIN to which they are being added.
- You must complete CSP-1, Commercial Sales Practices Format for the items being proposed and ensure you indicate the offered discount for the new items/SINs. Please note that the commercial sales figures provided on the CSP must only be for the new items/services/brands/SIN(s) that are proposed to be added to the contract. If multiple brands or SINS are proposed for addition to the contract, commercial sales shall be broken down by SIN.
- The Commercial Practices Chart (CPC) document’s purpose is to disclose your company’s “Commercial Sale Practices.” You must complete the Commercial Practice Chart for the SIN(s) and item(s) being proposed. Please indicate: (1) the offered discount for the new items/SINs, and (2) the offered discount for each customer. If your company does not sell to a listed customer category, type in the row, “*does not sell to this customer*”. If multiple brands or SINS are proposed for addition to the contract, commercial sales must be broken down by SIN. Please ensure all discounts, concessions, rebates, etc. are fully disclosed on the form. All information is auditable by the Procuring Contracting Officer (PCO), Inspector General (IG), Administrative Contracting Officer (ACO), or Industrial Operations Analysts (IOA). The CPC must be signed and dated by an authorized negotiator on the contract. Please see the attached Clause and template.
- If manufacturer and the brand offered is not already awarded under the current contract, the clause at I-FSS-644, titled, “Dealers and Suppliers,” requires companies to provide a Letter of Supply (LOS) from the manufacturer or the official distributor for each new brand offered. See the Solicitation for a letter template.
- Submit product literature and ALL applicable (non-Government) dated published price lists with the modification request.

- Submit pricing documentation or invoices for the products or services being added. Identify items in the price list by SIN, and exclude any items/terms not being offered to the Government for that particular SIN.

If the company has several brands, the MFC information should be at the individual brand level, and not the overall MFC for all brands on the contract. Additionally, it is requested that two or more price comparison invoices are submitted for same, like or similar items be provided for each item or service being proposed to add to the contract.

NOTE 1: In accordance with the terms of Schedule 70, items produced in non-designated countries are excluded from consideration for award. A list of designated countries can be found in clause 52.225-5, Trade Agreements Act.

NOTE 2: Ancillary supplies and/or services (SIN 132 100) are support supplies and services which are not within the scope of any other SIN on this schedule. These supplies and/or services may only be ordered in conjunction with or in support of supplies and/or services purchased under another SIN(s) in this solicitation to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule. This SIN EXCLUDES purchases that are exclusively for supplies and/or services already available under another schedule and is limited to information technology (IT) products and/or services.

Special Instructions: The work performed under this SIN shall be associated with existing SINs that are part of this schedule. Ancillary supplies and/or services shall not be the primary purpose of the work ordered, but be an integral part of the total solution offered. Ancillary supplies and/or services may only be ordered in conjunction with or in support of supplies and/or services purchased under another SIN in this schedule. Contractors may be required to provide additional information to support a determination that their proposed ancillary supplies and/or services are commercially offered in support of one or more SINs under this schedule.

Additions

Adding SINs, Models, Brands, Additional Products or Services Modification Checklist

- ___ Signed/Dated cover letter (include all information below)
- ___ Provide Awarded Final Proposal Revision (FPR) Letter
- ___ Commercial Price List (Internal Labor Rates, Market Rate Sheet, etc)
- ___ FAST LANE Price Proposal Spreadsheet (see attached template)
- ___ Product Literature (products only)
- ___ Letter of Supply (if adding a new manufacturer only)
- ___ CSP-1 Document (see Page 9)
- ___ Revised GSA Price List (to include the proposed new items)
- ___ Labor Category Matrix (as applicable - see Page 14)
- ___ Labor Category Descriptions (as applicable)
- ___ Commercial Practice Chart (Current and New Chart)
- ___ Pricing Support Documentation shall include at least one of the following:
 - ___ Invoices; at least 2-3 per labor category and/or provide a sampling of invoices for the product affected by the modification. If the product has not been sold (commercially or non commercially), please provide information on like or similar products.)
 - ___ Previously Awarded Contracts/Orders (Government or Commercial contracts).
 - ___ Quote Sheets (which are quotes submitted in response to competitive solicitations.)
 - ___ If it has not been sold commercially, provide like or similar information for direct competitor or “like or similar” products.

2. COVER LETTER TEMPLATE (ADD LETTER TO COMPANY'S LETTERHEAD)

PLEASE INCLUDE THE FOLLOWING INFORMATION IN YOUR COVER LETTER WHEN ADDING SINS, SERVICES, OR PRODUCTS TO THE CURRENT CONTRACT:

Date:

Company Name:

Business Address

DUNS:

Authorized Negotiator:

Phone:

Email:

Re: Modification Request: Add Products/Services to SIN 132-XX to Contract Number GS-35F-XXXXX in support of XXXXXXXXX BPA.

The following information applies to the submission of this modification request:

1A. Previously Awarded SIN(s) _____

1B. Previously Awarded Basic Discount _____

(List by individual SIN if discount differs between SINs)

1C. Offered GSA Basic Discount for this modification _____

2. Previously Awarded Basis of Award _____ (List by Individual SIN if differs between SINs)

3. Most Favored Customer _____

4. Prompt Payment Discount _____

(If none offered, show the Net term, i.e., Net 30 days. How does this compare with already awarded payment discounts? The payment discount applies to the entire contract. If your contract already has a payment discount awarded, these items are also covered by the existing payment discount.)

5. Quantity/Volume Discount _____

(Show the percentage and quantity/dollar level.) (List by individual SIN if discount differs between SINs or is different for this modification.)

6. Other Discounts/Concessions: _____

7. Delivery (Days ARO) Normal: _____ Days ARO Expedited: _____ Days ARO

8. FOB Terms _____

9. Cooperative Purchasing? _____ yes _____ no (Note: if you are adding products under a previously awarded SIN, the previously established Cooperative Purchasing status for the SIN will apply to the new products, unless a modification is requested and issued to change the status.

10. Production Point (Location) _____

11. The estimated change to the contract value is _____

With the best of my knowledge, I affirm the following statements:

- The products that are being added in the modification are TAA Compliant;
- There has not been any disruptions that should trigger a price reduction, in accordance with the IAW Price reduction clause;
- The products being added are not substantially equal to previously deleted items which had a lower schedule price;
- All products are newly manufactured products unless otherwise noted, are regularly used for other than Government purposes, are offered for sale or are sold or traded commercially, in the normal course of business operations;
- All other clauses, terms and conditions of the contract referenced above remain the same
- The Commercial Practice Chart (CPC) has not changed; and
- (If Not manufactured and no commercial sales – “There are no sales to the general public”).

Signature

Date

Printed Name of Authorized Negotiator/Contract Administrator

3. COMMERCIAL SALES PRACTICES FORMAT (CSP-1)

Note: Utilize the sample chart entitled, Commercial Sales Practices Chart included in this guide instead of the chart depicted in part (4) of this Clause.

Name of Offeror:

SIN(s): _____

Note: Please refer to clause 552.212-70, PREPARATION OF OFFER (MULTIPLE AWARD SCHEDULE), for additional information concerning your offer. Provide the following information for each SIN (or group of SINs or Sub SIN for which information is the same).

(1) Provide the dollar value of sales to the general public at or based on an established catalog or market price during the previous 12-month period or the offerors last fiscal year: \$_____. State beginning and ending of the 12 month period. Beginning_____ Ending_____. In the event that a dollar value is not an appropriate measure of the sales, provide and describe your own measure of the sales of the item(s).

(2) Show your total projected annual sales to the Government under this contract for the contract term, excluding options, for each SIN offered. If you currently hold a Federal Supply Schedule contract for the SIN the total projected annual sales should be based on your most recent 12 months of sales under that contract.

Special Item No.	132-3	Leasing of Product	\$ _____
Special Item No.	132-4	Daily / Short Term Rental	\$ _____
Special Item No.	132-8	Purchase of New Equipment	\$ _____
Special Item No.	132-9	Purchase of Used or Refurbished Equipment	\$ _____
Special Item No.	132-12	Maintenance of Equipment, Repair Services and/or Repair/Spare Parts	\$ _____
Special Item No.	132-32	Term Software Licenses	\$ _____
Special Item No.	132-33	Perpetual Software Licenses	\$ _____
Special Item No.	132-34	Maintenance of Software	\$ _____
Special Item No.	132-50	Training Courses	\$ _____
Special Item No.	132-51	Information Technology Professional Services	\$ _____
Special Item No.	132-52	Electronic Commerce and Subscription Services	\$ _____
Special Item No.	132-53	Wireless Services	\$ _____
Special Item No.	132-54	Commercial Satellite Communications (COMSATCOM) Transponded Capacity	\$ _____
Special Item No.	132-55	Commercial Satellite Communications (COMSATCOM) Subscription Services	\$ _____
Special Item No.	132-60A	Electronic Credentials, Not Identity Proofed (Assurance Level 1 – OMB M-04-04) Managed Service Offering	\$ _____
Special Item No.	132-60B	Electronic Credentials, Identity Proofed (Assurance Level 2 – OMB M-04-04) Managed Service Offering	\$ _____
Special Item No.	132-60C	Digital Certificates, including ACES (Assurance	\$ _____

		Level 3 and 4 – OMB M-04-04)	
Special Item No.	132-60D	E-authentication Hardware Tokens	\$ _____
Special Item No.	132-60E	Remote Identity and Access Managed Service Offering	\$ _____
Special Item No.	132-60F	Identity and Access Management Professional Services	\$ _____
Special Item No.	132-61	Public Key Infrastructure (PKI) Shared Services Provider (SSP) Program	\$ _____
Special Item No.	132-62	HSPD-12 Product and Service Components	\$ _____
Special Item No.	132-100	Ancillary Supplies and/or Services	\$ _____

(3) Based on your written discounting policies (standard commercial sales practices in the event you do not have written discounting policies), are the discounts and any concessions which you offer the Government equal to or better than your best price (discount and concessions in any combination) offered to any customer acquiring the same items regardless of quantity or terms and conditions? YES _____ NO _____. (See definition of "concession" and "discount" in 552.212-70.)

(4) (a) Based on your written discounting policies (standard commercial sales practices in the event you do not have written discounting policies), provide information as requested for each SIN (or group of SINs for which the information is the same) in accordance with the instructions at Figure 515.2, which is provided in this solicitation for your convenience. The information should be provided in the chart below or in an equivalent format developed by the offeror. Rows should be added to accommodate as many customers as required.

COLUMN 1 CUSTOMER	COLUMN 2 DISCOUNT	COLUMN 3 QUANTITY/VOLUME	COLUMN 4 FOB TERM	COLUMN 5 CONCESSIONS

(b) Do any deviations from your written policies or standard commercial sales practices disclosed in the above chart ever result in better discounts (lower prices) or concessions than indicated? YES _____ NO _____. If YES, explain deviations in accordance with the instructions at Figure 515.4-2, which is provided in this solicitation for your convenience.

(5) If you are a dealer/reseller without significant sales to the general public, you should provide manufacturers' information required by paragraphs (1) through (4) above for each item/SIN offered, if the manufacturer's sales under any resulting contract are expected to exceed \$500,000. You must also obtain written authorization from the manufacturer(s) for Government access, at any time before award or before agreeing to a modification, to the manufacturer's sales records for the purpose of verifying the information submitted by the manufacturer. The information is required in order to enable the Government to make a determination that the offered price is fair and reasonable. To expedite the review and processing of offers, you should advise the manufacturer(s) of this requirement. The contracting officer may require the information be submitted on electronic media with commercially available spreadsheet(s). The information

may be provided by the manufacturer directly to the Government. If the manufacturer's item(s) is being offered by multiple dealers/resellers, only one copy of the requested information should be submitted to the Government. In addition, you must submit the following information along with a listing of contact information regarding each of the manufacturers whose products and/or services are included in the offer (include the manufacturer's name, address, the manufacturer's contact point, telephone number, and FAX number) for each model offered by SIN:

- (a) Manufacturer's Name
- (b) Manufacturer's Part Number
- (c) Dealer's/Reseller's Part Number
- (d) Product Description
- (e) Manufacturer's List Price
- (f) Dealer's/Reseller's percentage discount from List Price or net prices

Figure 515.4-2-Instructions for Commercial Sales Practices Format

If you responded "YES" to question (3), on the COMMERCIAL SALES PRACTICES FORMAT, complete the chart in question (4)(a) for the customer(s) who receive your best discount. If you responded "NO" complete the chart in question (4)(a) showing your written policies or standard sales practices for all customers or customer categories to whom you sell at a price (discounts and concessions in combination) that is equal to or better than the price(s) offered to the Government under this solicitation or with which the Offeror has a current agreement to sell at a discount which equals or exceeds the discount(s) offered under this solicitation. Such agreement shall be in effect on the date the offer is submitted or contain an effective date during the proposed multiple award schedule contract period. If your offer is lower than your price to other customers or customer categories, you will be aligned with the customer or category of customer that receives your best price for purposes of the Price Reduction clause at 552.238-75. The Government expects you to provide information required by the format in accordance with these instructions that is, to the best of your knowledge and belief, current, accurate, and complete as of 14 calendar days prior to its submission. You must also disclose any changes in your price list(s), discounts and/or discounting policies which occur after the offer is submitted, but before the close of negotiations. If your discount practices vary by model or product line, the discount information should be by model or product line as appropriate. You may limit the number of models or product lines reported to those which exceed 75% of actual historical Government sales (commercial sales may be substituted if Government sales are unavailable) value of the special item number (SIN).

Column 1-Identify the applicable customer or category of customer. A "customer" is any entity, except the Federal Government, which acquires supplies or services from the Offeror. The term customer includes, but is not limited to original equipment manufacturers, value added resellers, state and local governments, distributors, educational institutions (an elementary, junior high, or degree granting school which maintains a regular faculty and established curriculum and an organized body of students), dealers, national accounts, and end users. In any instance where the Offeror is asked to disclose information for a customer, the Offeror may disclose information by category of customer if the offeror's discount policies or practices are the same for all customers in the category. (Use a separate line for each customer or category of customer.)

Column 2-Identify the discount. The term "discount" is as defined in solicitation clause 552.212-70, Preparation of Offer (Multiple Award Schedule). Indicate the best discount (based on your written discounting policies or standard commercial discounting practices if you do not have written discounting

policies) at which you sell to the customer or category of customer identified in column 1, without regard to quantity; terms and conditions of the agreements under which the discounts are given; and whether the agreements are written or oral. Net prices or discounts off of other price lists should be expressed as percentage discounts from the price list which is the basis of your offer. If the discount disclosed is a combination of various discounts (prompt payment, quantity, etc.), the percentage should be broken out for each type of discount. If the price lists which are the basis of the discounts given to the customers identified in the chart are different than the price list submitted upon which your offer is based, identify the type or title and date of each price list. The contracting officer may require submission of these price lists. To expedite evaluation, offerors may provide these price lists at the time of submission.

Column 3-Identify the quantity or volume of sales. Insert the minimum quantity or sales volume which the identified customer or category of customer must either purchase/order, per order or within a specified period, to earn the discount. When purchases/orders must be placed within a specified period to earn a discount indicate the time period.

Column 4-Indicate the FOB delivery term for each identified customer. See FAR 47.3 for an explanation of FOB delivery terms.

Column 5-Indicate concessions regardless of quantity granted to the identified customer or category of customer. Concessions are defined in solicitation clause 552.212-70, Preparation of Offers (Multiple Award Schedule). If the space provided is inadequate, the disclosure should be made on a separate sheet by reference.

If you respond "YES" to question 4 (b) in the Commercial Sales Practices Format, provide an explanation of the circumstances under which you deviate from your written policies or standard commercial sales practices disclosed in the chart on the Commercial Sales Practices Format and explain how often they occur. Your explanation should include a discussion of situations that lead to deviations from standard practice, an explanation of how often they occur, and the controls you employ to assure the integrity of your pricing. Examples of typical deviations may include, but are not limited to, one time goodwill discounts to charity organizations or to compensate an otherwise disgruntled customer; a limited sale of obsolete or damaged goods; the sale of sample goods to a new customer; or the sales of prototype goods for testing purposes.

If deviations from your written policies or standard commercial sales practices disclosed in the chart on the Commercial Sales Practices Format are so significant and/or frequent that the Contracting Officer cannot establish whether the price(s) offered is fair and reasonable, then you may be asked to provide additional information. The Contracting Officer may ask for information to demonstrate that you have made substantial sales of the item(s) in the commercial market consistent with the information reflected on the chart on the Commercial Sales Practice Format, a description of the conditions surrounding those sales deviations, or other information that may be necessary in order for the Contracting Officer to determine whether your offered price(s) is fair and reasonable. In cases where additional information is requested, the Contracting Officer will target the request in order to limit the submission of data to that needed to establish the reasonableness of the offered price.

4. COMMERCIAL PRACTICE CHART (CPC) EXAMPLE

Commercial Practices Chart (CPC)

SPECIAL ITEM NUMBER (SIN) _____ (example: 132-8 or 132-51) Note: If special item numbers received the same discount, then list all item numbers here. If different discounts are offered for each special item number, provide a separate chart for each SIN. Also, if there are dollar volume discounts or quantity discounts, be sure to show the dollar volume levels (ex. \$0-50,000 = 20%) or quantities (ex. 1-5 = 10%).

Type of Customer 1	Standard Discounts & Pricing Policies 2	NonStandard* including Degree & frequency 3	Volume Discounts 4	Rebates/Concessions 5	Prompt Payment Discount 6	Warranty 7	FOB Point 8	% of Gross 9
Commercial Business Sectors are as follows:								
1) Value Added Reseller (VAR) System Integrator								
2) National & Corporate Accounts (Commercial)								
3) Original Equipment Manufacturers (OEM) (Commercial)								
4) Distributors (Sells only to dealers/resellers) Dealers/Resellers (Resell to end users) (Commercial)								
5) All other Commercial Customers not listed in 1 through 4 above.								
State & Local Government								
Educational & Nonprofit Institutions								
Other (Specify)								
Proposed GSA Discount								

NOTE: DO NOT USE "N/A". Use "None", "0%", or "DO NOT SELL TO THIS CATEGORY OF CUSTOMER".

Company Name: _____
 Printed Name: _____
 Authorized Signature: _____ Date: _____

5. PRICE PROPOSAL SPREADSHEET EXAMPLE

MANUFACTURER NAME	MFR PART NO	DEALER PART NUMBER (if applicable)	UNIVERSAL PRODUCT CODE TYPE A (UPC-A)	PRODUCT NAME	PRODUCT DESCRIPTION	COMMERCIAL LIST PRICE	MOST FAVORED CUSTOMER (MFC)	BEST DISCOUNT OFFERED TO MFC (%)	MFC PRICE	GSA (%) DISCOUNT (inclusive of the 75% (FF))	GSA OFFER PRICE (inclusive of the 75% (FF))	GSA OFFER PRICE (exclusive of the 75% (FF))	COMPETITOR # 1 Price
													Contract Name
													Contract Number
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													Contract Number
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6. LABOR CATEGORY MATRIX

INFORMATION TECHNOLOGY SERVICES (SAMPLE ONLY)

Commercial Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements	DOD Contract #D12345 Sub or Prime T&M or FFP? Period of Contract:	USAF Contract # E12345 Sub or Prime T&M or FFP? Period of Contract:	Boeing Contract # F2345 Sub or Prime T&M or FFP? Period of Contract:	Commercial Rate ** Show Effective Date of Pricelist	Proposed GSA Schedule Rate without IFF
Program Manager	10 Years Experience Or state " Same as GSA pricelist" if in fact it is the same.	State what the individual's function was/is (not duties) on the contract(s) shown or state " Same as GSA pricelist" if in fact it is the same.	Bachelor's Degree* in Computer Science, Engineering, or Information Technology Or state " Same as GSA pricelist" if in fact it is the same.					
System Engineer	5 Years Experience Or state " Same as GSA pricelist" if in fact it is the same.	State what the individual's function was/is (not duties) on the contract(s) shown or state " Same as GSA pricelist" if in fact it is the same.						

BEST RATE (LOWEST PRICE) PRICE AND SKILL / EXPERIENCE MATRIX

- Provide as many of your best (lowest priced) contracts, as necessary, for comparison with labor rates being offered to the government. Rates offered to the government should not be higher than your BEST (LOWEST) RATES under any contract shown. Also, if any of your government contracts carry a security clearance, GSA should be offered that same security clearance. USE AS MANY COLUMNS AS YOU NEED TO SHOW YOUR BEST CONTRACTS.
- If any of these contracts are based on dollar volume, please indicate the dollar, volume (On a Separate Sheet) and the rates the volumes are based on.
- Blending of rates is not allowed. Provide the lowest hourly rates at which any labor category has been sold. Insert the name and contract number of the Government/ Commercial contract. Please note whether you are a subcontractor or prime. If you are a subcontractor, make sure you show your subcontractor rates, not the prime rates.
 - Make sure you state what the degree is in (computer science, engineering, liberal arts and whether it is a Bachelors or Associates. In Addition, if there are any labor categories that the minimum educational level is a certificate in a specific area, please state the area of certification.