

March 1, 2011

FAS INSTRUCTIONAL LETTER 2011-04

MEMORANDUM FOR ALL FAS ACQUISITION ACTIVITIES

FROM: HOUSTON W. TAYLOR 
ASSISTANT COMMISSIONER
OFFICE OF ACQUISITION MANAGEMENT (QV)

SUBJECT: Federal Supply Schedule (FSS) Solicitation Refresh Management

1. Purpose The purpose of this instructional letter is to establish a standardized schedule for issuing refreshes to all FSS solicitations.
2. Background A FSS solicitation refresh is published whenever a solicitation requires an amendment, including, but not limited to, updates regarding provisions and clauses, scope, etc. The most recent provisions and clauses can be found in the FAS Electronic Centralized Acquisition Tool (e-CAT), which is maintained by the Office of Acquisition Management. These clauses are populated into the Solicitation Writing System (SWS), which is used to refresh all FSS solicitations. Anytime a solicitation is refreshed, SWS creates a modification for the solicitation owner. Contractors may request an exemption to solicitation clauses which may be granted by the Contracting Officer on a case-by-case basis. Additionally, the Office of Acquisition Management has the capability to issue MAS-wide modifications when a change is required to all solicitations. See [FAS Instructional Letter 2010-08](#) for additional information on FSS solicitation refreshes.

Currently, there is no standardized schedule for refreshing all FSS solicitations. This lack of standardization makes managing workload associated with solicitation refreshes difficult. An additional benefit of standardizing solicitation refresh schedules is the ability to communicate upcoming changes with the vendor community as well as other key FSS stakeholders.

3. Effective Date: Date of signature.
4. Expiration Date: This IL expires one year from the effective date unless cancelled, extended, or incorporated into a handbook.
5. Applicability: This IL applies to all GSA activities awarding and administering FSS solicitations.
6. Reference to Regulations: [FAS Instructional Letter 2010-08](#).
7. Instructions / Procedures: There are to be two regularly scheduled FSS solicitation refreshes, to be performed during the following windows for each year:

* December 1 through December 10; and

* June 1 through June 10

Note: A refresh will not be required if there have been no changes to the solicitation.

8. Questions and Answers: There are to be two regularly scheduled FSS solicitation refreshes, to be performed during the following windows for each year:

What if an interim change that is necessary to be made in a solicitation emerges outside the regularly scheduled windows?

The Office of Acquisition Management will attempt to incorporate all necessary changes to SWS prior to the refresh windows to minimize the number of mass modifications issued to contractors. However, should interim changes that require immediate solicitation alterations emerge, solicitation owners will still have discretion to refresh their solicitations.

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