

June 19, 2008

FAS INSTRUCTIONAL LETTER 2008-01

MEMORANDUM FOR ALL FAS ACQUISITION ACTIVITIES (QV DISTRIBUTION LIST)

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SUBJECT: The Multiple Award Schedule (MAS) Contract Transfer Guideline:
How to Manage the Contract File Transfer Process

Purpose. The purpose of this Instructional Letter (IL) is to outline steps to take when transferring contract files between Acquisition Centers within the Federal Acquisition Service (FAS). This IL will separate the actions taken to move contract files into two separate sections.

1. The first section consists of the contract file procedures mandated by the GSAM and includes best practices protocol for physically moving contract files from one Acquisition Center to another.
2. The second section outlines procedures to effectively communicate the transfer of contract files to stakeholders, provides the steps for updating support systems, and defines the scope of training to be provided to associates at the receiving Center.

Additionally, this IL will provide detailed information that will help organize the contract transfer process and create a system of checks and balances to ensure both the sending and receiving Acquisition Centers communicate on using the same set of guidelines.

Background. The Federal Acquisition Service is introducing a standardized contract file transfer process to ensure that contracts are shipped in a timely and organized manner between Acquisition Centers. This contract file transfer process is being implemented to achieve the FAS objective of creating standard policies and procedures within the FAS to help decrease operating costs.

The guidance provided herein will be utilized for all MAS contract file transfers. The process will reduce mistakes due to lack of communication between sending and receiving Acquisition Centers.

This IL provides the authority and general parameters for the MAS contract file transfer process.

Please be advised a 1649 request to transfer contract files must be submitted and approved by FAS Acquisition Management prior to contracts being transferred to a new location.

3. Effective Date. Date of signature.
4. Termination Date. This IL expires one year from the effective date unless canceled or extended.
5. Applicability. This IL applies to all FAS contracting activities transferring MAS contracts.
6. Reference to Regulations. FAR 4.802 and FAR 4.803 outline the information and documentation required for file standardization, and GSAM Subpart 504.803 outlines the standard contract file format.
7. Instructions/Procedures.

The following is a list of tasks that must be completed in order to successfully transfer contract files from one Acquisition Center to another. Some procedures are taken directly from regulations, while others are based on best practices.

Develop Action Plan

- a) Appoint a lead to organize the contract file transfer process.
- b) Lead responsibilities will include the following: GSAM 504.802 and FAR 4.802 and FAR 4.803 regulations.
 - i) Organize team to include a representative from the receiving Center to develop a feasible transfer plan to move all contract files in an orderly manner. All contract files should be transferred with active contract files. This includes cancelled contracts, and withdrawn proposals.
 - ii) Develop a contract file transfer plan in concert with the receiving Center.
 - iii) Determine how many contract files are to be transferred.
 - iv) Develop a list of milestones outlining major deliverable due dates. The milestones are developed via a compromise between the sending Center and the receiving Center.
 - v) Include a plan to communicate the move with Schedule contractors.
 - vi) Develop responsibilities and assign to team members.
 - vii) The designated contract file transfer team should handle all operational labor ex: alphabetizing, filing, boxing, taping, and listing.
 - viii) Develop milestones that will include the above and lead to project completion.
 - ix) Include a plan that addresses expiring contracts. Outline the following within the plan.
 - (a) Do the contracts get moved to receiving Center?
 - (b) Should the contracts stay at current location and be retired there?
 - x) If time and budget permit, representatives from the sending Center and receiving Center should have at least one face to face meeting to map out the plan for the transfer.

GSA Standard Form 1649

- a) Include the following items in the Standard Form 1649
 - i) Specify Report Offices (FROM Report Office TO Report Office)
 - ii) New buyer code assignments for each contract file to be transferred
 - iii) List of current contracts to be transferred
 - iv) List of open offers to be transferred
 - v) New point of contact for eLibrary
- b) How to fill out the GSA Form 1649

All MAS1649 Packages Must Include

- a) MAS and SIN descriptions that will be included in the resulting solicitation and in Schedules eLibrary.
- b) A dollar value, estimated or actual, as applicable for each MAS or SIN proposed for addition, modification or deletion.

- c) The Maximum Order (MO) threshold for each MAS and SIN.
- d) Product/Service Code and Service Commodity Code for each new MAS and SIN - see Supporting Documentation, Classification of Items.
- e) Small Business Set Aside Indicator - Yes or No - see Page 6, Classification of Items.
- f) Written concurrence from the head of the requesting Acquisition Center.
- g) If another business line or Acquisition Center is affected by the proposed 1649, list the impacted contracting vehicle(s) and anticipated changes to the business line.

Systems-Related Requirements and Procedures

Classification of Items

- a) The applicable Product or Service Code must be clearly identified in the solicitation and resultant MAS. Each SIN and applicable description used must encompass services or supplies that fall into a Product or Service Code as set forth in the Federal Procurement Data System (FPDS) Product and Service Codes Manual issued by the Federal Procurement Data Center of GSA (in the case of supplies, the Federal Supply Classification Cataloging Handbook H 2 issued by the Defense Logistics Information Service may also be used).
- b) In addition to the Product Service code, a field was added to the MAS/SIN Table and the 72A database records to enable specific identification using the same coding used at the contract level. This new field, called the service/commodity code, is input by the CIO's Contract Services Management Division based on the 1649 information. The field is automatically carried to the 72A record when a SIN or NSN is loaded. Therefore, be sure to include the Service/Commodity Code in the "Action" block of every 1649 that includes a new SIN. Listed below are the codes to be used:

Service/Commodity:

C - Commodity

P - Professional Service

S - Service, All Other

B - Both Service and Commodity (Solution)

A new Small Business Set Aside Indicator - (Yes or No) field has been added to the Schedules/SIN table. For each new SIN/Functional Area, be certain to include the Small Business Set Aside Indicator - YES or NO, in the "Action" block.

MAS Schedules eLibrary Data Action

- a) The CIO's Contract Services Management Division has the primary responsibility for maintaining and updating FAS internal systems (FSS-19, FSS On-Line, ORS-Offer Registration System), and external Systems (Schedules eLibrary, GSA Advantage! eBuy), which all support the 1649 process.
- b) In order for systems to reflect the correct data, it is important that the GSA Form 1649 contain accurate Schedule and SIN numbers, descriptions, Maximum Order Threshold levels, and estimated sales per SIN. SIN descriptions used in the resulting solicitation are communicated to potential vendors and SIN descriptions used in Schedules eLibrary are communicated to customers. Therefore, SIN descriptions should properly address the intended audience.
- c) The CIO's Contract Services Management Division will update the Schedule/SIN table and will provide official concurrence confirmation by email to the Acquisition Center. Completed updates to the Schedule/SIN table may also be viewed using FSS On-Line.

Contract Loads

- a) Merging Schedules - If a contractor has contract A on one schedule and contract B on the other schedule, then merge the SINs from contract A into contract B. Schedules mergers can only occur on the first (1st) day of a standard business quarter (Oct. 1st , Jan. 1st , Apr.1st and July 1st).
- b) Merging Set-Aside Contracts - If a contractor has two contracts under Schedule that have been merged and one is a set-aside, then the contracts cannot be merged. Set-aside contracts cannot be merged with other contracts because the system will not accept this change. Note that the merger of a set-aside SIN can occur if the other SIN is also a set-aside SIN.
- c) Merging SINs From One Contract Into Another Contract - If a contractor has contract A on Schedule and contract B on the other Schedule and there is a need to merge SINs from contract A into contract B, then merging SINS can only occur on the first (1st) day of a standard business quarter (Oct. 1st , Jan. 1st , Apr.1st and July 1st).
- d) Contract and SIN Terminations - Contract and/or SIN terminations can be done as soon as the GSA Form 1649 is approved. However, the Acquisition Center must advise affected contractors of contract and/or SIN terminations via a SF-30 modification. Terminations can be done in advance in FAS On-Line by entering a future termination date, which is the last day of the end of a standard business quarter (Sept 30th , Dec 31st , Mar 31st and June 30th).
- e) Offer Registration System (ORS) - When merging, adding, or terminating SINs, the solicitation must be refreshed in ORS. ORS will then update by retrieving information from the Schedule/SIN Table. If there are any pending/unresolved offers, they must be moved to the new refreshed solicitation. When merging Schedules, a new solicitation must be created in ORS.
- f) Schedules eLibrary - Acquisition Management will update Schedules eLibrary to reflect the approved changes and will send confirmation by email to the Acquisition Center. The approved changes may be viewed in Schedules eLibrary. NOTE: SINs that have no contracts awarded will not appear in Schedules e-Library until contracts have been awarded and loaded in FAS On-Line.
- g) GSA Advantage! - The CIO's Contract Services Management Division will update information displayed in GSA Advantage! from the approved GSA Form 1649.
- h) eBuy - eBuy will automatically be updated by retrieving information from Schedules eLibrary and GSA Advantage! Any eOffers/eMods that are in a status of Awaiting Vendor or Contracting Officer eSignature must be completed prior to the move of the Schedule.

Re-filing

- a) Contract files must be shipped with all relevant documents securely and accurately filed in accordance with the contract tab advisory guide before shipment.
- b) Contract file transfer should be completed at the beginning of a standard business quarter to ensure that sales for the Center remain in the proper Center for the completed quarter.
- c) All contract files must be reviewed to ensure they are filed in accordance with the standard contract file format (GSAM 504.802(c)).
- d) The Center sending the contract files shall be responsible for reconstructing any missing contract files.
- e) Information and documents required IAW FAR 4.802 and 4.803 must be filed before contracts

are shipped.

- f) When transferring paper files to a Center that uses electronic files, the paper contract files are sent and then converted to electronic contract files at the receiving Center.
- g) When transferring electronic files to a Center that uses paper files. The electronic files can be copied to a disk. When the receiving Center obtains the disk it can then print the files on the disk and develop paper based files.

Expiring Options

- a) Options expiring prior to established transfer date must be conducted in sending Acquisition Center before shipment to receiving Acquisition Center.
- b) Receiving Center will be responsible for analyzing options expiring after the established transfer date.
- c) Sending Center is responsible for completing options expiring within 90 days of contract file transfer date. These dates will be cited on the action plan that is developed.

Work in Progress

- a) Any New Offers, Contract Modifications, Audits and Subcontracting plans received after the transfer date will be completed by the receiving Center.
- b) An agreement must be reached between the sending Center and the receiving Center that outlines when new work will be forwarded to a new office.

Alphabetize all contract files

- a) Contract files must be organized in alphabetical order.
- b) Numeric contract files placed before letter contract files EX: 3T would be before Sunbelt.
- c) Create a list of all contract files after they are organized in alphabetical order (GSAM 504.802). This list will be the basis for all communications with receiving Center.

Develop a list of missing files.

- a) Compare list developed during step 3 with list printed from FSS-19.
- b) Sending Center shall maintain a spreadsheet of files shipped, missing or retained.

Box and Catalog Files

- a) Place contract files in box in alphabetical order from right to left.
- b) Each box should be numbered.
- c) Create a list that outlines what the box contains. Place one copy of this list in the box and keep one copy.

Recheck and Label

- a) Recheck boxes to ensure content are exactly the same as list.
- b) Change labels if necessary and use packaging tape to seal boxes.

Provide list to receiving Center

- a) Provide list of the files being transferred to the receiving office (GSAM 504.802). List should outline the following: contents of each box by number and number of contract files contained in each box.
- b) Outline any contractor requests received since file was sealed in box.
- c) Make duplicates of the files transferred until your successor acknowledges receipt of files (GSAM 504.802).

Sending Center

- a) Notify receiving Center when shipment has been sent, and provide the shipment's tracking number.
- b) Determine pick up time and negotiate cost if appropriate.
- c) Send files by certified mail, return receipt requested, or by another method requiring your receiving Center's signature to acknowledge receipt. Send 2 copies of listing with transferred files (GSAM 504.802).
- d) Receiving Center must sign one copy of the listing, certifying receipt of the files listed, and return the signed copy to you (GSAM 504.802).

Communications Plan

- a) Develop an internal and external communications plan. The plan's major focus should be providing internal and external stakeholders notification of all future administrative changes that will accompany the move.
- b) 90 days notice of impending move should be given to the receiving Acquisition Center.
- c) Receiving Acquisition Center should prepare by ensuring that they have adequate staffing, workspace, furniture, equipment etc.

System Changes

- a) Report Office codes and data must be changed in FSS-19 to properly credit contract sales to the receiving Center. Please note: System updates can not be processed without the CIO's Contract Services Management Division having FAS Acquisition Management's official approval of your 1649 request to transfer contract files.
- b) Acquisition Center and Buyer Code changes must be made. A refresh of the solicitation with the new Center in SWS, FedBizzOpps and ORS; deletion of old solicitations; eOffer, eMod, etc. All of these changes require automated changes to FSS -19 / FSS Online, as well as manual tracking and clean-up by the receiving Acquisition Center and Central office.

Training

- a) The receiving Center must receive training from individuals in the sending Acquisition Center. Training shall be offered after the first shipment within a 30 day time frame.
- b) Training must include Marketing and Business Development activities i.e. tradeshow, customer data, and points of contacts.

Completion

Upon completion of the contract file transfer process the receiving Acquisition Center will draft a memorandum acknowledging that the process is complete. This document will be signed by both the sending Center and receiving Center.