



GSA Federal Acquisition Service

August 11, 2011

FAS INSTRUCTIONAL LETTER 2011-21

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

SUBJECT: Mandating Contractor Instruction on the Formatted
Pricelist for the Federal Supply Schedule Program

1. **Purpose:** The purpose of this Instructional Letter (IL) is to require existing contractors participating in the EAS pricing pilot to take web-based instruction on the purpose, benefits, and use of the Formatted Pricelist (FPL).
2. **Background:** For contractors who are participating in the EAS pricing pilot, use of the FPL template to “baseline” their current pricing and when submitting all future price-related modifications is mandatory. Accordingly, it is important that contractors are knowledgeable on the purpose and benefits of the FPL and are familiar with the data elements that are required in the FPL template.

This IL requires a solicitation refresh and a mass modification to incorporate a clause that requires offerors and contractors to take instruction on the FPL prior to submitting an offer or price-related modification request. New offerors must upload a certificate as part of their eOffer to demonstrate that they have successfully completed the instruction material. Existing contractors are not required to upload a certificate because the system automatically verifies completion. Existing contractors have to successfully complete the web-based instruction within 30 days after the release of the first mass modification, at which time the second mass modification will be issued. The second modification allows contractors to upload their currently awarded pricing and price-related terms and conditions using the FPL.

3. **Effective Date:** Date of signature.
4. **Termination Date:** This IL remains effective until it is cancelled.
5. **Applicability.** This IL applies to all GSA/FAS acquisition activities awarding Federal Supply Schedule contracts who are utilizing the EAS. The IL does not apply to Department of Veterans Affairs (VA) acquisition activities awarding and administering Federal Supply Schedule contracts.
6. **Reference Regulations.** IL 2011-20, The Enterprise Acquisition Solution (EAS); IL 2011-22, Implementation of the Formatted Pricelist for the Federal Supply Schedule Program.

7. Instructions/Procedures.

Insert the following clause into all solicitations and contracts for those Schedules participating in the EAS pricing pilot (see [Appendix A](#) for full text of clause):

- IFSS-971, Instruction on the Formatted Pricelist (FPL)

A. Federal Supply Schedules

- Solicitation Refresh:** Refresh solicitations in accordance with the dates contained in separate instructions provided by Acquisition Management to insert the clause referenced above. The Solicitation Writing System (SWS) will mark these clauses as "Required as Applicable". Schedule solicitations who are participating in EAS must select these clauses for inclusion in the solicitation refresh.
- In-House Offers:** For eOffers submitted prior to the solicitation refresh, the Contracting Officer shall direct the offeror to go back into the eOffer system to "accept" the latest refresh that requires them to take the FPL instruction. Offerors also have the opportunity to withdraw their offer. **In-House Modifications:** There is no effect on in-house modifications.
- Contract Modification:** All Schedule contracts under Schedules that are participating in EAS shall be modified to incorporate the clause. This shall be accomplished through a typical mass modification that is issued from SWS following a solicitation refresh. There is no need for a separate modification. The effective date for existing Schedule contracts will be the date that the modification is executed.

Additional Information Regarding the Mass Modification

- Existing contractors will be required to take the instruction within 30 days of the release of the modification. The mass modification will clearly state that the person who takes the instruction must have a digital certificate and be the person who will ultimately be responsible for preparing and uploading the FPL template.
- Contractors are required to accept this modification and complete the instruction requirement prior to receiving the second mass modification approximately 30 days later. The second mass modification contains all of the necessary clauses to implement the FPL and enables the contractor to baseline their currently awarded pricing using the FPL template.
- Unlike new offerors, contractors who take the instruction as part of the mass modification are not required to download a certificate. The system will automatically track this information in order to determine who is eligible to receive the second mass modification.

- Similar to other mass modifications, Administrative Contracting Officers (ACOs) will conduct the follow up with contractors who have not yet taken action. If a contractor refuses to take action after repeated reminders and/or declines the modification, the ACO should contact the Procurement Contracting Officer (PCO). The PCO should take action as appropriate.

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Appendix A

I-FSS-971 INSTRUCTION ON THE FORMATTED PRICELIST (FPL) (AUG 2011)

All offerors must submit a copy of the certificate signifying that one of its current employees, who is an authorized negotiator for this offer, has completed instruction on the "Formatted Pricelist". Existing contractors who did not take the instruction with the submission of their original offer are also required to take the instruction prior to submitting any price-related modification requests. A copy of the certificate is not required with the submission of the modification request. The instruction is available through the Vendor Support Center website at <http://vsc.gsa.gov>. Click on the tab "Vendor Training" to access this free, web-based instruction.