



GSA Federal Acquisition Service

December 7, 2011

FAS INSTRUCTIONAL LETTER 2012-04

MEMORANDUM FOR ALL FAS ACQUISITION ACTIVITIES

FROM:

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



SUBJECT: Update to Provisions SCP-FSS-002 and SCP-FSS-003

1. Purpose: The purpose of this Instructional Letter (IL) is to incorporate administrative changes to provisions SCP-FSS-002 *Specific Proposal Submission Instructions* and SCP-FSS-003 *General Proposal Submission Instructions*.

2. Background: Three issues were identified that require revisions to the above provisions:

First, the order of the solicitation documents in FedBizOpps can no longer be controlled by the solicitation owner when loading the documents into the Solicitation Writing System (SWS). Therefore, the document numbers previously referenced in provision SCP-FSS-002 *Specific Proposal Submission Instructions* will be removed.

The second change is related to which party is responsible for determining prices "fair and reasonable." This responsibility always lies with the contracting officer. The instructions for submitting a price narrative were not clear in this respect, and therefore have been clarified accordingly.

The third change updates the small business subcontracting goals from fiscal year (FY) 2011 to FY2012-13.

3. Effective Date: Date of signature.

4. Termination Date: This IL remains in effect until it is cancelled.

5. Applicability: This IL applies to all FAS acquisition activities awarding FSS contracts.

6. Reference Regulations.

- [IL 2010-08 Implementation of Contracts Online – Phase II \(a.k.a. Goldstar Initiative\), Compliance with Utilizing the Solicitation Writing System \(SWS\), and Howto Review and Award Proposed Exceptions:](#)

- [IL 2011-08 Submission of Change Request for a Federal Supply Schedule \(FSS\) – The 1649 Process](#);
- [IL 2011-22 Implementation of the Formatted Pricelist for the Federal Supply Schedule Program](#);
- [IL 2011-04 Federal Supply Schedule \(FSS\) Solicitation Refresh Management](#);
- [IL 2010-09 Mandating the Electronic Submission of Offers and Modifications for the Federal Supply Schedules Program](#);
- [IL 2011-03 Substitution For Relevant Project Experience](#).

7. Instructions/Procedures.

A. FSS Solicitation Refresh: The Office of Acquisition Management (QV) will revise the provisions in SWS, as listed below. Incorporate the updated provisions during the next regularly scheduled FSS solicitation refresh window in accordance with [IL 2011-04 Federal Supply Schedule \(FSS\) Solicitation Refresh Management](#), as applicable.

1. Remove all references to FedBizOpps document numbers in provision SCP-FSS-002 *Specific Proposal Submission Instructions* (including all alternates and deviations)
2. Reword paragraph SCP-FSS-002(c)(11)¹ and SCP-FSS-003(h)(2) (including all alternates and deviations) as follows² :

The offeror shall include a detailed narrative containing sufficient information for each of the services/~~products~~ offered to enable the Contracting Officer to determine that offered prices are fair and reasonable. For example, if a price offered to GSA is not equal to or better than the price offered to the firm's designated Most Favored Customer, the narrative must fully explain the offeror's rationale for proposing such a rate that will enable the Contracting Officer to determine the rate ~~as well as demonstrate why the GSA price is still~~ fair and reasonable. Any deviation from an offeror's commercial sales practices must be explained, including the circumstances surrounding and frequency of the deviations.

3. Update provision SCP-FSS-002 *Specific Proposal Submission Instructions* (including all alternates and deviations) to reflect FY2012-13 subcontracting goals.

B. In-House Offers: There are no substantial changes that will require an amendment to solicitations.

¹Note this prescription is listed in paragraph (c)(10) for SPECIFIC PROPOSAL SUBMISSION INSTRUCTIONS (DEC 2010) (ALTERNATE I – DEC 2010) (DEVIATION I – AUG 2011). \

²Changes are reflected using red underlined text for additions to text and ~~strike through~~ for deletions of text.

Author: Nicholas Westl