



GSA Federal Acquisition Service

January 26, 2012

FAS INSTRUCTIONAL LETTER 2012-06

MEMORANDUM FOR ALL FAS ACQUISITION ACTIVITIES

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

SUBJECT: Exercising the Option to Extend the Term of a Federal Supply Schedule (FSS) Contract

1. **Purpose:** The purpose of this Instructional Letter (IL) is to provide revised guidance on how to exercise an option to extend the term of a Federal Supply Schedule (FSS) contract.
2. **Background:** Exercising a unilateral contract option modification is outlined in Federal Acquisition Regulation (FAR) 43.103(b). Clause FSS-163, Option to Extend the Term of the Contract (Evergreen) (APR 2000), is used to exercise a unilateral contract option modification under the FSS program.

Exercising a FSS contract option should be a swift and simple process. However, over time, the process for exercising an option has become increasingly complex, involving the evaluation of at least 50 items with at least 12 separate steps. Additionally, inadequate guidance on the option to extend process has resulted in inconsistency, increased workload, and untimely exercise of contract options across the Multiple Award Schedules (MAS) program.

To address this challenge, the Office of Acquisition Management led a Continuous Process Improvement project called Options Processes Ensuring iNtegrity (OPEN). The OPEN team was a collaborative effort including representatives from Acquisition Management (QV); General Supplies and Services (GSS); Integrated Technology Services (ITS); Transportation, Motor Vehicle and Card Services (TMVCS); the Office of General Counsel (OGC); and the Office of Government-wide Policy (OGP).

The team conducted an in-depth analysis of the varying option processes and requirements. By applying continuous process improvement tools, the team developed the revised process outlined in this IL. This revised process will enable Procurement Contracting Officers (PCOs) to consistently exercise an option at least 60 days prior to contract expiration.

3. **Effective Date:** Date of signature.
4. **Expiration Date:** This IL remains in effect until it is canceled.

5. **Applicability.** This IL applies to all General Services Administration/Federal Acquisition Service (GSA/FAS) activities relating to administering FSS contracts.
6. **Reference Regulations.** This IL references the following policy and regulations:
- FAR 17.2 Options and General Services Acquisition Manual (GSAM) 517.2 Special Contracting Methods/Options;
 - FAR 43.103(b) Types of Contract Modifications Unilateral;
 - FAR Clause 52.217-9, Option to Extend the Term of the Contract;
 - GSAM 552.217-71 Notice Regarding Option(s) (Nov 1992);
 - HFSS-163 Option to Extend the Term of the Contract (Evergreen) (Apr 2000);
 - HFSS-639 Contract Sales Criteria (Mar 2002);
 - HFSS-600 Contract Price Lists (Jul 2004) (Alternate I – Dec 2008); and
 - IL 2010-04, Unilateral Federal Supply Service Contract Modifications.

7. **Instructions/Procedures.**

The OPEN project simplifies the option process through a combination of process improvements and acquisition systems enhancements. This standardized process defines the only information Contractors are required to submit to the PCOs or the Contract Specialist (CSs) to satisfy the requirements for consideration under an Option modification. To exercise an option, the PCO will follow a four stage process:

- Notification,
- Eligibility,
- Readiness, and
- Exercise.

The steps that the PCO and Contractor must follow to complete each stage are outlined below. A more detailed breakdown of each step and examples of the automated emails and wizard letters (where applicable) are included as the attachment "[OPEN Training Materials](#)".



A. NOTIFICATION:

- i. Every two weeks, the 1102s (i.e. PCO, CS and Administrative Contracting Officer (ACO)) associated with the contract will receive an automated report from FSS Online that details the contracts that will have an expiration date within approximately the next 250 days.
- ii. The PCO has 40 days to exclude a contract from continuing with the option process by checking the "exclude" button in FSS Online and noting the reason(s) in the "Exclusion Determination Letter". FSS Online will generate an email to the Contractor with the PCO's determination. The PCO will have one chance to reverse the exclusion

decision in FSS Online up to the contract expiration date.

- iii. If the PCO does not exclude the contract, the Contractor will receive an automated email at 210 days prior to contract expiration. This email provides the Contractor the choice to either decline the opportunity to be evaluated for an option or to proceed with the option eligibility process. If the Contractor wishes to be evaluated, the option letter outlines the only initial requirements needed from the contractor.
- iv. If the contract is on the pre-award audit plan, the PCO shall notify the Office of the Inspector General (OIG) and provide them with a copy of the notification of intent.



B. ELIGIBILITY:

Eligibility is determined by a check of the following seven factors. No other factors are required to be checked at this point in the option process.

- Confirming that the Contractor or authorized negotiator (e.g., consultant) does not appear on the Excluded Parties List System (EPLS),
- Confirming that the Centralized Contractor Registration (CCR) is up to date,
- Confirming that the Online Representations and Certifications Application (ORCA) is up to date,
- Confirming that all mandatory mass modifications are accepted and incorporated,
- Confirming that the Basis of Award (BoA) (i.e. Commercial Sales Practices, price reduction clause discount relationship and the Terms and Conditions) has not changed,
- Confirming that the subcontracting (subK) plan (if applicable and regardless of the type) is current and will be in effect beyond the contract expiration date and,
- Ensuring a completed size redetermination check. NOTE: PCO/CSs are highly encouraged to contact the ACO aligned with their contract for contractual and business information.

NOTE: PCO/CSs are highly encouraged to contact the ACO aligned with their contract for contractual and business information.

Before beginning the eligibility step, the PCO or CS must carry out a manual check of the Excluded Parties List System (EPLS). Also, the PCO and CS will receive an automated Consolidated Eligibility Attachment combining the following

information:

- Centralized Contractor Registration (CCR),
- Online Representations and Certifications Application (ORCA),
- Mandatory mass modification(s) update.
- The 72A Reported Sales Data,
- Contractor Report Card, and
- Contractor Assisted Visit (CAV) Report.

The CCR, ORCA and mass modifications should be checked at this point in the process. The 72A Reported Sales Data, Contractor Report Card and CAV report, while included in this attachment, are addressed in Section C (Readiness Factors) of this IL.

NOTE: Contractors are no longer required to submit the above information manually.

Finally, at 165 days prior to contract expiration, the PCO and CS are also due to receive a completed option letter from the contractor, uploaded into eMod. In their response to the option letter, the Contractor is asked to affirm that there have been no changes to the current, incorporated Commercial Sales Practices (CSPs), the price reduction clause discount relationship or the Terms and Conditions (T&Cs). They are also required to provide a business size redetermination and a sub-contracting plan valid beyond the expiration date of the contract, if applicable. If the Contractor is able to affirm all above disclosures, the PCO may exercise the option without negotiations.

If the contractor is not able to affirm that there have been no changes to CSPs, price reduction clause discount relationship and/or the T&Cs, then the contractor must submit the appropriate updated disclosures and new commercial pricelist. If upon review of the updated disclosures, the Government feels that it is in the best interest to revise the contract to reach fair and reasonable pricing and terms, begin a bilateral modification(s) outside of and prior to the option modification. Further, the PCO may choose to request field analysis from the Office of the Inspector General (OIG) if they have concerns.

If the PCO/CS finds discrepancies with any data provided in either the consolidated attachment or the completed option letter, they should use the Contractor Deficiency Letter to contact the Contractor.

FINANCIAL DETERMINATION: Generally, the PCO/CS should not do a financial determination check at option time. However, if the PCO/CS has information such as:

1. Complaints from customer(s) on payment issues,
2. Information about the contractor having legal issues surrounding

financials,

3. Complaints from subcontractors not receiving timely payment

In this case, a financial determination might be warranted and the discretion to pursue the determination is the PCOs. Otherwise, the determination of financial responsibility established at contract award is sufficient for the life of the contract.

PRE AWARD AUDIT: If the contract being considered for an option is undergoing a pre award audit, the PCO/CS may not be able to fully review the Contractor's disclosures until the audit report is complete. The PCO/CS should facilitate communications between the Contractor and the audit team to help ensure a timely and transparent process.

NOTE: If the PCO/CS has not received a completed option letter from the Contractor at 165 days prior to contract expiration, they should follow up with the Contractor.



C. READINESS:

Once the PCO or CS has determined that the contract is eligible for further consideration in the option process, they must assess each of the readiness determination criteria.

Readiness is determined by the following factors. No other factors are to be checked at this point in the option process.

- Confirming that the contract's sales volumes meet the minimum sales requirement (72A Reported Sales Data),
- Confirming that there are no negative findings on the Contractor Report Card (including sales and IFF timeliness),
- Confirming that there are no negative findings on the CAV Report,
- Confirming acceptable past performance in Past Performance Information Retrieval System (PIRS),
- Confirming that the contract's awarded pricelist is on GSA Advantage!® and that it is up to date, and
- Confirming the Contractor or authorized negotiator does not appear on the EPLS.

At least 90 days before contract expiration, the PCO/CS must begin to check the readiness factors outlined above to determine whether the contract is ready for an option. The PCO and CS will receive an automated email reminding them that they have 90 days until the contract expires.

The PCO/CS should refer to the automated consolidated attachment,

received at 165 days prior to contract expiration, that combines three of the six readiness factors:

- The 72A Reported Sales Data,
- Contractor Report Card, and
- CAV Report.

However, the PCO/CS will still have to manually check:

- PPIRS,
- GSA Advantage!®, and
- Excluded Parties List System (EPLS).

If the PCO/CS finds discrepancies with any data provided in the consolidated attachment, they should use the Contractor Deficiency Letter to contact the Contractor.



EEO: Equal Employment Opportunity (EEO) checks do not need to be conducted in order to exercise an option.

D. EXERCISE:

After carrying out a final check of EPLS, the PCO can exercise the option if it is advantageous to the government. At this point the PCO has:

- Addressed submissions from the Contractor including affirmations and/or new disclosures and
- Reviewed the eligibility and readiness factors.

The PCO can now determine whether exercising the option is in the best interest of the Government considering price and other factors.

After completing the above steps, 60 days prior to contract expiration, the PCO may exercise the option or allow the contract to expire. If the PCO chooses to exercise the option, they will issue a unilateral modification, consistent with IL 2010-04 and complete a Memo to the File. The Contractor will receive an automated email stating that the option has been exercised.

EFFECTIVE DATE: The effective date of the option must be the day after the expiration date of the previous contract period.

If the readiness and eligibility steps are not completed in accordance with the process outlined, the PCO must allow the contract to expire and notify the Contractor in writing of this decision (See OPEN Training Materials Attachment Two). The PCO must ensure that the contract file is thoroughly documented regarding this decision.

In the case of a contract which is due to expire and is undergoing a continued pre-award audit, the PCO shall issue an 120 day temporary extension if it is in the best interest of the government in order that GSA’s customers continue to be able to access the contractor’s products and services.

Author: Gary Haag

ATTACHMENTS

Attachment One: -250 day Exclusion Determination Letter to CO/ACO



GSA Federal Acquisition Service (FAS)

Subject: Reminder: The following contracts will expire in 250 days.

Body Text:

Dear [_Insert CO name_]:

This is a reminder that the following contract(s) will expire in 250 days:

[_insert expiration date_]	[_insert contract number_]	[_insert contractor name_]	[_insert contractor POC first and last name_]	[_insert contractor POC email_]	[_insert contractor POC phone #_]
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If you do not want to proceed with the option process for any of these contracts, please click the exclude button which you will find in FSSOnline. This will trigger an email to the Contractor outlining your reason(s) for not pursuing the option. It will also disable all following automated Contractor emails related to the option on this contract.

If you do not exclude a contract, at 210 days prior to contract expiration, the Contractor will receive an automated email outlining the steps they need to complete in order proceed with an option.

According to FAS timeliness goals, as laid out by the FAS Commissioner, COs must determine contract eligibility for the option and notify the Contractor of their decision no later than 60 days prior to contract expiration.

For guidance on determining eligibility and readiness to exercise the option on this contract, refer to the attached “Contract Readiness for Option” checklist, and the FAS Instructional Letter “Exercising the Option to Extend the Term of a Federal Supply Schedule (FSS) Contract” available on the FAS Electronic Centralized Acquisition Tool (eCAT).

Thank you.

- FSSOnline

Contract Readiness for Option Checklist

Criteria	Yes	No	Action required and Due Date	Ready for Option (Yes or No)
Is the Contractor on the Excluded Parties List System (EPLS)? (Initial review)				
Is the Centralized Contractor Registration (CCR) up to date?				
Is the Online Representations and Certifications Application (ORCA) up to date?				
Are all mandatory mass modifications accepted and incorporated?				
Has the Basis of Award changed?				
Has the size determination been updated in FSSOnline?				
Are the sales above the threshold in IFSS-639, Contract Sales Criteria?				
Is the Contractor's awarded pricelist on GSA Advantage® and up to date?				
Does the Contractor have any negative reports in the Past Performance Information Retrieval System (PPIRS)?				

Criteria	Yes	No	Action required and Due Date	Ready for Option (Yes or No)
Does the Contractor have any negative findings in the latest version of the Contractor Report Card (including sales and IFF timeliness)?				

Does the Contractor have any negative findings in the latest version of the CAV report?				
Is the Contractor listed in the Excluded Parties List System (EPLS)? (Final review)				

Attachment Two: Exclusion Determination Letter to Contractor



GSA Federal Acquisition Service (FAS)

[- Insert name of acquisition center associated with this contract -]

[- Insert city and state of acquisition center -]

Dear [- Insert name of Contract Administrator associated with this contract -]:

As you are aware, your Federal Supply Schedule contract [- Insert **contract number** -] is due to expire on [- Insert **contract expiration date** -].

Your contract will not be granted an option to extend for the following reason(s).

[INSERT TEXT BOX]

Sincerely,

[- insert name of Contracting Officer associated with this contract -]

You have been sent this email because you are the contract administrator of record for contract number [- insert contract number -]. Please do not reply to this email as it is sent from an unattended mailbox and will not be read. If you have any questions, please contact the Contracting Officer, [- insert name of Contracting Officer associated with this contract -], [- insert Contracting Officer email address -], directly, at [- insert Contracting Officer phone number -].

Attachment Three: - 210 day Option Letter to Contractor



GSA Federal Acquisition Service (FAS)

[- Insert name of acquisition center associated with this contract -]

[- Insert city and state of acquisition center -]

Dear [- Insert name of Contract Administrator associated with this contract -]:

As you are aware, your Federal Supply Schedule (FSS) contract [- Insert **contract number** -] is due to expire on [- Insert **contract expiration date** -].

GSA is considering executing clause I-FSS-163 Option to Extend the Term of the Contract (Evergreen). Before this option may be exercised, the Contracting Officer must make an evaluation based on the requirements of the

clause.

No changes will be allowed with this modification other than those required for the option. Additions, Deletions, Price Reductions, Economic Price Adjustments, Novations or other changes, must be made under a separate modification.

The Government reserves the right to evaluate whether the exercise of an option to extend the term of the contract, in whole or in part is in the best interest of the Government. If necessary, the Government may choose to enter into discussions and negotiations to address pricing and or terms prior to the exercise of the option.

If You Do NOT Want Your Current Contract Considered for the Option to Extend

If you do NOT want GSA to consider exercising the option to extend the term of the contract:

- **Deadline**

Your submission should be received no later than close of business on [- insert date that is 165 days prior to contract expiration date -].

- **How to Submit**

See section below "How to Submit Documentation".

- **What to Submit**

Submit a letter on corporate letterhead, signed by a corporate officer, indicating your desire for GSA not to consider exercising an option to extend the term of this contract.

If You DO Want Your Current Contract Considered for the Option to Extend

If you do want your current contract considered for the option to extend, you must:

- **Deadline**

Your submission should be received no later than close of business on [- insert date that is 165 days prior to contract expiration date -].

- **How to Submit**

See section below "How to Submit Documentation".

- **What to Submit**

1. A letter on corporate letterhead, signed by a corporate officer, including the following disclosures.

- State your intention to have your current contract considered for the option to extend.
- Disclose Commercial Sales Practices (CSPs)
 - o **Either** affirm that there have been no changes to the most currently incorporated CSPs, and affirm that they are current, accurate, and complete
 - o **Or** submit revised CSPs. For purposes of the Price Reduction Clause 552.238-75 (Alternate I), identify the Basis of Award Customer(s) as agreed to under contract number [- Insert Contract Number -].
- Disclose Price Reduction Clause:
 - o **Either** affirm that the Price Reduction Clause discount relationship(s) most recently negotiated for this contract has not changed, and affirm that your commercial sales practices and discounts upon which the contract award was predicated are current, accurate, and complete
 - o **Or** submit a proposed change in your commercial pricing or discount arrangements utilizing an updated CSP-1 form.
- Disclose Terms and Conditions:

- o **Either** affirm that the Terms and Conditions of the contract have not changed, and affirm that they are current, accurate and complete
 - o **Or** submit revised Terms and Conditions.
- Business Size Redetermination
 - o In accordance with the current NAICS (North American Industrial Classification System) code awarded under the current contract, submit your current business size (FAR 19.301-2).
 - Required Actions that do not require submission
 - o You are not required to submit Centralized Contractor Registration (CCR) or Online Representations and Certifications Application (ORCA) documentation, however, you must go to (www.ccr.gov) and (www.orca.bpn.gov) to ensure that your registrations are accurate and current through the expiration date of your FSS contract
 - o Ensure that your upload to GSA Advantage!® is current
 - o Ensure that you have reviewed and accepted all mandatory mass modifications
 - o Ensure that your business size on CCR matches your current status
 - Small Business Subcontracting Plan (SubK Plan)
 - o If applicable, a proposed Small Business Subcontracting Plan (FAR 52.219-9) must be submitted. If you do not have an approved subcontracting plan, you must submit a plan to the Contracting Officer for evaluation and approval prior to the option being exercised.
 - Commercial Pricelist
 - o If you have submitted updated Commercial Sales Practices, please submit a copy of your current Basis of Award Pricelist.

How to Submit Documentation Via eMod

If you need help using eMod please refer to documents located at <http://eoffer.gsa.gov/eofferdocs/GuideLinks.html>

Again, all data must be received no later than [- insert date that is 165 days prior to contract expiration date -]. Failure to provide a current, accurate, and complete response by this deadline may result in a decision not to extend the period of this contract.

Sincerely,

[- insert name of Contracting Officer associated with this contract -]

You have been sent this email because you are the contract administrator of record for contract number [- insert contract number -]. Please do not reply to this email as it is sent from an unattended mailbox and will not be read. If you have any questions, please contact the Contracting Officer, [- insert name of Contracting Officer associated with this contract -], [- insert Contracting Officer email address -], directly, at [- insert Contracting Officer phone number -]

Attachment Four: - 200 Day Contractor Bounce Back Follow up Letter to CO/ACO



GSA Federal Acquisition Service (FAS)

Subject: ACTION REQUIRED: Please follow up to identify a valid POC for Contract No. [_insert contract number_]

Body Text:

Dear [_Insert CO name_]:

As you are aware, [- Insert **contract number** -] is due to expire on [- Insert **contract expiration date** -].

FSSOnline has attempted to communicate with the Contractor about the option to extend this contract. However, the email addresses listed below are invalid:

[_insert contractor name_]	[_insert contractor POC first and last name_]	[_insert contractor POC email_]	[_insert contractor POC phone #_]
[_insert contractor name_]	[_insert contractor POC first and last name_]	[_insert contractor POC email_]	[_insert contractor POC phone #_]
[_insert contractor name_]	[_insert contractor POC first and last name_]	[_insert contractor POC email_]	[_insert contractor POC phone #_]

Action Required by CO:

- Contact the Contractor and identify a valid point of contact for this contract
- Ensure Contractor submits modification to update administrative information (point of contact)

Note: If the Contractor does not have access to eMod or if they are not an authorized negotiator, the CO should have the Contractor submit proof of authorization through email and the CO should create an authorized negotiator mod request through the central intake desk (CID Desk).

Updating this information will trigger FSSOnline to send the option letter to the new point of contact.

This does not change your requirement to determine contract eligibility to exercise an option no later than ([_insert date that is 60 days prior to contract expiration _]).

This is your only notice about this action.

Thank you.

- FSSOnline

Attachment Five: Contractor Deficiency Letter



GSA Federal Acquisition Service (FAS)

[- Insert name of acquisition center associated with this contract -]

[- Insert city and state of acquisition center -]

Dear [- Insert name of Contract Administrator associated with this contract -]:

As you are aware, your Federal Supply Schedule (FSS) contract [- Insert **contract number** -] is due to expire on [- Insert **contract expiration date** -].

GSA is considering executing clause I-FSS-163 Option to Extend the Term of the Contract (Evergreen) on the above referenced contract. Before this option may be exercised, a Contracting Officer must make an evaluation based on the requirements of the clause.

Your contract has been determined ineligible for an option in its current state for the following reason(s).

[INSERT TEXT BOX]

If you would like to further pursue this option, please address each of the above issue(s) and respond to the Contracting Officer no later than 10 days from the date of this letter. If you are unable to meet this deadline, please contact your Contracting Officer immediately. If these issues are not resolved, your contract will expire on [- Insert **contract expiration date** -].

Sincerely,

[- insert name of Contracting Officer associated with this contract -]

You have been sent this email because you are the contract administrator of record for contract number [- insert contract number -]. Please do not reply to this email as it is sent from an unattended mailbox and will not be read. If you have any questions, please contact the Contracting Officer, [- insert name of Contracting Officer associated with this contract -] [- insert Contracting Officer email address-], directly, at [- insert Contracting Officer phone number-].

Attachment Six: -165 Day Email to CO With Consolidated Eligibility and Readiness Report



GSA Federal Acquisition Service (FAS)

Subject: Eligibility and Readiness Reports For Contracts Expiring In 165 Days.

Body Text:

Dear [Insert CO name]:

This email and its attachments provide important reports, explained below, to allow you to determine contract eligibility and readiness to exercise the option.

According to FAS timeliness goals as laid out by the FAS Commissioner, COs should determine contract eligibility to exercise an option no later than 60 days prior to contract expiration.

Below is a list of contract(s) that will expire in approximately 165 days:

Expiration Date	Contract number	Contractor Name	Contractor POC	Contractor POC Email	Contractor POC Phone No.	ACO email address	ACO Phone number
[insert expiration date_]	[insert contract number_]	[insert contractor name_]	[insert contractor POC first and last name_]	[insert contractor POC email_]	[insert contractor POC phone #_]	[insert ACO email_]	[insert ACO telephone number_]

Consolidated Eligibility Reports

Attached are the automated Consolidated **Eligibility** Reports combining three of seven eligibility factors:

- Centralized Contractor Registration (CCR)
- Online Representations and Certifications Application (ORCA)
- Mandatory mass modifications update

As CO, you will still have to manually check:

- The Excluded Parties List System (EPLS)
- Basis of Award (BoA)
- The subcontracting (subK) plan (if applicable) Business size redetermination

Additionally you are highly encouraged to contact the ACO associated with this contract for contractual and business information.

Consolidated Readiness Reports

Also attached are the automated Consolidated **Readiness** Reports combining three of the six exclusive readiness factors:

- The 72A
- Contractor Report Card (including sales and IFF timeliness)
- CAV Report

As CO, you will still have to manually check:

- PPIRS
- GSA Advantage!®
- Excluded Parties List System (EPLS)

For detailed guidance on determining eligibility and readiness to exercise the option on this contract, refer to the FAS Instructional Letter “Exercising the Option to Extend the Term of a Federal Supply Schedule (FSS) Contract” available on the FAS Electronic Centralized Acquisition Tool (eCAT) at <https://apps.fss.gsa.gov/newclausemanual/manual/>.

Thank you.

- FSSOnline

Attachment Seven: CO 90 Day Reminder Email



Subject: Final Reminder: Contracts expiring in 90 days.

Body Text:

GSA Federal Acquisition Service (FAS)

[- Insert name of acquisition center associated with this contract -]

[- Insert city and state of acquisition center -]

Dear [- Insert name of **CO** associated with this contract -]:

This is a FINAL REMINDER that the following contract(s) are expiring within 90 days.

Expiration Date	Contract number	Contractor Name	Contractor POC	Contractor POC Email	Contractor POC Phone No.	ACO email address	ACO Phone number
[insert expiration date_]	[insert contract number_]	[insert contractor name_]	[insert contractor POC first and last name_]	[insert contractor POC email_]	[insert contractor POC phone #_]	[insert ACO email_]	[insert ACO telephone number_]

You should determine contract eligibility to exercise an option no later than ([insert date that is 60 days prior to contract expiration _]).

Thank you.

- FSSOnline

Attachment Eight: CO Option Memo to File



Subject: Contract Number: [Insert Contract Number] **Option Exercised**

Contractor: [Insert Contractor Name]

Contract Number: [Insert Contract Number]

[text box]

Prepared By:

Name: _____ Date _____

Title: _____

Acquisition Center: _____

Approved By:

Name: _____ Date _____

Title: _____

Acquisition Center: _____

Attachment Nine: Contractor Option Award Letter



Subject: Exercising the Option for Contract Number [enter contract number].

Body Text:

GSA Federal Acquisition Service (FAS)

[- Insert name of acquisition center associated with this contract -]

[- Insert city and state of acquisition center -]

Dear [- Insert name of **Contract Administrator** associated with this contract -]:

Congratulations on receiving your Federal Acquisition Schedule Contract, Option Extension. Your new contract period is [enter new contract period].

We look forward to continue developing a business partnership and a mutually satisfying relationship with you. Excellence in acquisition is a priority for GSA, and we provide a variety of training and marketing opportunities to ensure the proper use of GSA Schedule contracts. We strongly encourage you to review and consider the following when doing business with your Government customers:

Web 2.0 – Take advantage of GSA's Multiple Award Schedules (MAS) Program Portal at www.gsa.gov/schedules. The portal uses Web 2.0 technologies to consolidate online resources and provide enhanced education for the vendor community. Take advantage of the **free video and audio training, podcasts, searchable MAS Desk Reference Guide**, and access to the **MAS Blog** and **discussion forums** in Interact, FAS' social media platform and online community.

- The MAS portal also incorporates other enhanced tools and resources, including a newly redesigned **Vendor Support Center**, which provides entry for you to access resources to help you work with FAS. From there, link to **GSA Advantage!**®, **FedBizOpps**, **eBuy**, **GSA eLibrary**, and **eOffer/eMod**.
- As a GSA Schedule Contractor, your firm will be listed in **Schedules e-Library** (www.gsa.gov/elibrary), our online source for the latest contract award information.
- Take advantage of the **Center for Acquisition Excellence** at www.gsa.gov/cae, a free **elearning site** available 24/7 to provide you with **online training and resources** regarding GSA acquisition vehicles, policies, and guidance.

Finally, if you have any questions or require additional information regarding your contract award, do not hesitate to contact me by email at [Insert Contracting Officer email address] or by phone at [Insert Contracting Officer telephone number].

Sincerely,

[Enter first and last name of CO Associated with this contract]

Contracting Officer