

Attachment One: Exclusion Determination Email to Contractor

If the Contracting Officer decides they will not consider a contract for an option, the Contractor will receive the email below. If the Contracting Officer is considering the contract for an option, the Contractor will receive the second email below.



GSA Federal Acquisition Service (FAS)

[- The system will insert the name of the acquisition center associated with this contract -]

[- The system will insert city and state of the acquisition center -]

Dear [- The system will insert name of **Contract Administrator** associated with this contract -]:

As you are aware, your Federal Supply Schedule contract [- The system will insert the **contract number** -] is due to expire on [- The system will insert the **contract expiration date** -].

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

[THE SYSTEM WILL INSERT A TEXT BOX FOR THE CO TO DOCUMENT THEIR REASON(S) FOR NOT CONSIDERING THE CONTRACT FOR AN OPTION]

Sincerely,

[- The system will insert the name of the Contracting Officer associated with this contract -]

You have been sent this email because you are the contract administrator of record for contract number [- The system will insert the 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, [- The system will insert the name of the Contracting Officer associated with this contract -], [- The system will insert the Contracting Officer's email address-]. directly, at [-The system will insert the Contracting Officer's phone number-].

Attachment Two: -210 day Option Email to Contractor

If the Contracting Officer is considering the contract for an option, the Contractor will receive this email.



GSA Federal Acquisition Service (FAS)

[- The system will insert the name of the acquisition center associated with this contract -]

[- The system will insert city and state of the acquisition center -]

Dear [- The system will insert name of **Contract Administrator** associated with this contract -]:

As you are aware, your Federal Supply Schedule contract [- The system will insert the **contract number** -] is due to expire on [- The system will insert the **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 [- The system will insert a 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 [- The system will insert a 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):
 - **Either** affirm that there have been no changes to the most currently incorporated CSPs, and affirm that they are current, accurate, and complete
 - **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 [- The system will insert the Contract Number -].
 - Disclose Price Reduction Clause:
 - **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
 - **Or** submit a proposed change in your commercial pricing or discount arrangements utilizing an updated CSP-1 form.
 - Disclose Terms and Conditions:
 - **Either** affirm that the Terms and Conditions of the contract have not changed, and affirm that they are current, accurate and complete
 - **Or** submit revised Terms and Conditions.
 - Business Size Redetermination
 - 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
 - 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
 - Ensure that your upload to GSA Advantage!® is current
 - Ensure that you have reviewed and accepted all mandatory mass modifications
 - Ensure that your business size on CCR matches your current status
2. Small Business Subcontracting Plan (SubK Plan)
 - 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.
3. Commercial Pricelist
 - 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/eoffer_docs/Guide_Links.html

Again, all data must be received no later than [- The system will insert a 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,

[- The system will insert the name of the Contracting Officer associated with this contract -]

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