

Phase 3 Consolidation Guide for Industry January 2024

SUMMARY: This guide is intended to provide Industry with an overview of the Phase 3 consolidation process of combining multiple MAS contracts into a single contract per Unique Entity Identifier (UEI).

Each section of this guide gives an overview of the following scenarios:

- 1.) A MAS Contractor working to consolidate contracts, does not have any active submitted quote(s)/established BPAs on non-surviving contract(s) and will submit a cancellation modification for non-surviving contract(s).
- 2.) A MAS Contractor working to consolidate contracts with active submitted quote(s)/established BPAs on non-surviving contract(s) and will hold continuous contract(s) for a period of time prior to issuing a cancellation modification for non-surviving contract(s).
- 3.) A MAS Contractor working to consolidate contracts, determines that a new offer is necessary and has one of the following scenarios:
 - a.) Contractor does not have any active submitted quote(s)/established BPAs on non-surviving contract(s) and will submit a cancellation modification for non-surviving contract(s) after streamlined offer is awarded.
 - b.) Contractor has active submitted quote(s)/established BPAs on non-surviving contract(s) and will hold continuous contract(s) for a period of time prior to issuing a cancellation modification for non-surviving contract(s).

Note: MAS vendors with multiple existing contracts should submit a new offer only when it has been determined necessary through consultation with their PCO.

Scenario 1: Phase 3 Contract Consolidation (One contract per unique entity identifier (DUNS)). (Add SINS to a surviving contract using "Add SIN" Mod Requests):

- a. Provide a completed [Phase 3 Contractor Checklist and Plan](#) to your assigned CS/CO no determine Surviving versus Non-Surviving contracts. The checklist is a required component for the consolidation process and no Add SINS modification will be completed until the contractor has completed this checklist and plan and it has been approved by your CO.

b. After the plan has been approved by your CS/CO, issue an Add SIN modification in accordance with the 'Add SIN' [MAS Modification Guidance](#). Please note that the Cover Letter must include the following statement: *'I am submitting a MAS Consolidation Phase 3 streamlined Add SIN modification request to consolidate Non-Surviving MAS Contracts into a single Surviving MAS contract.'*

c. After the Add SIN modification is approved, a 'Cancel Contract' modification will be issued, by either the CS/CO or contractor, to cancel the Non-Surviving contract. Please note that contract cancellation will be effective 30 days after the modification is approved.

Scenario 2: Phase 3 Contracts resulting in Continuous Contracts (Add SINS to a surviving contract using "Add SIN" Mod Requests):

In this scenario one or more conditions must exist due to:

- Active BPAS under Non-Surviving contract
- Active submitted quote(s) awaiting award decision

a. Provide your assigned CS/CO a completed [Phase 3 Contractor Checklist and Plan](#) to determine Surviving versus Non-Surviving contracts AND the [Request to Hold Continuous Contract Form](#) to hold dual contracts. The documents are a required component for the consolidation process and no Add SINS modification will be completed until the contractor has provided both.

Bilateral Close Contract for New Awards Modification

b. Issue a bilateral Close Contract for New Awards to the existing (Non-Surviving) MAS contract(s) **prior to or concurrent with** the award of modification to add SINS to the Surviving MAS contract. The contractor should provide with the modification the following:

1. Cover Letter briefly describing your request:

Example: **Contractor** is requesting to hold continuous contracts and has provided a list of all active submitted quotes/established BPAs under its existing or Non-Surviving contract with the attached "Request to Hold Continuous Contracts" document. **Contractor** agrees to direct all new quote(s)/BPAs to their surviving contract, XXXXXX. The Non-Surviving contract will be canceled on **XX/XX/XXXX**.

Contractor understands the prohibition against using the Non-Surviving contract to compete for new business opportunities.

I certify to the best of my knowledge that the information I provided is current, complete and accurate. All other terms and conditions remain the same.

**** Ensure the requested cancellation date, for new awards, in eMod, is NOT the future cancellation date of the entire contract. **** (e.g. If the modification is submitted 1/25/2024, choose a date within that week, 1/26/2024).

2. Completed [Request to Hold Continuous Contract Form](#)

3. Updated GSA Schedule price list (**Text File**) displayed on GSA Advantage!® after the completion of the modification **must include the following statement in the catalog for Non-Surviving Contract Number:**

[Non-Surviving Contract number] is listed here for reference purposes only and is replaced by [Follow on/Surviving Contract number].

[Non-Surviving Contract number] is only to be used for active submitted quote(s)/established BPAs awarded prior to, or pending an award decision as of [follow on contract award/Surviving MAS mod date]. All new quote(s)/BPAs MUST be awarded against the contractor's Surviving MAS contract [Follow on/Surviving Contract number].

Note: Contractor's MAS pricelist on GSA Advantage must be updated within 30 calendar days.

4. Completed [Phase 3 Contractor Checklist and Plan](#) (if applicable)

Proceed with Add SIN Modification

Add SIN Modification

d. Issue an Add SIN modification in accordance with the 'Add SIN' [MAS Modification Guidance](#). Please note that the Cover Letter must include the following statement: 'I am submitting a MAS Consolidation Phase 3 streamlined Add SIN modification request to consolidate Non-Surviving MAS Contracts into a single Surviving MAS contract.'

e. Contractor's MAS pricelist on GSA Advantage must be updated within 30 calendar days to include the following statement in the catalog for 'Non-Surviving Contract Number':

[Non-Surviving Contract number] is listed here for reference purposes only and is replaced by [Follow on/Surviving Contract number]. [Non-Surviving Contract number] is only to be used for active submitted quote(s)/established BPAs awarded prior to, or pending an award decision as of [follow on contract award/Surviving MAS mod date]. All new quote(s)/BPAs MUST be awarded against the contractor's Surviving MAS contract [Follow on/Surviving Contract number].

f. A 'Cancel Contract' modification will be issued, by either the CS/CO or contractor, based on the cancellation date referenced in the bilateral terms and conditions modification after all BPAs have expired. Please note that contract cancellation will be effective 30 days after the modification is approved.

Scenario 3: Phase 3 Contracts resulting in Continuous Contracts (Submit a New Offer):

NOTE: The following applies to new offers under Continuous Contracts:

- Limited to SINs already held by the contractor on an existing or Non-Surviving MAS contract.
- Contractors wishing to add new SINs that they do not already hold must submit a separate modification request after the offer award.

Scenario 3a. *In this scenario, the contractor is choosing to submit a new offer under the Streamline Process and does not have any active submitted quote(s)/established BPAs on the non-surviving contract(s) and will submit a cancellation modification for non-surviving contract(s) after a streamlined offer is awarded.*

Scenario 3b. *In this scenario the contractor is choosing to submit a new offer under the Streamline Process and one or more of these conditions exist:*

- Active BPAs under Non-Surviving contract
- Active submitted quote(s) awaiting award decision

a. Provide your assigned CS/CO a completed [Phase 3 Contractor Checklist and Plan](#) to determine Surviving versus Non-Surviving contracts AND the [Request to Hold Continuous Contract Form](#) to hold dual contracts. The documents are a required component for the consolidation process. Therefore, the Streamlined Offer and Add SIN modification should not be submitted until both documents are received and approved.

b. Submit a new offer in accordance with all requirements for continuous contracts (see provision SCP-FSS-001) and upload the completed [Request to Hold Continuous Contract Form](#).

Bilateral Close Contract for New Awards Modification

c. Issue a bilateral Close Contract for New Awards to the existing (Non-Surviving) MAS contract(s) **prior to or concurrent with** the award of modification to add SINs to the Surviving MAS contract The contractor should provide with the modification the following:

1. Cover Letter briefly describing your request:

Example: **Contractor** is requesting to hold continuous contracts and has provided a list of all active submitted quotes/established BPAs under its existing or

Non-Surviving contract with the attached “Request to Hold Continuous Contracts” document. Contractor agrees to direct all new quote(s)/BPAs to their surviving contract, XXXXXX. The Non-Surviving contract will be canceled on XX/XX/XXXX.

Contractor understands the prohibition against using the Non-Surviving contract to compete for new business opportunities.

I certify to the best of my knowledge that the information I provided is current, complete and accurate. All other terms and conditions remain the same.

***** Ensure the requested cancellation date, for new awards, in eMod, is NOT the future cancellation date of the entire contract. *** (e.g. If the modification is submitted 1/25/2024, choose a date within that week, 1/26/2024).**

2. Completed [Request to Hold Continuous Contract Form](#)

3. Updated GSA Schedule price list (**Text File**) displayed on GSA Advantage!® after the completion of the modification **must include the following statement in the catalog for Non-Surviving Contract Number:**

[Non-Surviving Contract number] is listed here for reference purposes only and is replaced by [Follow on/Surviving Contract number].
[Non-Surviving Contract number] is only to be used for active submitted quote(s)/established BPAs awarded prior to, or pending an award decision as of [follow on contract award/Surviving MAS mod date]. All new quote(s)/BPAs MUST be awarded against the contractor’s Surviving MAS contract [Follow on/Surviving Contract number].

Note: Contractor’s MAS pricelist on GSA Advantage must be updated within 30 calendar days.

4. Completed [Phase 3 Contractor Checklist and Plan](#) (if applicable)

d. A ‘Cancel Contract’ modification will be issued, by either the CS/CO or contractor, based on the cancellation date referenced in the bilateral terms and conditions modification after all BPAs have expired. Please note that contract cancellation will be effective 30 days after the modification is approved.

Note: When a Non-Surviving contract will expire within 30 calendar days of the award of a new contract or Add SIN contract modification to the surviving contract, issuing a modification to cancel the Non-Surviving contract is not required.