

- (vi) Substitution for Relevant Project Experience: If project experience does not exist, the offeror may substitute relevant projects of predecessor companies or key personnel that will be performing major aspects of the work. If the offeror chooses to make such a substitution, the narratives must clearly identify the entity or personnel that performed the services, and include all elements of (b)(2)(v) of this provision.

The full text of provision SCP-FSS-002 is included in the Multiple Award Schedule solicitations which can be accessed under "References" on page 2, once there, click on solicitation".

5. Provide a pricing structure consistent with your commercial practices and provide supporting documentation for each proposed SIN and applicable labor categories, products, courses, or fixed price services. Supporting pricing documentation must be clear and demonstrate a relevant relationship between the supporting document and the pricing proposed. Each supporting document must be labeled with the name of the corresponding proposed labor categories, products, courses, or fixed price services. Examples of supporting evidence may include invoices, contracts, quote sheets, etc.

### **Requirements for Novations or Change of Name Agreements**

#### **Section II: Novation/Change of Name Modification Checklist**

#	Documents Required to be Submitted	Included in Package
1	Legal Signed Documents ( <b>Originals</b> )	
2	Subcontracting Plan (if applicable)	

**Note: Legal Documents must be sent in hard copy for Novations and Change of Name Agreements, rather than electronically.**

**Note: Do not create the electronic modification request until the hard copy documents have been mailed to your CO. Once the CO has confirmed receipt of the hard copy documents you will submit the Novation eMod request.**

**IMPORTANT:** Once the CO/CS has confirmed receipt and the firm submits the Novation eMod Request the firm must check not only the box for a "Novation" mod type, but also a change of "DUNS number" mod type. If the DUNS number is not changed in this step of the process, it can cause a system error that will delay the novation.

1. If you are requesting that GSA recognize a novation or change of name agreement that has already been **processed by another federal agency/organization**, a signed copy of the modification must be provided and **must** include your GSA contract as one of the affected contracts impacted by the Novation

or Change of Name. The signed modification must also include the incorporated Novation or Change of Name Agreement and Exhibit A identifying the GSA contract.

2. Prior to submitting a modification, please review Federal Acquisition Regulation (FAR) [42.1202](#) (a) and (b) to determine whether you should submit a novation or change of name agreement to GSA for the subject contract. You may access this information at the following link: [Novation and Change-of-Name Agreements](#).
3. If you determine GSA is the responsible agency for the initial processing of your Novation/ Change of Name Agreement modification, submit ALL documents required by regulation (FAR 42.1204(e) and (f) for novation or FAR 42.1205 for change of name agreement)
  - a. Confirm the name of your GSA Contract Specialist (see the eLibrary instructions in the first paragraph of the modification instructions).
  - b. Mail the original documents to your assigned Contract Specialist at the address specified by your Contract Specialist.

Ensure you include **three copies of the original signed novation-related documents**, a list of all government contracts (including BPAs and task orders placed under all contracts) affected by the change, and the Contracting Officer/Administrative Contracting Officer name, address, telephone number, and e-mail for each affected government contract. Include the additional information as described in the next section.

NOTE: For novations, the “transferor” is the company that holds the government contract that needs to be modified. Example: ABC Company has been bought by XYZ Company. In this example, the “transferor” is ABC Company and the “transferee” is the XYZ Company.

GSA is required by federal regulation to determine if the transferee is a responsible party to receive a federal contract. Therefore, please include either in your modification request cover letter or as an attachment to the cover letter the following information about the transferee:

- a) State that the transferee has ensured that the registrations in SAM are current, accurate, and reflect the NAICS code(s) for the contract being transferred. SAM registration is at [www.sam.gov](http://www.sam.gov). Confirm that the transferee and all the officers of the transferee’s company are not currently debarred or suspended from receiving federal contracts.
- b) Identify whether the transferee has any existing GSA Schedule contracts, and if so, the contract numbers of those contracts, along with the name, title, telephone number, email address, and mailing address of the applicable Contracting Officer.
- c) State whether or not the DUNS is changing and provide the new DUNS if it is changing, **if it is changing you must add this request into your submitted modification request.**
- d) Provide the following information:
  - I. Name of new point of contact for Contract Administration and all Authorized Negotiators. For each individual include the following:
  - II. Title
  - III. Phone # and extension
  - IV. Fax #
  - V. Address- if different from contract address (address in SAM) ensure this is noted.
  - VI. Email address

VII. Identify which Authorized Negotiators can sign and commit the company

- e) Provide the transferee's company website address.
- f) In accordance with clause 52.219-28, Post Award Small Business Program Re-representation, paragraph (b) (1), you must re-represent your business size in SAM. Once this re-representation is done, you must submit a "Representation of Size" modification via the eMod system in order for GSA to recognize your new business size.
- g) If the transferor was awarded as a small business and the transferee is other than a small business for the NAICS code(s) established in the contract, then the transferee must complete and submit a subcontracting plan from the current solicitation with the modification request. You can submit the request to add a subcontracting plan via the eMod system.

### SECTION III - Special SIN Requirements

#### Environmental Services

**ADDITIONAL TERMS AND CONDITIONS REQUIRED FOR SIN C899-5 and 899-5, Materials and Waste Recycling and Disposal Services.** In an effort to support safe and protective recycling and disposal efforts and encourage improvements in best management practices the offeror is required to submit the following:

- a.) Provide a summary of documentation process used through final disposition of all materials obtained and/or generated. (Required if offering recycling and/or disposal services).
- b.) Provide a summary of methods used for tracking material to final destination. (Required if offering recycling and/or disposal services.)
- c.) Acknowledge understanding and/or compliance with environmental laws and regulations and guidelines pertaining to recycling and/or disposal.
- d.) Provide a summary of firm's data security process (e.g., process used for destruction of hard drives). (Required if offering recycling services.)
- e.) Provide a summary of warehousing process. (Required if offering recycling services.)
- f.) Provide process flow identifying ownership of all parts involved in electronic recycling (e.g., transfer of CERCLA liability). (Required if offering recycling services.)
- g.) In the event subcontractors are used for recycling and/or disposal services, the Offeror must identify who the subcontractors are OR certify that the Offeror understands that subcontractors may be required to be identified in any resultant task order issued by an ordering agency. This is