COMSATCOM Modification Checklist for the Addition of SIN 517410

**Introduction:** This checklist is a guide to assist offerors in submitting complete and accurate modification requests as required by the solicitation. Solicitation provisions and clauses referenced can be found in Solicitation Number 47QSMD20R0001 at [sam.gov](https://sam.gov/opp/3b458e60202747d7ac6abd33f7252f2c/view) website[.](http://www.fbo.gov/) The following information is required for contractors submitting a modification to add COMSATCOM products/services Special Item Number (SINs) 517410.

*Note: Please read carefully to determine if the items listed are applicable before submitting your modification request for evaluation.*

**Submission Instructions:** *The following information is required when requesting the modification to add SIN 517410 to an existing MAS contract:*

# Cover Letter (and other documents, if applicable)

* Cover letter from the company formally requesting the modification stating the MAS contract number, signed by either a corporate officer or contract administrator who is authorized to obligate the company.
* TAA Compliant Statement
* Letter of Supply (Only applicable if offeror is other than the manufacturer/supplier and adding a new manufacturer - See I-FSS-644 Dealers and Suppliers)
* Commercial Supplier Agreement (CSA) or End User License Agreements (EULAs) or Terms of Service (TOS) Agreements (only if applicable)

# Technical Proposal *(See SCP-FSS-001* - Section II - Technical Proposal and Information Technology Category Attachment to the solicitation):

* Descriptive Literature, as it applies to SIN 517410. Product Literature/Technical Specifications can be in the form of brochures (product literature), design documents, technical specifications, etc. If enabling equipment is required, provide the equipment’s technical description.
* Quality Control, as it applies to SIN 517410.
* Project Experience, as it applies to SIN 517410. (Note: SIN 517410 has additional requirements as stated in the Information Technology Category attachment to the solicitation).
* Complete the Information Assurance (IA) Checklist found on the [GSA COMSATCOM website](https://www.gsa.gov/technology/technology-purchasing-programs/telecommunications-and-network-services/satellite-communications/comsatcom?_gl=1*10wneae*_ga*MTczNzc1MTQ2Mi4xNjYzODY4MTU3*_ga_HBYXWFP794*MTY4MDc5ODE5MC40NS4xLjE2ODA4MDI1NDguMC4wLjA.) in its entirety. The Government will evaluate the Information Assurance Checklist submitted as part of the Offeror’s proposal to determine whether the Offeror understands the minimum security controls, and has processes, personnel, and infrastructure that currently complies or demonstrates a reasonable approach to becoming compliant with all the minimum security controls for at least a low-impact information system.

*Note: The information assurance checklist must be submitted as a Microsoft Word file.*

* DD254 Application. This item is only required for companies planning to do work that is of a classified nature under SIN 517410, such as certain Department of Defense (DoD) work. (Please note that only blocks 6a, 6b, 6c, 8a, 8b, and 8c of the DD254 need to be completed and submitted with the proposed modification request.) A template, instructions and FCSA Addendum can be found on the [GSA COMSATCOM website](https://www.gsa.gov/technology/technology-purchasing-programs/telecommunications-and-network-services/satellite-communications/comsatcom?_gl=1*10wneae*_ga*MTczNzc1MTQ2Mi4xNjYzODY4MTU3*_ga_HBYXWFP794*MTY4MDc5ODE5MC40NS4xLjE2ODA4MDI1NDguMC4wLjA.).

# Price Proposal

* The Company’s Commercially Available Price List.
* Terms and Conditions *(See* [*MAS Scope and Templates*](https://www.gsa.gov/buy-through-us/purchasing-programs/gsa-multiple-award-schedule/mas-roadmap/mas-roadmap-gather-information/mas-scope-and-templates) *section within the MAS Roadmap)*
* Price Proposal Template (See [MAS Scope and Templates](https://www.gsa.gov/buy-through-us/purchasing-programs/gsa-multiple-award-schedule/mas-roadmap/mas-roadmap-gather-information/mas-scope-and-templates) section within the MAS Roadmap)
* Commercial Sales Practices Format (CSP-1) and Discounting Policies *(See* [*MAS Scope and Templates*](https://www.gsa.gov/buy-through-us/purchasing-programs/gsa-multiple-award-schedule/mas-roadmap/mas-roadmap-gather-information/mas-scope-and-templates) *section within the MAS Roadmap)*
* Pricing Support. (Please provide invoices, purchase orders previously awarded by a commercial entity or a Government entity, or other supporting pricing information that reflects pricing for the work that directly correlates to SIN 517410. Additionally, you may provide any other information that will assist the Government in proving the prices offered to the Government are fair and reasonable (e.g., competitor prices found on GSA Advantage).
* Proposed Economic Price Adjustment Mechanism and Supporting Documentation if different from original award. (Reference clauses 552.216-70 and I-FSS-969.)

**Submitting the Modification Request:**

Please submit eMod request and all relevant documents above via the eOffer/eMod system at: [www.eoffer.gsa.gov](http://www.eoffer.gsa.gov/)

***NOTE: Prior to the submission of your modification, please contact your contracting officer (CO) to indicate your company is submitting a modification to add COMSATCOM SIN 517410. If your contract has not been transferred to the MAS Information Technology Category (ITC), Office of Acquisition Operations, Contract Division 4, please advise your CO that you understand that it will be transferred upon submission of your modification request.***

Additional information regarding the COMSATCOM Program at GSA can be found at [www.gsa.gov/fcsa](http://www.gsa.gov/fcsa) or <http://www.gsa.gov/portal/content/122627>