

When to Create, Update, or Modify the Commercial Sales Practice (CSP)

When should you complete the Commercial Sales Practice (CSP) format

New Offers

After November 9, 2013, anyone submitting a new offer is required to submit the Commercial Sales Practice (CSP) format electronically. The CSP will be completed on the screen and the responses will be displayed in a PDF document. (Note: The CSP form does not allow for discounts at the line item level at this time). When the offer is awarded, the formatted CSP data will be stored with your contract data and be available when you complete modification that require changes to your CSP.

Modifications

If the Contractor originally submitted their CSP in paper, the eMod application will not have formatted data to present when the contractor completes a mod that requires updates to the CSP. At the time a contractor creates a new mod, that requires updates to the CSP, the Contractor will be required to submit electronically the CSP data only for the change they are requesting. They do **"NOT"** need to supply their entire CSP electronically at that time.

However, we highly recommend that the Contractor provides all their CSP data electronically at their earliest convenience to prevent them from maintaining both a paper and electronic version of the CSP. Also, since GSA is moving to a totally electronic environment, you will be required at **Option** time to provide all your CSP data electronically. If you choose to give us all your CSP data prior to your option, you will avoid having to do it later as part of your option or a bigger push to capture all the data electronically.

To provide all your CSP data electronically at any time, go into eMod and select the "Revised Terms and Condition" mod type, then select CSP. The CSP format will open and you can copy and paste your CSP data into the form. Once you have complete the form, you can submit your CSP for review and approval by your contracting officer.

When a vendor completes one of the following mod types, they will be required to complete the CSP.

- **Add** (SIN(s), Labor Category(s), Product(s)) - When creating a mod to add SIN(s), Labor Category(s), Product(s), you are “**Required**” to update the CSP form with the information for the item you are adding. You are “**Not**” required to provide the data for your complete CSP, but at a minimum, the data for the new item you are adding. If you are adding Products or Labor Categories to an existing SIN, you must click the “**Revise**” button for the CSP. If you need to make changes, add your data. If you do not need to add data, click “**Save**” and the system will allow you to proceed.
- **Pricing** (Permanent Price Reductions, Temporary Price Reductions, Economic Price Adjustments, and Wage Determinations) -When creating a mod for Permanent Price Reductions, Temporary Price Reductions, Economic Price Adjustments, and Wage Determinations, you are given the “**Option**” to update the CSP, if what you are requesting may change the items listed on the CSP.

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<p>*In submitting a pricing modification, your commercial sales practices (CSPs) may also need to be updated. You will be taken through an interface that will allow you to submit any updates to your CSPs along with the updates to your pricing. Do you want to revise your Commercial Sales Practice data?</p>	
<p><input type="radio"/> Yes <input type="radio"/> No <input type="button" value="Save"/></p>	
<p>Description For Economic Price Adjustments (EPA) with Commercial Price List (increase)</p>	

- **Delete** (SIN(s), Labor Category(s), Product(s)) - When creating a mod to delete SIN(s), Labor Category(s), Product(s) the system will warn you that “The items that you are removing will be removed from your CSP”, if you have CSP data in the system for those items. It will then automatically remove the items if you click OK.
- **Revise Terms and Conditions** - Under the mod type “Revised Terms and Conditions” you can select to update the CSP at any time. We suggest that you go ahead and provide all your CSP data through this form, so we will have it as formatted data. You will be required to furnish this information at option time. Providing it in advance means one less thing to deal with while trying to exercise an option.

Examples

1. First Electronic CSP Submission

What you will see if you are completing the CSP in eMod “**Electronically**” for the first time. This means you have not completed the CSP on the screen with formatted data either as part of your offer or another mod in eMod.

When you are submitting a mod to add a new product/service, a new SIN, or change pricing etc, you will be required to open the CSP form, select the level you want to provide your discount policies (either SIN or Offer), and enter the required data elements to complete the initial CSP process. At a minimum, this means you must provide at least the CSP data that is currently on your existing contract for the modification change that you are making and/or the complete CSP. If you choose the SIN level, you will be required to enter data for each SIN, before you can continue. However, if you choose the Offer level, you must provide at least one or more discount policies.

2. After Initial Electronic CSP Submission

Adding Product/Service/Labor Category to Existing SINs

For any mod that affects the CSP, you will see a question at the top of the page asking if there are changes to your CSP. If yes, you will be required to open the CSP form, enter the required data elements to complete the CSP process. At a minimum, this means you must provide at least the CSP data for the modification change that you are making.

If no changes are necessary, then the system will allow you to complete the mod.

Adding New SIN

When you are doing a mod to add a new product/service/labor category to a new SIN, or change pricing etc, and you have already submitted your CSP data electronically on the screen previously, you will be required to open the CSP form, and make any necessary changes. At a minimum, this means you must provide at least the CSP data for the modification change that you are making. If you have done your CSP at the Offer level, your discount policies is the same for the new item, you can save and complete the mod. If you have done your discount policies at the SIN level, you must add the discount policy for the new SIN and then complete the mod.

If nothing has changed, you can open the CSP form, save the data, and complete the mod process.

Note: The system currently cannot accept data at the line item level. if you have discount policies at the line item level,you must complete the data at the SIN level on the form and attach a spreadsheet under “other vendor defined”.