**Vendor Instructions for Submitting EPA/Add/Delete Modification Requests**

Please see below requirements for submitting LTC modification requests.

Please submit all LTC modification requests to [heppltcs@dla.mil](mailto:heppltcs@dla.mil).

For EPA requests:

1. Official Request on Letterhead (to place in contract file)
2. Completed “New Base Price Spreadsheet” for EPA Adjusted Prices (*Attached*)
3. Updated Schedule of Items, reflecting new proposed prices
4. Updated catalog or price sheets with *effective date* (Proposed base prices must match catalog page base prices)
5. Supporting documentation of price increase (if needed)

For Model Additions/ Deletions from Contract requests:

1. Official Request on Letterhead (to place in contract file)
2. Updated Schedule of Items, reflecting proposed changes
3. Minimum of two recent current commercial invoices (Additions only)
4. Completed “Invoice Comparison” spreadsheet (Additions only*-attached*)
5. Completed “New Additions- Model Base Price Spreadsheet” (Additions only-*attached*)
6. Catalog or price sheets with *effective date* (Invoice base prices must match catalog(s) page base prices)
7. Spec sheets/brochure for proposed model additions

For Model Nomenclature Changes (Model number updates, etc..) requests:

1. Official Request on Letterhead (to place in contract file)
2. Updated Schedule of Items, reflecting proposed changes

Note:

If the current or proposed models are on GSA contract, please submit GSA contract # and a copy of GSA schedule.

If GSA is receiving better discounts than DLA for models on DLA contract, please submit a signed letter explaining why DLA is not receiving the same (or lower) discounts than GSA.