

Federal Supply Schedule Price List

This is an outline of what your price list should look like in accordance with the I-FSS-600 Contract Price List clause, found in your MAS contract.

The text document consists of two parts, the cover page which list basic vendor and contract information and the customer information sections. As shown in the below pages, the information in the customer information section should be placed under this heading in consecutively numbered paragraphs in the sequence set forth below. If this information is placed in another part of the Federal Supply Schedule Price List, a table of contents must be shown on the cover page that refers to the exact location of the information.

In addition to the information required in I-FSS-600 some Large Category, Subcategory, and/or SINS have additional requirements for the price list as follows:

Category Specific Guidance and Addendums for your Price List

❖ Category A: Office Management

- Products: Provide Manufacturer Part Number (MPN) data for all products -- per SCP-FSS-001 (i)(1)(xvi)
 - Toners shall be identified as: New OEM, Non-OEM New Build, Remanufactured, or Refilled
- EULAs/CSAs: If Commercial Supplier Agreement (CSA) terms (e.g. standard terms of sales or lease, Terms of Service (TOS), End User License Agreements (EULA), or other similar legal instruments or agreements) have been awarded and incorporated into this contract, then a copy of the awarded EULA/CSA must be listed on the Contract Price List. Contractors must clearly define what products, services, and prices are included with its EULA/CSA.
- A08. Office Services Subcategory
 - SIN 561320SBSA: Temporary Staffing, regardless of pricing method selected, Wage Determination(s), including determination number, revision date, state and counties for the preponderance of work location must be submitted.
- A10. Printing and Photographic Equipment Subcategory
 - List leasing/rental terms and conditions
- A11. Records Management Subcategory
 - SIN 518210ERM - Electronics Records Management Solutions
 - Contractors proposing services under SIN 518210ERM must list a copy of their previously completed [Vendor Certification for Electronic Records Management Solutions](#) that identifies which of the 8 elements they provide, and certifies that they are capable of meeting all standards associated with the identified elements. For reference, the [Universal Electronic Records Management \(ERM\) Requirements](#) outlines 8 specific elements of ERM Services and the corresponding requirements established and administered by the National Archives & Records Administration (NARA).

❖ Category B: Facilities

- No additional large category requirements.

❖ Category C: Furniture and Furnishings

- No additional large category requirements.

❖ Category D: Human Capital

SIN 561EEO EEO Services: Contractors shall specify Labor Category(ies) proposed and hourly rates. Reference Material MUST include all material(s) (i.e. posters) to be provided in varying quantities for ordering agencies. Licensing fees may not be included. They are to be negotiated with the ordering agency separately. GSA will not negotiate or award licensing fees of any type.

- 611430TD Talent Development: Contractors shall indicate the minimum and maximum number of participants per course and whether the rate is priced per student or per course. Rates for each course MUST include all material (i.e. notebooks, index tabs, etc.) to be provided to trainees.

❖ Category E: Industrial Products and Services

- No additional large category requirements.

❖ Category F: Information Technology

➤ F01. Electronic Commerce Subcategory

- SIN 54151ECOM Electronic Commerce and Subscription Services

- Normal commercial installation, operation, maintenance, and engineering interface training on the system shall be provided. If there is a separate charge, it must be stated in an attachment to the GSA Price List (I-FSS-600 CONTRACT PRICE LISTS (see most current Solicitation for clause effective date)).
- If an electronic commerce service plan is offered the following must be included as an attachment the GSA Price List (I-FSS-600 CONTRACT PRICE LISTS (see most current Solicitation for clause effective date):
 - Describe the electronic service plan and eligibility requirements;
 - Describe charges, if any, for additional usage guidelines; and
 - Describe corporate volume discounts and eligibility requirements, if any.

➤ F02. IT Hardware Subcategory

- Offerors shall include as an attachment in the GSA Price List (I-FSS-600 CONTRACT PRICE LISTS (see most current Solicitation for clause effective date):
 - if the equipment is self-installable; and/or
 - If the equipment is not self-installable, include any fees for installation, training, or maintenance
- SIN 532420L Leasing of New Electronic Equipment
 - The terms and conditions for each option type(s) offered shall be attached to the GSA Price List (I-FSS-600 CONTRACT PRICE LISTS (see most current Solicitation for clause effective date)).
- SIN 811212 Computer and Office Machine Repair and Maintenance
 - The terms and conditions for each repair and/or maintenance terms offered shall be attached to the GSA Price List (I-FSS-600 CONTRACT PRICE LISTS (see most current Solicitation for clause effective date)).

➤ F03. IT Services Subcategory

- For each labor category/professional service awarded, the minimum/general experience and functional responsibility shall be included as an attachment to the GSA Price List (I-FSS-600 CONTRACT PRICE LISTS (see most current Solicitation for clause effective date)).

➤ F04. IT Software Subcategory

- Descriptions and Equipment Compatibility: Offerors shall include as an attachment to the GSA Price List (I-FSS-600 CONTRACT PRICE LISTS (see most current Solicitation for clause effective date)) a complete description of each software product including the operating systems on which the software can be used. Also included shall be a brief, introductory explanation of the modules and documentation which are offered.
- Right-to-Copy Pricing: Offerors shall include the discounted pricing for right-to-copy licenses, if commercially available, as an attachment to the GSA Price List (I-FSS-600 CONTRACT PRICE LISTS (see most current Solicitation for clause effective date)).
- SIN 511210 Software Licenses
 - The words “term” or “perpetual” shall be the first word in the product title/name for the SIP file for GSA Advantage. The word “term” or “perpetual” shall be the first word in the product title/name for the Price Proposal Template and GSA Pricelist pricing charts (I-FSS-600 CONTRACT PRICE LISTS (see most current Solicitation for clause effective date)).

- Term License Cessation: Fill-in data and specific terms shall be attached to the GSA Price List (I-FSS-600 CONTRACT PRICE LISTS (see most current Solicitation for clause effective date)).
- Reallocation of Perpetual Software (Option 2 Perpetual License): Fill-in data and specific terms shall be attached to the GSA Price List (I-FSS-600 CONTRACT PRICE LISTS (see most current Solicitation for clause effective date)).

➤ F05. IT Solutions Subcategory

- For each labor category/professional service awarded under a solutions SIN that allows professional services, the minimum/general experience, functional responsibility, functional responsibility shall be included as an attachment to the GSA Price List (I-FSS-600 CONTRACT PRICE LISTS (see most current Solicitation for clause effective date)).
- SIN 518210C Cloud and Cloud-Related IT Professional Services
 - If there are separate training charges, it should be included as an attachment to the GSA Price List (I-FSS-600 CONTRACT PRICE LISTS (see most current Solicitation for clause effective date)).

➤ F06. IT Training Subcategory

- SIN 611420 Information Technology Training
 - Any training provided with equipment and/or software provided under this contract, free of charge should be included as an attachment to the GSA Price List (I-FSS-600 CONTRACT PRICE LISTS (see most current Solicitation for clause effective date)).
- SIN 541519PIV Homeland Security Presidential Directive 12 Product and Service Components
 - Fill-in data and specific terms shall be attached to the GSA Price List (I-FSS-600 CONTRACT PRICE LISTS (see most current Solicitation for clause effective date))

➤ F07. Telecommunications Subcategory

- SIN 517312 Wireless Mobility Solutions
 - Wireless Service Plans: include the following as an attachment to the GSA Price List (I-FSS-600 CONTRACT PRICE LISTS (see most current Solicitation for clause effective date)).
 - Describe the wireless service plan and eligibility requirements, including, but not limited to, service area, monthly service charge, minutes included, etc.
 - Describe charges, if any, for additional minutes, domestic wireless long distance, roaming, nights and weekends, etc.
 - Describe corporate volume discounts and eligibility requirements, if any.

- ❖ Category G: Miscellaneous
 - No additional large category requirements.
- ❖ Category H: Professional Services
 - No additional large category requirements.
- ❖ Category I: Scientific Management and Solutions
 - No additional large category requirements.
- ❖ Category J: Security and Protections
 - No additional large category requirements.
- ❖ Category K: Transportation and Logistics Services
 - No additional large requirements.
- ❖ Category L: Travel
 - No additional large category requirements.

All black text in the below pages would remain the same, Blue text should be replaced with the information based on your company's awarded contract. Text in Blue is provided as informational or a sample only and should not constitute your company's response.



**General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List**

Online access to contract ordering information, terms and conditions, up to date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov.

Schedule Title: **Multiple Award Schedule (MAS)**

FSC Group: [Large category\(ies\) and Subcategory\(ies\) awarded to the contract](#)

FSC Class(es)/ Product Code(s): [FSC/PSC associated with awarded preponderance of work NAICS awarded](#)

Contract Number: [Awarded contract number](#)

[Amendments to Federal Supply Schedule Price Lists must include on the cover page the same information as the basic document plus the title "Supplement No. \(sequentially numbered\)" and the effective date\(s\) of such supplements](#)

For more information on ordering from Federal Supply Schedules click on FSS Schedules at GSA.gov.

Contract Period: [Enter the 5-year period of performance in accordance with the contract start date. This field will need to be updated at the award of each option period to reflect the contract's current period of performance.](#)

Company: [Contractor's name, address, and phone number \(include toll-free WATS number and FAX number, if applicable\)](#)

[*Contractor address must match SAM](#)

Website: [Contractor's internet address/web site where Schedule information can be found \(as applicable\).](#)

Contract Administrator: [Enter contract administrator name and contract information](#)

Business Size: Small or Other than Small

Contractor may list socioeconomic status here as well. For example – Woman owned business, Veteran owned business, HubZone, etc.

CUSTOMER INFORMATION

- 1a Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s). *Example below.*

SIN	SIN Title
541420	Engineering System Design and Integration Services
541380	Testing Laboratory Services
541330ENG	Engineering Services

- 1b Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. Please guide the reader to where required information can be located, e.g. page number.
- 1c If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. Please guide the reader to where required information can be located, e.g. page number.
2. **Maximum order:** Identify the maximum order amount for each SIN awarded (see Available Offerings Attachment available with the [Solicitation](#).
*The Maximum Order Limit (MoL) indicates the dollar value of the MoL. Under the MAS program, the MoL is set by Special Item Number (SIN) as the threshold at which a contractor should: (a) not be obligated to honor the order(s) given the volume/dollar value, and (b) expect to give additional price reductions (see 552.238- 81) given the nature of the items included under a particular SIN. This MoL also plays a part in price reductions clause compliance, as contractors are allowed to give discounts on orders that exceed the MoL to their Most Favorite Customer (MFC)/Basis of Award (BOA) Customer. The maximum order threshold does not prevent contractors from having orders that exceed the MoL.
3. **Minimum order:** Enter minimum order amount identified in contract award

4. Geographic coverage (delivery area): See your contract clause I-FSS-103- Scope of Contract. Insert Domestic or Worldwide
5. Point(s) of production: List all points of production for products awarded
6. Discount from list prices or statement of net price: Examples of what could be stated for this item include the following:
 - Prices listed are net, discounts have been deducted and the industrial funding fee has been added
 - Prices shown are net prices
 - Federal Government price is list price minus 5% discount.
7. Quantity discounts: State any quantity discounts agreed to on contract. Examples of what could be stated for this item include the following:
 - Not applicable
 - Additional 2% on orders greater than \$100,000
 - Additional 1% 3 – 5 units
Additional 2% 5 – 10 units
Additional 3% 10+ units
8. Prompt payment terms: State any prompt payment discounts agreed to on contract. Examples of what could be stated for this item include the following:
 - Not applicable
 - 1% 10 days, Net 30

Note: Prompt payment terms must be followed by the statement "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."

9. Foreign items: State any foreign items awarded on contract. Examples of what could be stated for this item include the following:
 - Not applicable
 - See catalog on GSA Advantage (<https://www.gsaadvantage.gov/>)
 - List of all foreign items and country of origin
- 10a. Time of delivery: Contractor may insert a specific number of days, state that it is identified in GSA Advantage for each product, indicate that it is to be negotiated at the task order level, or state not applicable.
- 10b. Expedited delivery: Contractor will insert one of the following:
 - "Items available for expedited delivery are noted in this price list." The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.
 - Not Available
- 10c. Overnight and 2-day delivery: Contractor will indicate whether overnight and 2 day delivery are available or state "Not Applicable". If overnight or 2-day deliver is available, the Contractor will indicate that the schedule customer may contact the Contractor for those rates.

- 10d. Urgent Requirements: Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery.
11. F.O.B point(s): Examples of what could be stated for this item include the following:
- Destination
 - Origin
 - Destination CONUS, Origin OCONUS
- 12a. Ordering address(es): Insert ordering address
- 12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.
13. Payment address(es): Insert payment address
14. Warranty provision: Insert provisions if applicable or Not Applicable
15. Export packing charges: Insert export packing charges if applicable or Not Applicable
16. Terms and conditions of rental, maintenance, and repair: Insert terms and conditions if applicable or Not Applicable
17. Terms and conditions of installation: Insert terms and conditions if applicable or Not Applicable
- 18a. Terms and conditions of repair parts: Insert terms and conditions if applicable or Not Applicable
- 18b. Terms and conditions for any other services: Insert terms and conditions if applicable or Not Applicable
19. List of service and distribution points: Insert all service and/or distributions points if applicable or Not Applicable
20. List of participating dealers: List all dealers that that are participating in the performance of the contract or Not Applicable
21. Preventive maintenance: Insert information if applicable or Not Applicable
- 22a. Special attributes: Contractor may indicate any environmental benefits such as recycled content, energy efficiency, or reduced pollutants incorporated into performance under the contract or Not Applicable
- 22b. Section 508 compliance: Indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. or Not Applicable

23. Unique Entity Identifier (UEI) number: [Enter UEI number](#)
24. Notification regarding registration in System for Award Management (SAM) database:
[Registered, and Registration valid to {Insert date}](#)