

### GSA ORDER

Subject: General Services Administration Acquisition Manual; GSAM Case 2016-G502,  
Submission and Distribution of Authorized Federal Supply Schedule (FSS) Price Lists

1. Purpose. This order transmits a revision to the General Services Administration Acquisition Manual (GSAM), General Services Acquisition Regulations (GSAR) to update and bring current GSAR clauses for submitting and distributing FSS Price Lists.
2. Background. GSA is amending clauses 552.238-77, Submission and Distribution of Authorized Federal Supply Schedule (FSS) Price Lists, and 552.238-82, Modifications (Federal Supply Schedules) to update and bring current practices for submitting and distributing FSS Price Lists. Currently, regulations reference submission of paper copies of the authorized FSS Price List for approval by the contracting officer, and distribution of paper copies to a designated mailing list, which is no longer in line with current practices.
3. Effective date. Date of Signature.
4. Explanation of changes. This amendment includes regulatory changes to the GSAR to update provisions and clauses regarding the submission and distribution of FSS Price Lists. For full text changes of the amendment see Attachment A, GSAR Text Line-In/Line-Out. This change will update and bring current practices for submitting and distributing FSS Price Lists.
5. The rule changes the following regulatory GSAR clauses at part 552:
  - a. 552.238-77 Submission and Distribution of Authorized Federal Supply Schedule (FSS) Price Lists
    - i. Deletes the requirement for submission and distribution of paper FSS Price Lists.
    - ii. Instructs the contractor to submit its authorized FSS Price List electronically on a common use electronic medium prescribed by GSA.
  - b. 552.238-82 Modifications (Federal Supply Schedules)
    - i. Instructs the contractor to “transmit” its commercial Price List instead of submitting its commercial Price List when requesting a price reduction modification.
    - ii. Deletes the requirement to provide and distribute supplemental paper FSS Price Lists after the effective date of modification. The contractor will transmit its authorized supplemental FSS Price List electronically on a common use electronic medium prescribed by GSA.

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**Attachment A**  
**GSAR Case 2016-G502**  
**“Submission and Distribution of Authorized Federal Supply Schedule (FSS) Price Lists”**

**GSAR Text, Line-In/Line-Out**

GSAR Baseline: Change 106 effective 02/19/2020

- Additions to baseline made by deviation are indicated by **[bold text in brackets]**
- Deletions to baseline made by deviation are indicated by ~~strikethroughs~~
- Five asterisks (\*\*\*\*\* ) indicate that there are no revisions between the preceding and following sections
- Three asterisks (\*\*\*) indicate that there are no revisions between the material shown within a subsection

Part 552 - Solicitation Provisions and Contract Clauses

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552.238-77 Submission and Distribution of Authorized Federal Supply Schedule (FSS) Price Lists.

As prescribed in 538.273(d)(1), insert the following clause:

**SUBMISSION AND DISTRIBUTION OF AUTHORIZED FEDERAL SUPPLY SCHEDULE (FSS) PRICE LISTS (DATE)**

~~(a) Definition. For the purposes of this clause, the Mailing List is [Contracting officer shall insert either: “the list of addressees provided to the Contractor by the Contracting Officer” or “the Contractor's listing of its Federal Government customers”].~~

~~(b) The Contracting Officer will return one copy of the Authorized FSS Schedule Pricelist to the Contractor with the notification of contract award.~~

~~(1) The Contractor shall provide to the GSA Contracting Officer:~~

~~(i) Two paper copies of Authorized FSS Schedule Pricelist; and~~

~~(ii) The Authorized FSS Schedule Pricelist on a common-use electronic medium. The Contracting Officer will provide detailed instructions for the electronic submission with the award notification. Some structured data entry in a prescribed format may be required.~~

**[The Contractor shall submit its Authorized Federal Supply Schedule Price List on a common-use electronic medium as prescribed by GSA. Some structured data entry in a prescribed format may be required.]**

~~(2) The Contractor shall provide to each addressee on the mailing list either:~~

~~(i) One paper copy of the Authorized FSS Schedule Price List; or~~

~~(ii) A self-addressed, postage-paid envelope or postcard to be returned by addressees that want to receive a paper copy of the pricelist. The Contractor shall distribute price lists within 20 calendar days after receipt of returned requests.~~

~~(3) The Contractor shall advise each addressee of the availability of pricelist information through the on-line Multiple Award Schedule electronic data base.~~

~~(c) The Contractor shall make all of the distributions required in paragraph (c) at least 15 calendar days before the beginning of the contract period, or within 30 calendar days after receipt of the Contracting Officer's approval for printing, whichever is later.~~

~~(d) [(b)] During the period of the contract, the Contractor shall provide one copy of its Authorized FSS Schedule Pricelist to any authorized schedule user, upon request. Use of the mailing list for any other purpose is not authorized.~~**[Eligible ordering activities will utilize GSA's online shopping and ordering system to review a Contractors' price lists.]**

(End of clause)

Alternate I (May 2003). As prescribed in [538.273\(a\)\(2\)](#), substitute the following paragraph (a) for paragraph (a) of the basic clause:

a. Definition. For the purposes of this clause, the Mailing List is [Contracting officer shall insert either: "the list of addressees provided to the Contractor by the Contracting Officer" or "the Contractor's listing of its ordering activity customers"].

(End of Clause)

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552.238-82 Modifications (Federal Supply Schedules).

As prescribed in 538.273(d)(6), insert the following clause:

MODIFICATIONS (FEDERAL SUPPLY SCHEDULES) (DATE)

\* \* \*

(b)

\* \* \*

(3) *Price reduction.* The Contractor shall indicate whether the price reduction falls under the item (i), (ii), or (iii) of paragraph (c)(1) of the Price Reductions clause at [552.238-81](#). If the Price reduction falls under item (i), the Contractor shall **[transmit]** ~~submit~~ a copy of the dated commercial price list. If the price reduction falls under item (ii) or (iii), the Contractor shall **[transmit]** ~~submit~~ a copy of the applicable price list(s), bulletins or letters or customer agreements which outline the effective date, duration, terms and conditions of the price reduction.

\* \* \*

(d) Electronic file updates. The Contractor shall update electronic file submissions to reflect all modifications. For additional items or SINs, the Contractor shall obtain the Contracting Officer's approval before transmitting changes. Contract modifications will not be made effective until the Government receives the electronic file updates. The Contractor may transmit price reductions, item deletions, and corrections without prior approval. However, the Contractor shall notify the Contracting Officer as set forth in the Price Reductions clause at 552.238-81.

~~(e) Amendments to paper Federal Supply Schedule Price Lists.~~

~~\_\_\_\_\_ (1) The Contractor must provide supplements to its paper price lists, reflecting the most current changes. The Contractor may either:~~

~~\_\_\_\_\_ (i) Distribute a supplemental paper Federal Supply Schedule Price List within 15 workdays after the effective date of each modification.~~

~~\_\_\_\_\_ (ii) Distribute quarterly cumulative supplements. The period covered by a cumulative supplement is at the discretion of the Contractor, but may not exceed three calendar months from the effective date of the earliest modification. For example, if the first modification occurs in February, the quarterly supplement must cover February-April, and every three month period after. The Contractor must distribute each quarterly cumulative supplement within 15 workdays from the last day of the calendar quarter.~~

~~\_\_\_\_\_ (2) At a minimum, the Contractor shall distribute each supplement to those ordering activities that previously received the basic document. In addition, the Contractor shall submit two copies of each supplement to the Contracting Officer and one copy to the FSS Schedule Information Center.~~

(End of clause)

Alternate I (DATE). As prescribed in 538.273(d)(6)(i), add the following paragraph **[(e)]** ~~(f)~~ to the basic clause:

~~(f)~~ **[(e)]** Electronic submission of modification requests is mandatory via eMod (<http://eOffer.gsa.gov>), unless otherwise stated in the electronic submission standards and requirements at the Vendor Support Center website (<http://vsc.gsa.gov>). If the electronic submissions standards and requirements information is updated at the Vendor Support Center website, Contractors will be notified prior to the effective date of the change.

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