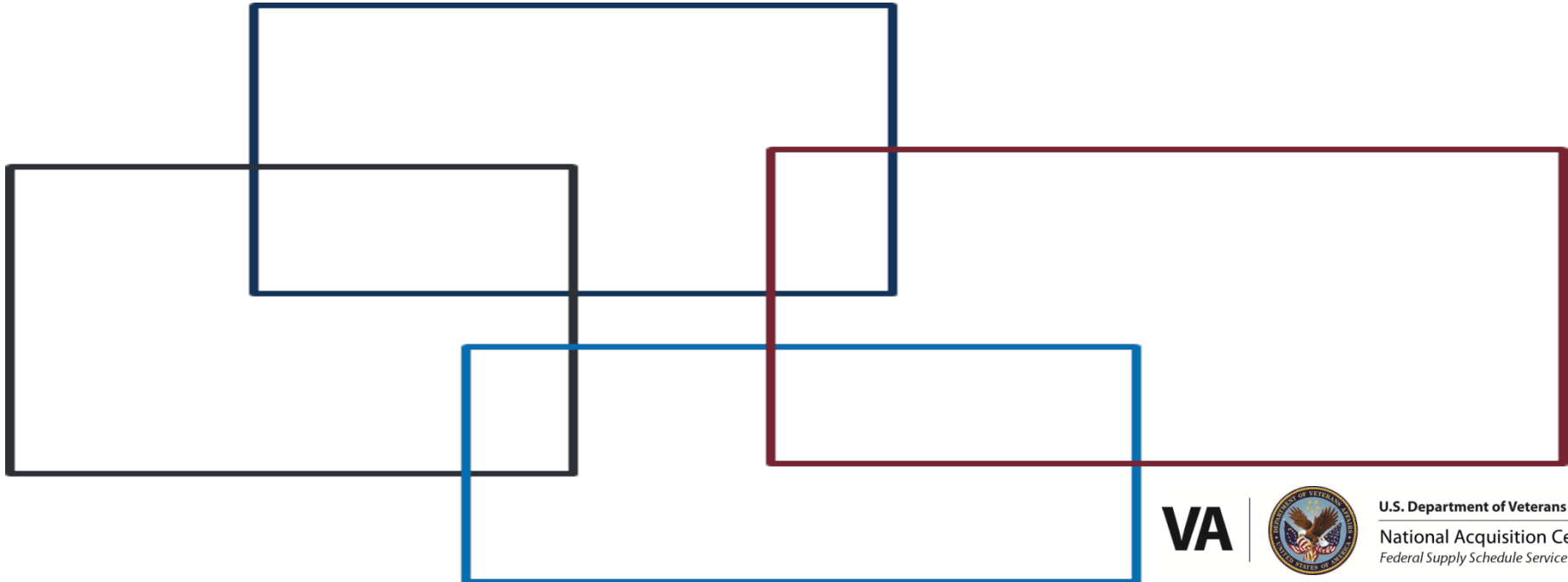


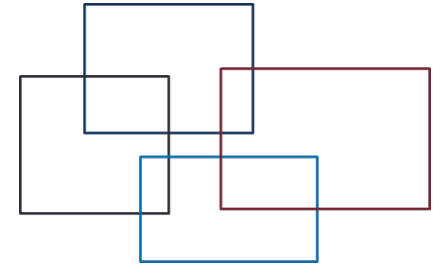
What's the deal with all of these required price lists?

*I-FSS-600 Amended 12/2/2013



U.S. Department of Veterans Affairs
National Acquisition Center
Federal Supply Schedule Service

Course Facilitators



Presenter: Lydia McKay

Senior Contracting Officer

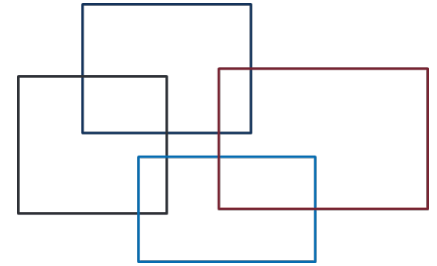
Contracting Branch

Moderator: Hannah Zerphey

Management & Program Analyst

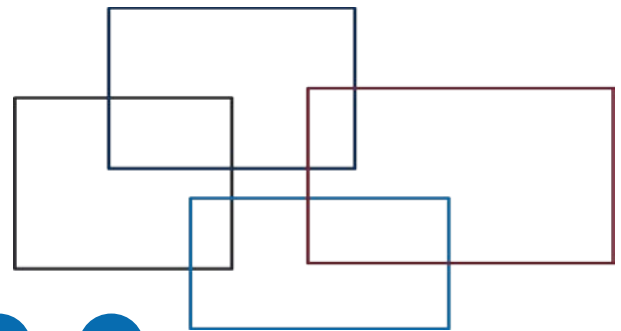
Program Management & Resource Support

Learning Objectives

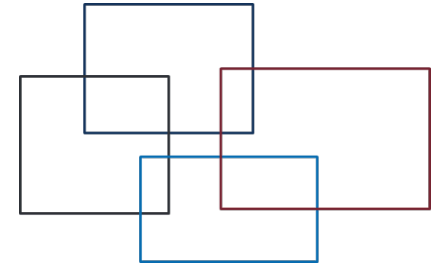


1. Price List Related Clauses
2. FSS Pricelist
3. NAC Catalog Search Tool
(NAC-CM Price File)
4. GSA Advantage (EDI or SIP File)
5. Price List Requirements Summary

Price List Related Clauses

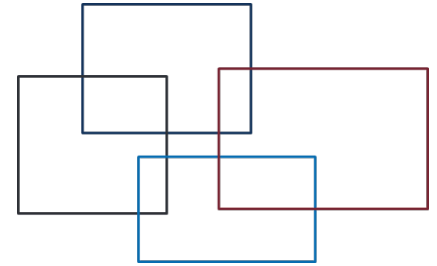


Price List Clauses



- **I-FSS-597** *GSA Advantage!*™
- **I-FSS-599** Electronic Commerce—FACNET
- **I-FSS-600** Contract Price Lists
- **552.238-71** Submission and Distribution of Authorized FSS Schedule Pricelists
- **552.243-72** Modifications (Multiple Award Schedule)

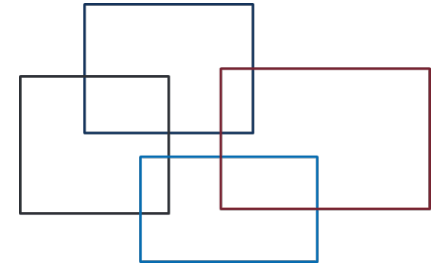
I-FSS-597 *GSA Advantage!*™



I-FSS-597 (SEP 2000) (TAILORED)

- a) The Contractor must participate in the *GSA Advantage!*™ online shopping service. Information and instructions regarding contractor participation are contained in clause I-FSS-599, Electronic Commerce.
- b) The Contractor also should refer to contract clauses 552.238-71, Submission and Distribution of Authorized FSS Schedule Pricelists (which provides for submission of pricelists on a common-use electronic medium), I-FSS-600, Contract Pricelists (which provides information on electronic contract data), and 552.243-72, Modifications (which addresses electronic file updates).

I-FSS-599 Electronic Commerce—FACNET

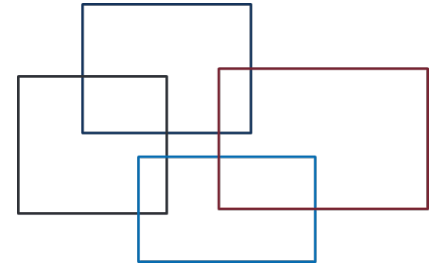


I-FSS-599 (SEP 2006)

f) GSA Advantage!™.

1. GSA Advantage!™ will use this FACNET system to receive catalogs, invoices and text messages; and to send purchase orders, application advice, and functional acknowledgments. GSA Advantage!™ enables customers to:
 - i. Perform database searches across all contracts by manufacturer; manufacturer's model/part number; vendor; and generic product categories.
 - ii. Generate their own EDI delivery orders to contractors, generate EDI delivery orders from the Federal Supply Service to contractors, or download files to create their own delivery orders.
 - iii. Use the Federal IMPAC VISA.
2. GSA Advantage!™ may be accessed via the GSA Home Page. The INTERNET address is: <http://www.gsa.gov>, or <http://www.fss.gsa.gov>.

I-FSS-600 Contract Price Lists

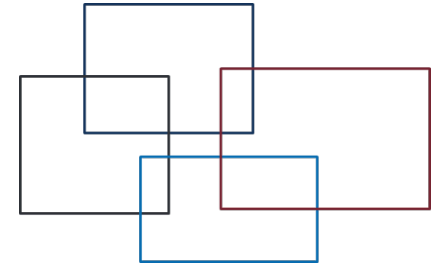


I-FSS-600 (Oct 2013, Tailored)

a) Electronic Contract Data.

1. At the time of award, the Contractor will be provided instructions for submitting electronic contract data in a prescribed electronic format as required by clause 552.238 71, Submission and Distribution of Authorized FSS Schedule Price Lists.
2. ...The Contractor's electronic files must be received no later than 6 months after award. Contractors should refer to clause I-FSS-597, *GSA Advantage!*[®] for further information.

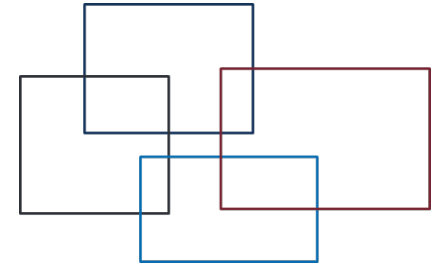
I-FSS-600 (2)



b) Federal Supply Schedule Price Lists.

1. The Contractor must also prepare, print, and distribute a paper Federal Supply Schedule Price List as required by clause 552.238 71, Submission and Distribution of Authorized FSS Schedule Price Lists. This must be done as set forth in this paragraph (b).
2. The Contractor must prepare a Federal Supply Schedule Price List by either:
 - i. Using the commercial catalog, price list, schedule, or other document as accepted by the Government, showing accepted discounts, and obliterating all items, terms, and conditions not accepted by the Government by lining out those items or by a stamp across the face of the item stating "NOT UNDER CONTRACT" or "EXCLUDED"; or
 - ii. Composing a price list in which only those items, terms, and conditions accepted by the Government are included, and which contain only net prices, based upon the commercial price list less discounts accepted by the Government. In this instance, the Contractor must show on the cover page the notation "Prices Shown Herein are Net (discount deducted)".

I-FSS-600 (3)

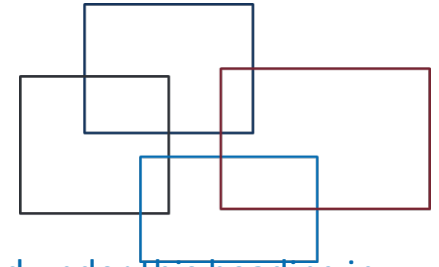


b) 3. The cover page of the Federal Supply Schedule Price List must include the following information prepared in the format set forth in this subparagraph (b)(3):

i. DEPARTMENT OF VETERANS AFFAIRS

- ✓ Federal Supply Schedule Service, Authorized Federal Supply Schedule Price List,
- ✓ On line 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, FSC Group, Part, and Section or Standard Industrial Group (as applicable),
- ✓ FSC Class(es)/Product code(s) and/or Service Codes (as applicable), Contract number,
- ✓ For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov, Contract period.
- ✓ Contractor's name, address, and phone number (include toll free WATS number and FAX number, if applicable)
- ✓ Contractor's internet address/web site where schedule information can be found (as applicable). Contract administration source (if different from preceding entry), Business size.

I-FSS-600 (4)

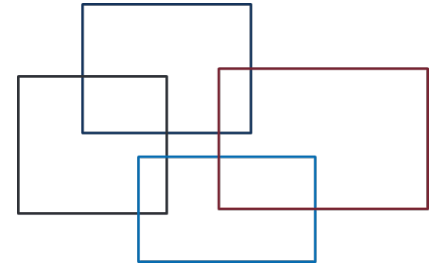


(b) (3) (ii) CUSTOMER INFORMATION: The following information should be placed under this heading in consecutively numbered paragraphs in the sequence set forth below. If this information is placed in another part of the Federal Supply Schedule Price List, a table of contents must be shown on the cover page that refers to the exact location of the information.

[Note: For schedule 621I, please consult clause I-FSS-600 in the schedule solicitation, as there are numerous differences in (b)(3)(ii).]

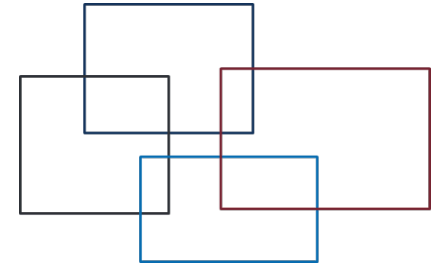
- 1a. Table of awarded special item number(s) with appropriate cross reference to item descriptions and awarded price(s).
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price 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.
- 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.

I-FSS-600 (5)



- (b) (3) (ii)
2. Maximum order.
 3. Minimum order.
 4. Geographic coverage (delivery area).
 5. Point(s) of production (city, county, and State or foreign country). *Note: For the purposes of the 621II solicitation, the contractor should provide a listing of testing site locations.*
 6. Discount from list prices or statement of net price.
 7. Quantity discounts.
 8. Prompt payment terms. *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."*
 - 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.
 - 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.

I-FSS-600 (6)



(b) (3) (ii) 10. Foreign items (list items by country of origin).

11a. Time of delivery. (Contractor insert number of days.)

11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.

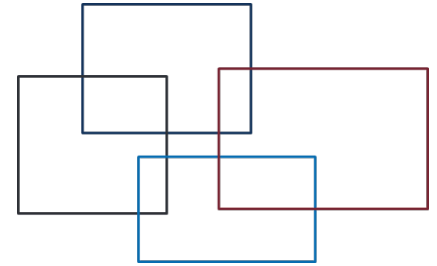
11c. Overnight and 2 day delivery. The Contractor will indicate whether overnight and 2 day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2 day delivery.

11d. Urgent Requirements. The 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.

12. F.O.B. point(s).

13a. Ordering address(es).

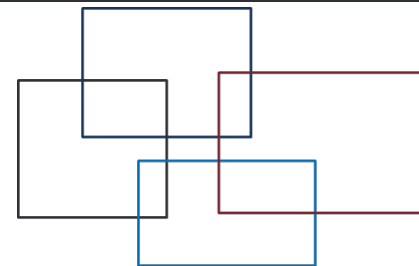
I-FSS-600 (7)



(b) (3) (ii) 13b. 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.

14. Payment address(es).
15. Warranty provision.
16. Export packing charges, if applicable.
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).
18. Terms and conditions of rental, maintenance, and repair (if applicable).
19. Terms and conditions of installation (if applicable).
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).

I-FSS-600 (8)



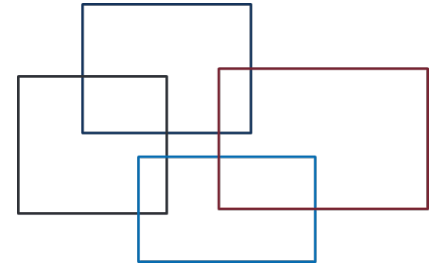
(b) (3) (ii) 20a. Terms and conditions for any other services (if applicable).

21. List of service and distribution points (if applicable).
22. List of participating dealers (if applicable).
23. Preventive maintenance (if applicable).
24. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).

If applicable, 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.

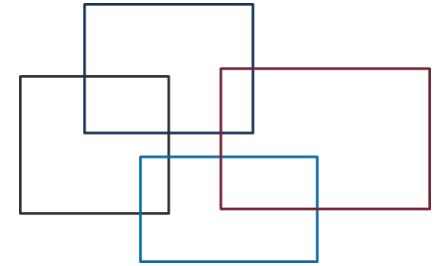
26. Data Universal Number System (DUNS) number.
27. Notification regarding registration in Central Contractor Registration (CCR) database.

I-FSS-600 (9)



- (b) (4) 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.
5. The Contractor must provide one of the Federal Supply Schedule Price Lists (including covering letters), to the Contracting Officer 30 days after the date of award. Accuracy of information and computation of prices is the responsibility of the Contractor. NOTE: The obliteration discussed in subdivision (b)(2)(i) of this clause must be accomplished prior to the printing and distribution of the Federal Supply Schedule Price Lists.

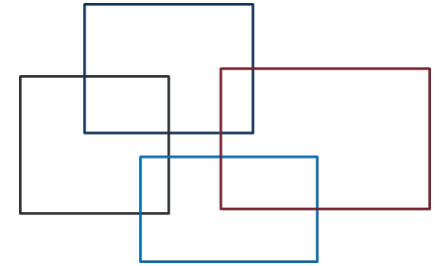
552.238-71 Submission and Distribution of Authorized FSS Schedule Pricelists



552.238-71 (SEP 1999) (TAILORED)

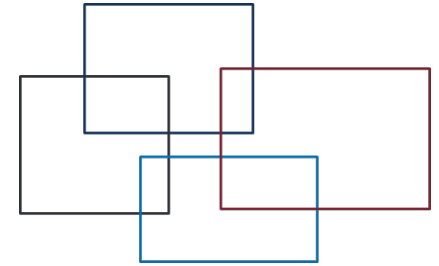
- a) The Contracting Officer will return one copy of the Authorized FSS Schedule Pricelist to the Contractor with the notification of contract award.
- b) The Contractor shall provide to the VA Contracting Officer:
 - 1. Two paper copies of the Authorized FSS Schedule Pricelist; and
 - 2. The Authorized FSS Schedule Pricelist on a common-use electronic medium.
- c) 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.
- d) 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.

552.243-72 Modifications (MAS) (Jul 2000) (ALT1-Sep 1999) (Tailored)



- 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 and corrections without prior approval. However, the Contractor shall notify the Contracting Officer as set forth in the Price Reductions clause at 552.238-75.

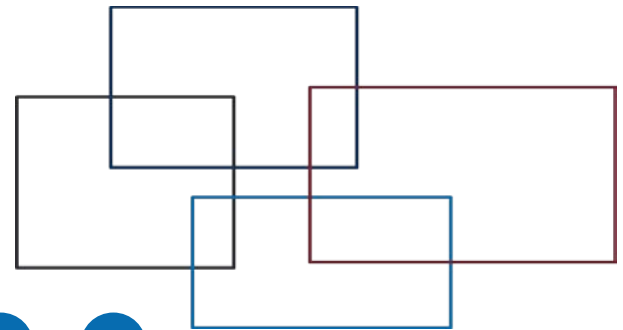
552.243-72 (2)



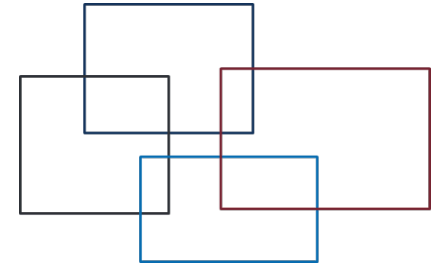
e) Amendments to Paper Federal Supply Schedule Price Lists.

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 3 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

Authorized FSS Paper Pricelist



...Components



The FSS Pricelist consists of two main parts:

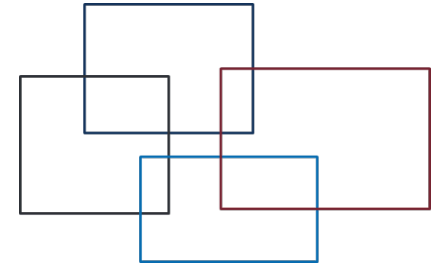
1. Cover Pages which include:

- Basic contract information and other details listed in I-FSS-600 (b)(3)(i)
- Awarded terms and conditions as required in I-FSS0600(b)(3)(ii)

2. Awarded Pricing Pages which include the following column headings:

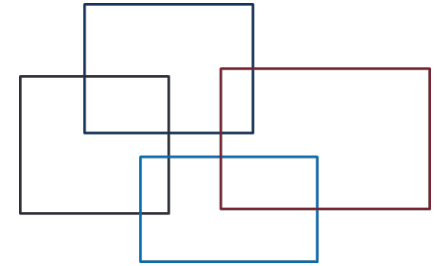
- SIN Category
- Item Number
- Item Description
- Awarded FSS Price inclusive of IFF

...Submission Deadlines



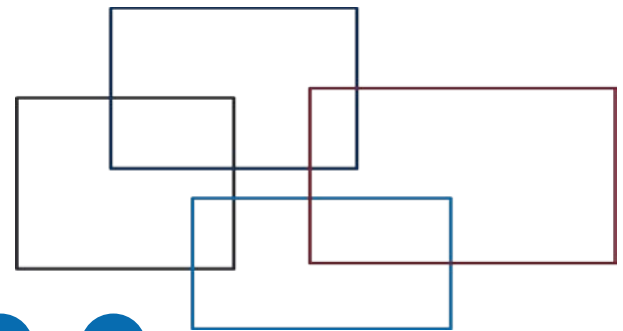
- **Initial FSS Pricelist** must be submitted to CS for approval within 30 days after the date of award.
- **FSS Pricelist amendments** must be submitted as sequentially numbered supplements either
 - Within 15 workdays after the effective date of each modification - OR -
 - As a quarterly supplement provided within 15 workdays from the last day of the calendar quarter (see 552.243-72(e) (1) (ii) for more information)
- At a minimum, the supplement shall be distributed to those ordering activities that previously received the FSS pricelist.

...As a Marketing Tool

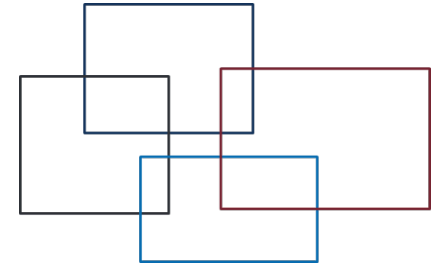


The Authorized Paper Price List is a unique marketing opportunity. By designing a distinctive, customer friendly, and accessible price list your firm will be more apt to make those essential connections needed to successfully market your firm's contract.

NAC Contract Catalog Search Tool



NAC CCST



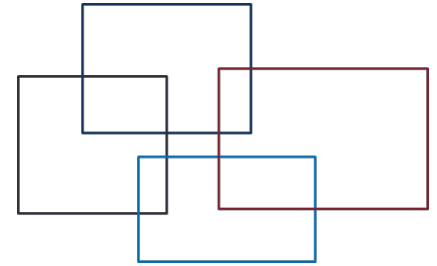
The *NAC Contract Catalog Search Tool (CCST)* is an online database of VA Schedule contract pricing, including BPA and National Contract pricing established against FSS contracts.

Available Information

- Contract Number
- Contractor Name
- Contract Effective Dates
- Contractor Points of Contact
- Contracting Officer Information
- Payment/Delivery Information
- Available Discounts
- Warranty Information
- Product SIN, Item #, Description, & Pricing

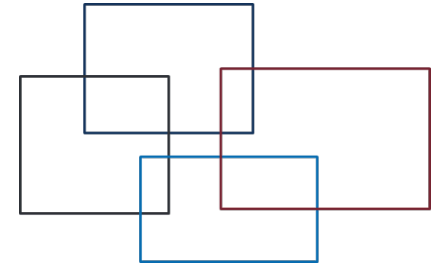


...CCST Submission Deadlines



After your contract is awarded, or your modification is approved, your assigned CO will send you an Excel spreadsheet exported from the NAC-CM database. All data fields are required. The spreadsheet must be submitted to your assigned CO *within 30 calendar days* of contract award or modification.

...Required Information: Awards & Additions

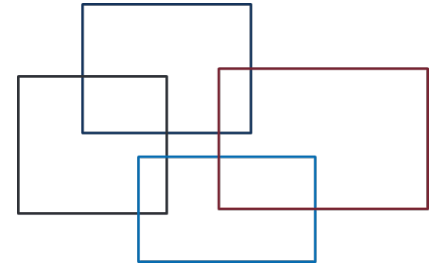


Contract Awards & Product Additions

- Complete all data fields in the ***additions*** tab to capture new contract award & product addition information.
- The SIN, Catalog Number (item number), Product Description, and FSS Price must read exactly the way it appears as awarded under your contract. Any deviation will cause the price file to be rejected.
- Be sure that the description is a true description of the item. Merely stating “Bandages” is not sufficient. The description should be thorough, such as “3.5 inch flexible cloth bandages, 50 per box”.

SIN	Catalog Number	Product Description	FSS Price	UOM As Priced	Date Effective	End Date
-----	----------------	---------------------	-----------	---------------------	-------------------	----------

...Required Information: Other Modifications

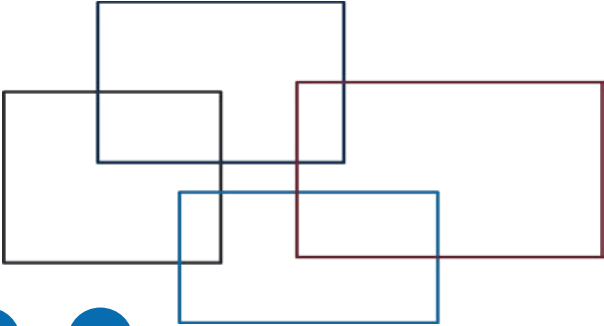


Other Contract Modifications

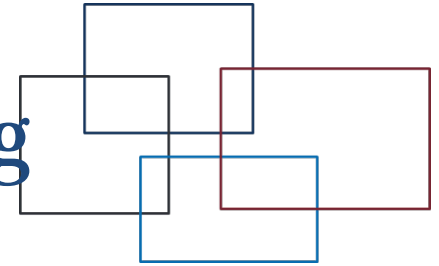
- Complete all relevant data fields in the **changes** tab to capture changes to your contract, including product deletions, product description changes, and price changes
- Be sure never to alter the “Index” column as this is used by the system to replace current data with new, revised data.
- Please delete any rows that are not being changed. This allows the CS to review only those items being changed, thereby speeding up the review process and decreasing the chance for mistakes. It also lessens the time it takes the file to upload.

Index (Do Not Alter)	Contract Number	SIN	Catalog Number	Product Description	FSS Price	UOM As Priced	Removed (Enter 1)	Date Effective	End Date
-------------------------------	--------------------	-----	-------------------	------------------------	-----------	------------------	----------------------	-------------------	-------------

GSA Advantage!

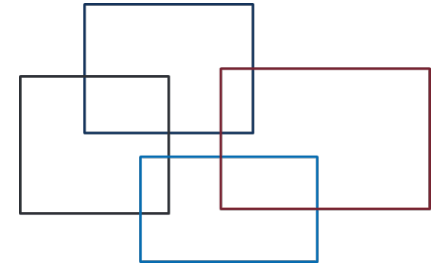


GSA Advantage!: Online Ordering



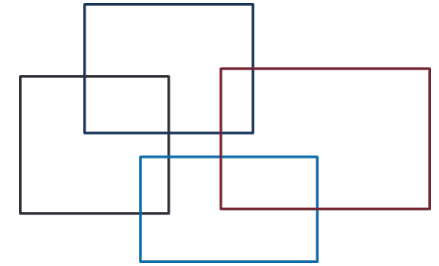
What is GSA Advantage? GSA Advantage (<http://www.GSAadvantage.gov>) is the Federal Government's premier on-line catalog, information, and ordering system which gives Federal customers the ability to quickly search, compare and order those products and services which best meet their needs. Agencies may also submit request for quotes using the GSA Advantage eBuy RFQ system which is a service of GSA Advantage.

...Benefits



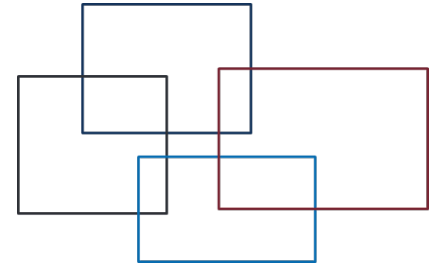
- Provides greater market exposure and increases potential for greater sales to Federal agencies and activities worldwide!
- Provides access to both GSA eBuy and the GSA PO Portal (automatic registration). Learn more at the GSA eTools page:
<http://www.va.gov/oal/business/fss/etoolsGSA.asp>

...Additional Information



- **Pricing Upload:** You will upload your pricing either through Electronic Data Interface (EDI) or the Schedule Input Program (SIP).
- **SIP Training:** The GSA VSC offers SIP training every Wednesday at 1pm (ET), alternating between service and supply contracts.
https://vsc.gsa.gov/training/online_training_reg.cfm
- **Submission Timeframes**
 - Initial Submission - Within 6 months after contract award
 - Amendments - within 30 days after a contract modification

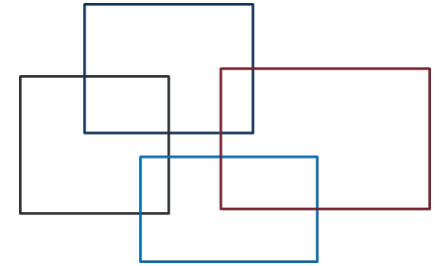
...Vendor Support Center



https://vsc.gsa.gov/sipuser/startup_kit.cfm

- **General Instructions - Submission of Your Schedule Contract Data**– Links to EDI instructions and SIP instructions
- **Quick Start – Getting Your Catalog on GSA Advantage** – Includes clause information, registration information, notice regarding DUNS requirement, and submission & update information
- **Questions?** – Provides guidance on where to properly direct your questions
- **How Purchase Orders Are Issued by GSA Advantage**
- **Unique Product Identifiers** **Product Photo Submission**
- **SIP System Requirements** **FSS Pricelist Text Files**

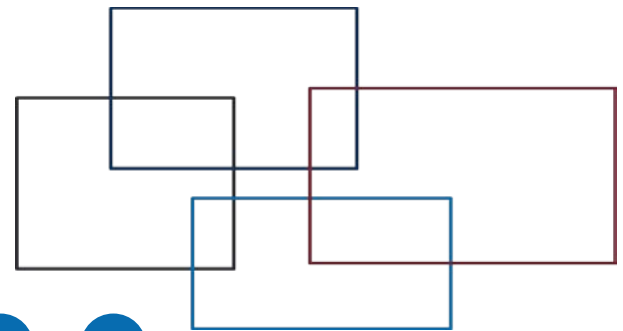
...SIP Menu



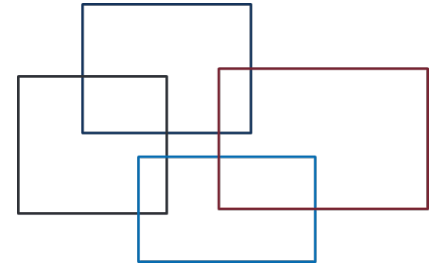
SIP User Menu Options

- <https://vsc.gsa.gov/sipuser/>
- **Download Software** – Download the latest SIP software, including installation instructions.
- **Upload Files** – Upload files to a VSC technician for support
- **Vendor Startup Kit** – View the vendor start-up kit to learn more on how to get your catalog on GSA Advantage!
- **SIP Presentation** - View a presentation on the Schedule Input Program (SIP)
- **SIP | EDI Differences** - View the difference between SIP and EDI
- **GSA Advantage! Quick Start for Vendors** - Decide which method you will use to submit catalog information (EDI or SIP)

Pricelist Requirements Summary

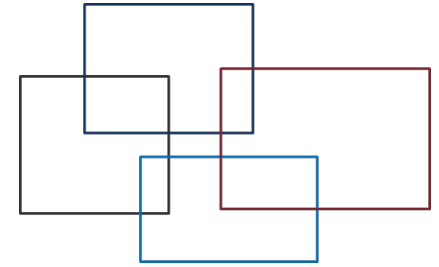


Summary



Price List	When
Authorized FSS Paper Pricelist	30 days after award Within 15 workdays of modification (or by quarterly supplement)
NAC Contract Catalog Search Tool (NAC-CM Price File)	30 days after award or modification Prime Vendor & covered drug pricing must be entered in to the appropriate database by the effective date of the SF-30.
GSA Advantage! (SIP / EDI File)	6 months after award or 30 days after contract modification Contractors offering products that require a prescription are not required to manage a GSA <i>Advantage!</i> price list.

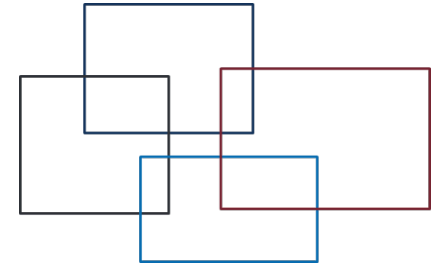
Your Responsibility



Data Accuracy

- ✓ It is your firm's responsibility to ensure the accuracy of the data included in the price list.
- ✓ Inclusion of incorrect information may constitute sufficient cause for contract cancellation.

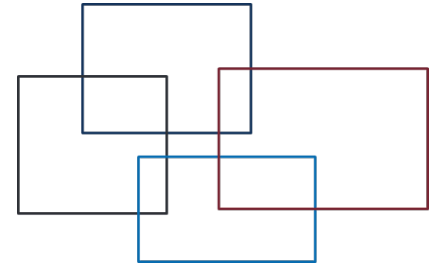
More Information



Website	Link
FSS Web Portal	http://www.fss.va.gov
Pricelist Requirements	http://www.va.gov/oal/business/fss/pricelist.asp
VA Schedule Programs	http://www.va.gov/oal/business/fss/schedules.asp
Current Contractors	http://www.va.gov/oal/business/fss/contactors.asp
Request for Modification Process	http://www.va.gov/oal/business/fss/rfmprocess.asp
Modification Forms	http://www.va.gov/oal/business/fss/modforms.asp
Compliance	http://www.va.gov/oal/business/fss/compliance.asp
Contractor Responsibilities	http://www.va.gov/oal/business/fss/responsibilities.asp

All webinar presentations are available on our Training page, or you may email hannah.zerphey@va.gov for a copy!

Contact Us!



CONTACT US

p 708.786.7737 | f 708.786.5828 | fss.help@va.gov

<http://www.fss.va.gov>