

HOW TO OBTAIN FEDERAL GSA PRICE SCHEDULES

This guide has been prepared to help potential and existing California Multiple Award Schedule (CMAS) contractors obtain current and/or expired General Services Administration (GSA) Price Schedules and applicable modifications from the Federal government.

- **“CURRENT” FEDERAL GSA PRICE SCHEDULES:**

To obtain a copy of a current Federal GSA Price Schedule (includes price pages for product/services, contract terms and conditions, and all applicable modifications), contact the Federal Supply Information Center at (703) 305-6477 or fax your request to (703) 308-4168. For schedules that have expired, see 2nd bullet. Be sure to include the following GSA Price Schedule information when you place an order:

Name of Company (owner of contract):
GSA Contract Number:
Effective Dates of Contract:
Note: Always request all schedule modifications (Std. Form 30) issued during the life of the contract.

EXAMPLE
XYZ CORPORATION
GS-35F-1234D
October 1, 1998 – September 30, 1999
Include all modifications issued during life of contract.

Be sure to provide the following information for returning your requested information:

Name: _____
Company Name: _____
Address: _____
Phone No.: () _____
Fax No.: () _____

The charges for “current” schedules are as follows:

- No charge for schedules containing 250 pages or less.
- Ten (10) cents a page for any request for more than 250 pages, starting with the first page, twenty (20) cents for double-sided pages.

After receipt of your request, Federal Supply Information Center staff will research the subject contract and contact you when they have determined a page count and a price for your request. Once you pay for your copies, you will receive your request by U.S. Mail. Please allow a minimum of 2 weeks to receive copies of the Schedule(s) you have requested.

- **“EXPIRED” FEDERAL GSA PRICE SCHEDULES:**

Information on “how to” obtain expired Federal GSA Price Schedules (includes price pages for product/services, contract terms and conditions, and all applicable modifications) is available on the Internet, through the **Federal Freedom of Information Act (FOIA)** at: http://www.gsa.gov/staff/c/ca/foia_handbook.htm or by contacting the GSA FOIA officer, Mary Cunningham at (202) 501-3415, fax at (202) 501-2727, or E-Mail at mary.cunningham@gsa.gov. This Internet site contains useful information on how to request a document, fees, and office address information.

FOIA has begun to put GSA FSS Price Schedules on their Web site, however, not all schedules are available at this time. Should you find a schedule on line, you may be able to down-load it to your computer. Otherwise, provide FOIA with the price schedule and requestor information as detailed above.

The charges through FOIA are as follows:

- No charge for schedules that would cost \$25.00 or less.
- \$29.00 per hour charge for researching a request, plus ten (10) cents per page for any requested copy.

Please note that under the Freedom of Information Act, FOIA is required to respond to all requests within 20 working days from receipt of request.