HOW TO GET
Terms of Service for
NEW TOOLS & APPS

So you've found a tool or app that will help you meet agency goals.

COST

START HERE

Is it free or paid?

→ **paid** → Speak with your agency Contracting Officer.
They are responsible for coordinating federal TOS Agreements for <u>paid</u> products.

↓ **free**

TERMS OF SERVICE

Now, you need to make sure the Terms of Service (TOS) are federal-friendly.

First check out GSA's list of TOS agreements: go.usa.gov/KSMj

Is it listed there?

yes

no → Find your agency point of contact on this list: go.usa.gov/5QNA

Contact your POC and ask them to contact GSA (betsy.steele@gsa.gov) to get help with negotiating a federal-friendly TOS.

If the negotiation results in an amended TOS, is that TOS acceptable to your agency & GSA?

yes ← **no**

Run the TOS by your Office of General Counsel.

Are they okay with it?

yes **no**

Sorry, you can't use the tool.
See OMB memo M-13-10, go.usa.gov/KSwz

YOU'RE GOOD!
Go forward and be awesome with your new tool.