GENERAL SERVICES ADMINISTRATION

NATIONAL INFORMATION TECHNOLOGY COMMODITY PROGRAM (NITCP)

MOBILE SOLUTIONS EQUIPMENT

BPA TERMS AND CONDITIONS

BPA NUMBER – GS-26F-AA004

Performance Period – May 11, 2012 thru May 10, 2013

Contractor: UNISTAR-SPARCO COMPUTERS INC.

Contractor Point of Contact: Soo Tsong Lim

Contractor Point of Contact Email Address: gsa@sparco.com

7089 Ryburn Dr.

Millington, TN 38053-6200

Telephone: 901-872-2272

Company Website: http://www.sparco.com

INFORMATION FOR ORDERING ACTIVITIES

GSA Contracting Officer Responsible for Administration of this BPA is:

Hassan Harris

Phone Number: 404-215-8705

Email: hassan.harris@gsa.gov

BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) Unistar-Sparco Computers, Inc. GS-35F-0218M (Teaming Partner: Synnex – GS-35F-0143R) and Federal Acquisition Regulation (FAR) 8.405-3, Blanket Purchase Agreements (BPAs), the Contractor agrees to the following terms of a BPA EXCLUSIVELY WITH General Services Administration (GSA) National Information Technology Commodity Program (NITCP):

(1) The following contract services/products can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

ITEMS

IT Schedule 70, SIN 132-8 Product Category for Mobile Solutions Equipment (VoIP Telephones, Headsets, and Web Cameras):

SPECIAL BPA DISCOUNT/PRICE

1. Headsets: BPA Discount: .25%

   Tier Volume Discounts:
   - Tier 1 ($25K-49K): .50%
   - Tier 2 ($50K-$99K): .75%
   - Tier 3 ($100K+): 1%

2. Web Cameras BPA Discount: .25%

   Tier Volume Discounts:
   - Tier 1 ($25K-49K): .50%
   - Tier 2 ($50K-$99K): .75%
   - Tier 3 ($100K+): 1%

(2) DELIVERY:

DESTINATION	DELIVERY SCHEDULE/DATES
CONUS and OCONUS	In accordance with GSA Schedule 70

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be Estimated $13,562,668.00 for the life of the BPA.

- Base Year: - Estimated $4,700,000.00
- Option Year 1: – Estimated $4,195,000.00
- Option Year 2: - Estimated $4,573,100.00

(4) This BPA does not obligate any funds.

(5) This BPA expires on 10 May 2013 or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

AGENCIES : GSA, DoD, other Federal and approved State agencies

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, paper, or oral communications.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

(a) Name of Contractor;
(b) Contract Number;
(c) BPA Number;
(d) Model Number or National Stock Number (NSN);
(e) Task/Delivery Order Number;
(f) Date of Purchase;
(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
(h) Date of Shipment.

(9) The requirements of a proper invoice are as specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the task/delivery order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

GLOSSARY:

Acceptance means the act of an authorized representative of the Government by which the Government, for itself or as agent of another, assumes ownership of existing identified supplies tendered or approves specific services rendered as partial or complete performance of the contract.

Agency means any executive department, military department, Government corporation, Government controlled corporation, or other establishment in the executive branch of the Government (including the Executive Office of the President), or any independent regulatory agency.

Award Date means the date the Blanket Purchase Agreement is established through express award action (e.g., execution of GSA Form 300) by the GSA Contracting Officer.

Business Day means every day of the week, other than Saturday or Sunday or a federal holiday.

Contracting Officer means a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the contracting officer acting within the limits of their authority as delegated by the contracting officer.

Contiguous United States (CONUS) means the 48 contiguous States and the District of Columbia

Environmentally Preferable Purchasing (EPP) means purchasing products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service. To view more information on this program, please utilize the hyperlink: http://www.epa.gov/epp/

Greenhouse Gases (GHG) means carbon dioxide, methane, nitrous oxide, hydro fluorocarbons, perflurocarbons and sulfur hexafluoride.

Outside the Continental United States (OCONUS) means shipments that will be outside the continental United States

Order Status means information from contractor provided to customer indicating the exact whereabouts an order is in the contractors computer system: e.g.: order entry, order fulfillment, shipping or delivery status.

Trade Agreement Act (TAA) refers to the **Trade Agreements Act of 1979** (TAA), Pub.L. 96-39, 93 Stat. 144, enacted July 26, 1979, codified at 19 U.S.C. ch.13 (19 U.S.C. §§ 2501–2581), is an Act of Congress that governs trade agreements negotiated between the U.S. and other countries under the Trade Act of 1974.

1.0 BACKGROUND

The General Services Administration (GSA) National Information Technology Commodity Program (NITCP) intends to utilize innovative acquisition strategies in establishing several multiple award Blanket Purchase Agreements (BPAs) for a variety of leading Information Technology (IT) products. NITCP considers the following IT products as areas to utilize innovative acquisition strategies: Laptops, Desktops, Notebooks, Servers, Video Teleconferencing and Monitors, to name a few. The NITCP has a goal to improve consistency of IT commodity offerings across the federal government. The NITCP's vision is to be viewed as the leading source and first choice for providing IT commodity end-to-end solutions for federal customers. The NITCP's mission is to procure IT commodities for customers located nationwide using innovative solutions. In addition, the NITCP supports the Office of the Chief Information Officer's 25 Point Federal IT Implementation Plan, specifically point #20 entitled, to work with Congress to consolidate commodity IT spending under Agency.

The BPA(s) will be administered by the GSA Federal Acquisition Service, Southeast Sunbelt Region 4, National Information Technology Commodity Program (NITCP) located at 401 W. Peachtree Street, Suite 820, Atlanta, GA 30308.

2.0 OBJECTIVES

To achieve the Government's goals, the following objectives are sought through this acquisition:

- Achieve uniform prices and measurable total cost savings while maintaining or improving current service capability levels;
- Obtain significant reporting and transactional data to enable agencies to better manage spend for IT Products;
- Ensure regulatory compliance in the acquisition of IT products to include; sustainable purchase requirements, and the Trade Agreements Act (TAA);
- Align purchasing with existing agency business practices; and
- Improve ordering process for IT commodities.

The overall goal is to allow the Government a fast and effective way to order IT commodities at sharply discounted prices with prompt, cost-effective delivery and effective customer service, while capturing economies of scale, ensuring compliance with applicable regulations, fostering markets for sustainable technologies and environmentally preferable products, and simplifying data collection.

3.0 SCOPE

The NITCP initiatives are implemented in a phased approach in procuring user agencies most commonly used IT commodities. It is the intent of the first phase to enable acquisition based processing for IT commodities with minimal systemic changes. As part of this phase, multiple award BPAs will be created against Schedule 70 contracts, SIN 132-8, NAICS 517919 for the product categories of mobile solutions equipment (VOIP telephones, headsets and web cameras). Additionally, the NITCP initiatives will promote Green House Gas (GHG), Zero Environmental Footprint, Point of Sales, E-Waste Disposal, Buy-Back, Energy Star/EPEAT, and delivery order level reverse auctioning pricing methodology.

No open market items will be accepted. All offered products shall be available under the proposed GSA Federal Supply Schedule (FSS) Price List. Authorized users are DoD, other Federal, approved State and local agencies.

The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be **$13,562,668.00.** This is not a ceiling amount and the accumulated value of delivery orders/call issued under this BPA may exceed this amount without modification to the BPA.

The resulting awarded BPAs will be established for a one year base period with two (2) one (1) year option periods. In accordance with FAR 8.405-3(e)(1)(i)(ii)(iii), the resulting awarded BPAs will be reviewed annually.

The Federal government has multiple methods of order fulfillment, such as: government purchase cards, BPA calls, requisitions, Federal Standard Requisitioning and Issues Procedures System (FEDSTRIP), Military Standard Requisitioning and Issue Procedures (MILSTRIP), Department of Defense Activity Address Code (DODDAC), Activity Address Code (AAC), and Military Interdepartmental Purchase Request (MIPR).

4.0 PERIOD OF PERFORMANCE

The BPA will remain in effect from the date of award through one base year and two one year options, if exercised, consistent with the term of the Schedule 70 contract:

Base Year:	11 May 2012 - 10 May 2013
Option Year 1:	11 May 2013 – 10 May 2014
Option Year 2:	11 May 2014 – 10 May 2015

5.0 PREVAILING TERMS AND CONDITIONS

All terms and conditions of the Contractor's awarded Federal Supply Schedule 70 contract shall apply to the BPA and orders issued against the BPA by participating agencies. The terms and conditions of the Contractor's Federal Supply Schedule 70 contract shall prevail over the BPA and all orders, except to the extent that lower prices in the established BPA shall take precedence over higher prices in the Contractor's Federal Supply Schedule 70 contract. The terms and conditions of this BPA shall apply to all purchased made pursuant to it. In the event of an inconsistency between the provisions of the BPA and any terms and conditions contained in an order, the provisions of this BPA will take precedence. Additionally, delivery terms in this BPA are applicable to all BPA orders.

6.0 OBLIGATION OF FUNDS

Funds will be obligated against individual delivery orders issued in accordance with the awarded BPA. The Government is obligated only to the extent of orders placed under the established BPA.

7.0 PRODUCT REQUIREMENTS

NITCP intends to establish BPAs for all mobile solutions equipment (VOIP telephones, headsets and web cameras) offered under each contractor's GSA Federal Supply Schedule 70 IT Solutions and Electronics, SIN 132-8 and NAICS 517919.

Minimum salient characteristics for mobile solutions equipment (VOIP telephones, headsets and web cameras) are provided in Attachment A BPA Price Template. The item(s) listed in Attachment A is for price evaluation purposes only for the selection of BPA quotes for the establishment of the BPAs.

Note: By submission of a quote for the BPA an offeror agrees that if a BPA is established with that offeror then that offeror's discount percentage offered for the BPA shall be the overall discount offered for and applied to all product categories of mobile solutions equipment (VOIP telephones, headsets and web cameras) on the offeror's GSA Schedule contract that may be purchased through orders against the resultant BPA.

8.0 PRODUCT PRICING

8.1 The prices proposed should be discounted from the FSS contract prices and the discount rate should be fixed for the duration of the BPA, unless otherwise negotiated by the Contracting Officer. Discount rates proposed will apply to all subsequent additions, substitutions, and any other changes to the BPA. Any decreases in the FSS contract prices shall result in immediate commensurate decreases in the BPA prices. Prices may be voluntarily reduced at any time. The CO shall be notified immediately via e-mail whenever price reductions occur.

8.2 Each Multiple Award Schedule Contractor responding to this RFQ has complete flexibility and is encouraged to offer lower unit prices and increased discounts for award of this BPA without being required to pass the price reduction to all schedule users. This is in accordance with the last sentence of the FAR Federal Supply Schedules, 8.405-4, price reductions which states, "Schedule contractors are not required to pass on to all schedule users a price reduction extended only to individual ordering activity for a specific order or BPA.

8.3 In the event of a change in the GSA minimum requirements, the Contractor will be provided notification by the GSA Contracting Officer and allowed 30 calendar days to quote an item that meets the new standard, including pricing which reflects the awarded Schedule 70 discount percentage in addition to the established BPA discount.

8.4 In the event of an End of Life (EOL) of a product offered under the BPA, the Contractor shall notify the Contracting Officer within 30 calendar days of product EOL and quote a substitute product, as specified above.

9.0 PRODUCT CHANGES

9.1 The Contractor shall send electronic notification via e-mail to the Contracting Officer of any technology upgrades, substitutions, or changes projected to be or currently offered for ordering under the established BPA.

9.2 The contractor may recommend product substitutions as long as the substituted item is the same or better technology at the same or lower price and are mutually agreed to by GSA. These can be posted to the BPA product offering in the on-line ordering system, as an update. Delivery order modifications will not be required unless the substitution impacts the funding obligated to the order. The invoice will reflect the actual product shipped not the product ordered.

10.0 REQUIREMENTS RELATED TO REGULATORY COMPLIANCE

10.1 Trade Agreements Act (TAA), (19 U.S.C., et seq.):

Products provided under this agreement are subject to and shall be compliance with TAA mandate, unless an authorized official of the GSA Schedules Office approves in writing a deviation to add non-Trade Agreement Act items to an offeror's Schedule contract.

10.2 Environmental Management:

The contractor shall provide environmentally friendly products in order to comply with federally mandated environmental programs and GSA Green Procurement Program Policy. These program elements include: recovered material products, energy and water efficient products, alternative fuels and fuel efficiency, bio-based products, non-ozone depleting substances, priority chemicals, environmentally preferable products. These program elements are described on the Office of the Federal Environmental Executive (OFEE) website (www.ofee.gov).

10.3 Section 508 Compliance:

The contractor shall support the Government in its compliance with Section 508 throughout the resultant BPA period of performance. Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) requires that when Federal agencies develop, procure, maintain, or use electronic information technology, Federal employees with disabilities have access to and use of information and data that is comparable to the access and use by Federal employees who do not have disabilities, unless an undue burden would be imposed on the agency. Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a Federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency. The contractor must indicate in its quote where full details of compliance to the identified standards can be found, such as vendor's website.

Applicable standards:

1194.21 Software Applications and Operating Systems
1194-22 Web based Intranet and Internet Information and Applications
1194-23 Telecommunications Products
1194-24 Video and Multimedia Products
1194-25 Self-Contained, Closed Products
1194-26 Desktop and Portable Computers
1194-41 Information, Documentation and Support
1194-31 Functional Performance criteria are the minimally acceptable standards to ensure Section 508 compliance.

The contractor should review the following websites for additional 508 information:
http://www.section508.gov/index.cfm?FuseAction=Content&ID=12
http://www.access-board.gov/508.htm

11.0 CONTRACTOR ADMINISTRATION REQUIREMENTS

11.1 GSA Advantage!®

a. Contractor shall ensure all items on the BPA are currently on GSA Advantage!® and remain current throughout the BPA's period of performance.

b. Contractor shall conform to terms and conditions of GSA Advantage!®. Contractor will allow a 5 business days lead time for price changes to become in effect in GSA Advantage!®.

c. Within 5 business days of BPA Establishment notification, contractor shall upload the BPA items reflecting awarded BPA pricing on GSA Advantage! ®. Federal Government and any approved State and Local agencies may require the BPA items to be uploaded to other portals as a condition of placing orders. The items must:

   i. Contain pictures and dimensions for all products
   ii. Maintain consistent product offering and pricing between GSA Advantage!® and the Schedule 70 contract, and consistent product offering and pricing between GSA Advantage and any other channels used to place orders against the BPA;
   iii. Reflect discount pricing that maintains the percentage discount relationship between BPA pricing at time of BPA establishment and the Contractor's Federal Supply Schedule 70 catalog pricing (prices may be reduced at any time). The exception to this condition is for any downward price adjustments. At no time during the BPA's period of performance shall a product price exceed the calculated BPA price using the percentage discount agreed to at the time of BPA establishment;
   iv. Ensure the product's part number reflects the part number assigned by the manufacturer; and

v. Block out any product that do not meet requirements.

If contractor prices are increased on the Schedule contract, the contractor may request that prices are increased under this BPA. The Contracting Officer will make the final decision on any request for price increase under the BPA. Any price decreases made to the Schedule contract shall be immediately effective for this BPA.

11.2 Documentation in Accessible Formats:

Unless otherwise stated in the RFQ, any form of documentation provided (i.e. training manual, user guides, embedded documents etc.), including any documentation deliverables required in the statement of work, must be provided in a fully accessible format. The documents must be provided in one of the following formats:

- Text, RTF, properly "tagged" PDF, Microsoft Word or HTML format. Properly tagged PDF's can be verified by using Adobe Acrobat's Accessibility Checker.

Documentation delivered in a manner that is interactive (e.g., table of contents, Index, Search, etc.) must be keyboard navigable, move focus to selected items (or have a keyboard alternative) and be comparable in keyboard access to mouse usage.

11.3 Customer Service:

Contractor shall provide a customer service center that is operational, at a minimum, from 8:00 a.m. to 8:00 p.m. EST, Monday through Friday, except federal holidays the hours of operation shall be those of the location of the customers in the contiguous United States. Customer service personnel shall be knowledgeable of the Federal Government's purchase procedures and those procedures specifically tailored to the BPA.

11.4 Point of Sales

At the effective date of the BPA award, the Contractor shall provide the BPA discount against all orders when payment (point-of-sale) is made through the Government purchase card. Contractor shall recognize the Government purchase card and automatically charge a price no higher than the BPA price. The point-of-sale discount shall apply to all purchases for items covered by the BPA, except when the ordering agency specifies that it is using another acquisition vehicle. BPA pricing shall be honored through all purchase channels.

11.5 Program Review

The CO or other authorized government representative may hold semi-annual program review meetings. Such meetings will be held via telecom or video teleconferencing however; the government reserves the right to request a meeting in person. The meetings will include all BPA holders, representatives from prospective customer agencies, a combination of current and prospective customer agencies, or individual BPA holders.

Some major Federal Government, and any approved State and Local Agencies may establish a central program management function. Such users may require their primary suppliers to participate in agency program review meetings on a periodic basis, at no additional cost to the Government.

The BPA shall be reviewed on an annual basis in accordance with FAR 8.405-3(e), Review of the BPAs will consist of the following:

1. The schedule contract, upon which the BPA was established, is still in effect;
2. The BPA still represents the best value (see 8.404(d)); and
3. Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

11.6 Exchange/Sale Program

GSA anticipates implementation of an Exchange/Sale Program during the duration of this BPA. The contractor may be asked to assist in development of the strategy and subsequently support its execution consistent with their GSA schedule contract terms.

Exchange/Sale means to exchange or sell non-excess, non-surplus personal property and apply the exchange allowance or proceeds of sale in whole or in part payment for the acquisition of similar property. In this case all mobile solutions equipment (VOIP telephones, headsets and web cameras) on this BPA are considered personal property that potentially will need to be replaced. GSA wants to be able to exchange or sell any and all property back to the Contractor and apply the exchange allowance or sales proceeds to reduce the cost of similar replacement property. 41 CFR 102-39

11.7 Disposal Program

GSA anticipates implementation of a Disposal Program during the duration of this BPA. The contractor may be asked to assist in development of the strategy and subsequently support its execution consistent with their GSA schedule contract terms.

11.8 Cancellation of BPA

The Government reserves the right to cancel a BPA at any time if it is no longer needed, no longer represents competitive pricing, does not provide adequate service (e.g., delivery, billing, and item quality), or the BPA holder is otherwise not in compliance with the BPA terms and conditions. The contractor shall notify the BPA's CO no less than 60 days prior to the expiration of Contractor's Federal Supply Schedule 70 contract. If for any reason the Contractor's Schedule 70 contract is terminated the Contractor shall notify the BPA CO within twenty-four (24) hours. The BPA's period of performance will not extend beyond the expiration date of the Contractor's Federal Supply Schedule 70 contract.

12.0 Ordering

12.1 The contractor shall provide an automated ordering system. Orders placed via phone, fax, e-mail, in person, contractor's website, GSA Advantage! and DoD Emall shall be accepted by the contractor. Federal Government and any approved State and Local agencies may require BPA items uploaded to other portals as a condition of placing orders. Contractor website must be available for use within 30 days of contract award. In the event, the automated ordering stystem becomes unavailable for use; the contractor shall provide a backup plan for the Government to submit orders.

12.2 Reserved

12.3 Contractor shall maintain an order tracking system that permits the Government to ascertain the location of an order between the time the order is placed to delivery and acceptance at destination. Contractor shall report order status through GSA Advantage! ® or the agency-specific portal for orders placed through these sites.

12.4 The minimum dollar value of orders to be issued under this Blanket Purchase Agreement is $0.00. If awarded a BPA under this solicitation, contractors are to contract their schedule Point of Contact/Contracting Officer and have them modify their existing schedule contract to reflect a second small requirements amount applicable to the BPA awarded under the National Information Technology Commodity Program as $0.00.

12.5 Ordering Agencies shall comply with FAR 8.405-3(c) (2) for placing an order against this BPA. All subsequent orders issued will be Firm Fixed Price.

12.6 GSA Program Funding Fee

The GSA Program Funding Fee reimburses GSA for the costs of procuring and administering the BPAs. This program funding fee shall be comprised of the GSA Industrial Funding Fee set at 0.75 percent and an additional percent Administrative Service Fee of 1.25 percent for the BPA, which may be subject to revision(s) at anytime. The Contractor shall remit a GSA Program Funding Fee of 2% incorporated into its total unit price(s). Upon revision, Contractor is required to adjust pricing up or down by the applicable percentage to reflect the new fee structure.

Remittance of the GSA Industrial Fee portion (.75) of the Program Funding Fee shall be done in accordance with the underlying Schedule 70 contract. Remittance instructions for the Administrative Service Fee 1.25% portion of the Program Funding Fee will be provided to the Contractor within 60 days of BPA establishment by the Contracting Officer or designee. The Government reserves the unilateral right to change such instructions from time to time at no additional cost, following notification to the contractor.

12.7 Reverse Auctioning

Ordering agencies Contracting Officers may, at their discretion, utilize reverse auctioning pricing technique as deemed appropriate to their specific IT product requirement(s).

12.8 Small Business Ordering

In accordance with FAR 8.405-5(a)(1)(i)(2)(i)(ii), ordering agencies Contracting Officers may at their discretion set-a-side orders for any small business concerns identified in 19.000(a)(3). Agencies must follow the ordering procedures for Federal Supply Schedules at 8.405-1, 8.405-2, and 8.405-3; and specific small business program eligibility requirements identified in part 19 apply.

13.0 Delivery

13.1 Delivery shall be F.O.B. destination in accordance with GSA Schedule 70 contracts, with evidence of delivery for CONUS locations or as specified in individual delivery orders.

Deliveries outside the continental United States (OCONUS) will be handled in accordance with the GSA Schedule 70 contract.

13. 2 Unless otherwise agreed to, a delivery ticket or a sales slip must accompany all deliveries. As a minimum, the delivery tickets or sales slips must contain the following information:

a. Name of Contractor
b. Schedule 70 Contract number
c. BPA number
d. BPA Contract Line Item Number (CLIN) and Product Model name and number
e. Delivery order number
f. Date of purchase
g. Quantity, unit price, and extended price of each item
h. Delivery location and contact, with name and phone number
i. Name, title, e-mail address, and phone number of person placing order, if different from delivery location contact
j. Instructions for handling returns, damaged, or missing products

13.3 Delivery of products to all GSA locations shall be in accordance with individual delivery orders issued. Shipping to the address(es) specified in each delivery order shall be within 30 calendar days or as specified under the GSA Schedule from the date an order is received by the Contractor, or as otherwise agreed to by the parties to include expedited delivery.

13.4 Partial shipments and partial payments are allowed under the BPA, unless otherwise specified in individual orders issued.

14.0 INSPECTION AND ACCEPTANCE

Inspection and acceptance shall be as specified under the GSA Schedule 70 contract and individual delivery orders.

15.0 INVOICING AND PAYMENT

Payment procedures are in accordance with the GSA Schedule 70 contract. The payment office shall be identified on each delivery order issued against the BPA. The requirements of a proper invoice are as specified in individual delivery orders issued against the BPA and shall be submitted upon receipt and acceptance of the shipment(s) under each delivery order against the BPA. Each invoice shall contain the Delivery Order Number, Schedule 70 Number, BPA Number, Total Dollars Invoiced, Invoice Number, and Accounting Control Number (ACT). The Contractor will be paid by Electronic Funds Transfer (EFT), unless otherwise specified in individual orders.

16.0 WARRANTY

The Contractor shall provide standard original equipment manufacturers' product warranty in accordance with the GSA Schedule 70 contract terms and conditions.

17.0 REPORTING REQUIREMENTS

17.1 Reporting Capabilities

Contractor must have the capability to provide any reports in XML format or in standard Microsoft Office document formats as determined by the CO or other authorized Government representative. The Government may change submittal procedures from time to time, at no additional cost to the Government.

17.1.1 Management Reports

Contractor shall provide, at no cost to the Government, monthly management reports on the first business day after the 15th of each month, containing at a minimum:

- Total aggregated spend volume,
- Value and percentage of all purchases by customer,
- Value and percentage of all purchases by channel (e.g., GSA Advantage!®, phone, fax, e-mail, in-person, or contractor-operated website, etc.),
- Value and percentage of all purchases by payment method,
- Average order spend amount,
- Value and percentage of all Environmentally Preferable Purchasing (EPP) items purchased, and
- Activities to identify and promote EPP items.

Contractor shall furnish reports via e-mail in a format determined by the CO or other authorized government representative, as directed in writing and in accordance with the schedule identified in the deliverables.

17.1.2 Usage Reports

Contractor shall provide, at no cost to the Government, quarterly usage reports utilizing Level III data captured at the transaction level and containing at a minimum:

- Item description,

- Manufacturer's name,
- Manufacturer's part number,
- Unit of measure,
- Quantity of item sold,
- Number of times an item was ordered during the period,
- BPA unit price,
- BPA extended price,
- Federal Supply Schedule 70 catalog price,
- Federal Supply Schedule 70 catalog extended price,
- Total extended cost,
- Exchange/Sale products,
- Environmentally preferable content, including specific attribute(s) and percent of environmentally preferable content,
- Greenhouse Gas products,
- Sustainability products,
- Shipping/freight charge,
- Delivery method (e.g., standard, overnight, desktop, secure desktop),
- Shipping weight,
- Supplemental fees charged (e.g., processing orders below the minimum, etc.),
- Customer agency,
- Payment method,
- Sales channel (e.g., GSA Advantage! ®, phone, fax, e-mail, in-person, or contractor operated website, etc.),
- Name of BPA contractor, and
- BPA contract number.

Contractor shall furnish reports in standard format uploaded directly to the IT Solutions Shop (ITSS) portal as directed, in writing, by the CO or other authorized Government representative, in accordance with the schedule identified in the deliverables.

17.1.3 Performance Metric Reporting

Contractor shall provide, at no cost to the Government, monthly performance metrics and measurement reports the first business day after the 15th of each month. These metrics and measures will gauge the contractor BPA performance and will evaluate areas that include, but are not limited to:

- Adherence to delivery schedule:
  - Scheduled versus actual delivery dates by transaction,
- Meeting BPA terms and conditions:
  - Date required reports delivered, and.
  - Identification of delinquent reports and reason for deficiency,
- Product damages and returns:
  - Volume and value of damaged and returned products,
  - Number of instances of damaged and returned product, and
  - Resolution of damaged and returned issues.
- Environmentally preferable content:
  - Products offered with environmentally preferable content,
  - Products refreshed for higher environmentally preferable content (content to/form), and
  - Products with no environmentally preferable content available.
- Customer satisfaction:
  - Annual customer satisfaction survey.

Contractor will provide performance metrics and measures at the aggregated BPA level and individual purchasing agency level to the CO. Contractor shall furnish reports in standard format via ITSS as directed, in writing, by the CO or other authorized Government representative, in accordance with the schedule identified in the deliverables.

17.1.4 Small Business Participation Reporting

The BPA Prime Contractor or Team shall provide a Small Business Participation Summary Report to the BPA Technical Project Manager/CAM and BPA Contracting Officer, no later than 30 days after the end of each BPA contract year. This report shall list each task order issued to the BPA Prime or Team over the course of the last 12 months and the dollar value. The report shall also calculate the overall Small Business Participation / Utilization percentage (based upon total Schedule contracted dollars) across all the task orders awarded to the BPA Prime or Team during the prior year.

18.0 POINTS OF CONTACT

The following GSA Contracting Officer will administer the established BPA(s), supported by the GSA Program Manager. The GSA Contracting Officer will provide all technical assistance and clarification. Section 6.0 applies to individual delivery orders.

Contractor Contract Specialist,

Andrea Brzoska (404) 215-8671; andrea.brzoska@gsa.gov

GSA, Contracting Officer, (CO)

Wanda Dixon (404) 987-7189; wanda.dixon@gsa.gov

19.0 CLAUSES

19.1 FAR Clause 52.217-5 -- Evaluation of Options, July 1990
Evaluation of Options (Jul 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

19.2 FAR clause 52.217-9 -- Option to Extend the Term of the Contract, March 2000
Option to Extend the Term of the Contract (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within thirty (30); provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least sixty (60) days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed three (3) years.

20.0 DELIVERABLES AND REPORTING REQUIREMENTS TABLES

Table 1: Deliverables

Milestone/Deliverable	Action Provided From	Planned Completion Date
Management Report (17.1.1)	Contractor	Monthly; due on 15th of each month
Usage Report (17.1.2)	Contractor	Quarterly; due on 15th of the first month of the quarter
Performance Metrics Report (17.1.3)	Contractor	Monthly; due on 15th of each month
Small Business Participation Report (17.1.4)	Contractor	30 days after the expiration of the BPA contract period of performance
Catalog on GSA Advantage!® (11.1)	Contractor	5 days after date of BPA establishment
Remittance instructions provided by GSA for Program Funding Fee (12.6)	Government	60 days after date of BPA establishment

Table 2: Reporting Requirements

Reference ID	Requirement	Performance Objective	Performance Standard	Monitoring Method
Subsection 17.1.1	Management Report	Timeliness/Accuracy	98% Compliance	Government Receipt
Subsection 17.1.2	Usage Report	Timeliness/Accuracy	98% Compliance	Government Receipt
Subsection 17.1.4	Small Business Participation Report	Timeliness/Accuracy	98% Compliance	Government Receipt
Subsection 17.1.3	Performance Metrics Report	Timeliness/Accuracy	98% Compliance	Government Receipt
Subsection 11.1	Catalog on GSA Advantage	Timeliness/Accuracy	100% Compliance	Government Receipt