

**AUTHORIZED FEDERAL SUPPLY SERVICE  
INFORMATION TECHNOLOGY SCHEDULE PRICELIST  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY  
EQUIPMENT, SOFTWARE AND SERVICES**

**SIN 132-32 - TERM SOFTWARE LICENSES**

Microcomputers  
Application Software

NOTE: Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interfaces may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

**SIN 132-33 - PERPETUAL SOFTWARE LICENSES**

Microcomputers  
Application Software

NOTE: Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

**SIN 132-50 - TRAINING COURSES FOR INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE  
(FPDS Code U012)**

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***State College, PA 16801***  
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Contract Number: **GS-35F-0144U**

Period Covered by Contract: **1/1/2008 – 12/31/2012**

General Services Administration  
Federal Supply Service

Pricelist current through Modification # \_\_\_\_\_, dated \_\_\_\_\_.

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

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## INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

### SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!<sup>™</sup> on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!<sup>™</sup> and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

#### 1. GEOGRAPHIC SCOPE OF CONTRACT:

*Domestic delivery* is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

*Overseas delivery* is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
- The Geographic Scope of Contract will be overseas delivery only.
- The Geographic Scope of Contract will be domestic delivery only.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

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#### 2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards *will* be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

**814-238-3280**

#### 3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

#### 4. STATICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: **107326043**

Block 30: Type of Contractor – **B. Other Small Business**

Block 31: Woman-Owned Small Business - No  
Block 36: Contractor's Taxpayer Identification Number (TIN): 25-1441947

- 4a. CAGE Code: OHRH6
- 4b. Contractor *has* registered with the Central Contractor Registration Database.

**5. FOB DESTINATION**

**6. DELIVERY SCHEDULE**

a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
<u>132-32 &amp; 132-33</u>	<u>10</u> Days
<u>132-50</u>	<u>As agreed upon with ordering activity</u>

**Expedited Delivery for SIN 132-32 and 132-33 – 3 Days**

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

**7. DISCOUNTS:** Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: 0% - 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity – **Pricing includes volume discount**
- c. Dollar Volume - **None**
- d. Government Educational Institutions are offered the same discounts as all other Government customers.
- e. Other

**8. TRADE AGREEMENTS ACT OF 1979, as amended:**

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

**9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:**

**10. Small Requirements:** The minimum dollar value of orders to be issued is \$100.

**11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)**

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:
  - Special Item Number 132-3 - Leasing of Product
  - Special Item Number 132-4 – Daily / Short Term Rental
  - Special Item Number 132-8 - Purchase of Equipment
  - Special Item Number 132-12 – Maintenance of Equipment, Repair Service, and Repair Parts/Spare Parts
  - Special Item Number 132-32 - Term Software Licenses

Special Item Number 132-33 - Perpetual Software Licenses  
Special Item Number 132-34 – Maintenance of Software  
Special Item Number 132-51 - Information Technology (IT) Professional Services  
Special Item Number 132-52 - Electronic Commerce (EC) Services  
Special Item Number 132-53 – Wireless Services

b. The Maximum Order value for the following Special Item Numbers (SINs) is \$25,000:

Special Item Number 132-50 - Training Courses

c. The Maximum Order value for the following Special Item Numbers (SINs) is \$1,000,000:

Special Item Number 132-60 – Access Certificates for Electronic Services (ACES) Program  
Special Item Number 132-61 – Public Key Infrastructure (PKI) Shared Service Provider (SSP) Program  
Special Item Number 132-62 – HSPD-12 Product and Service Components

## 12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

## 13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

**REQUIREMENTS:** ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

**13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):** Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

**13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):** Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

## 14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

**15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:** Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

## **16. GSA ADVANTAGE!**

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.fss.gsa.gov/>.

## **17. PURCHASE OF OPEN MARKET ITEMS**

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

## **18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

## **19. OVERSEAS ACTIVITIES**

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

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Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

## **20. BLANKET PURCHASE AGREEMENTS (BPAs)**

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

## **21. CONTRACTOR TEAM ARRANGEMENTS**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each

contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

## **22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

## **23. SECTION 508 COMPLIANCE.**

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

[www.minitab.com](http://www.minitab.com)

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The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

## **24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.**

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:

This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

## **25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)**

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
  - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
  - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

## **26. SOFTWARE INTEROPERABILITY.**

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

## **27. ADVANCE PAYMENTS**

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

**TERMS AND CONDITIONS APPLICABLE TO TERM  
SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-32)  
AND PERPETUAL SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-33)**

**1. INSPECTION/ACCEPTANCE**

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any software that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming software at no increase in contract price. The ordering activity must exercise its postacceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the software, unless the change is due to the defect in the software.

**2. GUARANTEE/WARRANTY**

a. Unless specified otherwise in this contract, the Contractor's standard commercial guarantee/warranty as stated in the contract's commercial pricelist will apply to this contract.

***When purchased from Minitab, Minitab Statistical Software may be returned for any reason within 30 days of receipt for a full refund. Please contact us prior to any return for a return authorization number. Returns will not be accepted without a return authorization number. Minitab does not accept returns for documentation orders.***

b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

**3. TECHNICAL SERVICES**

The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number **814-231-2682** for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from **M-F, 8AM to 5PM EST.**

**4. SOFTWARE MAINTENANCE**

a. Software maintenance service shall include the following:

SIN 132-32 - Technical support provided free for all currently licensed users, and for as long as the current Minitab Statistical Software release is generally distributed by us, and one year thereafter. Upgrades to new releases at no charge

SIN 132-33 – Technical support provided free for all currently licensed users, and for as long as the current Minitab Statistical Software release is generally distributed by us, and one year thereafter. Maintenance updates for Minitab software are available to customers at no charge. Maintenance updates fix problems discovered after the software has been released and improve existing functionality. Upgrades to new releases at low upgrade fees per pricing in this pricelist.

b. Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

**5. PERIODS OF TERM LICENSES (132-32)**

a. The Contractor shall honor orders for periods for the duration of the contract period or a lesser period of time.

**The initial term of this Agreement begins on the day agreed and ends on the last day of the twelfth calendar month thereafter unless otherwise agreed upon in a writing signed by both parties, or unless earlier terminated by either party as provided under this Agreement.**

- b. Term licenses may be discontinued by the ordering activity on thirty (30) calendar days written notice to the Contractor.

**Upon termination, there will be no refund, in whole or in part, of any payments already made by the ordering activity to Minitab, and the ordering activity will remain liable to pay promptly any unpaid fees due Minitab. Upon termination of this Agreement by reason of the ordering activity default, including the ordering activity failure to pay any license fee as required, the ordering activity's license rights in the Software will terminate and, the ordering activity will cease to use the Software licensed under this Agreement and the ordering activity, at Minitab's option, will either return to Minitab or destroy all copies of the Software obtained from Minitab or duplicated by the ordering activity's under this Agreement and provide Minitab with written certification of such destruction; in addition the ordering activity will delete all copies of the Software residing on the ordering activity's network file servers, and on the ordering activity's computers and those of the ordering activity's employees, and provide Minitab with written certification of such destruction or deletion.**

- c. Annual Funding. When annually appropriated funds are cited on an order for term licenses, the period of the term licenses shall automatically expire on September 30 of the contract period, or at the end of the contract period, whichever occurs first. Renewal of the term licenses orders citing the new appropriation shall be required, if the term licenses is to be continued during any remainder of the contract period.
- d. Cross-Year Funding Within Contract Period. Where an ordering activity's specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.
- e. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of an order, if the term licenses is to be terminated at that time. Orders for the continuation of term licenses will be required if the term licenses is to be continued during the subsequent period.

## **6. CONVERSION FROM TERM LICENSE TO PERPETUAL LICENSE**

- a. The ordering activity may convert term licenses to perpetual licenses for any or all software at any time following acceptance of software. At the request of the ordering activity the Contractor shall furnish, within ten (10) calendar days, for each software product that is contemplated for conversion, the total amount of conversion credits which have accrued while the software was on a term license and the date of the last update or enhancement.
- b. Conversion credits which are provided shall, within the limits specified, continue to accrue from one contract period to the next, provided the software remains on a term license within the ordering activity.
- c. The term license for each software product shall be discontinued on the day immediately preceding the effective date of conversion from a term license to a perpetual license.
- d. The price the ordering activity shall pay will be the perpetual license price that prevailed at the time such software was initially ordered under a term license, or the perpetual license price prevailing at the time of conversion from a term license to a perpetual license, whichever is the less, minus an amount equal to Not available % of all term license payments during the period that the software was under a term license within the ordering activity.

## **7. TERM LICENSE CESSATION**

- a. After a software product has been on a continuous term license for a period of (Not available) \* months, a fully paid-up, non-exclusive, perpetual license for the software product shall automatically accrue to the ordering activity. The period of continuous term license for automatic accrual of a fully paid-up perpetual license does not have to be achieved during a particular fiscal year; it is a written Contractor commitment which continues to be available for software that is initially ordered under this contract, until a fully paid-up perpetual license accrues to the ordering activity. However, should the term license of the software be discontinued before the specified period of the continuous term license has been satisfied, the perpetual license accrual shall be forfeited.
- b. The Contractor agrees to provide updates and maintenance service for the software after a perpetual license has accrued, at the prices and terms of Special Item Number 132-34, if the licensee elects to order such services. Title to the software shall remain with the Contractor.

## **8. UTILIZATION LIMITATIONS - (132-32, 132-33, AND 132-34)**

- a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.

b. When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:

- (1) Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.
- (2) Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the **ordering** activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to one ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.
- (3) Except as is provided in paragraph 8.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the ordering activity's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.
- (4) The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of disaster recovery, the ordering activity has the right to transfer the software to another site if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.
- (5) "Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.

## **9. SOFTWARE CONVERSIONS - (132-32 AND 132-33)**

Full monetary credit will be allowed to the ordering activity when conversion from one version of the software to another is made as the result of a change in operating system, or from one computer system to another. Under a perpetual license (132-33), the purchase price of the new software shall be reduced by the amount that was paid to purchase the earlier version. Under a term license (132-32), conversion credits which accrued while the earlier version was under a term license shall carry forward and remain available as conversion credits which may be applied towards the perpetual license price of the new version. *Not Available*

## **10. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY**

The Contractor shall include, in the schedule pricelist, a complete description of each software product and a list of equipment on which the software can be used. Also, included shall be a brief, introductory explanation of the modules and documentation which are offered. **See Attachment 1.**

## **11. RIGHT-TO-COPY PRICING**

The Contractor shall insert the discounted pricing for right-to-copy licenses.

**TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF TRAINING COURSES FOR  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT AND  
SOFTWARE (SPECIAL ITEM NUMBER 132-50)**

**1. SCOPE**

- a. The Contractor shall provide training courses normally available to commercial customers, which will permit ordering activity users to make full, efficient use of general purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.
- b. The Contractor shall provide training at the Contractor's facility and/or at the ordering activity's location, as agreed to by the Contractor and the ordering activity.

**2. ORDER**

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

**3. TIME OF DELIVERY**

The Contractor shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the ordering activity.

**4. CANCELLATION AND RESCHEDULING**

- a. The ordering activity will notify the Contractor at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. The Contractor will then permit the ordering activity to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the ordering activity will modify its original training order to specify the time and date of the rescheduled training class.
- b. In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the ordering activity will be liable for the contracted dollar amount of the training course. The Contractor agrees to permit the ordering activity to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.
- c. The ordering activity reserves the right to substitute one student for another up to the first day of class.
- d. In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the ordering activity, the Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled training date.

**5. FOLLOW-UP SUPPORT**

The Contractor agrees to provide each student with unlimited telephone support for a period of one (1) year from the completion of the training course. During this period, the student may contact the Contractor's instructors for refresher assistance and answers to related course curriculum questions.

**6. PRICE FOR TRAINING**

The price that the ordering activity will be charged will be the ordering activity training price in effect at the time of order placement, or the ordering activity price in effect at the time the training course is conducted, whichever is less.

**See table in Attachment 1 of this document.**

**7. INVOICES AND PAYMENT**

Invoices for training shall be submitted by the Contractor after ordering activity completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

**8. FORMAT AND CONTENT OF TRAINING**

a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.

b. **\*\*If applicable\*\*** For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.

c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.

d. The Contractor shall provide the following information for each training course offered:

(1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);

(2) The length of the course;

(3) Mandatory and desirable prerequisites for student enrollment;

(4) The minimum and maximum number of students per class;

(5) The locations where the course is offered;

(6) Class schedules; and

(7) Price (per student, per class (if applicable)).

e. For those courses conducted at the ordering activity's location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges.

**9. "NO CHARGE" TRAINING**

The Contractor shall describe any training provided with equipment and/or software provided under this contract, free of charge, in the space provided below.

**None**

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**All Onsite Training is based on a set fee of \$3,600 for a one day class. Course or courses lasting two or more days of class cost \$2,250 per day.**

COURSE TITLE	GSA Discount	GSA Price*	GSA Price w/IFF*	Minimum Participants	Maximum Participants	Additional Participant Cost	Course Length	Course Location	Course Format
<b>Introduction to Minitab</b>	10%	\$3,600	\$3,600	1	20	\$125	1 Day	Client Site	Instructor-led Classroom

Course Description: Decrease the time required for statistical analysis by quickly learning to navigate Minitab's user-friendly and customizable environment. Learn how to import/export data and output between Minitab and various software and database systems. Enhance your ability to create, manipulate, and restructure data. Develop sound statistical approaches to data analysis by learning how to create and interpret a wide variety of graphs and numerical measures useful for quality improvement initiatives. This course focuses on the utilization of these tools as they pertain to applications commonly found in manufacturing, engineering, and business processes. *This course is a prerequisite for all other Minitab Manufacturing Quality courses. Topics covered include: Pareto Charts, Time Series plots, Individual value plots, Bar charts, Histograms, Boxplots, Dotplots, Scatterplots, Tables, Measures of Location and Variation, ODBC.*

<b>Basic Statistics</b>	10%	\$3,600	\$3,600	1	20	\$125	1 Day	Client Site	Instructor-led Classroom
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Course Description: Augment your graphical analysis skills using Minitab's powerful statistical tools. Develop the foundation for important statistical concepts such as hypothesis testing and confidence intervals. By analyzing a variety of real-world data sets, learn how to match the appropriate statistical tool to your own applications and how to correctly interpret statistical output to quickly reveal problems with a process or to show evidence of an improvement. Learn how to explore critical features in your processes through statistical modeling tools that help to uncover and describe relationships between variables. A strong emphasis is placed on making good business decisions based upon the practical application of statistical techniques commonly found in manufacturing, engineering, and research and development endeavors. *Prerequisite: Introduction to Minitab. Topics Covered Include: t-Tests, Proportion Tests, Tests for Equal Variance, Power and Sample Size, Correlation, Simple Linear and Multiple Regression, Analysis of Variance (ANOVA) and General Linear Model (GLM).*

<b>Advanced Regression and ANOVA</b>	10%	\$3,600	\$3,600	1	20	\$125	1 Day	Client Site	Instructor-led Classroom
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Course Description: Continue to build on the fundamental statistical analysis concepts taught in the Basic Statistics course by learning additional statistical modeling tools that help to uncover and describe relationships between variables. Hands-on examples illuminate how modeling tools help reveal key inputs and sources of variation in your processes. Learn how to use statistical models to investigate how processes may behave under varying conditions. This course provides techniques to help you better understand your processes and to focus and verify your improvement efforts. *Prerequisites: Introduction to Minitab, Basic Statistics. Topics Covered Include: Multiple and Stepwise Regression; GLM with Covariates, Nesting and Random Factors; MANOVA; Binary and*

COURSE TITLE	GSA Discount	GSA Price*	GSA Price w/IFF*	Minimum Participants	Maximum Participants	Additional Participant Cost	Course Length	Course Location	Course Format
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*Nominal Logistic Regression.*

### Statistical Quality Analysis

10%	\$3,600	\$3,600	1	20	\$125	1 Day	Client Site	Instructor-led Classroom
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#### Course Description:

Develop the necessary skills to successfully evaluate and certify manufacturing and engineering measurement systems. Learn the basic fundamentals of statistical process control and how these important quality tools can provide the necessary evidence to improve and control manufacturing processes. Develop the skills to know when and where to use the various types of control charts available in Minitab for your own processes. Learn how to utilize important capability analysis tools, many enhanced in Minitab Release 15, to evaluate your processes relative to internal and customer specifications. The course emphasis is placed on teaching quality tools as they relate to manufacturing processes. *Prerequisites: Introduction to Minitab, Basic Statistics. Topics Covered Include: Gage R&R; Destructive Testing; Gage Linearity; Gage Stability; Attribute Agreement; Variables and Attribute Control Charts; Capability Analysis for Normal, Non-normal and Attribute data.*

### Factorial Designs

10%	\$3,600	\$3,600	1	20	\$125	1 Day	Client Site	Instructor-led Classroom
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#### Course Description:

Learn to generate a variety of full and fractional factorial designs using Minitab's intuitive DOE interface. Real-world applications demonstrate how the concepts of randomization, replication, and blocking form the basis for sound experimentation practices. Develop the skills necessary to correctly analyze resulting data to effectively and efficiently reach experimental objectives. Use Minitab's customizable and powerful graphical displays to interpret and communicate experimental results to improve products and processes, find critical factors that impact important response variables, reduce process variation, and expedite research and development projects. *Prerequisites: Introduction to Minitab, Basic Statistics. Topics Covered Include: Design of Factorial Experiments; Normal Effects Plot and Pareto of Effects; Power and Sample Size; Main Effect, Interaction, and Cube Plots; Center Points; Overlaid Contour Plots; Multiple Response Optimization.*

### Response Surface Designs

10%	\$3,600	\$3,600	1	20	\$125	1 Day	Client Site	Instructor-led Classroom
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#### Course Description:

Expand your knowledge of basic two-level full and fractional factorial designs to those that are ideal for process optimization. Learn how to use Minitab's DOE interface to create response surface designs, analyze experimental results, and find optimal factor settings. Learn how to experiment in the real world by using techniques such as sequential experimentation that balance the discovery of critical process information while being sensitive to the resources required to obtain that information. Learn how to find factor settings that simultaneously optimize multiple responses. *Prerequisites: Introduction to Minitab, Basic Statistics, Factorial Designs. Topics Covered Include: Central Composite and Box-Behnken Designs, Calculations for Steepest Ascent, Overlaid Contour Plots, Multiple Response Optimization.*

### Formulations and Mixture Designs

10%	\$3,600	\$3,600	1	20	\$125	1 Day	Client Site	Instructor-led Classroom
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COURSE TITLE	GSA Discount	GSA Price*	GSA Price w/IFF*	Minimum Participants	Maximum Participants	Additional Participant Cost	Course Length	Course Location	Course Format
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**Course Description:** Learn the principles of designing experiments and analyzing the resulting data for processes that are comprised of the mixing and blending of ingredients such as those commonly found in the chemical, food, and beverage industries. By utilizing Minitab's easy-to-understand interface, create experiments designed to study and uncover important process information related to mixture processes with the minimal amount of experimental resources. Learn how to interpret graphical and statistical output to understand a mixture's blending properties and to choose the appropriate mixture of ingredients needed to optimize one or more critical process characteristics. *Prerequisites: Introduction to Minitab, Basic Statistics, Factorial Designs. Topics Covered Include: Simplex Lattice and Centroid Designs, Upper and Lower Constraints, Extreme Vertices, Pseudocomponents, Response Trace Plots.*

### DOE in Practice

10%	\$3,600	\$3,600	1	20	\$125	Customizable 1 Day	Client Site	Instructor-led Classroom
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**Course Description:** Learn how to handle common DOE scenarios where classic factorial or response surface design and analysis techniques are neither appropriate nor possible due to the nature of the response variable or the data collection process. Develop techniques for experimental situations often encountered in practice such as missing data and hard-to-change factors. Understand how to account for variables (covariates) that may affect the response but cannot be controlled in the experiment. Explore the importance of minimizing process costs while simultaneously optimizing an important process characteristic. Learn how to find and quantify the effect that factors have on the probability of a critical event, such as a defect, occurring. *Prerequisites: Introduction to Minitab, Basic Statistics, Factorial Designs. Topics Covered Include: Analysis of Variance (ANOVA), Unbalanced Designs, Split-Plot Designs, Multiple Response Optimization, Binary Logistic Regression.*

### Reliability Modeling

*(Includes Introduction to Reliability)*

10%	\$2,250	\$2,250	1	20	\$125	2 Days	Client Site	Instructor-led Classroom
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**Course Description:** Determine lifetime characteristics of a product using both graphical and quantitative analysis methods. Examine case studies containing censored and uncensored data to learn how to correctly handle a wide variety of data structures commonly found in reliability. Explore the common distributions used to model failure rates and develop necessary skills in choosing these models. Study and describe the impact that explanatory variables have on product lifetime. Learn how to obtain reliability estimates on highly reliable products in a reasonable amount of time. A strong emphasis is placed on using appropriate probability models to predict important lifetime characteristics of your products once in the field. *Prerequisites: Introduction to Minitab, Basic Statistics. Topics Covered Include: Parametric and Nonparametric Distribution Analysis, Estimation and Demonstration Test Plans, Growth Curves, Probit Analysis, Regression with Life Data, Accelerated Life Testing and Test Plans.*

### Introduction to Minitab

*(Service Quality)*

10%	\$3,600	\$3,600	1	20	\$125	1 Day	Client Site	Instructor-led Classroom
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COURSE TITLE	GSA Discount	GSA Price*	GSA Price w/IFF*	Minimum Participants	Maximum Participants	Additional Participant Cost	Course Length	Course Location	Course Format
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characteristics. Learn how to find and quantify the effect that factors have on the probability of a critical event occurring. *Prerequisites: Introduction to Minitab, Basic Statistics. Topics Covered Include: GLM; Binary Logistic Regression; Factorial Designs; Time Series Tools Including Exponential Smoothing, Trend Analysis, and Decomposition.*

### Using Quality Companion

10%	\$2,250	\$2,250	1	20	\$125	2 Days	Client Site	Instructor-led Classroom
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#### Course Description:

Decrease the time required for planning, organizing, and executing your process-improvement projects by quickly learning to navigate Quality Companion's user-friendly and customizable environment. Following a single case study, learn how to identify a potential project and quantify its risks. Define and scope the project to more easily gain buy-in from key stakeholders. Learn to use Quality Companion's built-in Roadmaps and Coaches as a way to explore common process improvement methodologies and determine which tools and statistical analyses are appropriate at any phase of the project. Define a process and manage its activities to gain insight into the value stream, or flow of value, through the process. Evaluate which inputs are critical to the problem you are trying to solve. Create a presentation directly within Quality Companion. *This course is a prerequisite for all other Quality Companion courses. Topics covered include: Quality Companion environment, Project Manager, Roadmap, Coaches. Tools covered include: Process map, Fishbone diagram, Y metrics, Ballots, Presentation, Analysis Capture tools, and various form tools such as Project Prioritization Matrix, Project Charter, C&E Matrix, Capability Rollup Report, FMEA, Control Plan, and more.*

### Introduction to Reliability

10%	\$3,600	\$3,600	1	20	\$125	1 Day	Client Site	Instructor-led Classroom
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#### Course Description:

Determine lifetime characteristics of a product using both graphical and quantitative analysis methods. Examine case studies containing censored and uncensored data to learn how to correctly handle a wide variety of data structures commonly found in reliability. Explore the common distributions used to model failure rates and develop necessary skills in choosing these models. *Prerequisites: Introduction to Minitab and Basic Statistics. Tools covered include: Parametric and Nonparametric Distribution Analysis, Estimation and Demonstration Test Plans, and Growth Curves.*

### Customizing Quality Companion

10%	\$3,600	\$3,600	1	20	\$125	1 Day	Client Site	Instructor-led Classroom
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#### Course Description:

Save time and money and increase consistency throughout your organization by using the advanced customization features of Quality Companion. Modify tools and projects to reflect your preferred quality improvement methodology. Using practical examples, learn how to create custom project and tool templates that can be stored as permanent software options and shared with others. Modify the default format of selected tools by varying their color, font, structure, and layout. Customize global and project data sharing to synchronize the information flow in your projects, ensure consistency of data, and increase efficiency. Design project forms to meet your company's specifications by adding graphics (logos), custom formatting, form fields, formulas, graphs, and hyperlinks. Create your own Coaches and add them to tool and project templates. *Prerequisite: Using Quality Companion training course. Topics covered include: Project templates, Tool templates, Template folders, Related documents, Tools options, Format defaults, Process Maps, Data Store, Making and Importing Variables, Global Data Sharing, Project Data Sharing, Forms (Design mode, Fill-out mode, Layout Tables, Data Tables, Form controls, Form protection), Custom Coaches.*

COURSE TITLE	GSA Discount	GSA Price*	GSA Price w/IFF*	Minimum Participants	Maximum Participants	Additional Participant Cost	Course Length	Course Location	Course Format
<b>Public Training</b>									Public Training by Minitab teaches you how to use Minitab 15 to implement successful data-driven improvement projects. Our trainers are expert statisticians with industry experience and they designed our courses specifically for quality professionals. We also limit class size so they can offer you greater personal attention. See the Minitab web site for current schedule of courses. GSA Pricing is \$385.37 per day.
<b>Meet Minitab Training</b>									An introductory book that provides overview information to help get you "up and running" quickly, including several sample sessions. GSA Price – \$13.60

\*Plus Travel and Living

**USA COMMITMENT TO PROMOTE  
SMALL BUSINESS PARTICIPATION  
PROCUREMENT PROGRAMS**

PREAMBLE

**Minitab, Inc.** provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact **John Trzeciak, Phone: 814-238-3280, Fax: 814-238-2035; [jtrzeciak@minitab.com](mailto:jtrzeciak@minitab.com)**.



BPA NUMBER \_\_\_\_\_

(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items 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:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

(5) This BPA expires on \_\_\_\_\_ 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:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

(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) Purchase 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 specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase 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.

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BASIC GUIDELINES FOR USING  
“CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.

## Attachment 1: Description and Pricing of Minitab Statistical Software and Training

Minitab Statistical Software gives you the tools you need to analyze your data and make informed decisions about how to improve your business. Its power and ease of use make it the leading package used for quality improvement and statistics education worldwide. Minitab 15 is simple to use for the beginning or occasional user, but also contains the depth and breadth of tools and guidance to satisfy even the most rigorous quality improvement projects.

Minitab 15 Statistical Software has the following recommended system requirements:

**Operating System** - Microsoft Windows 2000 or XP.

*Minitab 15 French only:* French Windows 2000 or XP, French regional settings only.

*Minitab 15 German only:* German Windows 2000 or XP, German regional settings only.

*Minitab 15 Simplified Chinese only:* Simplified Chinese Windows 2000 or XP, Simplified Chinese regional settings only.

**Hard Disk Space** - 125 MB free space available

**Processor** - Pentium II or equivalent processor

**RAM** - 256 MB or more

**Screen Resolution** - 1024 x 768 or higher

**Adobe Acrobat Reader** - Version 5.0 or higher required for *Meet Minitab*

**Language Versions** – In addition to English, other language versions are available for French, German, Chinese, Korean and Japanese.

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132-32	ADDZM150A.60	Minitab 15 Chinese - 60 users	60 users	\$17,042.40
132-32	ADDZM150A.70	Minitab 15 Chinese - 70 users	70 users	\$19,164.60
132-32	ADDZM150A.80	Minitab 15 Chinese - 80 users	80 users	\$21,902.40
132-32	ADDZM150A.90	Minitab 15 Chinese - 90 users	90 users	\$24,640.20
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