



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

- Special Item No. 132-3 Leasing of Product
- Special Item No. 132-8 Purchase of Equipment
- Special Item No. 132-12 Maintenance, Repair Service and Repair Parts/Spare Parts
- Special Item No. 132-34 Maintenance of Software
- Special Item No. 132-51 Information Technology Professional Services

Note: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

**SIN 132-3 LEASING OF PRODUCT**

**SIN 132-8 PURCHASE OF EQUIPMENT**

FSC CLASS 7010 - SYSTEM CONFIGURATION

- End User Computers/Desktop Computers
- Professional Workstations
- Servers
- Laptop/Portable/Notebook Computers
- Large Scale Computers
- Optical and Imaging Systems
- Other Systems Configuration Equipment, Not Elsewhere Classified

FSC CLASS 7025 - INPUT/OUTPUT AND STORAGE DEVICES

- Printers
- Display
- Graphics, including Video Graphics, Light Pens, Digitizers, Scanners, and Touch Screens
- Network Equipment
- Other Communications Equipment
- Optical Recognition Input/Output Devices
- Storage Devices including Magnetic Storage, Magnetic Tape Storage and Optical Disk Storage
- Other Input/Output and Storage Devices, Not Elsewhere Classified

FSC CLASS 7035 - ADP SUPPORT EQUIPMENT

- ADP Support Equipment

FSC Class 7042 - MINI AND MICRO COMPUTER CONTROL DEVICES

- Microcomputer Control Devices
- Telephone Answering and Voice Messaging Systems

FSC CLASS 7050 - ADP COMPONENTS

- ADP Boards

FSC CLASS 5995 - CABLE, CORD, AND WIRE ASSEMBLIES: COMMUNICATIONS EQUIPMENT

Communications Equipment Cables

FSC CLASS 6015 - FIBER OPTIC CABLES

Fiber Optic Cables

FSC CLASS 6020 - FIBER OPTIC CABLE ASSEMBLES AND HARNESSSES

Fiber Optic Cable Assemblies and Harnesses

FSC CLASS 6145 - WIRE AND CABLE, ELECTRICAL

Coaxial Cables

FSC Class 5805 - TELEPHONE AND TELEGRAPH EQUIPMENT

Telephone Equipment

Audio and Video Teleconferencing Equipment

FSC CLASS 5810 - COMMUNICATIONS SECURITY EQUIPMENT AND COMPONENTS

Communications Security Equipment

FSC CLASS 5815 - TELETYPE AND FACSIMILE EQUIPMENT

Facsimile Equipment (FAX)

FSC CLASS 5820 - RADIO AND TELEVISION COMMUNICATION EQUIPMENT, EXCEPT AIRBORNE

Two-Way Radio Transmitters/Receivers/Antennas

Broadcast Band Radio Transmitters/Receivers/Antennas

Microwave Radio Equipment/Antennas and Waveguides

Satellite Communications Equipment

FSC CLASS 5821 - RADIO AND TELEVISION COMMUNICATION EQUIPMENT, AIRBORNE

Airborne Radio Transmitters/Receivers

FSC CLASS 5825 - RADIO NAVIGATION EQUIPMENT, EXCEPT AIRBORNE

Radio Navigation Equipment/Antennas

FSC CLASS 5826 - RADIO NAVIGATION EQUIPMENT, AIRBORNE

Airborne Radio Navigation Equipment

FSC CLASS 5830 - INTERCOMMUNICATION AND PUBLIC ADDRESS SYSTEMS, EXCEPT AIRBORNE

Pagers and Public Address Systems (wired and wireless transmissions, including background music systems)

FSC CLASS 5841 - RADAR EQUIPMENT, AIRBORNE

Airborne Radar Equipment

FSC CLASS 5895 - MISCELLANEOUS COMMUNICATION EQUIPMENT

Miscellaneous Communications Equipment

- Installation (FPDS Code N070) for Equipment Offered

- Deinstallation (FPDS N070)

- Reinstallation (FPDS N070)

NOTE: Installation must be incidental to, in conjunction with and in direct support of the products sold under SIN 132-8 of this contract and cannot be purchased separately. If the construction, alteration or repair is segregable and

exceeds \$2,000, then the requirements of the Davis-Bacon Act apply. In applying the Davis-Bacon Act, ordering activities are required to incorporate wage rate determinations into orders, as applicable.

**SIN 132-12 - MAINTENANCE OF EQUIPMENT, REPAIR SERVICE, AND REPAIR PARTS/SPARE PARTS (FPDS Code J070 - Maintenance and Repair Service)(Repair Parts/Spare Parts - See FSC Class for basic equipment)**

- Maintenance
- Repair Service
- Repair Parts/Spare Parts
- Third Party Maintenance

**SIN 132-34 - MAINTENANCE OF SOFTWARE**

**SIN 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

- FPDS Code D301 IT Facility Operation and Maintenance
- FPDS Code D302 IT Systems Development Services
- FPDS Code D306 IT Systems Analysis Services
- FPDS Code D307 Automated Information Systems Design and Integration Services
- FPDS Code D308 Programming Services
- FPDS Code D310 IT Backup and Security Services
- FPDS Code D311 IT Data Conversion Services
- FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
- FPDS Code D316 IT Network Management Services
- FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
- FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

**Note 1:** All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

**Note 2:** Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

**Note 3:** This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

The Ginn Group, Inc.  
200 Westpark Drive, Suite 100, Peachtree City, GA 30269  
(404) 669-9214  
<http://www.ginngroup.com>

Contract Number: \_\_\_\_\_

Period Covered by Contract: \_\_\_\_\_

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/>

## Table of Contents

INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS .....	5
TERMS AND CONDITIONS APPLICABLE TO LEASING OF GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY PRODUCTS (SPECIAL ITEM NUMBER 132-3).....	12
TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF GENERAL PURPOSE C COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT (SPECIAL ITEM NUMBER 132-8).....	19
TERMS AND CONDITIONS APPLICABLE TO MAINTENANCE, REPAIR SERVICE AND REPAIR PARTS/SPARE PARTS FOR GOVERNMENT-OWNED GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT (AFTER EXPIRATION OF GUARANTEE/WARRANTY PROVISIONS AND/OR WHEN REQUIRED SERVICE IS NOT COVERED BY GUARANTEE/WARRANTY PROVISIONS) AND FOR LEASED EQUIPMENT (SPECIAL ITEM NUMBER 132-12).....	23
TERMS AND CONDITIONS APPLICABLE TO TERM SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-32), PERPETUAL SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-33) AND MAINTENANCE (SPECIAL ITEM NUMBER 132-34) OF GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY SOFTWARE.....	27
TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51).....	30
THE GINN GROUP, INC. LABOR CATEGORY DESCRIPTIONS.....	33
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS.....	46
BEST VALUE BLANKET PURCHASE AGREEMENT.....	48
BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS “.....	50

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!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (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.

Payment and Ordering Address:

The Ginn Group, Inc.  
200 Westpark Drive, Suite 100  
Peachtree City, GA, 30269

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:  
(404) 669-9214

**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. Statistical 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: 364206839

Block 30: Type of Contractor - Other Small Business

Block 31: Woman-Owned Small Business - No

Block 36: Contractor's Taxpayer Identification Number (TIN): 58-235-2827

4a. CAGE Code: 1B6T5

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)
132-3	30
132-8	30
132-12	30
132-34	30
132-51	30

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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: 1% - 10 days from receipt of invoice or date of acceptance, whichever is later.

Government Educational Institutions are offered the same discounts as all other Government customers.

**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 \$100.00.

**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
  - Special Item Number 132-60 – Authentication Products and Services
- b. The Maximum Order value for the following Special Item Numbers (SINs) is \$25,000:
  - Special Item Number 132-50 - Training Courses

## **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:

<http://www.ginngroup.com>

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  
LEASING OF GENERAL PURPOSE COMMERCIAL  
INFORMATION TECHNOLOGY PRODUCTS  
(SPECIAL ITEM NUMBER 132-3)**

**LEASE TYPES**

The ordering activity will consider proposals for the following lease types:

- a. Lease to Ownership,
- b. Lease with Option to Own, and
- c. Step Lease.

Orders for leased products must specify the leasing type.

**OPTION 1:**

**1. STATEMENT**

a. It is understood by all parties to this contract that orders issued under this SIN shall constitute a lease arrangement. Unless the ordering activity intends to obligate other than annual appropriations to fund the lease, the base period of the lease is from the date of the product acceptance through September 30 of the fiscal year in which the order is placed.

b. Agencies are advised to follow the guidance provided in Federal Acquisition Regulation (FAR) Subpart 7.4 Product Lease or Purchase and OMB Circular A-11. Agencies are responsible for the obligation of funding consistent with all applicable legal principles when entering into any lease arrangement.

**2. FUNDING AND PERIODS OF LEASING ARRANGEMENTS**

a. Annual Funding. When annually appropriated funds are cited on an order for leasing, the following applies:

(1) The base period of an order for any lease executed by the ordering activity shall be for the duration of the fiscal year. All ordering activity renewal options under the lease shall be specified in the delivery order. All orders for leasing shall remain in effect through September 30 of the fiscal year or the planned expiration date of the lease, whichever is earlier, unless the ordering activity exercises its rights hereunder to acquire title to the product prior to the planned expiration date or unless the ordering activity exercise its right to terminate under FAR 52.212-4. Orders under the lease shall not be deemed to obligate succeeding fiscal year's funds or to otherwise commit the ordering activity to a renewal.

(2) All orders for leasing shall automatically terminate on September 30, unless the ordering activity notifies the Contractor in writing thirty (30) calendar days prior to the expiration of such orders of the ordering activity's intent to renew. Such notice to renew shall not bind the ordering activity. The ordering activity has the option to renew each year at the original rate in effect at the time the order is placed. This rate applies for the duration of the order. If the ordering activity exercises its option to renew, the renewal order, shall be issued within 15 days after funds become available for obligation by the ordering activity, or as specified in the initial order. No termination fees shall apply if the ordering activity does not exercise an option.

b. Crossing Fiscal Years Within Contract Period. Where an ordering activity has specific authority to cross fiscal years with annual appropriations, the ordering activity may place an order under this option to lease product for a period up to the expiration of its period of appropriation availability, or twelve months, whichever occurs later, notwithstanding the intervening fiscal years.

3. DISCONTINUANCE AND TERMINATION

Notwithstanding any other provision relating to this SIN, the ordering activity may terminate products leased under this agreement, at any time during a fiscal year in accordance with the termination provisions contained in FAR 52.212-4. (l) Termination for the ordering activity's convenience, or (m) Termination for cause. Additionally, no termination for cost or fees shall be charged for non-renewal of an option.

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**OPTION 2**

To the extent an Offeror wishes to propose alternative lease terms and conditions that provide for lower discounts/prices based on the ordering activity's stated intent to fulfill the projected term of a lease including option years, while at the same time including separate charges for early end of the lease, the following terms apply. These terms address the timing and extent of the ordering activity's financial obligation including any potential charges for early end of the lease.

1. LEASING PRICE LIST NOTICE:

Contractors must include the following notice in their contract price list for SIN 132-3:

"The ordering activity is responsible for the obligation of funds consistent with applicable law. Agencies are advised to review the lease terms and conditions contained in this price list prior to ordering and obligating funding for a lease."

2. STATEMENT OF ORDERING ACTIVITY INTENT:

(a) The ordering activity and the Contractor understand that a delivery order issued pursuant to this SIN is a lease arrangement and contemplates the use of the product for the term of the lease specified in such delivery order (the "Lease Term"). In that regard, the ordering Activity, as lessee, understands that the lease provisions contained herein and the rate established for the delivery order are premised on the ordering Activity's intent to fulfill that agreement, including acquiring products for the period of time specified in the order. Each lease hereunder shall be initiated by a delivery order which shall, either through a statement of work or other attachment, specify the product being leased, and the required terms of the transaction.

(b) Each ordering activity placing a delivery order under the terms of this option intends to exercise each renewal option and to extend the lease until completion of the Lease Term so long as the need of the ordering activity for the product or functionally similar product continues to exist and funds are appropriated. Contractor may request information from the ordering activity concerning the essential use of the products.

### 3. LEASE TERM:

(a) The date on which the ordering activity accepts the products is the Commencement Date of the lease. For acceptance to occur, the products must operate in accordance with the product's published specifications and statement of work. Acceptance shall be in accordance with the terms of the contract or as otherwise negotiated by the ordering activity and the Contractor.

(b) Any lease is executed by the ordering activity on the basis that the known requirement for such product exceeds the initial base period of the delivery order, which is typically 12 months, or for the remainder of the fiscal year. Pursuant to FAR 32.703-3(b), delivery orders with options to renew that are funded by annual (fiscal year) appropriations may provide for initial base periods and option periods that cross fiscal years as long as the initial base period or each option period does not exceed a 12 month period. Defense agencies must also consider DOD FAR supplement (DFAR) 232.703-3(b) in determining whether to use cross fiscal year funding. This cross fiscal year authority does not apply to multi-year leases.

(c) The total Lease Term will be specified in each delivery order, including any relevant renewal options of the ordering activity. All delivery orders, whether for the initial base period or renewal period, shall remain in effect through September 30 of the fiscal year (unless extended by statute), through any earlier expiration date specified in the delivery order, or until the ordering activity exercises its rights hereunder to acquire title to the product prior to such expiration date. The ordering activity, at its discretion, may exercise each option to extend the term of the lease through the lease term. Renewal delivery orders shall not be issued for less than all of the product and/or software set forth in the original delivery order. Delivery orders under this SIN shall not be deemed to obligate succeeding fiscal year funds. The ordering activity shall provide the Contractor with written notice of exercise of each renewal option as soon as practicable. Notice requirements may be negotiated on an order-by-order basis.

(d) Where an ordering activity's specific appropriation or procurement authority provides for contracting beyond the fiscal year period, the ordering activity may place a delivery order for a period up to the expiration of the Lease Term, or to the expiration of the period of availability of the multi-year appropriation, or whatever is appropriate under the applicable circumstance.

### 4. LEASE TERMINATION:

(a) The ordering activity must elect the Lease Term of the relevant delivery order. The Contractor (and assignee, if any) will rely on the ordering activity's representation of its intent to fulfill the full Lease Term to determine the monthly lease payments calculated herein.

(i) The ordering activity may terminate or not renew leases under this option at no cost, pursuant to a Termination for Non-Appropriation as defined herein (see paragraph (c) below). In any other event, the ordering activity's contracting officer may either terminate the relevant delivery order for cause or Termination for Convenience in accordance with FAR 52.212-4 paragraphs (l) and (m).

(ii) The Termination for Convenience at the end of a fiscal year allows for separate charges for the early end of the lease (see paragraph (d) below). In the event of termination for the convenience of the ordering activity, the ordering activity may be liable only up to the amount beyond the order's Termination Ceiling. Any termination charges calculated under the Termination for Convenience clause must be determined or identified in the delivery order or in the lease agreement.

(b) **Termination for Convenience of the Ordering Activity:** Leases entered into under this option may not be terminated except by the ordering activity's contracting office responsible for the delivery order in accordance with FAR 52.212-4, Contract Terms and Conditions-Commercial Items, paragraph (l), *Termination for Convenience of the ordering activity*. The costs charged to the ordering activity as the result of any Termination for Convenience of the ordering activity must be reasonable and may not exceed the sum of the fiscal year's payment obligations less payments made to date of termination plus the Termination Ceiling

(c) Termination for Non-Appropriation: The ordering activity reasonably believes that the bona fide need will exist for the entire Lease Term and corresponding funds in an amount sufficient to make all payment for the lease Term will be available to the ordering activity. Therefore, it is unlikely that leases entered into under this option will terminate prior to the full Lease Term. Nevertheless, the ordering activity's contracting officer may terminate or not renew leases at the end of any initial base period or option period under this paragraph if (a) it no longer has a bona fide need for the product or functionally similar product; or (b) there is a continuing need, but adequate funds have not been made available to the ordering activity in an amount sufficient to continue to make the lease payments. If this occurs, the ordering activity will promptly notify the Contractor, and the product lease will be terminated at the end of the last fiscal year for which funds were appropriated. Substantiation to support a termination for non-appropriation shall be provided to the Contractor upon request.

(d) Termination Charges: At the initiation of the lease, termination ceilings will be established for each year of the lease term. The termination ceiling is a limit on the amount that a Contractor may be paid by the ordering activity on the Termination for Convenience of a lease. No claim will be accepted for future costs: supplies, maintenance, usage charges or interest expense beyond the date of termination. In accordance with the bona fide needs rule, all termination charges must reasonably represent the value the ordering activity received for the work performed based upon the shorter lease term. No Termination for Convenience costs will be associated with the expiration of the lease term.

(e) At the order level, the ordering activity may, consistent with legal principles, negotiate lower monthly payments or rates based upon appropriate changes to the termination conditions in this section.

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LEASE PROVISIONS COMMON TO  
ALL TYPES OF LEASE AGREEMENTS

1. ORDERING PROCEDURES:

(a) When an ordering activity expresses an interest in leasing a product(s), the ordering activity will provide the following information to the prospective Contractor:

- (i) Which product(s) is (are) required.
- (ii) The required delivery date.
- (iii) The proposed lease plan and term of the lease.
- (iv) Where the product will be located.
- (v) Description of the intended use of the product.
- (vi) Source and type of appropriations to be used.

(b) The Contractor will respond with:

- (i) Whether the Contractor can provide the required product.
- (ii) The estimated residual value of the product (Lease with Option to Own and Step Lease only).
- (iii) The monthly payment based on the rate.
- (iv) The estimated cost, if any, of applicable State or local taxes. State and local personal property taxes are to be estimated as separate line items in accordance with FAR 52.229-1, which may be identified and added to the monthly lease payment.
- (v) A confirmation of the availability of the product on the required delivery date.
- (vi) Extent of warranty coverage, if any, of the leased products.
- (vii) The length of time the quote is valid.

(c) The ordering activity may issue a delivery order to the Contractor based on the information set forth in the Contractor's quote. In the event that the ordering activity does not issued a delivery order within the validity period stated in the Contractor's quote letter, the quote shall expire.

2. ASSIGNMENT OF CLAIMS:

GSAR 552.232-23, Assignment of Claims, is incorporated herein by reference as part of these lease provisions. The ordering activity's contracting officer will acknowledge the assignment of claim for a lease in accordance with FAR 32.804-5. The extent of the assignee's protection is in accordance with FAR 32.804. Any setoff provision must be in accordance with FAR 32.803.

3. PEACEFUL POSSESSION AND UNRESTRICTED USE:

In recognition of the types of products available for lease and the potential adverse impact to the ordering activity's mission, the ordering activity's quiet and peaceful possession and unrestricted use of the product shall not be disturbed in the event the product is sold by the Contractor, or in the event of bankruptcy of the Contractor, corporate dissolution of the Contractor, or other event. The product shall remain in the possession of the ordering activity until the expiration of the lease. Any assignment, sale, bankruptcy, or other transfer of the leased product by the Contractor will not relieve the Contractor of its obligations to the ordering activity, and will not change the ordering activity's duties or increase the burdens or risks imposed on the ordering activity.

4. COMMENCEMENT OF LEASE:

The date on which the ordering activity accepts the products is the Commencement Date of the lease. Acceptance is as defined elsewhere in the contract, or as further specified in the order.

5. INSTALLATION AND MAINTENANCE:

a. Installation and Maintenance, when applicable, normally are not included in the charge for leasing. The Contractor may require the ordering activity to obtain installation and maintenance services from a qualified source. The ordering activity may obtain installation and/or maintenance on the open market, from the Contractor's schedule contract, or from other sources. The ordering activity may also perform installation and/or maintenance in house, if qualified resources exist. In any event, it is the responsibility of the ordering activity to ensure that maintenance is in effect for the Lease term for all products leased.

b. When installation and/or maintenance are ordered under this schedule to be performed by the Contractor, the payments, terms and conditions as stated in this contract apply. The rates and terms and conditions in effect at the time the order is issued shall apply during any subsequent renewal period of the lease. The maintenance rates and terms and conditions may be added to the lease payments with mutual agreement of the parties.

6. MONTHLY PAYMENTS:

a. Prior to the placement of an order under this Special Item Number, the ordering activity and the Contractor must agree on a "base value" for the products to be leased. For Lease to Ownership (Capital Lease) the base value will be the contract purchase price (less any discounts). For Lease with Option to Own (Operating Lease), the base value will be the contract purchase price (less any discounts), less a mutually agreed upon residual value (pre-stated purchase option price at the conclusion of the lease) for the products. The residual value will be used in the calculation of the original lease payment, lease extension payments, and the purchase option price.

b. To determine the initial lease term payment, the Contractor agrees to apply the negotiated lease factor to the agreed upon base value: \_\_\_\_\_

For Example: Lease factor one (1) percent over the rate for the three year (or other term) Treasury Bill (T-bill) at the most current U. S. Treasury auction.

The lease payment may be calculated by using a programmed business calculator or by using "rate" functions provided in commercial computer spreadsheets (e.g., Lotus 1-2-3, Excel).

c. For any lease extension, the extension lease payment will be based on the original residual value, in lieu of the purchase price. The ordering activity and the Contractor shall agree on a new residual value based on the estimated fair market price at the end of the extension. The formula to determine the lease payment will be that in 6.b. above.

d. The purchase option price will be the fair market value of the product or payment will be based upon the unamortized principle, as shown on the payment schedule as of the last payment prior to date of transfer of ownership, whichever is less.

NOTE: At the order level, ordering activity may elect to obtain a lower rate for the lease by setting the purchase option price as either, the fair market value of the product or unamortized principle. The methodology for determining lump sum payments may be identified in the pricelist.

e. The point in time when monthly rates are established is subject to negotiation and evaluation at the order level.

In the event the ordering activity desires, at any time, to acquire title to product leased hereunder, the ordering activity may make a one-time lump sum payment.

## 7. LEASE END/DISCONTINUANCE OPTIONS:

a. Upon the expiration of the Lease Term, Termination for Convenience, or Termination for Non-Appropriation, the ordering activity will return the Product to the Contractor unless the ordering activity by 30 days written notice elects either:

- (i) to purchase the product for the residual value of the product, or
- (ii) to extend the term of the Lease, as mutually agreed. To compute the lease payment, the residual value from the preceding lease shall be the initial value of the leased product. A new residual value shall be negotiated for the extended lease and new lease payments shall be computed.

b. Relocation - The ordering activity may relocate products to another location within the ordering activity with prior written notice. No other transfer, including sublease, is permitted. ordering activity shall not assign, transfer or otherwise dispose of any products, or any interest therein, or create or suffer any levy, lien or encumbrance then except those created for the benefit of Contractor or its assigns.

c. Returns:

- (i) Within fourteen (14) days after the date of expiration, non-renewal or termination of a lease, the ordering activity shall, at its own risk and expense, have the products packed for shipment in accordance with manufacturer's specifications and return the products to Contractor at the location specified by Contractor in the continental US, in the same condition as when delivered, ordinary wear and tear excepted. Any expenses necessary to return the products to good working order shall be at ordering activity's expense.
- (ii) The Contractor shall conduct a timely inspection of the returned products and within 45 days of the return, assert a claim if the condition of the product exceeds normal wear and tear.

- (iii) Product will be returned in accordance with the terms of the contract and in accordance with Contractor instruction.
- (iv) With respect to software, the ordering activity shall state in writing to the Contractor that it has:
  - (1) deleted or disabled all files and copies of the software from the equipment on which it was installed;
  - (2) returned all software documentation, training manuals, and physical media on which the software was delivered; and
  - (3) has no ability to use the returned software.

8. UPGRADES AND ADDITIONS:

- a. The ordering activity may affix or install any accessory, addition, upgrade, product or device on the product ("additions") provided that such additions:
  - (1) can be removed without causing material damage to the product;
  - (2) do not reduce the value of the product; and
  - (3) are obtained from or approved by the Contractor, and are not subject to the interest of any third party other than the Contractor.
- b. Any other additions may not be installed without the Contractor's prior written consent. At the end of the lease term, the ordering activity shall remove any additions which:
  - (1) were not leased from the Contractor, and
  - (2) are readily removable without causing material damage or impairment of the intended function, use, or value of the product, and restore the product to its original configuration.
- c. Any additions that are not so removable will become the Contractor's property (lien free).
- d. Leases of additions and upgrades must be co-terminus with that of the product.

9. RISK OF LOSS OR DAMAGE:

The ordering activity is relieved from all risk of loss or damage to the product during periods of transportation, installation, and during the entire time the product is in possession of the ordering activity, except when loss or damage is due to the fault or negligence of the ordering activity. The ordering activity shall assume risk of loss or damage to the product during relocation, (i.e., moving the product from one ordering activity location to another ordering activity location), unless the Contractor shall undertake such relocation.

10. TITLE:

During the lease term, product shall always remain the property of the Contractor. The ordering activity shall have no property right or interest in the product except as provided in this leasing agreement and shall hold the product subject and subordinate to the rights of the Contractor. Software and software licenses shall be deemed personal property. The ordering activity shall have no right or interest in the software and related documentation except as provided in the license and the lease. Upon the Commencement Date of the Lease Term, the ordering activity shall have an encumbered license to use the software for the Lease Term. The ordering activity's encumbered license rights in the software will be subject to the same rights as provided to a purchaser of a license under the terms of this contract except that the ordering activity will not have an unencumbered, paid-up license until it has made all lease payments for the full Lease Term in the case of an Lease To Ownership or has otherwise paid the applicable purchase option price.

11. TAXES:

The lease payments, purchase option prices, and interest rates identified herein exclude all state and local taxes levied on or measured by the contract or sales price of the product furnished hereunder. The ordering activity will be invoiced for any such taxes as Contractor receives such tax notices or assessments from the applicable local taxing authority. Pursuant to the provisions of FAR 52.229-1 (Deviation – May 2003), State and Local Taxes, the ordering activity agrees to pay tax or provide evidence necessary to support an exemption from the tax.

**12. OPTION TO PURCHASE EQUIPMENT (FEB 1995) (FAR 52.207-5)**

(a) The Government may purchase the equipment provided on a lease or rental basis under this contract. The Contracting Officer may exercise this option only by providing a unilateral modification to the Contractor. The effective date of the purchase will be specified in the unilateral modification and may be any time during the period of the contract, including any extensions thereto.

(b) Except for final payment and transfer of title to the Government, the lease or rental portion of the contract becomes complete and lease or rental charges shall be discontinued on the day immediately preceding the effective date of purchase specified in the unilateral modification required in paragraph (a) of this clause.

(c) The purchase conversion cost of the equipment shall be computed as of the effective date specified in the unilateral modification required in paragraph (a) of this clause, on the basis of the purchase price set forth in the contract, minus the total purchase option credits accumulated during the period of lease or rental, calculated by the formula contained elsewhere in this contract.

(d) The accumulated purchase option credits available to determine the purchase conversion cost will also include any credits accrued during a period of lease or rental of the equipment under any previous Government contract if the equipment has been on continuous lease or rental. The movement of equipment from one site to another site shall be “continuous rental.”

**TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT  
(SPECIAL ITEM NUMBER 132-8)**

1. MATERIAL AND WORKMANSHIP

All equipment furnished hereunder must satisfactorily perform the function for which it is intended.

2. ORDER

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPA) agreements shall be the basis for purchase in accordance with the provisions of this contract. If time of delivery extends beyond the expiration date of the contract, the Contractor will be obligated to meet the delivery and installation date specified in the original order.

For credit card orders and BPAs, telephone orders are permissible.

3. TRANSPORTATION OF EQUIPMENT

FOB DESTINATION. Prices cover equipment delivery to destination, for any location within the geographic scope of this contract.

4. INSTALLATION AND TECHNICAL SERVICES

a. **INSTALLATION.** When the equipment provided under this contract is not normally self-installable, the Contractor's technical personnel shall be available to the ordering activity, at the ordering activity's location, to install the equipment and to train ordering activity personnel in the use and maintenance of the equipment. The charges, if any, for such services are listed below, or in the price schedule:

Installation charges will be based on IT Schedule SIN 132-51 labor rates and will vary depending on the equipment purchased and the installation site.

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b. **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.

c. **OPERATING AND MAINTENANCE MANUALS.** The Contractor shall furnish the ordering activity with one (1) copy of all operating and maintenance manuals which are normally provided with the equipment being purchased.

## 5. 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 equipment that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming equipment 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 item, unless the change is due to the defect in the item.

## 6. WARRANTY

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

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.

d. If inspection and repair of defective equipment under this warranty will be performed at the Contractor's plant, the address is as follows: 108 Pine Road, Newnan, Georgia 30220

7. PURCHASE PRICE FOR ORDERED EQUIPMENT

The purchase price that the ordering activity will be charged will be the ordering activity purchase price in effect at the time of order placement, or the ordering activity purchase price in effect on the installation date (or delivery date when installation is not applicable), whichever is less.

8. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City or otherwise) covering work of this character, and shall include all costs, if any, of such compliance in the prices quoted in this offer.

9. TRADE-IN OF INFORMATION TECHNOLOGY EQUIPMENT

When an ordering activity determines that Information Technology equipment will be replaced, the ordering activity shall follow the contracting policies and procedures in the Federal Acquisition Regulation (FAR), the policies and procedures regarding disposition of information technology excess personal property in the Federal Property Management Regulations (FPMR) (41 CFR 101-43.6), and the policies and procedures on exchange/sale contained in the FPMR (41 CFR part 101-46).

10. EQUIPMENT OFFERED

Description	Item Number	Model Name	MSRP	GSA Purchase Price
Universal Send Searchable PDF Kit-A1 (Requires the Universal Send Kit-E1 for activation)	0005B002AA	SEND SEARCA1	\$900.00	\$571.00
Universal Send Searchable PDF Kit-A1	0080B002AE	SEND SEARCA1	\$900.00	\$571.00
DR-2580C Scanner	0106B001AA	DR2580C	\$1,095.00	\$850.00
Flatbed Scanner Unit	0106B002AB	FLATBEDUNIT	\$700.00	\$529.00
Exchange Roller Kit	0106B005AA	EXCROLLDR25	\$59.00	\$47.00
2 Year CarePACK (Exchange Program) for DR-2580C	0115B002AA	ESP-DR2580C	\$250.00	\$231.00
Remote Operator's Software Kit-A1	0115B006AA	REMOTE OPEA1	\$300.00	\$190.00
Remote Operator's Software Kit-A2	0119B001AA	REMOTE OPEA2	\$300.00	\$190.00
Remote Operator's Software Kit-A2	0120B001AA	REMOTE OPEA2	\$300.00	\$190.00
Cassette-AB1	0123B002AB	CASSETTE-AB1	\$150.00	\$95.00
Copy Tray-L1	0134B003AA	COPY TRAY-L1	\$45.00	\$31.00
Hot Folders v2.0	0134B004AA	HOTFOLDER2.0	\$980.00	\$753.00
Removable Hard Disk Drive Kit-B1 for controllers (requires imagePRESS Server Q1)	0134B005AA	REMOVE HDDB1	\$1,950.00	\$1,465.00
Removable HDD Kit-B2	0191V621	HDD KIT B-2	\$4,700.00	\$3,487.00
Removable HDD Kit-B3	0250A002AD	HDD KIT B-3	\$3,450.00	\$2,568.00
Furniture Stand for ColorPASS (requires imagePRESS Server Q1)	0387B003AA	FURNITURWOOD	\$495.00	\$414.50
Staple Cartridge-D2	0397B003AA	STAPCARTD2	\$39.00	\$29.00
Staple Cartridge-D2	0398B003AA	STAPCARTD2	\$39.00	\$29.00
GPR-19 Black Toner	0399B003AA	GPR19 TONER	\$75.70	\$56.00
IPQ-1 Black Toner	0400B003AA	IPQ 1 TNR B	\$155.00	\$117.00
IPQ-1 Cyan Toner	0431B016AA	IPQ 1 TNR C	\$165.00	\$124.00
IPQ-1 Magenta Toner	0431B017AA	IPQ 1 TNR M	\$165.00	\$124.00
IPQ-1 Yellow Toner	0431B018AA	IPQ 1 TNR Y	\$165.00	\$124.00
imagePRESS C1 MFP System A (incl. Finisher-AA1)	0431B019AA	IPC1MFP SYSA	\$34,050.00	\$25,245.00
imagePRESS C1 MFP System B (incl. Saddle Finisher-AA2)	0431B030AA	IPC1MFP SYSB	\$36,850.00	\$27,123.00
imagePRESS C1 SFP System G (incl. Finisher-AA1)	0431B032AA	IPC1SFP SYSG	\$32,450.00	\$24,198.00

imagePRESS C1 SFP System H (incl. Saddle Finisher-AA2)	0434B003AA	IPC1SFP SYSH	\$35,250.00	\$26,076.00
<b>imagePRESS C1 Copier MFP Model Set:</b> 60ppm B&W, 14ppm Color; Includes 4 x 550 sheet paper drawers, Color Image Reader-H1, imageWARE Document Manager Personal Edition V4, multi tray, copy tray, document tray, local UI, 1GB RAM, 80GB HDD, and buffer pass. You must add either Platen Cover Type K or DADF-R1 Set.	0436B003AA	IPC1 V2 C ST	\$31,500.00	\$23,400.00
<b>imagePRESS C1 SFP Model Set:</b> 60ppm B&W, 14ppm Color; Includes 4 x 550 sheet paper drawers, Printer Cover-A1, multi tray, copy tray, document tray, local UI, 1GB RAM, 80GB HDD, and buffer pass. You must add print control option.	0437B003AA	IPC1 V2 S ST	\$29,900.00	\$22,353.00
Barcode Module	0438B003AA	BARCODEDR501	\$199.00	\$153.00
IPQ-2 Black Toner	0439B003AA	IPQ2 TNER B	\$155.00	\$117.00
IPQ-2 Cyan Toner	0440B001AA	IPQ2 TNR CY	\$158.00	\$119.00
IPQ-2 Magenta Toner	0441B001AA	IPQ 2 TNR M	\$158.00	\$119.00
IPQ-2 Yellow Toner	0442B001AA	IPQ2 TNR Y	\$158.00	\$119.00
IPQ-2 Black Starter	0443B001AA	IPR STR BK	\$78.50	\$59.00
IPQ-2 Cyan Starter	0448A028AA	IPR STR CY	\$78.50	\$59.00
IPQ-2 Magenta Starter	0449A041AA	IPR STR MA	\$43.50	\$33.00
IPQ-2 Yellow Starter	0449A042AA	IPR STR YE	\$78.50	\$59.00
256MB DIMM RAM (for imagePASS)	0468B006AA	256MB RAM	\$250.00	\$159.00
imagePRESS Server A3000 Upgrade Kit	0469B003AA	A3100 UG KIT	\$150.00	\$106.00
imagePRESS Server A2000 Upgrade Kit	0470B002AB	A2100 UG KIT	\$150.00	\$106.00
Color Image Reader-H1 Set	0470B006AA	CL RDR H1 ST	\$2,600.00	\$1,650.00
Paper Deck-AA1	0478B004AA	SIDE PD-AA1	\$3,900.00	\$2,677.00
DADF-R1	0479B001AA	DADF R1	\$2,800.00	\$1,929.00
DADF-R1 Set	0480B002AA	DADF-R1 SET	\$3,070.00	\$2,110.00
Color UFRII/ PCL/ PS Printer Kit-P1 Set	0492B001AB	UFRII P1 ST	\$4,000.00	\$2,992.00
Stack Bypass Tray-B1	0494B007AA	STK BP-B1	\$680.00	\$492.00
1GB DIMM RAM [512MBX2] (for controllers) (requires imagePRESS Server Q1)	0494B013AA	1GB MEM C1	\$700.00	\$525.00
imagePRESS Server Q1	0495B001BA	IP SERVER Q1.1	\$22,500.00	\$17,003.00
imagePASS-S2 V.2.0	0499A004AA	IMAGEPASS-S2	\$7,950.00	\$5,525.00
imagePASS-S2 V.2.0	0499A005AA	IMAGEPASS-S2	\$7,950.00	\$5,525.00
imagePRESS Server T1	0499A006AA	IPSERVER T1	\$7,200.00	\$5,773.00
Card Set 1 (1-30)	0500A002AC	CARD SET 1	\$153.00	\$112.00
Card Set 1 (1-30)	0512B032AA	CARD SET 1	\$153.00	\$112.00
Card Set 2 (31-100)	0516B003AA	CARD SET 2	\$336.00	\$250.00
Card Set 2 (31-100)	0517B003AA	CARD SET 2	\$336.00	\$250.00
Card Set 3 (101-200)	0518B002AA	CARD SET 3	\$448.00	\$334.00
Card Set 3 (101-200)	0519B001AA	CARD SET 3	\$448.00	\$334.00
Basic Card Set	0520B002AA	BASIC CD SET	\$167.00	\$127.00
<b>imageRUNNER 7105 V2</b> - 105ppm, ships standard with 2 x 1,500-sheet Paper Drawers, 2 x 550-sheet Paper Cassettes, DADF, Tab Feeding Attachment, Image Reader, Network ScanGear, Universal Send Trial Kit, and imageWARE Document Manager Personal Software (10-user license).	0521B001AA	IR7105 V2	\$50,000.00	\$31,234.00
Finisher-V1	0523B002AB	FINISHER-V1	\$5,500.00	\$4,045.00
Saddle Finisher-V2	0524B005AA	SADDLE FINV2	\$10,500.00	\$7,622.00
Document Insertion Unit-C1 Set	0525B002AA	INS-C1 SET	\$1,800.00	\$1,344.00
Paper Folding Unit-D1	0526B002AA	PAPRFOLDD1	\$5,700.00	\$4,474.00
Puncher Unit-V1	0527B003BA	PUNCHUNITV1	\$900.00	\$622.00

Professional Puncher-A1	0529B002AA	PRO PUNCH-A1	\$11,000.00	\$7,990.00
High Capacity Stacker-A1	0749B002AB	STACKER-A1	\$20,000.00	\$14,710.00
Perfect Binder-A1 with Document Insertion Unit	0990B012AA	PB-A1/INSER	\$44,200.00	\$32,488.00
Side Paper Deck-W1	0991B013AA	SIDE PD-W1	\$2,500.00	\$1,839.00
Side Paper Deck-X1	1003B001AA	SIDE PD-X1	\$3,000.00	\$2,207.00
Multi-PDL Printer Kit H2	1003B002AA	PRINTKITH2	\$3,300.00	\$2,447.00
512 MB Expansion RAM-C1	1007B001AA	IR 512 MB-C1	\$250.00	\$184.00
Universal Send Kit-E1	1008B001AA	SEND KIT E1	\$1,600.00	\$1,157.00
imagePRESS Server A3100 w/Int Interface & Stand-A1 (includes GA Feature Set/GA Premium/Compose/Impose/Integrated IF & Stand/X-Rite Eye-One)	1009B002AA	A3100 INT IN	\$63,000.00	\$46,649.00
imagePRESS Server A2100 Set (includes GA Feature Set/Impose/X-Rite Eye-One)	1044B002AA	IPR A2100 ST	\$41,500.00	\$31,285.00
Expansion Bus Board-D1	1082B002AA	EXP BUS-D1	\$100.00	\$74.00
Expansion Bus Board-D2	1091B001AA	EXP BUS-D2	\$100.00	\$74.00
Staple-N1 for Finishers V1/V2	1093B001AB	STAPLE-N1	\$180.00	\$124.00
Staple-P1 for Saddle Finisher-V2	1093B002AB	STAPLE-P1	\$65.00	\$49.00
Finisher Option Power Supply Unit-R1	1094B001AA	FIN OP PS-R1	\$300.00	\$211.00
Web Access Software-C1	1094B002AA	WEB ACCESSC1	\$1,000.00	\$736.00
Secure Watermark Kit-A1 (requires 512MB Expansion RAM)	1094B003AA	SECURE WM-A1	\$1,000.00	\$736.00
Secure Watermark Kit-A1	1094B004AA	SECURE WM-A1	\$1,000.00	\$736.00
Stacker Dolly-A1	1094B005AA	STA DOLLY-A1	\$600.00	\$431.00
Glue-A1 (for Perfect Binder-A1) (33 LBS.)	1094B006AA	GLUE-A1	\$600.00	\$431.00
Glue-A2 (for Perfect Binder-A1) (11 LBS.)	1094B021AA	GLUE-A2	\$220.00	\$160.00
Punch Tool-AA1 for Plastic Comb (19 Hole)	1094B022AA	PUNCH T-AA1	\$1,000.00	\$736.00
Punch Tool-AB1 for Twin Loop Wire (21 Hole)	1095B001AA	PUNCH T-AB1	\$1,000.00	\$736.00
Punch Tool-AC1 for Twin Loop Wire (32 Hole)	1099V652	PUNCH T-AC1	\$1,000.00	\$736.00
Punch Tool-AD1 for Color Coil (44 Hole)	1111V130	PUNCH T-AD1	\$1,000.00	\$736.00
Punch Tool-AE1 for VeloBind (11 Hole)	1113B001AA	PUNCH T-AE1	\$1,000.00	\$736.00
Punch Tool-AF1 for Office (3 Hole)	1120B002AA	PUNCH T-AF1	\$1,000.00	\$736.00
Punch Tool-AQ1 for ProClick (32-Hole)	1121B001AA	PUNCH T-AQ1	\$1,000.00	\$736.00
Punch Tool-AV1 for Office (5-Hole)	1127B001AA	PUNCH T-AV1	\$1,000.00	\$736.00
ADF Access Handle-A1	1128B001AA	ADF ACCH-A1	\$139.00	\$109.00
ADF Access Handle-A1	1245B001AA	ADF ACCH-A1	\$139.00	\$109.00
Integrated Interface & Stand-A1	1323B002AA	INT INT A1	\$3,150.00	\$2,484.00
Advanced Controller I/F Kit for controllers (requires imagePRESS Server Q1)	1324B002AA	ACI 15IN	\$2,995.00	\$2,559.00
Finisher X1	1326B002AA		\$1,079.00	\$1,079.00
Paper Deck-AB1	1329B002AB	SIDE PD-AB1	\$2,350.00	\$1,718.00
Platen Cover Type K (requires Color Image Reader)	1332B002AA	PLATEN CVR K	\$160.00	\$122.00
Card Reader Attachment-E1	1334B002AA	CARD READ E1	\$50.00	\$32.00
Voice Guidance Attachment-B1	1337B002AB	VOICE G-B1	\$180.00	\$124.00
Secure Erase V1.0 (for imagePASS)	1354B001AA	SECURE ERASE	\$900.00	\$672.00
Universal Send PDF Advanced Feature Set-A1 (requires Color Universal Send Kit)	1359B005AA	SEND PDFAFA1	\$1,100.00	\$799.00
Universal Send PDF Security Feature Set-A1 (Requires the Universal Send Kit-E1 for activation) (for Univ. Send Kit-F1)	1360B002AA	SEND PDFSFA1	\$900.00	\$672.00
Universal Send PDF Security Feature Set-A1	1362B002AA	SEND PDFSFA1	\$900.00	\$672.00
Digital User Signature PDF Kit-A1 (Requires the Universal Send Kit-E1 for activation) (for Universal Send Kit-F1)	1363B002AA	DUS PDF-A1	\$1,000.00	\$635.00
Digital User Signature PDF Kit-A1	1364B002AB	DUS PDF-A1	\$1,000.00	\$635.00
Web Access Software-E1 (requires Color UFRII/PCL/PS Printer Kit)	1365B002AB	WEB ACCESS E	\$1,000.00	\$635.00

Color Universal Send Kit-G1 (requires Color Image Reader)	1367B002AB	SEND KIT-G1	\$750.00	\$552.00
Universal Send Kit-F1	1367B044AA	SEND KIT-F1	\$1,300.00	\$825.00
Encrypted Secured Print Software-C1 (Requires the Multi-PDL Printer Kit-H2 for printing function)	1372B002AA	ENCRYP SPCC1	\$450.00	\$311.00
Encrypted Secured Print Software-C1	1373B001AA	ENCRYP SPCC1	\$450.00	\$311.00
UFR II/PCL Print Kit S1	1378B002AA		\$800.00	\$800.00
UFR II/PCL Printer Kit-S1	1380B002AA	UFR II PK S1	\$1,100.00	\$799.00
UFR II/PCL/PS Printer-R2	1382B001AA	UFR/PCL/PSR2	\$2,600.00	\$1,650.00
HDD Data Erase Kit-A1	1383B001AA	HDD ERA-A1	\$325.00	\$244.00
HDD Data Encryption Kit-B1	1384B002AA	HDD ENC-B1	\$325.00	\$244.00
Web Access Software-F1	1386B001AB	WEB ACCESSF1	\$1,000.00	\$635.00
Web Access Software-F1	1389B047AA	WEB ACCESSF1	\$1,000.00	\$635.00
imageRUNNER 5075 V2	1392B009AA	IR5075	\$28,000.00	\$15,818.00
<b>imageRUNNER 5065 V2</b> - 65ppm, ships standard with 2 x 1,500-sheet Paper Drawers, 2 x 550-sheet Paper Cassettes, Single Pass Duplex Document Feeder, Document Tray, Tab Feeding Attachment, Network ScanGear, Universal Send Trial Kit, imageWARE Document Manager Personal Software(10-user license).	1394B012AA	IR5065	\$21,500.00	\$14,081.00
<b>imageRUNNER 5055 V2</b> - 55ppm, ships standard with 2 x 1,500-sheet Paper Drawers, 2 x 550-sheet Paper Cassettes, Single Pass Duplex Document Feeder, Document Tray, Tab Feeding Attachment, Network ScanGear, Universal Send Trial Kit, imageWARE Document Manager Personal Software(10-user license).	1395B012AA	IR5055	\$17,000.00	\$11,134.00
Canon IR 5050	1399B001AA		\$12,185.00	\$8,967.00
Document Insertion / Folding Unit-F1 (for Finishers)	1400B001AA	PAPFOLD-F1	\$8,000.00	\$5,884.00
Document Insertion Unit-E1 (for Finishers)	1400B005AA	INSUNIT-E1	\$2,200.00	\$1,598.00
Paper Deck-AD1 (LTR)	1402B002AA	PD-AD1	\$2,400.00	\$1,725.00
Paper Deck-AE1 (LDR)	1403B002AA	PD-AE1	\$3,000.00	\$2,207.00
Finisher-AD1	1407B002AB	FIN-AD1	\$3,000.00	\$2,106.00
Saddle Finisher-AD2	1411B045AA	S.FIN-AD2	\$5,300.00	\$3,364.00
Puncher Unit-AT1 (for Finishers)	1412B004AA	PUNCHUNITAT1	\$850.00	\$565.00
Document Tray-M1	1412B032AA	DOCU.TRAY M1	\$58.00	\$43.00
Canon IR 4080i	1413B026AA		\$12,443.00	\$12,443.00
Super G3 Fax Board-Z2	1414B029AA	G3FAXBD Z2	\$1,000.00	\$736.00
<b>imagePRESS C7000VP Digital Press:</b> 70ppm B&W, 70ppm Color; Includes main engine, fixing station, power supply unit. You must add one of the optional Printer Controllers in order to use this product. This product cannot be used as a stand alone copier.	1455B002AA	IPR C7000 VP	\$175,000.00	\$114,504.00
<b>imagePRESS C6000 Digital Press</b> - includes imagePRESS main engine, fixing station, power supply unit.	1466B002AA	IPR 6000	\$99,800.00	\$70,408.00
Stack Bypass-A1	1631B002AA	S.BYPASS-A1	\$1,200.00	\$796.00
POD Deck-A1	1632B002AA	POD DECK A1	\$13,500.00	\$9,022.00
Secondary POD Deck-A1 (requires POD Deck)	1636B001AA	SE POD DK A1	\$13,500.00	\$9,022.00
Finisher-AB1	1639B002AA	FINISHER AB1	\$12,400.00	\$7,871.00
Saddle Finisher-AB2	1641B002AA	SFINISHR AB2	\$15,600.00	\$9,902.00
Color UFR II/PCL/PS Printer Kit-T1	1642B002AB	UFR II T1	\$5,600.00	\$3,555.00
Canon IR 3045G	1741B002AB		\$7,801.00	\$6,812.00
imageRUNNER 3035G	1743B001AA	IR3035G	\$9,200.00	\$5,361.00
Canon IR 3035G	1804B001AA		\$6,351.00	\$5,361.00
Canon IR 3030G	1857B001AA		\$5,732.00	\$4,736.00
Canon IR 3025G	1872B003AA		\$4,888.00	\$3,889.00

Voice Operation Kit-A1	1873B002AA	VOICE OPE-A1	\$1,800.00	\$1,143.00
HDD Data Encryption Kit-B2	1874B002AA	HDD ENC-B2	\$325.00	\$244.00
Finisher-AE1(Includes Buffer Pass Unit-E2)	1897B002AA	FIN-AE1/BPE2	\$2,700.00	\$1,966.00
Saddle Finisher-AE2(Includes Buffer Pass-E2)	1988B001AA	SFINAE2/BPE2	\$4,000.00	\$2,640.00
PS Printer Kit-S1	1989B001AA	PS KIT-S1	\$600.00	\$431.00
Universal Send Kit-G1	2124B001BA	SEND KIT G1	\$1,200.00	\$762.00
HDD Data Encryption Kit-B4	2144B001AA	HDD ENC B4	\$325.00	\$244.00
imagePRESS C6000VP Digital Press	2252B005AA			\$96,123.00
Access Management System Kit-A1	2275B001AA	AMS KIT-A1	\$600.00	\$381.00
Access Management System Kit-A1	2275B005AA	AMS KIT-A1	\$600.00	\$381.00
High Capacity Stacker-C1	2345B001AA	HC STACKERC1	\$20,000.00	\$14,710.00
Booklet Trimmer-C1 (requires Saddle Finisher-AB2)	2351B001AA	BKLT TRIM C1	\$9,500.00	\$7,793.00
USB Application Interface Board-G1	2380B001AA	USB I/F G1	\$300.00	\$211.00
Stamp Ink Cartridge-C1	2389B001AA	STAMP INK-C1	\$44.00	\$32.00
GPR-24 Black Toner	2464B001AA	GPR24 TONER	\$100.70	\$74.00
Paper Deck-AC1	2467B005AA	PPR DECK AC1	\$4,800.00	\$3,047.00
Cassette Feed Z2	3075B001AA		\$1,170.00	\$1,170.00
HDD Data Encryption Kit-B3	3194B005AA	HDD ENC B3	\$600.00	\$391.00
Universal Send & UFR II/PCL Print Package-B1	3194B006AA	SEND&UFR-B1	\$1,500.00	\$952.00
Universal Send & Multi-PDL Print Package-B1	3194B007AA	SEND&PDL-B1	\$2,000.00	\$1,270.00
Cassette-AE1	3650A007AA	CASSETTE-AE1	\$150.00	\$95.00
Cleaning Cloth-A1	3650A018AA	C.CLOTH-A1	\$16.00	\$10.00
Workflow Composer-A1	6315A825AA	WF COMP-A1	\$900.00	\$571.00
Workflow Composer-B2	6315A826AA	WF COMP-B2	\$900.00	\$544.00
HDD Data Erase Kit-B1	6315A827AA	HDD ERA-B1	\$325.00	\$244.00
Compose, V2.0x1	6575A001AB	COMPOSE1V2.0	\$5,600.00	\$4,109.00
System Accessory Attachment Kit-A1	6576A001AA	SY ACC AT A1	\$110.00	\$70.00
Tab Feeding Attachment-C1	6596A023AA	TAB FEED C1	\$160.00	\$102.00
Universal Send & Multi-PDL Print Package-C1	6596A029AA	SEND&PDL-C1	\$3,000.00	\$1,814.00
Perfect Binder-B1 with Document Insertion Unit (requires Finisher or Saddle Finisher)	6707A001AC	PB-B1/INSER	\$49,800.00	\$35,144.00
Removable Hard Disk Drive Kit-A1	6793A002AA	REMOVE HDDKA	\$1,500.00	\$907.00
Authorized Send Kit V3 (1 License)	7518A003AA	ASEND V3 1L	\$1,100.00	\$715.00
Authorized Send Kit V3 (1 License)	7752A011AA	ASEND V3 1L	\$1,100.00	\$715.00
Authorized Send Kit V3 (10 License)	7752A013AA	ASEND V3 10L	\$10,500.00	\$6,801.00
Authorized Send Kit V3 (10 License)	7752A019AA	ASEND V3 10L	\$10,500.00	\$6,801.00
Authorized Send Kit V3 (100 License)	8002A004AA	ASENDV3 100L	\$105,000.00	\$68,015.00
Authorized Send Kit V3 (100 License)	8065A001AC	ASENDV3 100L	\$105,000.00	\$68,015.00
Installation/Training Package for DR	8065A001AD	INST/TRNDR	\$750.00	\$694.00
Installation Package for DR	8203A002AA	INSTPKGDR	\$500.00	\$462.00
ScanStation Suite for iR / imagePRESS-3yrs M&S	8690A002BB	SSSTE 3YSET	\$5,705.00	\$4,313.00
ScanStation Suite for iR / imagePRESS-4yrs M&S	8694A002AA	SSSTE 4YSET	\$6,188.00	\$4,674.00
ScanStation Suite for iR / imagePRESS-5yrs M&S	8695A005AA	SSSTE 5YSET	\$6,650.00	\$5,028.00
Card Reader-C1	8697A002AA	CARDREADERC1	\$306.00	\$227.00
Card Reader-C1	8732A001AB	CARDREADERC1	\$306.00	\$227.00
Card Reader-D1	8733A001BB	CARDREADERD1	\$306.00	\$227.00
Impose V2.6 (1 license, for imagePASS/ColorPASS)	8815A001AB	IMPOSE 2.6-1	\$2,450.00	\$1,943.00
Impose, V2.7 x 1	9005A001AB	IMPOSE1 V2.7	\$2,450.00	\$1,943.00
Staple-J1	9012A002AA	STAPLEJ1	\$56.00	\$42.00
Staple-J1	9562A001AA	STAPLEJ1	\$56.00	\$42.00
Tab Feeding Attachment Kit-A1	9563A003AA	TABFEEDINGA1	\$84.00	\$61.00
Braille Label Kit-E1	9566A002AA	BRAILE KT E1	\$35.00	\$29.00
Braille Label Kit-E1	9568A010AA	BRAILE KT E1	\$35.00	\$29.00
Graphic Arts Package, Premium v2.0 (requires imagePRESS Server Q1)	9569A009AB	GA PKG 2.0	\$6,200.00	\$4,741.00

Production Printing Package for controllers (requires imagePRESS Server Q1)	9596A001AA	PROD PR PKG	\$8,000.00	\$6,287.00
Graphic Arts Package, Premium v2.1 (requires Graphic Arts Feature Set)	9598A004AA	GA PKG V2.1	\$6,200.00	\$4,741.00
X-Rite Eye-One (for imagePASS/ColorPASS)	9598A006AA	EYE ONE	\$1,300.00	\$1,077.00
Document Tray-J1	9599A002AA	DOCU.TRAY J1	\$55.00	\$39.00
Document Tray-J1	9634A003AA	DOCU TRAY-J1	\$55.00	\$39.00
Key Switch Unit-A2	9669A003AA	KEY SWICH A2	\$42.00	\$31.00
Puncher Unit-M1 (requires Finisher-AA1 or Saddle Finisher-AA2)	9907A001AA	PUNCHUNITM1B	\$850.00	\$565.00
Puncher Unit-M1	9941A001AA	PUNCHUNITM1B	\$850.00	\$565.00

**TERMS AND CONDITIONS APPLICABLE TO MAINTENANCE, REPAIR SERVICE AND REPAIR PARTS/SPARE PARTS FOR GOVERNMENT-OWNED GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT (AFTER EXPIRATION OF GUARANTEE/WARRANTY PROVISIONS AND/OR WHEN REQUIRED SERVICE IS NOT COVERED BY GUARANTEE/WARRANTY PROVISIONS) AND FOR LEASED EQUIPMENT (SPECIAL ITEM NUMBER 132-12)**

1. SERVICE AREAS

a. The maintenance and repair service rates listed herein are applicable to any ordering activity location within a 50 mile radius of the Contractor's service points. If any additional charge is to apply because of the greater distance from the Contractor's service locations, the mileage rate or other distance factor shall be stated in paragraphs 8.d and 9.d of this Special Item Number 132-12.

b. When repair services cannot be performed at the ordering activity installation site, the repair services will be performed at the Contractor's plant(s) listed below:

108 Pine Road, Newnan, Georgia, Coweta, 30220

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2. MAINTENANCE ORDER

a. Agencies may use written orders, EDI orders, credit card orders, or BPAs, for ordering maintenance under this contract. The Contractor shall confirm orders within fifteen (15) calendar days from the date of receipt, except that confirmation of orders shall be considered automatic for renewals for maintenance (Special Item Number 132-12). Automatic acceptance of order renewals for maintenance service shall apply for machines which may have been discontinued from use for temporary periods of time not longer than 120 calendar days. If the order is not confirmed by the Contractor as prescribed by this paragraph, the order shall be considered to be confirmed by the Contractor.

b. The Contractor shall honor orders for maintenance for the duration of the contract period or a lesser period of time, for the equipment shown in the pricelist. Maintenance service shall commence on a mutually agreed upon date, which will be written into the maintenance order. Maintenance orders shall not be made effective before the expiration of any applicable maintenance and parts guarantee/warranty period associated with the purchase of equipment. Orders for maintenance service shall not extend beyond the end of the contract period.

c. Maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice, or shorter notice when agreed to by the Contractor; such notice to become effective thirty (30) calendar days from the date on the notification. However, the ordering activity may extend the original discontinuance date upon written

notice to the Contractor, provided that such notice is furnished at least ten (10) calendar days prior to the original discontinuance date.

d. Annual Funding. When annually appropriated funds are cited on a maintenance order, the period of maintenance shall automatically expire on September 30th of the contract period, or at the end of the contract period, whichever occurs first. Renewal of a maintenance order citing the new appropriation shall be required, if maintenance is to continue during any remainder of the contract period.

e. 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.

f. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of maintenance service, if maintenance is to be terminated at that time. Orders for continued maintenance will be required if maintenance is to be continued during the subsequent period.

### 3. REPAIR SERVICE AND REPAIR PARTS/SPARE PARTS ORDERS

a. Agencies may use written orders, EDI orders, credit card orders, blanket purchase agreements (BPAs), or small order procedures for ordering repair service and/or repair parts/spare parts under this contract. Orders for repair service shall not extend beyond the end of the contract period.

b. When repair service is ordered, only one chargeable repairman shall be dispatched to perform repair service, unless the ordering activity agrees, in advance, that additional repair personnel are required to effect repairs.

### 4. LOSS OR DAMAGE

When the Contractor removes equipment to his establishment for repairs, the Contractor shall be responsible for any damage or loss, from the time the equipment is removed from the ordering activity installation, until the equipment is returned to such installation.

### 5. SCOPE

a. The Contractor shall provide maintenance for all equipment listed herein, as requested by the ordering activity during the contract term. Repair service and repair parts/spare parts shall apply exclusively to the equipment types/models within the scope of this Information Technology Schedule.

b. Equipment placed under maintenance service shall be in good operating condition.

(1) In order to determine that the equipment is in good operating condition, the equipment shall be subject to inspection by the Contractor, without charge to the ordering activity.

(2) Costs of any repairs performed for the purpose of placing the equipment in good operating condition shall be borne by the Contractor, if the equipment was under the Contractor's guarantee/warranty or maintenance responsibility prior to the effective date of the maintenance order.

(3) If the equipment was not under the Contractor's responsibility, the costs necessary to place the equipment in proper operating condition are to be borne by the ordering activity, in accordance with the provisions of Special Item Number 132-12 (or outside the scope of this contract).

### 6. RESPONSIBILITIES OF THE ORDERING ACTIVITY

a. Ordering activity personnel shall not perform maintenance or attempt repairs to equipment while such equipment is under the purview of a maintenance order, unless agreed to by the Contractor.

b. Subject to security regulations, the ordering activity shall permit access to the equipment which is to be maintained or repaired.

7. RESPONSIBILITIES OF THE CONTRACTOR

For equipment not covered by a maintenance contract or warranty, the Contractor's repair service personnel shall complete repairs as soon as possible after notification by the ordering activity that service is required. Within the service areas, this repair service should normally be done within 4 hours after notification.

8. MAINTENANCE RATE PROVISIONS

a. The Contractor shall bear all costs of maintenance, including labor, parts, and such other expenses as are necessary to keep the equipment in good operating condition, provided that the required repairs are not occasioned by fault or negligence of the ordering activity.

b. REGULAR HOURS

The basic monthly rate for each make and model of equipment shall entitle the ordering activity to maintenance service during a mutually agreed upon nine (9) hour principal period of maintenance, Monday through Friday, exclusive of holidays observed at the ordering activity location.

c. AFTER HOURS

Should the ordering activity require that maintenance be performed outside of Regular Hours, charges for such maintenance, if any, will be specified in the pricelist. Periods of less than one hour will be prorated to the nearest quarter hour.

d. TRAVEL AND TRANSPORTATION

If any charge is to apply, over and above the regular maintenance rates, because of the distance between the ordering activity location and the Contractor's service area, the charge will be:

According to the Joint Travel Regulations (JTR)

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e. QUANTITY DISCOUNTS

Quantity discounts from listed maintenance service rates for multiple equipment owned and/or leased by a ordering activity are indicated below:

Quantity Range	Discounts
<u>None</u> Units	<u>None</u> %
<u>          </u> Units	<u>          </u> %
<u>          </u> Units	<u>          </u> %

9. REPAIR SERVICE RATE PROVISIONS

a. CHARGES. Charges for repair service will include the labor charge, computed at the rates set forth below, for the time during which repairmen are actually engaged in work, and, when applicable, the charge for travel or transportation.

b. MULTIPLE MACHINES. When repairs are ordered by a ordering activity on two or more machines located in one or more buildings within walking distance of each other, the charges will be computed from the time the repairman commences work on the first machine, until the work is completed on the last machine. The time required to go from one machine to another, or from one building to another, will be considered actual work performance, and chargeable to the ordering activity, provided the time consumed in going between machines (or buildings) is reasonable.

c. TRAVEL OR TRANSPORTATION

(1) AT THE CONTRACTOR'S SHOP

(a) When equipment is returned to the Contractor's shop for adjustments or repairs which are not covered by the guarantee/warranty provision, the cost of transportation, packing, etc., from the ordering activity location to the Contractor's plant, and return to the ordering activity location, shall be borne by the ordering activity.

(b) The ordering activity should not return defective equipment to the Contractor for adjustments and repairs or replacement without his prior consultation and instruction.

(2) AT THE ORDERING ACTIVITY LOCATION (Within Established Service Areas)

When equipment is repaired at the ordering activity location, and repair service rates are established for service areas or zones, the listed rates are applicable to any ordering activity location within such service areas or zones. No extra charge, time, or expense will be allowed for travel or transportation of repairmen or machines to or from the ordering activity office; such overhead is included in the repair service rates listed.

(3) AT THE ORDERING ACTIVITY LOCATION (Outside Established Service Areas)

(a) The repair service rates listed for subparagraph (2) above apply, except that a travel charge of \_\_ (according to the JTR) \_\_ per mile for repairmen will apply to the round-trip distance between the geographic limits of the applicable service area and the ordering activity location. Such charge will apply as an additional charge, but it will be limited to one round trip for each request that is made by the ordering activity for repair service, regardless of whether repairs are performed at the ordering activity location or at the Contractor's shop.

(b) When the overall travel charge computed at the above mileage rate is unreasonable (considering the time required for travel, actual and necessary transportation costs, and the allowable ordering activity per diem rate for each night the repairman is required to remain overnight at the ordering activity location), the ordering activity shall have the option of reimbursing the Contractor for actual costs, provided that the actual costs are reasonable and allowable. The Contractor shall furnish the ordering activity with a report of travel performed and related expenses incurred. The report shall include departure and arrival dates, times, and the applicable mode of travel.

d. LABOR RATES

(1) REGULAR HOURS

The Regular Hours repair service rates listed herein shall entitle the ordering activity to repair service during the period 8:00 a.m. to 5:00 p.m., Monday through Friday, exclusive of holidays observed at the ordering activity location. There shall be no additional charge for repair service which was requested during Regular Hours, but performed outside the Regular Hours defined above, at the convenience of the Contractor.

(2) AFTER HOURS

When the ordering activity requires that repair service be performed outside the Regular Hours defined above, except Sundays and Holidays observed at the ordering activity location, the After Hours repair service rates listed herein shall apply. The Regular Hours rates defined above shall apply when repair service is requested during Regular Hours, but performed After Hours at the convenience of the Contractor.

(3) SUNDAYS AND HOLIDAYS

When the ordering activity requires that repair service be performed on Sundays and Holidays observed at the ordering activity location, the Sundays and Holidays repair service rates listed herein shall apply. When repair service is requested to be performed during Regular Hours and/or After Hours, but is performed at the convenience of the Contractor on Sundays or Holidays observed at the ordering activity location, the Regular Hours and/or After Hours repair service rates, as applicable, shall apply.

REPAIR SERVICE RATES

LOCATION	MINIMUM CHARGE*	REGULAR HOURS PER HOUR**	AFTER HOURS PER HOUR**	SUNDAYS AND HOLIDAYS PER HOUR
CONTRACTOR'S SHOP	_SME 1***_	_SME 1____	_SME 1____	_150% SME 1_
ORDERING ACTIVITY LOCATION (WITHIN ESTABLISHED SERVICE AREAS)	_SME 1__	_SME 1____	_SME 1____	_150% SME 1_
ORDERING ACTIVITY LOCATION (OUTSIDE ESTABLISHED SERVICE AREAS)	_SME 1__	_SME 1____	_SME 1____	_150% SME 1_

\*MINIMUM CHARGES INCLUDE \_8\_ FULL HOURS ON THE JOB.

\*\*FRACTIONAL HOURS, AT THE END OF THE JOB, WILL BE PRORATED TO THE NEAREST QUARTER HOUR.

\*\*\*Subject Matter Expert (SME)

10. REPAIR PARTS/SPARE PARTS RATE PROVISIONS

All parts, furnished as spares or as repair parts in connection with the repair of equipment, unless otherwise indicated in this pricelist, shall be new, standard parts manufactured by the equipment manufacturer. All parts shall be furnished at prices indicated in the Contractor's most current commercial pricelist dated at a discount of \_\_\_0\_\_\_% from such listed prices.

11. GUARANTEE/WARRANTY—REPAIR SERVICE AND REPAIR PARTS/SPARE PARTS

a. REPAIR SERVICE

All repair work will be guaranteed/warranted for a period of 90 days.

b. REPAIR PARTS/SPARE PARTS

All parts, furnished either as spares or repairs parts will be guaranteed/warranted for a period 90 days.

12. INVOICES AND PAYMENTS

a. Maintenance Service

(1) 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.

(2) Payment for maintenance service of less than one month's duration shall be prorated at 1/30th of the monthly rate for each calendar day.

b. Repair Service and Repair Parts/Spare Parts

Invoices for repair service and parts shall be submitted by the Contractor as soon as possible after completion of work. Payment under blanket purchase agreements will be made quarterly or monthly, except where cash payment procedures are used. Invoices shall be submitted separately to each ordering activity office ordering services under the contract. The cost of repair parts shall be shown as a separate item on the invoice, and shall be priced in accordance with paragraph #10, above. PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

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

**PERPETUAL SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-33) AND  
MAINTENANCE (SPECIAL ITEM NUMBER 132-34) OF GENERAL PURPOSE  
COMMERCIAL INFORMATION TECHNOLOGY SOFTWARE**

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.
- 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 1-866-344-4466 for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from 8am to 5pm EST.

4. SOFTWARE MAINTENANCE

- a. Software maintenance service shall include the following:

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- 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. MAINTENANCE (132-34)

- a. The Contractor shall honor orders for periods for the duration of the contract period or a lesser period of time.
- b. Maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice to the Contractor.
- c. **Annual Funding.** When annually appropriated funds are cited on an order for term licenses and/or maintenance, the period of the term licenses and/or maintenance 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 and/or maintenance orders citing the new appropriation shall be required, if the term licenses and/or maintenance 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 maintenance is to be terminated at that time. Orders for the continuation of maintenance will be required if the maintenance 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 \_\_\_\_\_% 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 \_\_\_\_\_ \* 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.

#### 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.

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

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

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)  
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

## 1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

## 2. PERFORMANCE INCENTIVES

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

## 3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

## 4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

## 5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## 6. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

## 7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

## 8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT/EC Services.

## 9. INDEPENDENT CONTRACTOR

All IT/EC Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

## 10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

**11. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT/EC services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

**12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

**13. RESUMES**

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

**14. INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

**15. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

**16. DESCRIPTION OF IT/EC SERVICES AND PRICING**

<b>Labor Category</b>	<b>Exempt/Non-Exempt</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
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Associate Member of the Technical Staff	Exempt	\$33.89	\$35.25	\$36.48	\$37.76	\$39.08
Member of the Technical Staff	Exempt	\$47.11	\$48.99	\$50.71	\$52.48	\$54.32
Principal Member of the Technical Staff	Exempt	\$59.22	\$61.59	\$63.74	\$65.98	\$68.28
Chief Member of the Technical Staff	Exempt	\$84.37	\$87.74	\$90.82	\$93.99	\$97.28
Senior Member of the Technical Staff	Exempt	\$57.84	\$60.15	\$62.26	\$64.44	\$66.69
Project Manager	Exempt	\$105.07	\$109.27	\$113.10	\$117.06	\$121.15
Quality Assurance Manager	Exempt	\$105.07	\$109.27	\$113.10	\$117.06	\$121.15
Quality Assurance Analyst	Exempt	\$71.25	\$74.10	\$76.69	\$79.38	\$82.16
Subject Matter Expert - Level 1	Exempt	\$113.17	\$117.70	\$121.82	\$126.08	\$130.49
Logistics Analyst - Level 1	Exempt	\$65.64	\$68.27	\$70.65	\$73.13	\$75.69
Logistics Analyst - Level 2	Exempt	\$45.99	\$47.83	\$49.50	\$51.24	\$53.03
Logistics Analyst - Level 3	Exempt	\$51.34	\$53.39	\$55.26	\$57.20	\$59.20
Business Process Reengineering Specialist	Exempt	\$69.22	\$71.99	\$74.51	\$77.12	\$79.82
Senior Business Process Reengineering Specialist	Exempt	\$100.54	\$104.56	\$108.22	\$112.01	\$115.93

## ASSOCIATE MEMBER OF THE TECHNICAL STAFF

### Functional Responsibilities:

Assists in the implementation of solutions to various problems. Assists in analyzing results obtained. Checks quality of results. Gathers, correlates and analyzes technical information obtained in task. Participates in conducting studies and investigations. Prepares reports, charts, graphs, and other documentation. Maintains files and records of operational data. Confers with other personnel to achieve maximum results.

### Minimum Education / Experience:

- Bachelor of Science or Bachelor of Arts degree as appropriate and 1-2 years of related experience in field of expertise
- Meets specific position requirements as detailed in the Personnel Requisition

- Two (2) years experience is equivalent to one (1) year of education (i.e., eight (8) years' experience is equivalent to a Bachelor's degree; ten (10) to twelve (12) years' experience is equivalent to a Master's degree)

## **MEMBER OF THE TECHNICAL STAFF**

### **Functional Responsibilities:**

Performs analysis and devises solutions to problems. Establishes principles that should apply and estimates time work required for completion. Analyzes results obtained and checks quality of results for acceptance. Formulates recommendations on routine problems of a technical nature with limited guidance. Maintains complete records of investigations made, methods employed and results obtained. Prepares complete reports of results and recommendations; communicates with internal and external sources necessary to assure proper and timely project completion.

### **Minimum Education / Experience:**

- Bachelor of Science or Bachelor of Arts degree as appropriate and 3-5 years of related experience in field of expertise
- Meets specific position requirements as detailed in the Personnel Requisition

Two (2) years experience is equivalent to one (1) year of education (i.e., eight (8) years' experience is equivalent to a Bachelor's degree; ten (10) to twelve (12) years' experience is equivalent to a Master's degree)

## **PRINCIPAL MEMBER OF THE TECHNICAL STAFF**

### **Functional Responsibilities:**

Plans and directs technical investigations. Performs analysis and devises solutions to complex problems that involve the initiation of research and analysis. Develops new methods to solve advanced problems. Provides assistance in the formulation of the design of a project. Prepares comprehensive technical reports and memorandum containing recommendations that may form the basis for major decisions. Directs the preparation of other major technical reports. Performs technical evaluations and provides technical contributions for proposals. Provides guidance to other technical personnel.

### **Minimum Education / Experience:**

- Bachelor of Science or Bachelor of Arts degree as appropriate, Master's degree preferred and 8-10 years of related experience in field of expertise
- Meets specific position requirements as detailed in the Personnel Requisition

Two (2) years experience is equivalent to one (1) year of education (i.e., eight (8) years' experience is equivalent to a Bachelor's degree; ten (10) to twelve (12) years' experience is equivalent to a Master's degree)

## **CHIEF MEMBER OF THE TECHNICAL STAFF**

### **Functional Responsibilities:**

Serves as technical advisor to management. Plans and directs advanced technical investigations. Conducts independent studies. Performs technical contributions for proposals. Advises and confers with vendors and subcontractors on company design requirements. Interfaces with contracting agencies and customers in discussing new developments on problems. Assists in budget preparation and assures that all efforts are within budget authorization. Directs and supervises project personnel.

### **Minimum Education / Experience:**

- Bachelor of Science or Bachelor of Arts degree in a technical discipline, Master's degree preferred and 10-15 years of related experience in field of expertise
- Meets specific position requirements as detailed in the Personnel Requisition

Two (2) years experience is equivalent to one (1) year of education (i.e., eight (8) years' experience is equivalent to a Bachelor's degree; ten (10) to twelve (12) years' experience is equivalent to a Master's degree)

## **SENIOR MEMBER OF THE TECHNICAL STAFF**

### **Functional Responsibilities:**

Performs analysis and devises solutions to complex problems. Defines, in detail, problem to completion. Analyzes results obtained and checks quality of results for acceptance. Formulates recommendations on routine problems of a technical nature with limited guidance. Prepares comprehensive reports on assigned projects, including analysis and recommendations for the future. Works closely with customer to assure project success. Provides technical training and assistance to junior level personnel. May also supervise other personnel.

### **Minimum Education / Experience:**

- Bachelor of Science or Bachelor of Arts degree as appropriate and 5-8 years of related experience in field of expertise
- Meets specific position requirements as detailed in the Personnel Requisition

Two (2) years experience is equivalent to one (1) year of education (i.e., eight (8) years' experience is equivalent to a Bachelor's degree; ten (10) to twelve (12) years' experience is equivalent to a Master's degree)

## **PROJECT MANAGER**

### **Functional Responsibilities:**

Responsible for the administration and full performance of every phase of a small-to-intermediate size information technology (IT) project or study within the specifications of the contract and in a manner satisfactory to the Client and the Company. Manages and assumes complete responsibility for an IT project or study. Plans, directs, supervises and controls all technical, fiscal and administrative functions of an IT project or study. Directs and coordinates key project personnel in their performance to satisfy the contractual scope of work. Develops budgets, schedules and plans for the various IT disciplines working on the project. Acts as the Company representative with the Client during the course of the project or study.

Responsible for gross profit earnings for an assigned IT project or study. Maintains line management responsibility for all functional activities associated with the execution of the contract with particular emphasis on obtaining maximum job quality, accurate cost control, compliance with schedules, and satisfactory Client relations. Supervises one or more IT project engineers and/or technical IT specialists assigned to the IT project. Under general supervision, reports to Senior Program Manager, Program Director, or Vice President.

### **Minimum Education / Experience:**

- Bachelor of Science or Bachelor of Arts degree in an engineering field or technical field related to the work and 5-8 years of related experience, at least three of which must have been spent in significant engineering and project supervisory assignments involving independent decision-making and comparative responsibility. Experience must have included complete fiscal accountability for a moderate-size project area in addition to the management of its engineering, budgeting, planning, and procurement and scheduling activities;
- Membership or affiliation with professional organizations in the engineering or technical specialty preferred
- Meets specific position requirements as detailed in the Personnel Requisition

Two (2) years experience is equivalent to one (1) year of education (i.e., eight (8) years' experience is equivalent to a Bachelor's degree; ten (10) to twelve (12) years' experience is equivalent to a Master's degree).

## **QUALITY ASSURANCE MANAGER**

### **Functional Responsibilities:**

Reports to the Corporate President, has the responsibility, authority and autonomy to achieve the results listed below. The Quality Manager develops, maintains and executes a clearly defined Quality Assurance Program, expressed in writing, to the terms and expectations of Mil-I-45208A, Mil-Q-9858A and ISO-9000; evaluates the quality of system design, processes, materials, deliverable products (HW, SW, components) and authoritative acceptance or rejection; and facilitates product improvement through timely feedback of defect and reject data utilizing statistical process control methods.

Maintains and executes a calibration and recall system fully compliant to Company and customer requirements; maintains the Company configuration management system; and supervises the Quality Department including quality engineers, inspectors and configuration specialists.

**Minimum Education / Experience:**

BS Degree in an engineering-related field (electronics, manufacturing, mechanical, RF, software or telecommunications) or Computer Systems, plus ten years related experience culminating in relevant supervisory or management capacity.

## QUALITY ASSURANCE ANALYST

**Functional Responsibilities:**

Plans and directs activities concerned with development, applications, and maintenance of quality standards. Develops and initiates methods and procedures for system inspection, testing, and evaluation. Devises sampling procedures, designs forms for recording, evaluating, and reporting quality and reliability data, and writes instructions on use of forms. Establishes programs to evaluate system design, processes, deliverable products and system processing equipment and testing, measurement and analytical facilities. Develops and implements methods and procedures for disposition of problems (HW, SW, components) and devises methods to assess cost and responsibility. Directs workers engaged in measuring and testing product and tabulating quality and reliability data. Compiles and writes training material and conducts training sessions on quality control activities. May specialize in one or more of the following areas: system design, process control, product evaluation, product reliability, research and development, and administrative application.

**Minimum Education / Experience:**

BS/BA in applicable field, preferably quality engineering, other engineering or computer systems discipline, plus four years of directly related technical experience.

## SUBJECT MATTER EXPERT - LEVEL 1

**Functional Responsibilities:**

Extensive knowledge of technical/engineering applications in the information technology (IT) specialty area with the ability to provide complete technical solutions. Performs tasks of a moderate degree of complexity

and difficulty with minimal supervision. Analyzes technical risk, schedule, and cost impacts of IT approaches. Establishes performance and technical standards. Generates and approves project and testing specifications. Provides technical guidance to other project team members.

Results of work are technically authoritative. Develops and recommends organizational process changes to include new solutions and new technology. Results of work may affect an entire organization or market segment and multiple clients. Very good communication and problem-solving skills.

**Minimum Education / Experience:**

- Bachelors degree in the appropriate discipline and 3-5 years of related experience in field of expertise
- Two (2) years experience is equivalent to (1) year of education (i.e., eight (8) years' experience is equivalent to a Bachelor's degree; ten (10) years' experience is equivalent to a Masters degree, twelve (12) years' experience is equivalent to a Doctorate degree)

## LOGISTICS ANALYST – LEVEL I

**Functional Responsibilities:**

Enhances product workflow by analyzing and developing logistics plans that affect production, distribution, and inventory. Creates and reviews procedures for distribution and inventory management to maximize customer satisfaction and minimize cost. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

**Minimum Education / Experience:**

AS or equivalent plus 0-2 years of experience in the field or in a related area.

## LOGISTICS ANALYST – LEVEL II

**Functional Responsibilities:**

Enhances product workflow by analyzing and developing logistics plans that affect production, distribution, and inventory. Creates and reviews procedures for distribution and inventory management to maximize customer satisfaction and minimize cost. Requires an associate's degree or equivalent and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks.

**Minimum Education / Experience:**

AS or equivalent plus 2-4 years of experience in the field or in a related area.

## LOGISTICS ANALYST – LEVEL III

### **Functional Responsibilities:**

Enhances product workflow by analyzing and developing logistics plans that affect production, distribution, and inventory. Creates and reviews procedures for distribution and inventory management to maximize customer satisfaction and minimize cost. Requires an associate's degree or equivalent and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks.

### **Minimum Education / Experience:**

AS or equivalent plus 4-6 years of experience in the field or in a related area.

## BUSINESS PROCESS REENGINEERING SPECIALIST

### **Functional Responsibilities:**

Support planning and budgeting activities and assist in the institution of procedures to enable a more tightly integrated and repeatable/scientific management decision-making process. Person may support economic analysis and other decision support activities such as: investment portfolio analysis, gap analysis, impact analysis, analysis of alternatives (AoA), cost-benefit analysis, trade-off analysis and balanced scorecard. Individual will assist in coordinating related meetings and lessons-learned sessions and will ensure appropriate documentation of activities, outcomes, and meetings.

### **Minimum Education / Experience:**

- BA or BS or Advanced Degrees, Certifications in Project Management, Business Management or Corporate Finance with at least 5 years experience.
- Applicant must have at least 2 years of direct involvement in U.S. Government budget process and/or related experience to facilitate job performance.
- Candidate's experience most total 5 uninterrupted years of experience, most spent in business or Government planning and budgeting arenas.

## SENIOR BUSINESS PROCESS REENGINEERING SPECIALIST

### **Functional Responsibilities:**

Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. May be under the supervision and direction of a Principal Business Process Reengineering Specialist or may work independently.

**Minimum Education / Experience:**

- BA or BS or Advanced Degrees, Certifications in Project Management, Business Management or Corporate Finance with at least 10 years experience.
- Applicant must have at least 4 years of direct involvement in U.S. Government budget process and/or related experience to facilitate job performance.
- Candidate's experience most total 10 uninterrupted years of experience, most spent in business or Government planning and budgeting arenas.

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

PREAMBLE

(Name of Company) 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 James P. Ginn, (404)669-9214, [jginn@ginn.com](mailto:jginn@ginn.com), (404)669-9215 fax.

BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

\_\_\_\_\_  
Ordering Activity

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

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.