



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

**Special Item No. 132-8 Purchase of Equipment
Special Item No. 132-32 Term Software Licenses
Special Item No. 132-33 Perpetual Software Licenses
Special Item No. 132-34 Maintenance of Software
Special Item No. 132-50 Training Courses**

SIN 132-8 PURCHASE OF EQUIPMENT

**FSC CLASS 7010 - SYSTEM CONFIGURATION
FSC CLASS 7025 - INPUT/OUTPUT AND STORAGE DEVICES
FSC CLASS 5815 - TELETYPE AND FACSIMILE EQUIPMENT
Third Party Maintenance**

SIN 132-32 - TERM SOFTWARE LICENSES

FSC CLASS 7030 - INFORMATION TECHNOLOGY SOFTWARE

Large Scale Computers

Application Software
Electronic Commerce (EC) Software
Communications Software

Microcomputers

Application Software
Communications Software

SIN 132-33 - PERPETUAL SOFTWARE LICENSES

FSC CLASS 7030 - INFORMATION TECHNOLOGY SOFTWARE

Large Scale Computers

Application Software
Electronic Commerce (EC) Software
Communications Software

Microcomputers

Application Software
Communications Software

SIN 132-34 - MAINTENANCE OF SOFTWARE

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

**SYSCOM SERVICES, INC.
1010 Wayne Avenue, Suite 720
Silver Spring, MD 20910
Tel: 301-768-0131
FAX: 301-562-7815
www.syscomservices.com**

**Contract Number: GS-35F-0194S
Period Covered by Contract: 25 January 2006 through 24 January 2016.
General Services Administration
Federal Supply Service**

Pricelist current through Modification #PS-0019 dated May 3, 2012 and Refresh 34.

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).

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INFORMATION FOR ORDERING ACTIVITIES

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. 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!TM on-line shopping service (www.gsadvantage.gov). The catalogs/pricelists, GSA Advantage!TM and the Federal Acquisition Service Home Page (www.gsa.gov/fas) 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.

2. **CONTRACTOR'S ORDERING ADDRESS:**

SYSCOM SERVICES, INC.

1010 Wayne Ave. Suite 720

Silver Spring, MD 20910

Tel: 301-768-0131

FAX: 301-562-7815

Contractor's Service Area: All Ordering activity locations within the scope of the contract.

CONTRACTOR'S PAYMENT ADDRESS:

SYSCOM SERVICES, INC.

1010 Wayne Ave. Suite 720

Silver Spring, MD 20910

Tel: 301-768-0131

FAX: 301-562-7815

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

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

Tel: 301-768-0131

FAX: 301-562-7815

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): **809407885**

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

Block 31: Woman-Owned Small Business: **No**

Block 36: Contractor's Taxpayer Identification Number (TIN): **52-1668212**

4a. CAGE CODE: 01UU6

4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

When deliveries are made to destinations outside the 48 contiguous States, i.e., Alaska, Hawaii, the Commonwealth of Puerto Rico, and such overseas locations as specified, and are not covered the following conditions will apply:

- (1) Delivery will be f.o.b. inland carrier, point of exportation (FAR 52.247-38), with the transportation charges to be paid by the Ordering activity from the point of exportation to destination in Alaska, Hawaii, the Commonwealth of Puerto Rico, and such overseas locations specified, as designated by the ordering activity. The Contractor shall add the actual cost of transportation to destination from the point of exportation in the 48 contiguous States nearest to the designated destination. Such costs will, in all cases, be based upon the lowest regularly established rates on file with the Interstate Commerce Commission, the U.S. Maritime Commission (if shipped by water), or any State regulatory body, or those published by the U.S. Postal Service; and must be supported by paid freight or express receipt or by a statement of parcel post charges including weight of shipment.
- (2) The right is reserved to ordering activities to furnish Ordering activity bills of lading.

Ordering activities will be required to pay differential between freight charges and express charges where express deliveries are desired by the Ordering activity.

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.

Items or Groups of Items (SIN or Nomenclature)	Delivery Time (Days ARO)
132-8	10-14 Business Days
132-32	10-14 Business Days
132-33	10-14 Business Days
132-34	10-14 Business Days

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

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

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

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: Export packing is available at extra cost outside the scope of this contract.

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 132-8 - Purchase of Equipment
Special Item Number 132-12 – Maintenance of Equipment, Repair Service, and Repair Parts/Spare Parts
Special Item Number 132-33 - Perpetual Software Licenses
Special Item Number 132-34 – Maintenance of Software

- 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.
- (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 activity 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.
- (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 ordering activity 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 activity, 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 ordering activity's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the ordering activity's order.
- (i) Government-Furnished Property: As specified by the ordering activity's order, the Ordering activities 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.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

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 paragraph (1) 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:

- (a) Manufacturer
- (b) Manufacturer's Part Number; and
- (c) Product category(ies).

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-**

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- (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.

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 8.401(d).

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: N/A

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.

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes X
No

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): www.syscomservices.com

The EIT standard can be found at: 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 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 in the price schedule

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 post acceptance 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, the Contractor makes no additional warranties of any kind with regards to the products resold under this agreement. All warranties are hereby expressly disclaims to the maximum extent permitted by law, all warranties express or implied including those of merchantability, fitness for use, and/or fitness for a particular purpose. Additional warranties provided by the manufacturer may apply but shall not be binding upon Trinity IMS within the contemplation of this agreement.

b. **Limitation of Liability.** Except as otherwise provided by separate agreement, the Contractor shall not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in items accepted under this agreement.

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).

TERMS AND CONDITIONS APPLICABLE TO TERM SOFTWARE LICENSES (SPECIAL ITEM 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. ENTERPRISE USER LICENSE AGREEMENTS REQUIREMENTS (EULA)

The Contractor shall provide all Enterprise User License Agreements in an editable Microsoft Office (Word) format.

3. 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.

4. TECHNICAL SERVICES

The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number _____ for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from _____ to _____.

5. SOFTWARE MAINTENANCE

- a. Software maintenance service shall include the following:

Normal updates and configuration maintenance activities as appropriate for the items purchased or recommended by the manufacturer.

- 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.**

6. PERIODS OF TERM LICENSES (SIN 132-32) AND MAINTENANCE (SIN 132-34)

- a. The Contractor shall honor orders for periods for the duration of the contract period or a lesser period of time.
- b. Term licenses and/or 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 term licenses and/or maintenance is to be terminated at that time. Orders for the continuation of term licenses and/or maintenance will be required if the term licenses and/or maintenance is to be continued during the subsequent period.

7. 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.

8. 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.

9. UTILIZATION LIMITATIONS - (SIN 132-32, SIN 132-33, AND SIN 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.

10. SOFTWARE CONVERSIONS - (SIN 132-32 AND SIN 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.

11. 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.

12. RIGHT-TO-COPY PRICING

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

SIN	Produce Code	SYSCOM SUPPORT SERVICES - Description	GSA Price	Notes
STANDARD BILLING RATES				
Business Hours: Monday - Friday, 8:30am - 5:30pm				
132-34	500-100-HR	Hourly Rate:	\$225.00	(4 Hour Minimum Applies)
132-34	500-100-DR	Daily Rate:	\$1,800.00	
After Hours: Non-Business Hours and Weekends (See Director of Sales for Approval)				
132-34	600-100-AHHR	Hourly Rate:	\$292.50	(4 Hour Minimum Applies)
132-34	600-100-AHDR	Daily Rate:	\$2,340.00	
RIGHTFAX				
Complete System Installation: Travel not included				
132-34	700-100-RFAI	Analog	\$1,620.00	
132-34	700-100-RFDI	Digital/FoIP	\$2,880.00	
132-50	700-300-NSAT	New System Administrator Training:	\$1,440.00	(Up to 4 People)
132-34		Add'l People	\$135.00	(Each)
132-34	700-300-SAO	System Administrator Overview:	\$810.00	(Minimum)
ALCHEMY				
132-34	700-400-ALI	Complete System Installation and Training	\$2,880.00	(3 Days)
Cardiff TELEFORM				
Complete System Installation, Testing, and Project/Forms Consult:				
132-34	800-100-DESK	Desktop:	\$1,440.00	
132-34	800-100-WORK	WorkGroup:	\$2,160.00	

SIN	Produce Code	SYSCOM SUPPORT SERVICES - Description	GSA Price	Notes
132-34	800-100-ENTI	Enterprise:	\$3,510.00	
132-34	800-200-NFDS	New Forms Design Services:	\$202.50	(4 Hour Minimum Applies)
132-34	800-200-FDM	Forms Design Modification:	\$202.50	(2 Hour Minimum Applies)
	TRAINING	Training Note: All Classes are Designed for a Minimum of Two People (Primary User & Back-Up). Additional Users are \$150.00 Each		
132-50	800-300-DT	Designer Training:	\$3,600.00	(4 Days)
132-50	800-300-IPT	Image Processing Training:	\$1,440.00	(1 Day)
132-50	800-300-DRT	Designer ReFresher Training:	\$1,440.00	(From v7.x: 1 Day)
132-50	800-300-IPRT	Image Processing ReFresher Training (Local)	\$810.00	(From v7.x: 1/2 Day, Local Only)
132-50	800-300-IPRTOS	Image Processing ReFresher Training (Out of State, or Beyond 45 Miles)	\$1,440.00	(From v7.x: 1/2 Day)
132-50	800-300-CT	Custom Training:	\$1,440.00	(Minimum)
		Support by Syscom		
132-34	900-700-RFS	Syscom Support for RightFax 15% of List Price of All HW, SW, and Programming A \$2,500.00 Minimum Applies. Note: OTEX RightFax Standard ASP Support Must be purchased and is in addition to the Syscom Support.	13.5%	(\$2,000.00 Minimum)
132-34	900-800-TFS	Syscom Support for Cardiff 20% of List Price of All HW, SW, Programming & Forms Design A \$2,500.00 Minimum Applies; Note: Cardiff Upgrade Only Plan (M2TF) Must be purchased and is in addition to the Syscom Support.	18.0%	(\$2,500.00 Minimum)

SIN	Produce Code	SYSCOM SUPPORT SERVICES - Description	GSA Price	Notes
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Syscom's Support Terms

Support Term: One (1) Year

Hours: Monday - Friday, 8:30am - 5:30pm

Upgrades: Only Included If Manufacturer Plan is Purchased.

RightFax: Mandatory. Cardiff: Mandatory

Response Times:

Phone: Within 4 Hours if No Technician is Immediately Available.

On-Site: As Agreed to by Technician and Client. Typically within 48-72 Hours.

Discount Policy

It is the policy of Syscom Services not to provide a discount on any sale unless circumstances require us to do so. Any discount beyond 7% requires approval by Sales Manager. Furthermore, Syscom does NOT offer discounts for Prompt Payment.

Purchasing Terms

- * All orders are Net 30
- * No discounts for early payment.
- * All hardware and software will be ordered, shipped, and invoiced upon receipt of client PO.
- * All services (installation, training, support) will be invoiced at the time the service is rendered.
- * Overdue payments subject to interest at a rate of 1 ½ % per month until paid in full.
- * In addition, purchaser shall be liable to pay all costs incurred by Syscom Services to collect any overdue amounts.
- * Freight charges are not included unless otherwise noted in quotation.
- * Any applicable state sales tax will be applied to the invoice.

RETURN Policy

- * With Syscom Management and Vendor APPROVAL, software and hardware returns and/or exchanges must be

SIN	Produce Code	SYSCOM SUPPORT SERVICES - Description	GSA Price	Notes
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made within 30 days after shipment.

- * A vendor's RMA (Return Merchandise Authorization,) **must be authorized by vendor** and accompany all returns.
- * Restocking fees will apply.
- * Customer is responsible for any related shipping fees.
- * The client is still responsible for paying for any services rendered such as installation, training, consulting, etc.

SIN #	Manu Part Number	Open Text RightFax and Brook Trout Fax Boards - Description	GSA Price	Wrnty/ Origin
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RightFax Server Software

132-32	S-CPRFPG2400002	RightFax Business Server v9.4 Includes Server License, 1 Channel, Unlimited Users: Max 30 Channels	\$1,478	30/US
132-33	S-CPRFPG2400003	RightFax 9.4 Enterprise Server Includes Server License, 1 Channel, Unlimited Users, Web Client OCR Router/Converter, Docs-On-Demand, TeleConnect and Alerting/ Monitoring Modules , 10 Transaction per minute SMS capability	\$3,803	30/US
132-33	S-CPRFPG2400004	RightFax 9.4 Enterprise Suite Enterprise Server 9.4 - 1 channel, Unlimited Users included 3 Add-on Software Modules: Exchange & Notes Modules, PDF, Alerting and Monitoring Module, SNMP Module	\$6,820	30/US
132-32	S-CPRFPG2400005	RightFax 9.4 Enterprise Integration Includes RightFax Enterprise Suite, Enterprise Server, E-Mail Modules, PDF,	\$14,362	30/US

SIN #	Manu Part Number	Open Text RightFax and Brook Trout Fax Boards - Description	GSA Price	Wrnty/ Origin
		SNMP Modules, Integration Module, Filter, Host Notifications, InternetLink, COM Module, SecureDocs, Alerting and Monitoring Modules. <u>Unlimited Inputs</u> : File, Print, Oracle Purchasing 11i, SAPConnect, SAPScript, Oracle CRM, PeopleSoft, Panagon Connector, RightFax Embedded Codes, Filter TCP/IP, XML, Java, MQ Series, Notificaitons. Unlimited Outputs: Fax, Print, E-Mail, SecureDocs & Host Notification.		
		RightFax Channels		
132-33	S-CPRFPG2450007	RightFax Additional Document Delivery Channel	\$643	30/US
		RightFax Optional Module Software		
132-33	S-CPRFPG2450011	RightFax Lotus Notes Module	\$1,361	30/US
132-33	S-CPRFPG2450012	RightFax Microsoft Exchange Module	\$1,361	30/US
132-33	S-CPRFPG2450013	RightFax PDF Module	\$1,361	30/US
132-32	S-CPRFPG2450014	RightFax Web Access	\$1,478	30/US
132-32	S-CPRFPG0020173	RightFax SecureDocs Module	\$1,404	30/US
		Requires RightFax Enterprise Server		

SIN #	Manu Part Number	Open Text RightFax and Brook Trout Fax Boards - Description	GSA Price	Wrnty/ Origin
132-33	S-CPRFPG2450015	RightFax Integration Module Requires RightFax Enterprise Server 9.4	\$6,820	30/US
132-33	S-CPRFPG2450016	RightFax Connector for SAP Requires RightFax Enterprise Server 9.4	\$6,102	30/US
132-33	S-CPRFPG2450018	RightFax Shared Services Module	\$1,361	30/US
132-32	S-CPRF2450003	RightFax Connector for FileNet Requires Enterprise Server 9.4, Unlimited Users, Not Included in Enterprise Suite Included in Enterprise Integration	\$6,665	30/US
132-32	S-CPRFPG2450017	RightFax Business Integration Module 1 host input recognition (ASCII File or Print/LPR) or 1 instance of the RightFax SAP Connector; or 1 Oracle Purchasing 11i input. Also licenses the use of Production Embedded Codes or the legacy PeopleSoft integration. 1 Output (Fax or Print), 2 channels of production fax traffic.	\$2,219	30/US
132-32	2000-90166-00	RightFax MFP Module 3.0 Licensed per device per server, currently supports MFP integration extensions for HP, Xerox, Ricoh, SMTP, devices.	\$293	30/US
		RightFax Upgrades		
		Server Upgrades		
132-32	S-CPRFPG2420001	9.4 Business Server to 9.4 Enterprise Server	\$2,590	30/US
132-32	S-CPRFPG2420002	9.4 Business Server to 9.4 Enterprise Suite Server	\$5,554	30/US
132-32	S-CPRFPG2420003	9.4 Business Server to 9.4 Enterprise Integration	\$12,964	30/US

SIN #	Manu Part Number	Open Text RightFax and Brook Trout Fax Boards - Description	GSA Price	Wrnty/ Origin
132-32	S-CPRFPG2420004	9.4 Enterprise Server to v9.4 Enterprise Suite Server	\$3,701	30/US
132-32	S-CPRFPG2420005	9.4 Enterprise Server to v9.4 Enterprise Integration	\$11,111	30/US
132-32	S-CPRFPG2420006	9.4 Enterprise Suite Server to v9.4 Enterprise Integration	\$8,888	30/US
Fax Boards				
BrookTrout Fax Cards: 3.3 Volt Universal Port - Analog				
132-8	S-CPRF265000300	TR1034-uP2D-R, Two Channel DID Fax Board- Half Length	\$1,832	30/US
132-8	S-CPRF265000100	TR1034-uP2C-R, Two Channel Combo Fax Board (1 Loop/1 DID) Half Length	\$1,832	30/US
132-8	S-CPRF265000400	TR1034-uP4D-R, Four Channel DID Fax Board Half Length	\$2,976	30/US
132-8	S-CPRF265000200	TR1034-uP4C-R, Four Channel Combo Fax Board (2 Loop/2DID) Half Length	\$2,976	30/US
BrookTrout Fax Cards: 3.3 Volt Universal Port - Digital				
132-8	S-CPRF265001800	TR1034+P4H-T1-1N 4-pt T1/PRI Interface uPCI Fax Board	\$3,698	30/US
132-8	S-CPRF265001900	TR1034+P8H-T1-1N 8-pt T1/PRI Interface uPCI Fax Board	\$5,549	30/US
132-8	S-CPRF265002000	TR1034+P16H-T1-1N 16-pt T1/PRI Interface uPCI Fax Board	\$9,099	30/US
132-8	S-CPRF265002100	TR1034+P24H-T1-1N 24-pt T1/PRI Interface uPCI Fax board	\$12,949	30/US
BrookTrout TR1034 Field Port Upgrades				
132-8	S-CPRF2660022	TR1034 4-Channel to 8-Channel License Key	\$3,328	30/US
132-8	S-CPRF2660023	TR1034 4-Channel to 16-Channel License Key	\$7,400	30/US
132-8	S-CPRF2660024	TR1034 4-Channel to 24-Channel License Key	\$10,920	30/US
132-8	S-CPRF2660028	TR1034 8-Channel to 16-Channel License Key	\$5,179	30/US
132-8	S-CPRF2660030	TR1034 8-Channel to 24-Channel License Key	\$8,732	30/US
132-8	S-CPRF2660032	TR1034 16-Channel to 24-Channel License Key	\$5,179	30/US
BrookTrout TR1034 Field Protocol Upgrades				
132-8	S-CPRF2660013	TR1034 4-Channel (T1). Enable T.38 for a 4 Port T1 Card	\$740	30/US

SIN #	Manu Part Number	Open Text RightFax and Brook Trout Fax Boards - Description	GSA Price	Wrnty/ Origin
132-8	S-CPRF2660014	TR1034 8-Channel (T1). Enable T.38 for a 8 Port T1 Card	\$740	30/US
132-8	S-CPRF2660015	TR1034 16-Channel (T1). Enable T.38 for a 16 Port T1 Card	\$740	30/US
132-8	S-CPRF2660016	TR1034 24-Channel (T1). Enable T.38 for a 24 Port T1 Card	\$740	30/US
132-32	S-CPRF2660001	TR1034 4 to 8 Channel License Key, 4 to 8 Port Upgrade and IP Upgrade	\$3,328	30/US
132-32	S-CPRF2660002	TR1034 4 to 16 Channel License Key, 4 to 16 Port Upgrade and IP Upgrade	\$7,400	30/US
132-32	S-CPRF2660003	TR1034 4 to 24 Channel License Key, 4 to 24 Port Upgrade and IP Upgrade	\$10,920	30/US
132-32	S-CPRF2660004	TR1034 8 to 16 Channel License Key, 8 to 16 Port Upgrade and IP Upgrade	\$5,179	30/US
132-32	S-CPRF2660006	TR1034 8 to 24 Channel License Key, 8 to 24 Port Upgrade and IP Upgrade	\$8,732	30/US
132-32	S-CPRF2660008	TR1034 16 to 24 Channel License Key, 16 to 24 Port Upgrade and IP Upgrade	\$5,179	30/US

Support and Maintenance

132-34	S-CPRFSTDSUPPORT	Open Text RightFax Standard Support Plan - 1 Year (Price is 20% of software price with a minimum List price of \$1995 and minimum GSA price of \$1824 - minimum is shown)	\$1,824	30/US
132-34	S-CPRFEXTENDED	Open Text RightFax 24X7 Support Plan - 1 Year (Price is 3% of software price with a minimum List price of \$5000 and minimum GSA price of \$4572 - minimum is shown). Must be purchased in conjunction with RightFax Standard Support.	\$4,572	30/US

SIN	Manu Part Number	Description	GSA Price	Wrnty/ Origin
Advanced Content Management Server				
132-33	S-CPAL3400002	Alchemy Advanced Content Management Server	\$4,323	30/US
132-33	S-CPAL3450060	Alchemy Advanced Administrator License 1-5	\$1,317	30/US
132-33	S-CPAL3450061	Alchemy Advanced Administrator License 6-10	\$1,191	30/US
132-33	S-CPAL3450062	Alchemy Advanced Administrator License 11-15	\$1,066	30/US
Standard Content Management Server				
132-33	S-CPAL3400001	Alchemy Standard Content Management Server	\$2,508	30/US
132-33	S-CPAL3450060	Alchemy Standard Administrator License 1-5	\$1,317	30/US
132-33	S-CPAL3450061	Alchemy Standard Administrator License 6-10	\$1,191	30/US
132-33	S-CPAL3450062	Alchemy Standard Administrator License 11-15	\$1,066	30/US
Alchemy Clients				
Alchemy Document Management				
132-33	S-CPAL3450011	Alchemy Document Management Client 1-5 Clients	\$251	30/US
132-33	S-CPAL3450045	Alchemy Document Management Client 6-10 Clients	\$220	30/US
132-33	S-CPAL3450046	Alchemy Document Management Client 11-15 Clients	\$188	30/US
132-33	S-CPAL3450047	Alchemy Document Management Client 16-35 Clients	\$157	30/US
132-33	S-CPAL3450048	Alchemy Document Management Client 36-50 Clients	\$125	30/US
132-33	S-CPAL3450049	Alchemy Document Management Client 51-75 Clients	\$109	30/US
132-33	S-CPAL3450050	Alchemy Document Management Client 76-100 Clients	\$82	30/US
132-33	S-CPAL3450051	Alchemy Document Management Client 100+ Clients	\$63	30/US
Alchemy Index Station				
132-33	S-CPAL3450029	Alchemy Index Station Client 1-5 Indexers	\$564	30/US
132-33	S-CPAL3450022	Alchemy Index Station Client 6-10 Indexers	\$502	30/US
132-33	S-CPAL3450023	Alchemy Index Station Client 11-15 Indexers	\$455	30/US
132-33	S-CPAL3450024	Alchemy Index Station Client 16-35 Indexers	\$408	30/US

SIN	Manu Part Number	Description	GSA Price	Wrnty/ Origin
132-33	S-CPAL3450025	Alchemy Index Station Client 36-50 Indexers	\$314	30/US
132-33	S-CPAL3450026	Alchemy Index Station Client 51-75 Indexers	\$298	30/US
132-33	S-CPAL3450027	Alchemy Index Station Client 76-100 Indexers	\$251	30/US
132-33	S-CPAL3450028	Alchemy Index Station Client 100+ Indexers	\$188	30/US
Alchemy Search				
132-33	S-CPAL3450037	Alchemy Search Client - 1-5 Searchers	\$314	30/US
132-33	S-CPAL3450038	Alchemy Search Client - 6-10 Searchers	\$283	30/US
132-33	S-CPAL3450039	Alchemy Search Client - 11-15 Searchers	\$170	30/US
132-33	S-CPAL3450040	Alchemy Search Client - 16-35 Searchers	\$104	30/US
132-33	S-CPAL3450041	Alchemy Search Client - 36-50 Searchers	\$96	30/US
132-33	S-CPAL3450042	Alchemy Search Client - 51-75 Searchers	\$73	30/US
132-33	S-CPAL3450043	Alchemy Search Client - 76-100 Searchers	\$66	30/US
132-33	S-CPAL3450044	Alchemy Search Client - 100+ Licenses	\$47	30/US
Capture Modules				
132-33	S-CPAL3450031	Alchemy Scan	\$941	30/US
132-33	S-CPAL3450034	Alchemy DataGrabber	\$2,822	30/US
132-33	S-CPAL3450036	Alchemy DataGrabber Runtime	\$1,251	30/US
Exchange Archive Link for Alchemy				
132-33	S-CPAL3450013	Exchange Archive Link for Alchemy - Administrator	\$627	30/US
132-33	S-CPAL3450014	Exchange Archive Link for Alchemy - 50 Mailbox Archive Licenses	\$941	30/US
132-33	S-CPAL3450015	Exchange Archive Link for Alchemy - 51-100 Mailbox Archive Licenses	\$16	30/US
132-33	S-CPAL3450016	Exchange Archive Link for Alchemy - 101-250 Mailbox Archive Licenses	\$13	30/US
132-33	S-CPAL3450017	Exchange Archive Link for Alchemy - 251-500 Mailbox Archive Licenses	\$10	30/US
132-33	S-CPAL3450018	Exchange Archive Link for Alchemy - 501-1000 Mailbox Archive Licenses	\$9	30/US
132-33	S-CPAL3450019	Exchange Archive Link for Alchemy - 1001-1500 Mailbox Archive Licenses	\$8	30/US
132-33	S-CPAL3450020	Exchange Archive Link for Alchemy - 1500+ Mailbox Archive Licenses	\$7	30/US
Server Modules				

SIN	Manu Part Number	Description	GSA Price	Wrnty/ Origin
132-33	S-CPAL3450001	Alchemy Web	\$2,195	30/US
132-33	S-CPAL3450010	Database Encryption Modules	\$4,703	30/US
132-33	S-CPAL3450012	Alchemy Records Manager	\$6,270	30/US
132-33	S-CPAL3450021	Alchemy Web Viewer Extension	\$1,568	30/US
		Classic Gold Solutions		
132-33	S-CPAL3400003	v8.0 Alchemy Gold	\$3,449	30/US
		Alchemy Gold Capture Modules		
132-33	S-CPAL3450030	Alchemy Gold Scan	\$941	30/US
132-33	S-CPAL3450033	Alchemy Gold - DataGrabber	\$2,822	30/US
132-33	S-CPAL3450035	Alchemy Gold - DataGrabber Runtime	\$1,251	30/US
		Alchemy Gold Search		
132-33	S-CPAL3450004	Alchemy Gold Search - 1-5 Searchers	\$314	30/US
132-33	S-CPAL3450006	Alchemy Gold Search - 6-10 Searchers	\$283	30/US
132-33	S-CPAL3450007	Alchemy Gold Search - 11-15 Searchers	\$170	30/US
132-33	S-CPAL3450008	Alchemy Gold Search - 16-25 Searchers	\$104	30/US
		Alchemy Pro Service Bureau Solutions		
132-33	S-CPALPG3400001U	Alchemy Pro - 1 user (Server Edition)	\$4,138	30/US
132-33	S-CPALPG3400005	Alchemy Pro - 2 User Concurrent Server Access License	\$6,114	30/US
132-33	S-CPALPG3400006	Alchemy Pro - 3 User Concurrent Server Access License	\$8,778	30/US
132-33	S-CPALPG3400007	Alchemy Pro - 4 User Concurrent Server Access License	\$11,161	30/US
132-33	S-CPALPG3400008	Alchemy Pro - 5 User Concurrent Server Access License	\$13,324	30/US
132-33	S-CPALPG3400009	Alchemy Pro - 10 User Concurrent Server Access License	\$24,955	30/US
		Support & Maintenance Plans		
132-34	S-CPRFSTDSUPPORT	Open Text Alchemy Standard Support Plan - 1 Year (Price is 20% of software price with a minimum List price of \$1995 and minimum GSA price of \$1824 - minimum is shown)	\$1,824	

SIN	Manu Part Number	Description	GSA Price	Wrnty/ Origin
132-34	S-CPRFEXTENDED	Open Text Alchemy 24X7 Support Plan - 1 Year (Price is 3% of software price with a minimum List price of \$5000 and minimum GSA price of \$4572 - minimum is shown). Must be purchased in conjunction with RightFax Standard Support.	\$4,572	

SIN #	Manu Part Number	Autonomy - Teleform Description	GSA Price	Wrnty/ Origin
		TeleForm v10.x Software		
132-33	100-DESK-PER	Desktop Edition v10.x: Perpetual License Workstation License, Includes One Each of the following: Designer, Reader & Scan Station, Verifier & AutoMerge Publisher	\$7,125	30/US
132-33	100-WORK-PER	WorkGroup Edition v10.x: Perpetual License Single Server License, Includes One Each of the following: Designer, Reader & Scan Station, Verifier & AutoMerge Publisher - Receive One (1) WorkStation Per Module - 10 WorkStation Limitation (The Base Includes 5 of the 10)	\$16,031	30/US
132-33	100-ENT-PER	Enterprise Edition v10.x: Perpetual License Single Server License, Includes One Each of the following: Designer, Reader & Scan Station, Verifier & AutoMerge Publisher - Receive One (1) WorkStation Per Module - Unlimited WorkStations - Reader and Auto-Merge Publisher Modules Can Run as Services - LDAP Support	\$46,757	30/US
132-33	200-READ-PER	Add-On Modules Reader Module: Perpetual License	\$8,906	30/US
132-33	200-VER-PER	Verifier Module: Perpetual License	\$4,008	30/US
132-33	200-DES-PER	Designer Module: Perpetual License	\$4,008	30/US
132-33	200-SCAN-PER	Scan Station Module: Perpetual License	\$2,004	30/US

SIN #	Manu Part Number	Autonomy - Teleform Description	GSA Price	Wrnty/ Origin
132-33	200-RCAP-PER	Remote Capture Station: Perpetual License	\$2,004	30/US
132-33	200-AMP-PER	Auto-Merge Publisher: Perpetual License	\$6,680	30/US
		Support		
		Annual Support & Maintenance		
132-34	M1TF	<p>20% of License List Price</p> <p>Includes: Phone Support, All Upgrades and Point Releases from Cardiff</p> <p>Note: For Upgrades, This is 20% of the Upgrade Piece Only and Existing Support & Maintenance Remains Intact.</p>		
132-34	M2TF	<p>2nd line annual Support and Maintenance - Must be used with Syscom Support</p> <p>10% of the license list price. Includes Upgrades and Point Releases from Cardiff</p>		

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

1. SCOPE

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

2. ORDER

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

3. TIME OF DELIVERY

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

4. CANCELLATION AND RESCHEDULING

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

5. FOLLOW-UP SUPPORT

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

6. PRICE FOR TRAINING

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

7. INVOICES AND PAYMENT

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

8. FORMAT AND CONTENT OF TRAINING

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

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

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

d. **Course Title and Brief Description –**

- RightFax Administrator Training**
- RightFax System Overview Training**
- Alchemy System Overview Training**
- Cardiff TeleForm Designer Training**
- Cardiff TeleForm Processing (Scan Station, Reader and Verifier) Training**

1. RightFax Administrator Training

Course Title and Brief Description – Syscom Training for Open Text RightFax

In order to provide training for the administrators, at least one networked computer running RightFAX-approved operating systems software, and with access to the RightFAX server must be provided, and the phone lines are connected to the RightFAX server and functional. In instances where more than three or four administrators are to be trained, access to a training facility is desirable with the appropriate hardware and the RightFAX client pre-installed.

RightFAX Administrator Training is presented in two segments: Enterprise Fax Manager, which covers the managing and administration of the fax server software, and can include optional modules as required, and FaxUtil the client end-user software.

One full day needs to be set aside for Administrator Training.

Duration	1 Day
Prereq's	None
Minimum	1

Maximum	4
Location	Client Site
Schedule	Classes held as needed or requested
Price	See attached GSA Pricing.

2. RightFax System Overview Training

RightFax system overview training is up to 0.5 business day of on-site or WebEx training by Syscom Services. This course is meant to act as a refresher course for RightFax Administrators. It may also act as an abbreviated training course for those administrators who are familiar with RightFax but may not have had formal training.

Generally, administrators are given a brief description of how the fax server works, a detailed discussion of the RightFAX FaxUtil, and how to print to fax from within applications or the client's email system, as appropriate. Administrators are also given a brief overview of the Enterprise Fax Manager, normal administrative tasks, and architecture overview. This course can be customized to meet the customers' needs.

Optimally, end-users should get hands-on practice using the software during training. For end-user training, the use of the client's training facilities with computers connected to the RightFAX server, and at most two persons sharing a computer, is highly desirable. In cases where this is not possible, the maximum number of computers available properly configured will be helpful. In certain instances, the end-user training can be provided in a lecture-only setting. However, this might not produce a very high retention rate.

Duration	3-4 hours
Prereq's	None
Minimum	1
Maximum	4
Location	Client Site or Remote via WebEx
Schedule	Classes held as needed or requested
Price	See attached GSA Pricing.

3. Alchemy System Overview Training

Alchemy system overview training is up to one business day of on-site or WebEx training by Syscom Services. This course is meant to act as an overview course for Alchemy Administrators. It may also act as an abbreviated training course for those administrators who are familiar with Alchemy but may not have had formal training.

Generally, administrators are given a brief description of how Alchemy works, a detailed discussion of the various Alchemy clients, and how to set up various databases and repositories. Administrators are also given a brief overview of the Alchemy administrator client, normal administrative tasks, and architecture overview. This course can be customized to meet the customers' needs.

Optimally, end-users should get hands-on practice using the software during training. For end-user training, the use of the client's training facilities with computers connected to the RightFAX server, and at most two persons sharing a computer, is highly desirable. In cases where this is not possible, the maximum number of computers available properly configured will be helpful. In certain instances, the end-user training can be provided in a lecture-only setting. However, this might not produce a very high retention rate.

Duration	3-4 hours
Prereq's	None
Minimum	1
Maximum	4
Location	Client Site or Remote via WebEx
Schedule	Classes held as needed or requested
Price	See attached GSA Pricing.

4. **Cardiff TeleForm Designer Training:** Includes 4 business days of on-site designer training for TeleForm. Each student will produce at least 1 page of 1 form at the end of the training.

Syllabus:

Day 1

- Introductions & Housekeeping
- Explaining the Various TeleForm Modules
- Overview of TeleForm Forms Processing
- The 3 types of TeleForms
- The TeleForm Recognition Engines for OCR and ICR and OMR Processing
- The TeleForm Recognition Objects, Non-Recognition Objects and Graphical Objects
- Navigating Through Designer
 - Topography of the Designer window
 - Button Bars
 - Menu Items (drop down menus)
 - Optional Configurations (brief overview)
 - Graphical Objects
 - Text & Drawing Tools
 - Right Click Options
 - Constrained Print Fields (CPFs)
 - Practice with Graphical Objects and CPFs

Day 2

During Day 2, the client form design begins

- Image Zones and Signature Fields
 - Practice
- Entry Fields
 - Practice
- Choice Fields

- Practice
- Some Choice Field Alignment Issues (more during the Alignment section)
- Capture Zone Fields
 - Practice
- Lanny's Infamous Tips 'n Tricks
- Just When You Thought the Form Was Done . . .
 - Field Order
 - Tab Order
 - Auto Export

Day 3

- Aligning Objects
 - Inter-Object Alignment
 - Title-Object Alignment
 - Intra-Object Alignment
- More In-Depth Look into Selected Menu Items
 - More object practice and form building

Day 4

- Detailed Configuration Items
- **Completing the form design and testing**
- The Stuff We Didn't Get To Before and Putting It All Together
 - **AutoMerge Publishing**
 - LOPES eForms Creation (if the optional module was purchased)

Duration	4 Days
Prereq's	None
Minimum	1
Maximum	4
Location	Client Site
Schedule	Classes held as needed or requested
Price	See attached GSA Pricing.

5. **Cardiff TeleForm Processing (Scan Station, Reader and Verifier) Training:** Includes 1 business day of on-site training for TeleForm Scan Station, Reader, and Verifiers modules.

Syllabus:

One Day

- Introductions & Housekeeping
- Explaining the Various TeleForm Modules
- Overview of TeleForm Forms Processing
- The 3 types of TeleForms
- The Basics of TeleForm Recognition Objects, Non-Recognition Objects and Graphical Objects

(Note: the items above are taught only if the student has not attended the first 2 hours of Designer training)

- **Operation of Reader**
 - Configuration and Options

- Automated Batch Creation
- Configuration of Scan Station
 - Scanner Configuration
- Operation of Scan Station
 - **Scanning — Batch Mode**
 - Scanning — Non-Batch Mode
 - **Job Configuration**
 - Fax Server-Routed Forms — Batch Mode
 - Fax Server-Routed Forms — Non-Batch Mode
- Operation of Verifier
 - Configuration Options
 - Verification Process
 - How to verify the TeleForm Data Objects
 - Escalating, bookmarking, peer-to-peer transfers, sending to images to Research
 - Manual data commit
 - Non-form data entry
 - Job QC and data verification practice on sample forms and client forms
- TeleForm Security Features and Maintenance
 - Security and Maintenance takes about 1 to 1.5 hours and is usually taught to the person(s) designated as TeleForm Administrators.

Duration **1 day**
Prereq's **None**
Minimum **1**
Maximum **4**
Location **Client Site**
Schedule **Classes held as needed or requested**
Price **See attached GSA Pricing.**

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

		RightFax Training Note: All Classes are Designed for 2-4 Users; Business hours only.	GSA	
700-300-NSAT	RightFax Administrator Training	RightFax New System Administrator Training: Up to 1 day	\$1,440.00	(Up to 4 People)
		Add'l People	\$135.00	(Each)
700-300-SAO	ow Training	RightFax System Administrator Overview: Up to 0.5 day	\$810.00	(Minimum)

		Alchemy Training Note: All Classes are Designed for 2-4 Users; Business hours only.	GSA	
700-400-ALSI	Alchemy Training	Alchemy New System Installation and System Overview Training. Bundled flat rate. Business hours.	\$2,520.00	
700-400-ALSOT	Alchemy Training	Alchemy System Administrator Overview Training; Up to 1 business day.	\$1,440.00	(up to 4 people)
700-400-ALCT	Alchemy Training	Alchemy Custom Training: See Sales Rep.	\$1,440.00	(Minimum)
		TeleForm Training Note: All Classes are Designed for 2-4 Users; Additional Users are \$150.00 Each. Business hours only.		
800-300-DT		TeleForm Designer Training:	\$3,600.00	(4 Days)
800-300-IPT	Cardiff TeleForm Designer Training	TeleForm Image Processing Training:	\$1,440.00	(1 Day)
800-300-DRT	Cardiff TeleForm Designer Training	TeleForm Designer ReFresher Training:	\$1,440.00	(From v7.x: 1 Day)
800-300-IPRT	Cardiff TeleForm Designer Training	TeleForm Image Processing ReFresher Training (Local) Up to 0.5 day	\$810.00	(From v7.x: 1/2 Day, Local Only)
800-300-IPRTOS	Cardiff TeleForm Processing (Scan Station, Reader and Verifier) Training	TeleForm Image Processing ReFresher Training (Out of State, or Beyond 50 Miles)	\$1,440.00	(From v7.x: 1/2 Day)
800-300-CT	Cardiff TeleForm Processing (Scan Station, Reader and Verifier) Training	TeleForm Custom Training: See Sales Rep.	\$1,440.00	(Minimum)

9. “NO CHARGE” TRAINING

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

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

PREAMBLE

SYSCOM SERVICES INC. provides commercial products and services to the Ordering activity. 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: Sarah Schexnayder, Syscom Services, Inc., 1010 Wayne Ave., Suite 320, Silver Spring, MD 20910, 410 693 1975, sarah@syscomservices.com.

BPA NUMBER _____

**SYSCOM SERVICES, INC.
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 SCHEDULE/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.

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 customer 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.