



**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. 132-33 Perpetual Software Licenses
Special Item No. 132-34 Maintenance of Software
Special Item No. 132-50 Training Courses for General Purpose
Special Item No. 132-51 Information Technology Services
Special Item No. 132-52 Electronic Commerce Services
Special Item No. 132-53 Wireless Services

SIN 132-3 LEASING OF PRODUCT

SIN 132-8 PURCHASE OF EQUIPMENT

FSC CLASS 7010 - SYSTEM CONFIGURATION

End User Computers/Desktop Computers

Laptop/Portable/Notebook Computers

FSC CLASS 7025 - INPUT/OUTPUT AND STORAGE DEVICES

Printers

Display

Graphics, including Video Graphics, Light Pens, Digitizers, Scanners, and Touch Screens

Network Equipment

Storage Devices including Magnetic Storage, Magnetic Tape Storage and Optical Disk Storage

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

SIN 132-33 - PERPETUAL SOFTWARE LICENSES

FSC CLASS 7030 - INFORMATION TECHNOLOGY SOFTWARE

Large Scale Computers

Application Software

Utility Software

Microcomputers

Application Software

Utility Software

SIN 132-34 - MAINTENANCE OF SOFTWARE

SIN 132-50 - TRAINING COURSES FOR GENERAL PURPOSE

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.

SIN 132-52 - ELECTRONIC COMMERCE SERVICES

SIN 132-53 – WIRELESS SERVICES

Four Points Technology, LLC
5160 Parkstone Drive, Suite 190A
Chantilly, VA 20151
Phone: (703) 657-6100
www.4points.com

Contract Number: GS-35F-0553P Period Covered by Contract: 05/26/04 – 05/25/09

General Services Administration Federal Supply Service
Pricelist current through Modification # P0132 , dated 01/09/08

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

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

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)

SERVICE AREAS

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

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

D. CONTRACT TERMS AND CONDITIONS

E. SOLICITATION PROVISIONS

F. EVALUATION

G. OFFEROR SUPPLIED INFORMATION

**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.gsaadvantage.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:

The geographic scope of this contract is the 48 contiguous states and the District of Columbia.

2. Contractor's Ordering Address and Payment Information:

**Four Points Technology, LLC
5160 Parkstone Drive, Suite 190A
Chantilly, VA 20151**

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/will not 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:

(703) 657-6100

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: 08-989-6737

Block 30: Type of Contractor - B

Block 31: Woman-Owned Small Business - NO

Block 36: Contractor's Taxpayer Identification Number (TIN): 03-0433660

4a. CAGE Code: 1YS78

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

5. **FOB Destination**

6. **DELIVERY SCHEDULE**

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
<u>SIN 132-8</u>	<u>15</u> Days
<u>SIN 132-33</u>	<u>15</u> Days

2 days expedited delivery

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: **NET 30** days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: **None**
- c. Dollar Volume: **None**
- d. Government Educational Institutions: **Government 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:**

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

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

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 132-8 - Purchase of Equipment
- Special Item Number 132-12 - Maintenance of Equipment
- Special Item Number 132-33 - Perpetual Software Licenses
- Special Item Number 132-34 - Maintenance of Software
- Special Item Number 132-50 - Training Courses for General Purpose
- Special Item Number 132-51 - Information Technology Services
- Special Item Number 132-52 - Electronic Commerce Services
- Special Item Number 132-53 - Wireless Services

12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS. In accordance with FAR 8.404:

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering activities need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering activity has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the ordering activity's needs.

- a. Orders placed at or below the micro-purchase threshold. ordering activities can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering activities should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the ordering activity's needs. In selecting the supply or service representing the best value, the ordering activity may consider--

- (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
- (2) Trade-in considerations;
- (3) Probable life of the item selected as compared with that of a comparable item;
- (4) Warranty considerations;
- (5) Maintenance availability;
- (6) Past performance; and
- (7) Environmental and energy efficiency considerations.

- c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering activity to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering activities shall--

Review additional Schedule Contractors'

- (1) catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
- (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering activity determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

(1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);

(2) Offer the lowest price available under the contract; or

(3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

d. Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. ordering activities may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

e. Price reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering activities will find it advantageous to request a price reduction. For example, when the ordering activity finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering activity the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order.

f. Small business. For orders exceeding the micro-purchase threshold, ordering activities should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

g. Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an ordering activity requirement, in excess of the micro-purchase threshold, is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering activity shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the ordering activity's needs.

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.
- (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.gsaadvantage.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.

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:

NOT APPLICABLE

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)

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

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, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: www.4points.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.

**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.

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.

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: 4.25% over comparable treasury securities.

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 crate or suffer any levy, lien or encumbrance then except those created for the benefit of Contractor or it's 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:

All equipment is self installable

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:

**Four Points Technology, L.L.C.,
5160 Parkston Drive, Suite 190A
Chantilly, VA 20151**

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 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 rates listed herein are applicable to any Government location within a 30 mile radius of Four Points Technology's service points. If any additional charge is to apply because of the greater distance from Four Points Technology's service locations, the mileage rate or other distance factor shall be stated in paragraph 8.c and 9.c.(3) of this Special Item 132-12.
- b. When repair services cannot be performed at the Government installation site, the repair services will be performed at Four Points Technology's plant(s) listed below:

Four Points Technology, LLC.
2744-B Gallows Road
Vienna, Virginia 22180

2. MAINTENANCE ORDER

- a. Agencies may use written orders, EDI orders, credit card orders, or BPAs, for ordering maintenance under this contract. Four Points Technology 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 Four Points Technology as prescribed by this paragraph, the order shall be considered to be confirmed by Four Points Technology.
- b. Four Points Technology 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 Government on thirty (30) calendar days written notice, or shorter notice when agreed to by Four Points Technology; such notice to become effective thirty (30) calendar days from the date on the notification. However, the Government may extend the original discontinuance date upon written notice to Four Points Technology, 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 office's specific appropriation authority provides for funds in excess of a 12 month, fiscal year period, the ordering office 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 offices should notify Four Points Technology 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 office agrees, in advance, that additional repair personnel are required to effect repairs.

4. LOSS OR DAMAGE

When Four Points Technology removes equipment to its establishment for repairs, Four Points Technology shall be responsible for any damage or loss, from the time the equipment is removed from the Government installation, until the equipment is returned to such installation.

5. SCOPE

- a. Four Points Technology shall provide maintenance for all equipment listed herein, as requested by the Government agency 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 Four Points Technology, without charge to the Government.
 - (2) Costs of any repairs performed for the purpose of placing the equipment in good operating condition shall be borne by Four Points Technology, if the equipment was under Four Points Technology's guarantee/warranty or maintenance responsibility prior to the effective date of the maintenance order.
 - (3) If the equipment was not under the Four Points Technology's responsibility, the costs necessary to place the equipment in proper operating condition are to be borne by the Government, in accordance with the provisions of Special Item Number 132-12 (or outside the scope of this contract).

6. RESPONSIBILITIES OF THE GOVERNMENT

- a. Government personnel shall not perform maintenance or attempt repairs to equipment while such equipment is under the purview of this contract, unless agreed to by Four Points Technology.
- b. Subject to security regulations, the Government shall permit access to the equipment which is to be maintained.

7. RESPONSIBILITIES OF THE CONTRACTOR

For equipment not covered by a maintenance contract or warranty, Four Points Technology's repair service personnel shall complete repairs as soon as possible after notification by the Government that service is required. Within the service areas, this repair service should normally be done within 8 hours after notification.

8. MAINTENANCE RATE PROVISIONS

a. REGULAR HOUR

(1) Four Points Technology 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 Government.

(2) The basic monthly rate for each make and model of machine shall entitle the Government to remedial maintenance service during the period 8:00 a.m. to 5:00 p.m., Monday through Friday, exclusive of holidays observed at the Government location.

b. AFTER HOURS

Should the Government require that remedial maintenance be performed outside of Regular Hours, charges for such maintenance, if any, will be \$285 per hour. Periods of less than one hour will be prorated to the nearest quarter hour.

c. TRAVEL AND TRANSPORTATION

(1) If any charge is to apply, over and above the regular maintenance rates, because of the distance between the Government location and Four Points Technology's service area, the charge will be at the contract rate for time and materials service.

(2) Such additional charge, if any, will apply to each remedial maintenance request, and will be limited to one round trip for each service call.

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 Government agency 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 Government, provided the time consumed in going between machines (or buildings) is reasonable.

c. TRAVEL OR TRANSPORTATION

(1) AT FOUR POINTS TECHNOLOGY'S SHOP

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

(b) The Government should not return defective equipment to Four Points Technology for adjustments and repairs or replacement without its prior consultation and instruction.

(2) AT THE GOVERNMENT LOCATION (Within Established Service Areas)

When equipment is repaired at the Government location, and repair service rates are established for service areas or zones, the listed rates are applicable to any Government 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 Government office; such overhead is included in the repair service rates listed.

(3) AT THE GOVERNMENT LOCATION (Outside Established Service Areas)

(a) The repair service rates listed for subparagraph (2) above apply, except that a travel charge of \$.35 per mile for repairmen will apply to the round-trip distance between the geographic limits of the applicable service area and the Government 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 Government location or at Four Points Technology'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 Government per diem rate for each night the repairman is required to remain overnight at the Government location), the Government shall have the option of reimbursing Four Points Technology for actual costs, provided that the actual costs are reasonable and allowable. Four Points Technology shall furnish the Government 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 Government to repair service during the period 8:00 a.m. to 5:00 p.m., Monday through Friday, exclusive of holidays observed at the Government 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 Four Points Technology.

(2) AFTER HOURS - When the Government requires that repair service be performed outside the Regular Hours defined above, except Sundays and Holidays observed at the Government 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 Four Points Technology.

(3) SUNDAYS AND HOLIDAYS - When the Government requires that repair service be performed on Sundays and Holidays observed at the Government 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 Four Points Technology on Sundays or Holidays observed at the Government location, the Regular Hours and/or After Hours repair service rates, as applicable, shall apply.

REPAIR SERVICE RATES

TIME & MATERIALS
MAINTENANCE RATES

(Rates are based on portal to portal).

		<u>On-site at Client Site</u>	<u>Off-site at FPT's Depot Facility</u>	<u>After Hours at Either Site</u>
0001	Hourly Rate (2 hour minimum for hardware)	\$52.64	\$50.38	\$157.93
0001a	Each 1/4 hour after the first hour.	\$13.16	\$12.59	\$39.48
	<u>Outside of 100 mile radius of Depot Facility</u>	<u>On-site</u>		<u>After Hours at Either Site</u>
0002	Hourly Rate (2 hour minimum for hardware)	\$94.76		\$284.28
0002a	Each 1/4 hour after the first hour.	\$23.69		\$71.07

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.

11. Guarantee/Warranty—Repair Service And Repair Parts/Spare Parts

- a. REPAIR SERVICE: All repair work will be **guaranteed/warranted for a period of 30 days.**
- b. REPAIR PARTS/SPARE PARTS: All parts, furnished either as spares or repairs parts will be **guaranteed/warranted for a period of 30 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.

SERVICE AREAS

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>		
AK	Anchorage	ANCHORAGE, AK	A		
AK	Fairbanks	ANCHORAGE, AK	D		
AK	Juneau	JUNEAU, AK	A		
AK	Ketchikan	JUNEAU, AK	D		
AL	Albertville	BIRMINGHAM, AL	B		
AL	Alexander City	BIRMINGHAM, AL	B		
AL	Andalusia	MOBILE, AL	B		
AL	Anniston	BIRMINGHAM, AL	B		
AL	Bessemer	BIRMINGHAM, AL	A		
AL	Birmingham	BIRMINGHAM, AL	A		
AL	Cullman	BIRMINGHAM, AL	A		
AL	Decatur	BIRMINGHAM, AL	B		
AL	Dothan	MONTGOMERY, AL	B		
AL	Fairhope	MOBILE, AL	A		
AL	Florence	HUNTSVILLE, AL	B		
AL	Gadsden	BIRMINGHAM, AL	B		
AL	Huntsville	HUNTSVILLE, AL	A		
AL	Jackson	MOBILE, AL	B		
AL	Jasper	BIRMINGHAM, AL	A		
AL	Mobile	MOBILE, AL	A		
AL	Montgomery	MONTGOMERY, AL	A		
AL	Opelika	MONTGOMERY, AL	B		
AL	Scottsboro	HUNTSVILLE, AL	A		
AL	Selma	MONTGOMERY, AL	A		
AL	Talladega	BIRMINGHAM, AL	A		
AL	Troy	MONTGOMERY, AL	A		
AL	Tuscaloosa	BIRMINGHAM, AL	B		

Service Proximity	
Code	Miles
A	0 - 50
B	50 - 100
C	100 - 150
D	150+

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
AR	Batesville	LITTLE ROCK, AR	A			
AR	Blytheville	LITTLE ROCK, AR	C			
AR	Conway	LITTLE ROCK, AR	A			
AR	El Dorado	LITTLE ROCK, AR	B			
AR	Fayetteville	LITTLE ROCK, AR	B			
AR	Forrest City	LITTLE ROCK, AR	B			
AR	Ft. Smith	LITTLE ROCK, AR	B			
AR	Harrison	LITTLE ROCK, AR	B			
AR	Helena	LITTLE ROCK, AR	B			
AR	Hot Springs	LITTLE ROCK, AR	A			
AR	Jonesboro	LITTLE ROCK, AR	B			
AR	Little Rock	LITTLE ROCK, AR	A			
AR	Monticello	LITTLE ROCK, AR	A			
AR	Mountain Home	LITTLE ROCK, AR	B			
AR	N. Little Rock	LITTLE ROCK, AR	A			
AR	Pine Bluff	LITTLE ROCK, AR	A			
AR	Russellville	LITTLE ROCK, AR	A			
AR	Searcy	LITTLE ROCK, AR	A			
AZ	Bullhead City	PHOENIX, AZ	C			
AZ	Casa Grande	PHOENIX, AZ	A			
AZ	Chinle	PHOENIX, AZ	C			
AZ	Douglas	TUSCON, AZ	B			
AZ	Flagstaff	PHOENIX, AZ	B			
AZ	Glendale	PHOENIX, AZ	A			
AZ	Globe	PHOENIX, AZ	A			
AZ	Mesa	PHOENIX, AZ	A			
AZ	Nogales	TUSCON, AZ	A			
AZ	Phoenix	PHOENIX, AZ	A			
AZ	Prescott	PHOENIX, AZ	A			
AZ	Safford	TUSCON, AZ	A			
AZ	Scottsdale	PHOENIX, AZ	A			
AZ	Sells	TUSCON, AZ	A			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
AZ	Show Low	PHOENIX, AZ	B			
AZ	South Tucson	TUSCON, AZ	A			
AZ	Tuba City	PHOENIX, AZ	C			
AZ	Tuscon	TUSCON, AZ	A			
AZ	Yuma	PHOENIX, AZ	B			
CA	Alhambra	LOS ANGELES, CA	A			
CA	Anaheim	LOS ANGELES, CA	A			
CA	Arcadia	LOS ANGELES, CA	B			
CA	Auburn	SACRAMENTO, CA	A			
CA	Bakersfield	BAKERSFIELD, CA	A			
CA	Banning	ORANGE COUNTY, CA	A			
CA	Barstow	SAN BERNADINO, CA	A			
CA	Berkeley	OAKLAND, CA	A			
CA	Bishop	FRESNO, CA	C			
CA	Blythe	SAN BERNADINO, CA	C			
CA	Brea	ORANGE COUNTY, CA	A			
CA	Campbell	SAN JOSE, CA	A			
CA	Carmel	MONTERREY, CA	A			
CA	Carmichael	SACRAMENTO, CA	A			
CA	Chatsworth	LOS ANGELES, CA	A			
CA	Chico	SACRAMENTO, CA	B			
CA	Chula Vista	SAN DIEGO, CA	A			
CA	Clovis	FRESNO, CA	A			
CA	Corona	LOS ANGELES, CA	A			
CA	Crescent City	EUGENE, OR	D			
CA	City Of Industry	LOS ANGELES, CA	A			
CA	Culver City	LOS ANGELES, CA	A			
CA	Daly City	SAN FRANCISCO, CA	A			
CA	Delano	FRESNO, CA	B			
CA	Downey	LOS ANGELES, CA	A			
CA	El Cajon	SAN DIEGO, CA	A			
CA	El Centro	SAN DIEGO, CA	B			
CA	El Monte	LOS ANGELES, CA	A			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximit y</u>			
CA	El Segundo	LOS ANGELES, CA	A			
CA	Escondido	SAN DIEGO, CA	A			
CA	Eureka	NOVATO, CA	C			
CA	Fairfield	FAIRFIELD, CA	A			
CA	Fontana	LOS ANGELES, CA	A			
CA	Fremont	OAKLAND, CA	A			
CA	Fresno	FRESNO, CA	A			
CA	Ft. Bragg	NOVATO, CA	B			
CA	Garden Grove	LOS ANGELES, CA	A			
CA	Gilroy	SAN JOSE, CA	A			
CA	Glendale	LOS ANGELES, CA	A			
CA	Glendora	LOS ANGELES, CA	A			
CA	Hanford	FRESNO, CA	A			
CA	Hayward	OAKLAND, CA	A			
CA	Hemet	SAN BERNADINO, CA	A			
CA	Hollywood	LOS ANGELES, CA	A			
CA	Huntington Bch	LOS ANGELES, CA	A			
CA	Huntington Pk	LOS ANGELES, CA	A			
CA	Indio	SAN BERNADINO, CA	B			
CA	Inglewood	LOS ANGELES, CA	A			
CA	La Mesa	SAN DIEGO, CA	A			
CA	Laguna Niguel	ORANGE COUNTY, CA	A			
CA	Lakeport	NOVATO, CA	A			
CA	Lakewood	LOS ANGELES, CA	A			
CA	Lancaster	LOS ANGELES, CA	B			
CA	Livermore	OAKLAND, CA	A			
CA	Lodi	SACRAMENTO, CA	A			
CA	Long Bch	LOS ANGELES, CA	A			
CA	Los Angeles	LOS ANGELES, CA	A			
CA	Madera	FRESNO, CA	A			
CA	Manhattan Bch	LOS ANGELES, CA	A			
CA	Manteca	STOCKTON, CA	A			
CA	Marina Del Rey	LOS ANGELES, CA	A			
CA	Merced	FRESNO, CA	B			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximit y</u>			
CA	Modesto	STOCKTON, CA	A			
CA	Montebello	LOS ANGELES, CA	A			
CA	N Hollywood	LOS ANGELES, CA	A			
CA	Napa	STOCKTON, CA	A			
CA	National City	SAN DIEGO, CA	A			
CA	Needles	SAN BERNADINO, CA	C			
CA	Newport Bch	LOS ANGELES, CA	A			
CA	Norwalk	LOS ANGELES, CA	A			
CA	Oakland	OAKLAND, CA	A			
CA	Oceanside	SAN DIEGO, CA	A			
CA	Ontario	LOS ANGELES, CA	A			
CA	Orange	LOS ANGELES, CA	A			
CA	Oroville	SACRAMENTO, CA	B			
CA	Oxnard	LOS ANGELES, CA	A			
CA	Palm Springs	SAN BERNADINO, CA	A			
CA	Palo Alto	SAN FRANCISCO, CA	A			
CA	Panorama City	LOS ANGELES, CA	C			
CA	Pasadena	LOS ANGELES, CA	A			
CA	Pittsburg	OAKLAND, CA	A			
CA	Placerville	SACRAMENTO, CA	A			
CA	Pomona	LOS ANGELES, CA	A			
CA	Porterville	FRESNO, CA	B			
CA	Redding	SACRAMENTO, CA	C			
CA	Redlands	SAN BERNADINO, CA	A			
CA	Redwood City	SAN JOSE, CA	A			
CA	Richmond	OAKLAND, CA	A			
CA	Ridgecrest	SAN BERNADINO, CA	B			
CA	Riverside	SAN BERNADINO, CA	A			
CA	Roseville	SACRAMENTO, CA	A			
CA	Sacramento	SACRAMENTO, CA	A			
CA	Salinas	MONTERREY, CA	A			
CA	San Bernadino	SAN BERNADINO, CA	A			
CA	San Diego	SAN DIEGO, CA	A			
CA	San Fernando	LOS ANGELES, CA	A			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
CA	San Francisco	SAN FRANCISCO, CA	A			
CA	San Jose	SAN JOSE, CA	A			
CA	San Leandro	OAKLAND, CA	A			
CA	San Mateo	SAN JOSE, CA	A			
CA	San Pablo	OAKLAND, CA	A			
CA	San Pedro	LOS ANGELES, CA	B			
CA	San Rafael	NOVATO, CA	A			
CA	Santa Ana	LOS ANGELES, CA	A			
CA	Santa Barbara	VENTURA, CA	A			
CA	Santa Clarita	SAN JOSE, CA	A			
CA	Santa Cruz	SAN JOSE, CA	A			
CA	Santa Maria	LOS ANGELES, CA	B			
CA	Santa Rosa	NOVATO, CA	A			
CA	San Luis Obispo	LOS ANGELES, CA	C			
CA	Sonora	STOCKTON, CA	B			
CA	Stockton	STOCKTON, CA	A			
CA	Sunnyvale	SAN JOSE, CA	A			
CA	Susanville	SACRAMENTO, CA	C			
CA	Thousands Oaks	LOS ANGELES, CA	A			
CA	Torrance	LOS ANGELES, CA	A			
CA	Tujunga	LOS ANGELES, CA	B			
CA	Ukiah	NOVATO, CA	B			
CA	Vallejo	NOVATO, CA	A			
CA	Van Nuts	LOS ANGELES, CA	A			
CA	Ventura	LOS ANGELES, CA	A			
CA	Victorville	SAN BERNADINO, CA	A			
CA	Visalia	FRESNO, CA	A			
CA	W Sacramento	SACRAMENTO, CA	A			
CA	Walnut Creek	OAKLAND, CA	A			
CA	Watsonville	MONTERREY, CA	A			
CA	West Covina	LOS ANGELES, CA	A			
CA	Whittier	LOS ANGELES, CA	A			
CA	Yreka	EUGENE, OR	D			
CA	Yuba City	SACRAMENTO, CA	A			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
CO	Alamosa	COLORADO SPRINGS, CO	C			
CO	Aurora	DENVER, CO	A			
CO	Boulder	DENVER, CO	A			
CO	Canon City	COLORADO SPRINGS, CO	A			
CO	Colorado Springs	COLORADO SPRINGS, CO	A			
CO	Cortez	COLORADO SPRINGS, CO	D			
CO	Denver	DENVER, CO	A			
CO	Durango	COLORADO SPRINGS, CO	D			
CO	Englewood	DENVER, CO	A			
CO	Ft. Collins	FT. COLLINS, CO	A			
CO	Glenwood Springs	DENVER, CO	C			
CO	Golden	DENVER, CO	A			
CO	Grand Junction	DENVER, CO	D			
CO	Greeley	FT. COLLINS, CO	A			
CO	Lajunta	COLORADO SPRINGS, CO	C			
CO	Lakewood	DENVER, CO	A			
CO	Montrose	COLORADO SPRINGS, CO	D			
CO	Pueblo	COLORADO SPRINGS, CO	A			
CO	Sterling	DENVER, CO	C			
CO	Trinidad	COLORADO SPRINGS, CO	C			
CT	Ansonia	WATERBURY, CT	A			
CT	Bridgeport	STAMFORD, CT	A			
CT	Bristol	WATERBURY, CT	A			
CT	Danbury	WATERBURY, CT	B			
CT	E. Hartford	NORTHEAST, CT	B			
CT	Hartford	NORTHEAST, CT	B			
CT	Meridian	WATERBURY, CT	A			
CT	Middletown	WATERBURY, CT	A			
CT	New Britain	NORTHEAST, CT	A			
CT	New Haven	WATERBURY, CT	A			
CT	New London	SHELTON, CT	B			
CT	Norwalk	STAMFORD, CT	A			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
CT	Norwich	SHELTON, CT	B			
CT	Stamford	STAMFORD, CT	A			
CT	Torrington	WATERBURY, CT	A			
CT	Waterbury	WATERBURY, CT	A			
CT	Willimantic	NORTHEAST, CT	A			
DC	Washington	BALTIMORE, MD	A			
DE	Dover	WILMINGTON, DE	A			
DE	Georgetown	WILMINGTON, DE	B			
DE	New Castle	WILMINGTON, DE	A			
DE	Wilmington	WILMINGTON, DE	A			
FL	Belle Glade	MIAMI, FL	B			
FL	Bradenton	TAMPA, FL	A			
FL	Clearwater	TAMPA, FL	A			
FL	Cocoa	ORLANDO, FL	A			
FL	Dade City	TAMPA, FL	A			
FL	Deland	ORLANDO, FL	A			
FL	Delray Beach	MIAMI, FL	A			
FL	Ft Lauderdale	MIAMI, FL	A			
FL	Ft. Myers	TAMPA, FL	B			
FL	Ft. Pierce	FT LAUDERDALE, FL	B			
FL	Ft. Walton Bch	PENSACOLA, FL	A			
FL	Gainesville	ORLANDO, FL	B			
FL	Hallandale	MIAMI, FL	A			
FL	Hialeah	MIAMI, FL	A			
FL	Holly Hill	ORLANDO, FL	B			
FL	Hollywood	MIAMI, FL	A			
FL	Jacksonville	JACKSONVILLE, FL	A			
FL	Key West	MIAMI, FL	C			
FL	Lake City	JACKSONVILLE, FL	B			
FL	Lakeland	TAMPA, FL	A			
FL	Leesburg	ORLANDO, FL	A			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximit y</u>			
FL	Marianna	TALLAHASSEE, FL	B			
FL	Melbourne	ORLANDO, FL	B			
FL	Miami	MIAMI, FL	A			
FL	Miami Bch	MIAMI, FL	A			
FL	N Miami Bch	MIAMI, FL	A			
FL	Naples	MIAMI, FL	C			
FL	New Port Richey	TAMPA, FL	A			
FL	Ocala	ORLANDO, FL	B			
FL	Orlando	ORLANDO, FL	A			
FL	Palatka	JACKSONVILLE, FL	B			
FL	Panama City	PENSACOLA, FL	B			
FL	Pensacola	PENSACOLA, FL	A			
FL	Pinellas Park	TAMPA, FL	A			
FL	Plant City	ORLANDO, FL	A			
FL	Pompano Beach	MIAMI, FL	A			
FL	Port Charlotte	TAMPA, FL	B			
FL	Quincy	TALLAHASSEE, FL	A			
FL	Sanford	ORLANDO, FL	A			
FL	Sarasota	TAMPA, FL	A			
FL	Sebring	ORLANDO, FL	B			
FL	St Augustine	JACKSONVILLE, FL	A			
FL	St. Petersburg	TAMPA, FL	A			
FL	Sunrise	ORLANDO, FL	B			
FL	Tallahassee	TALLAHASSEE, FL	A			
FL	Tampa	TAMPA, FL	A			
FL	Titusville	ORLANDO, FL	A			
FL	Venice	TAMPA, FL	B			
FL	Vero Beach	ORLANDO, FL	B			
FL	W Palm Bch	MIAMI, FL	B			
FL	Winter Haven	ORLANDO, FL	A			
GA	Albany	ALBANY, GA	A			
GA	Athens	ATLANTA, GA	B			
GA	Atlanta	ATLANTA, GA	A			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
GA	Augusta	ATLANTA, GA	C			
GA	Bainbridge	ALBANY, GA	B			
GA	Blue Ridge	ATLANTA, GA	B			
GA	Brunswick	JACKSONVILLE, FL	A			
GA	Carrollton	ATLANTA, GA	A			
GA	Cedartown	ATLANTA, GA	A			
GA	Columbus	ALBANY, GA	B			
GA	Cordele	ALBANY, GA	A			
GA	Covington	ATLANTA, GA	A			
GA	Dalton	ATLANTA, GA	B			
GA	Dublin	MACON, GA	B			
GA	East Point	ATLANTA, GA	A			
GA	Gainesville	ATLANTA, GA	A			
GA	Griffin	ATLANTA, GA	A			
GA	Lagrange	ATLANTA, GA	B			
GA	Lawrenceville	ATLANTA, GA	A			
GA	Macon	MACON, GA	A			
GA	Marietta	ATLANTA, GA	A			
GA	Milledgeville	MACON, GA	A			
GA	Moultrie	ALBANY, GA	A			
GA	Newnan	ATLANTA, GA	A			
GA	Rome	ATLANTA, GA	B			
GA	Savannah	CHARLESTON, SC	B			
GA	Statesboro	MACON, GA	C			
GA	Swainsboro	MACON, GA	C			
GA	Thomasville	ALBANY, GA	B			
GA	Tifton	ALBANY, GA	A			
GA	Toccoa	ATLANTA, GA	B			
GA	Tucker	ATLANTA, GA	A			
GA	Valdosta	ALBANY, GA	B			
GA	Vidalia	MACON, GA	B			
GA	Warner Robins	MACON, GA	A			
GA	Waycross	BRUNSWICK, GA	A			
GA	Winder	ATLANTA, GA	A			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
HI	Hilo	HONOLULU, HI	B			
HI	Honolulu	HONOLULU, HI	A			
HI	Lihue	HONOLULU, HI	C			
HI	Pearl City	HONOLULU, HI	A			
HI	Wailuku	HONOLULU, HI	B			
IA	Ames	DES MOINES, IA	A			
IA	Burlington	MOLINE/DAVENPORT, IA	B			
IA	Carroll	OMAHA, NB	B			
IA	Cedar Rapids	CEDAR RAPIDS, IA	A			
IA	Clinton	MOLINE/DAVENPORT, IA	A			
IA	Council Bluffs	OMAHA, NB	A			
IA	Creston	DES MOINES, IA	B			
IA	Davenport	MOLINE/DAVENPORT, IA	A			
IA	Decorah	CEDAR RAPIDS, IA	C			
IA	Des Moines	DES MOINES, IA	A			
IA	Dubuque	CEDAR RAPIDS, IA	B			
IA	Ft Dodge	DES MOINES, IA	B			
IA	Iowa City	CEDAR RAPIDS, IA	A			
IA	Marshalltown	DES MOINES, IA	B			
IA	Mason City	DES MOINES, IA	C			
IA	Oskaloosa	DES MOINES, IA	B			
IA	Ottumwa	DES MOINES, IA	B			
IA	Sioux City	OMAHA, NB	C			
IA	Spencer	DES MOINES, IA	D			
IA	Storm Lake	DES MOINES, IA	C			
IA	Waterloo	CEDAR RAPIDS, IA	B			
ID	Boise	BOISE, ID	A			
ID	Caldwell	BOISE, ID	A			
ID	Coeur D'Alene	SPOKANE, WA	A			
ID	Idaho Falls	IDAHO FALLS, ID	A			
ID	Lewiston	SPOKANE, WA	B			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
ID	Pocatello	IDAHO FALLS, ID	A			
ID	Twin Falls	BOISE, ID	B			
IL	Alton	ST. LOUIS, MO	A			
IL	Aurora	CHICAGO, IL	A			
IL	Belleville	ST. LOUIS, MO	A			
IL	Bloomington	CHICAGO, IL	A			
IL	Bloomington	BLOOMINGTON, IL	A			
IL	Carbondale	MARION, IL	A			
IL	Champaign	CHAMPAIGN/URBANA, IL	A			
IL	Chicago	CHICAGO, IL	A			
IL	Chicago Hghts	CHICAGO, IL	A			
IL	Danville	CHAMPAIGN/URBANA, IL	A			
IL	Decatur	SPRINGFIELD, IL	B			
IL	Des Plaines	CHICAGO, IL	A			
IL	Downers Grove	SPRINGFIELD, IL	B			
IL	E St. Louis	ST. LOUIS, MO	A			
IL	Effingham	CHAMPAIGN/URBANA, IL	B			
IL	Elgin	CHICAGO, IL	A			
IL	Evanston	CHICAGO, IL	A			
IL	Evergreen Park	CHICAGO, IL	A			
IL	Freeport	ROCKFORD, IL	B			
IL	Galesburg	PEORIA, IL	B			
IL	Harrisburg	MARION, IL	A			
IL	Hickory Hills	CHICAGO, IL	A			
IL	Joliet	CHICAGO, IL	B			
IL	Kankakee	CHICAGO, IL	B			
IL	Litchfield	SPRINGFIELD, IL	B			
IL	Melrose Park	CHICAGO, IL	A			
IL	Mount Vernon	MARION, IL	B			
IL	N. Riverside	CHICAGO, IL	A			
IL	Oak Park	CHICAGO, IL	A			
IL	Pekin	PEORIA, IL	A			
IL	Peoria	PEORIA, IL	A			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
IL	Peru	BLOOMINGTON, IL	B			
IL	Quincy	SPRINGFIELD, IL	C			
IL	Rock Island	PEORIA, IL	C			
IL	Rockford	ROCKFORD, IL	A			
IL	Springfield	SPRINGFIELD, IL	A			
IL	Sterling	ROCKFORD, IL	B			
IL	Waukegan	CHICAGO, IL	B			
IL	W Frankfort	MARION, IL	A			
IL	Woodstock	ROCKFORD, IL	A			
IN	Anderson	ANDERSON, IN	A			
IN	Auburn	FT. WAYNE, IN	A			
IN	Bloomington	INDIANAPOLIS, IN	A			
IN	Columbus	INDIANAPOLIS, IN	A			
IN	Crawfordsville	INDIANAPOLIS, IN	A			
IN	Elkhart	SOUTH BEND, IN	A			
IN	Evansville	MARION, IL	B			
IN	Ft. Wayne	FT. WAYNE, IN	A			
IN	Gary	CHICAGO, IL	A			
IN	Hammond	CHICAGO, IL	A			
IN	Indianapolis	INDIANAPOLIS, IN	A			
IN	Kokomo	INDIANAPOLIS, IN	A			
IN	Lafayette	INDIANAPOLIS, IN	B			
IN	Madison	LOUISVILLE, KY	B			
IN	Marion	FT. WAYNE, IN	B			
IN	Merrillville	CHICAGO, IL	B			
IN	Michigan City	CHICAGO, IL	B			
IN	Muncie	ANDERSON, IN	A			
IN	New Albany	LOUISVILLE, KY	A			
IN	Richmond	INDIANAPOLIS, IN	B			
IN	South Bend	SOUTH BEND, IN	A			
IN	Terre Haute	INDIANAPOLIS, IN	B			
IN	Valparaiso	CHICAGO, IL	B			
IN	Vincennes	MARION, IL	C			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
KS	Dodge City	WICHITA, KS	C			
KS	Empora	TOPEKA, KS	A			
KS	Hays	TOPEKA, KS	D			
KS	Hutchinson	WICHITA, KS	A			
KS	Independence	TULSA, OK	B			
KS	Kansas City	KANSAS CITY, KS	A			
KS	Lawrence	TOPEKA, KS	A			
KS	Lenexa	KANSAS CITY, KS	A			
KS	Manhattan	TOPEKA, KS	B			
KS	Ottawa	TOPEKA, KS	B			
KS	Pittsburg	TULSA, OK	C			
KS	Salina	WICHITA, KS	B			
KS	Topeka	TOPEKA, KS	A			
KS	Wichita	WICHITA, KS	A			
KS	Winfield	WICHITA, KS	A			
KY	Ashland	PARKERSBURG, WV	C			
KY	Bowling Green	NASHVILLE, TN	A			
KY	Campbellsville	LEXINGTON, KY	C			
KY	Corbin	LEXINGTON, KY	C			
KY	Danville	LEXINGTON, KY	B			
KY	Elizabethtown	LOUISVILLE, KY	B			
KY	Frankfort	LEXINGTON, KY	A			
KY	Ft. Mitchell	CINCINNATI, OH	A			
KY	Harlan	LEXINGTON, KY	D			
KY	Hazard	LEXINGTON, KY	C			
KY	Henderson	LOUISVILLE, KY	C			
KY	Hopkinsville	NASHVILLE, TN	B			
KY	Jackson	LEXINGTON, KY	C			
KY	Lexington	LEXINGTON, KY	A			
KY	Louisville	LOUISVILLE, KY	A			
KY	Madisonville	NASHVILLE, TN	C			
KY	Mayfield	MARION, IL	B			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
KY	Maysville	LEXINGTON, KY	B			
KY	Middlesboro	LEXINGTON, KY	D			
KY	Owensboro	LOUISVILLE, KY	C			
KY	Paduca	MARION, IL	B			
KY	Pikeville	LEXINGTON, KY	D			
KY	Prestonsburg	LEXINGTON, KY	D			
KY	Richmond	LEXINGTON, KY	A			
KY	Somerset	LEXINGTON, KY	C			
LA	Alexandria	SHREVEPORT, LA	C			
LA	Bastrop	SHREVEPORT, LA	B			
LA	Baton Rouge	BATON ROUGE, LA	A			
LA	Bogalusa	BATON ROUGE, LA	B			
LA	Covington	NEW ORLEANS, LA	A			
LA	Deridder	SHREVEPORT, LA	C			
LA	Gretna	NEW ORLEANS, LA	A			
LA	Hammond	NEW ORLEANS, LA	A			
LA	Houma	NEW ORLEANS, LA	A			
LA	Lafayette	BATON ROUGE, LA	B			
LA	Lake Charles	BATON ROUGE, LA	C			
LA	Leesville	SHREVEPORT, LA	C			
LA	Metairie	NEW ORLEANS, LA	A			
LA	Minden	SHREVEPORT, LA	A			
LA	Morgan City	NEW ORLEANS, LA	B			
TX	Mt. Pleasant	SHREVEPORT, LA	C			
LA	Natchitoches	SHREVEPORT, LA	B			
LA	New Iberia	BATON ROUGE, LA	B			
LA	New Orleans	NEW ORLEANS, LA	A			
LA	Opelousas	BATON ROUGE, LA	B			
LA	Plaquemine	BATON ROUGE, LA	A			
LA	RUSTON	SHREVEPORT, LA	B			
LA	Shreveport	SHREVEPORT, LA	A			
LA	Tallulah	JACKSON, MS	B			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
MA	Attleboro	BOSTON, MA	A			
MA	Boston	BOSTON, MA	A			
MA	Brockton	BOSTON, MA	A			
MA	Brookline	BOSTON, MA	A			
MA	Chelsea	BOSTON, MA	A			
MA	Dorchester	BOSTON, MA	A			
MA	Fall River	CAPE COD, MA	B			
MA	Falmouth	CAPE COD, MA	B			
MA	Fitchburg	WORCESTER, MA	A			
MA	Framingham	BOSTON, MA	A			
MA	Gardner	GREENFIELD, MA	A			
MA	Greenfield	GREENFIELD, MA	A			
MA	Hanover	BOSTON, MA	A			
MA	Haverhill	BOSTON, MA	A			
MA	Holyoke	SPRINGFIELD, MA	A			
MA	Hyannis	CAPE COD, MA	A			
MA	Lawrence	BOSTON, MA	A			
MA	Lowell	BOSTON, MA	A			
MA	Lynn	BOSTON, MA	A			
MA	Malden	BOSTON, MA	A			
MA	New Bedford	CAPE COD, MA	B			
MA	North Adams	SPRINGFIELD, MA	A			
MA	Norwood	BOSTON, MA	A			
MA	Pittsfield	PITTSFIELD, MA	A			
MA	Quincy	BOSTON, MA	A			
MA	Roslindale	BOSTON, MA	A			
MA	Roxbury	BOSTON, MA	A			
MA	Salem	BOSTON, MA	A			
MA	Somerville	BOSTON, MA	A			
MA	Springfield	SPRINGFIELD, MA	A			
MA	Taunton	CAPE COD, MA	B			
MA	Waltham	BOSTON, MA	A			
MA	Worcester	WORCESTER, MA	A			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
MD	Annapolis	LANHAM, MD	A			
MD	Baltimore	BALTIMORE, MD	A			
MD	Bel Air	LANHAM, MD	A			
MD	Cambridge	BALTIMORE, MD	B			
MD	Columbia	BALTIMORE, MD	A			
MD	Elkton	BALTIMORE, MD	A			
MD	Frederick	HAGERSTOWN/FREDERICK, MD	A			
MD	Glen Burnie	BALTIMORE, MD	A			
MD	Greenbelt	LANHAM, MD	A			
MD	Hagerstown	HAGERSTOWN/FREDERICK, MD	A			
MD	Lavale	HAGERSTOWN/FREDERICK, MD	A			
MD	Owings Mills	BALTIMORE, MD	A			
MD	Randallstown	BALTIMORE, MD	A			
MD	Rockville	LANHAM, MD	A			
MD	Salisbury	NORFOLK, VA	C			
MD	Seat Pleasant	LANHAM, MD	A			
MD	Silver Springs	LANHAM, MD	A			
MD	Temple Hills	LANHAM, MD	A			
MD	Towson	BALTIMORE, MD	A			
MD	Westminster	BALTIMORE, MD	A			
MD	Wheaton	LANHAM, MD	A			
ME	Auburn	PORTLAND, ME	A			
ME	Augusta	PORTLAND, ME	A			
ME	Bangor	PORTLAND, ME	B			
ME	Biddeford	PORTLAND, ME	A			
ME	Portland	PORTLAND, ME	A			
ME	Presque Isle	PORTLAND, ME	D			
ME	Rockland	PORTLAND, ME	A			
ME	Rumford	PORTLAND, ME	A			
ME	Waterville	PORTLAND, ME	B			
MI	Adrian	ANN ARBOR, MI	A			
MI	Alpena	SAGINAW, MI	C			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
MI	Ann Arbor	ANN ARBOR, MI	A			
MI	Battle Creek	BATTLE CREEK, MI	A			
MI	Bay City	SAGINAW, MI	A			
MI	Benton Harbor	KALAMAZOO, MI	B			
MI	Big Rapids	GRAND RAPIDS, MI	A			
MI	Dearborn	DETROIT, MI	A			
MI	Detroit	DETROIT, MI	A			
MI	Escanaba	OSHKOSH, WI	C			
MI	Farmington Hills	DETROIT, MI	A			
MI	Flint	FLINT, MI	A			
MI	Grand Rapids	GRAND RAPIDS, MI	A			
MI	Hamtrack	DETROIT, MI	A			
MI	Hancock	WAUSAU, WI	C			
MI	Highland Prk	DETROIT, MI	A			
MI	Holland	GRAND RAPIDS, MI	A			
MI	Inkster	DETROIT, MI	A			
MI	Iron Mountain	WAUSAU, WI	C			
MI	Ironwood	WAUSAU, WI	C			
MI	Jackson	JACKSON, MI	A			
MI	Kalamazoo	KALAMAZOO, MI	A			
MI	Lansing	LANSING, MI	A			
MI	Livonia	DETROIT, MI	A			
MI	Ludington	MUSKEGON, MI	B			
MI	Marquette	WAUSAU, WI	C			
MI	Monroe	DETROIT, MI	A			
MI	Mount Clemens	DETROIT, MI	A			
MI	Mt. Pleasant	SAGINAW, MI	B			
MI	Muskegon	MUSKEGON, MI	A			
MI	Owosso	LANSING, MI	A			
MI	Petoskey	SAGINAW, MI	C			
MI	Pontiac	PONTIAC, MI	A			
MI	Port Huron	DETROIT, MI	A			
MI	Roseville	DETROIT, MI	A			
MI	Royal Oak	DETROIT, MI	A			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
MI	Saginaw	SAGINAW, MI	A			
MI	Sault St. Marie	SAGINAW, MI	D			
MI	Traverse City	SAGINAW, MI	C			
MI	Warren	DETROIT, MI	A			
MI	West Branch	SAGINAW, MI	B			
MI	Wyandotte	DETROIT, MI	A			
MN	Alexandria	ST. CLOUD, MN	B			
MN	Austin	MINNEAPOLIS, MN	B			
MN	Bemidji	ST. CLOUD, MN	C			
MN	Brainerd	ST. CLOUD, MN	B			
MN	Brooklyn Center	MINNEAPOLIS, MN	A			
MN	Duluth	DULUTH, MN	A			
MN	Fairmont	MINNEAPOLIS, MN	C			
MN	Fergus Falls	FARGO, ND	B			
MN	Hibbing	DULUTH, MN	B			
MN	Mankato	MINNEAPOLIS, MN	B			
MN	Marshall	SIOUX FALLS, SD	B			
MN	Minneapolis	MINNEAPOLIS, MN	A			
MN	Rochester	MINNEAPOLIS, MN	B			
MN	St. Cloud	ST. CLOUD, MN	A			
MN	St. Louis Prk	MINNEAPOLIS, MN	A			
MN	St. Paul	MINNEAPOLIS, MN	A			
MN	Winona	MINNEAPOLIS, MN	C			
MO	Arnold	ST. LOUIS, MO	A			
MO	Cape Girardeau	MARION, IL	B			
MO	Chillicothe	KANSAS CITY, KS	B			
MO	Clayton	ST. LOUIS, MO	A			
MO	Columbia	COLUMBIA, MO	A			
MO	Creve Couer	ST. LOUIS, MO	A			
MO	Flat River	ST. LOUIS, MO	B			
MO	Florissant	ST. LOUIS, MO	A			
MO	Gladstone	KANSAS CITY, KS	A			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
MO	Hannibal	ST. LOUIS, MO	B			
MO	Independence	KANSAS CITY, KS	A			
MO	Jefferson City	COLUMBIA, MO	A			
MO	Joplin	SPRINGFIELD, MO	B			
MO	Kansas City	KANSAS CITY, KS	A			
MO	Kennett	MEMPHIS, TN	B			
MO	Kerwood	COLUMBIA, MO	C			
MO	Kirksville	COLUMBIA, MO	B			
MO	Lebanon	SPRINGFIELD, MO	A			
MO	Maryville	KANSAS CITY, KS	B			
MO	Moberly	COLUMBIA, MO	A			
MO	Nevada	KANSAS CITY, KS	B			
MO	Poplar Bluff	ST. LOUIS, MO	C			
MO	Rolla	ST. LOUIS, MO	B			
MO	Sedalia	COLUMBIA, MO	B			
MO	Sikeston	ST. LOUIS, MO	C			
MO	Springfield	SPRINGFIELD, MO	A			
MO	St. Charles	ST. LOUIS, MO	A			
MO	St. Joseph	KANSAS CITY, KS	B			
MO	St. Louis	ST. LOUIS, MO	A			
MO	Union	ST. LOUIS, MO	A			
MO	Warrensburg	KANSAS CITY, KS	B			
MO	West Plains	SPRINGFIELD, MO	B			
MS	Biloxi	MOBILE, AL	A			
MS	Brookhaven	JACKSON, MS	B			
MS	Clarksdale	MEMPHIS, TN	B			
MS	Cleveland	JACKSON, MS	C			
MS	Columbus	JACKSON, MS	B			
MS	Corinth	MEMPHIS, TN	B			
MS	Greenville	JACKSON, MS	B			
MS	Greenwood	JACKSON, MS	B			
MS	Grenada	JACKSON, MS	B			
MS	Gulfport	MOBILE, AL	B			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
MS	Hattiesburg	JACKSON, MS	B			
MS	Holly Springs	MEMPHIS, TN	A			
MS	Jackson	JACKSON, MS	A			
MS	Kosciusko	JACKSON, MS	B			
MS	Laurel	JACKSON, MS	B			
MS	Mccomb	JACKSON, MS	B			
MS	Meridian	JACKSON, MS	B			
MS	Natchez	JACKSON, MS	B			
MS	Newton	JACKSON, MS	A			
MS	Pascagoula	MOBILE, AL	A			
MS	Philadelphia	JACKSON, MS	B			
MS	Starkville	JACKSON, MS	B			
MS	Tupelo	MEMPHIS, TN	B			
MS	Vicksburg	JACKSON, MS	A			
MT	Billings	RAPID CITY, SD	D			
MT	Bozeman	IDAHO FALLS, ID	C			
MT	Butte	IDAHO FALLS, ID	D			
MT	Glasgow	RAPID CITY, SD	D			
MT	Great Falls	IDAHO FALLS, ID	D			
MT	Havre	RAPID CITY, SD	D			
MT	Helena	IDAHO FALLS, ID	D			
MT	Kalispell	IDAHO FALLS, ID	D			
MT	Miles City	RAPID CITY, SD	C			
MT	Missoula	IDAHO FALLS, ID	D			
NC	Ahoskie	RALIEGH, NC	C			
NC	Albemarle	CHARLOTTE, NC	A			
NC	Asheboro	GREENSBORO, NC	A			
NC	Asheville	ASHEVILLE, NC	A			
NC	Burlington	GREENSBORO, NC	A			
NC	Charlotte	CHARLOTTE, NC	A			
NC	Concord	CHARLOTTE, NC	A			
NC	Durham	RALIEGH, NC	A			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximit y</u>			
NC	Elizabeth City	NORFOLK, VA	B			
NC	Fayetteville	RALIEGH, NC	B			
NC	Franklin	ASHEVILLE, NC	B			
NC	Gastonia	CHARLOTTE, NC	A			
NC	Goldsboro	RALIEGH, NC	B			
NC	Greensboro	GREENSBORO, NC	A			
NC	Greenville	RALIEGH, NC	B			
NC	Henderson	RALIEGH, NC	A			
NC	Hendersonville	ASHEVILLE, NC	A			
NC	Hickory	CHARLOTTE, NC	B			
NC	High Point	GREENSBORO, NC	A			
NC	Kingston	RALIEGH, NC	B			
NC	Lumberton	RALIEGH, NC	B			
NC	Morganton	CHARLOTTE, NC	B			
NC	Mount Airy	GREENSBORO, NC	B			
NC	New Bern	CHERRY POINT, NC	B			
NC	Raleigh	RALIEGH, NC	A			
NC	Reidsville	GREENSBORO, NC	A			
NC	Roanoke Rapids	NORFOLK, VA	B			
NC	Rockingham	CHARLOTTE, NC	B			
NC	Rocky Mount	RALIEGH, NC	B			
NC	Salisbury	CHARLOTTE, NC	B			
NC	Sanford	RALIEGH, NC	B			
NC	Shelby	CHARLOTTE, NC	B			
NC	Smithfield	RALIEGH, NC	A			
NC	Statesville	CHARLOTTE, NC	A			
NC	Washington	RALIEGH, NC	B			
NC	Whiteville	RALIEGH, NC	C			
NC	Wilkesboro	GREENSBORO, NC	B			
NC	Wilmington	RALIEGH, NC	C			
NC	Wilson	RALIEGH, NC	A			
NC	Winston-Salem	GREENSBORO, NC	A			
ND	Bismarck	FARGO, ND	D			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximit y</u>			
ND	Devils Lake	FARGO, ND	C			
ND	Dickinson	FARGO, ND	D			
ND	Fargo	FARGO, ND	A			
ND	Grafton	FARGO, ND	B			
ND	Grand Forks	FARGO, ND	B			
ND	Jamestown	FARGO, ND	B			
ND	Minot	FARGO, ND	D			
ND	Williston	FARGO, ND	D			
NE	Beatrice	LINCOLN, NE	A			
NE	Grand Island	LINCOLN, NE	B			
NE	Lincoln	LINCOLN, NE	A			
NE	Norfolk	OMAHA, NB	B			
NE	North Platte	NORTH PLATTE, NE	A			
NE	Omaha	OMAHA, NB	A			
NE	Scottsbluff	NORTH PLATTE, NE	D			
NH	Concord	KEENE, NH	A			
NH	Keene	KEENE, NH	A			
NH	Littleton	KEENE, NH	D			
NH	Manchester	KEENE, NH	B			
NH	Nashua	KEENE, NH	B			
NH	Portsmouth	PORTLAND, ME	A			
NJ	Asbury Park	EDISON, NJ	A			
NJ	Brick	EDISON, NJ	C			
NJ	Bridgeton	SOUTH JERSEY, NJ	A			
NJ	Camden	PHILADELPHIA, PA	A			
NJ	East Brunswick	CLIFTON, NJ	A			
NJ	East Orange	CLIFTON, NJ	A			
NJ	Elizabeth	CLIFTON, NJ	A			
NJ	Glassboro	SOUTH JERSEY, NJ	A			
NJ	Glen Rock	CLIFTON, NJ	A			
NJ	Hackensack	CLIFTON, NJ	A			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
NJ	Hoboken	CLIFTON, NJ	A			
NJ	Irvington	CLIFTON, NJ	A			
NJ	Iselin	CLIFTON, NJ	A			
NJ	Jersey City	CLIFTON, NJ	A			
NJ	Lodi	CLIFTON, NJ	A			
NJ	Montclair	CLIFTON, NJ	A			
NJ	Mount Holly	PHILADELPHIA, PA	A			
NJ	New Brunswick	EDISON, NJ	A			
NJ	Newark	CLIFTON, NJ	A			
NJ	Newton	CLIFTON, NJ	A			
NJ	Parsippany	CLIFTON, NJ	A			
NJ	Passaic	CLIFTON, NJ	A			
NJ	Paterson	CLIFTON, NJ	A			
NJ	Plainfield	EDISON, NJ	A			
NJ	Pleasantville	SOUTH JERSEY, NJ	A			
NJ	Raritan	CLIFTON, NJ	A			
NJ	Toms River	EDISON, NJ	B			
NJ	Trenton	PHILADELPHIA, PA	B			
NJ	Wildwood	PHILADELPHIA, PA	B			
NM	Albuquerque	ALBUQUERQUE, NM	A			
NM	Carlsbad	EL PASO, TX	B			
NM	Clovis	LUBBOCK, TX	B			
NM	Farmington	ALBUQUERQUE, NM	B			
NM	Gallup	ALBUQUERQUE, NM	B			
NM	Hobbs	LUBBOCK, TX	C			
NM	Las Cruces	EL PASO, TX	A			
NM	Las Vegas	SANTA FE, NM	B			
NM	Roswell	ALBUQUERQUE, NM	C			
NM	Sante Fe	SANTA FE, NM	A			
NV	Elko	RENO, NV	C			
NV	Las Vegas	LAS VEGAS, NV	A			
NV	N Las Vegas	LAS VEGAS, NV	A			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
NV	Reno	RENO, NV	A			
NY	Albany	ALBANY, NY	A			
NY	Amherst	BUFFALO, NY	A			
NY	Astoria	NYC, NY	B			
NY	Auburn	SYRACUSE, NY	A			
NY	Batavia	BUFFALO, NY	A			
NY	Binghamton	BINGHAMTON, NY	A			
NY	Bronx	NYC, NY	A			
NY	Brooklyn	MELVILLE, NY	A			
NY	Buffalo	BUFFALO, NY	A			
NY	Cheektowaga	BUFFALO, NY	A			
NY	Corning	ELMIRA, NY	A			
NY	Dunkirk	ERIE, PA	B			
NY	Elmira	ELMIRA, NY	A			
NY	Far Rockaway	MELVILLE, NY	A			
NY	Flushing	MELVILLE, NY	A			
NY	Freeport	MELVILLE, NY	A			
NY	Geneva	SYRACUSE, NY	B			
NY	Glendale	NYC, NY	B			
NY	Glens Falls	GLENSFALLS, NY	A			
NY	Gloversville	GLENSFALLS, NY	B			
NY	Herkimer	UTICA, NY	A			
NY	Hudson	PUTNAM, NY	B			
NY	Ithaca	ITHACA, NY	A			
NY	Jackson Heights	MELVILLE, NY	A			
NY	Jamaica	MELVILLE, NY	A			
NY	Jamestown	ERIE, PA	B			
NY	Kingston	PUTNAM, NY	B			
NY	Lindenhurst	MELVILLE, NY	A			
NY	Long Beach	MELVILLE, NY	A			
NY	Long Island City	MELVILLE, NY	A			
NY	Melville	MELVILLE, NY	A			
NY	Mineola	MELVILLE, NY	A			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
NY	Monticello	WHITE PLAINS, NY	B			
NY	Mount Vernon	WHITE PLAINS, NY	A			
NY	Nanuet	PUTNAM, NY	B			
NY	New Rochelle	WHITE PLAINS, NY	A			
NY	New York	NYC, NY	A			
NY	Newburgh	PUTNAM, NY	B			
NY	Niagara Falls	BUFFALO, NY	A			
NY	Ogdensburg	SYRACUSE, NY	D			
NY	Olean	ERIE, PA	B			
NY	Oneonta	BINGHAMTON, NY	B			
NY	Oswego	SYRACUSE, NY	B			
NY	Patchogue	MELVILLE, NY	A			
NY	Peekskill	WHITE PLAINS, NY	A			
NY	Plattsburgh	GLENSFALLS, NY	C			
NY	Poughkeepsie	PUTNAM, NY	A			
NY	Riverhead	MELVILLE, NY	A			
NY	Rochester	ROCHESTER, NY	A			
NY	Rome	ROME, NY	A			
NY	Schenectady	ALBANY, NY	A			
NY	Staten Island	NYC, NY	A			
NY	Syracuse	SYRACUSE, NY	A			
NY	Troy	ALBANY, NY	A			
NY	Utica	UTICA, NY	A			
NY	Watertown	SYRACUSE, NY	B			
NY	West Seneca	BUFFALO, NY	A			
NY	Westbury	MELVILLE, NY	A			
NY	White Plains	WHITE PLAINS, NY	A			
NY	Yonkers	NYC, NY	A			
OH	Akron	AKRON, OH	A			
OH	Ashtabula	CLEVELAND, OH	B			
OH	Athens	PARKERSBURG, WV	A			
OH	Batavia	CINCINNATI, OH	A			
OH	Bowling Green	BOWLING GREEN, OH	A			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximit y</u>			
OH	Cambridge	PARKERSBURG, WV	A			
OH	Canton	AKRON, OH	A			
OH	Chillicothe	COLUMBUS, OH	A			
OH	Cincinnati	CINCINNATI, OH	A			
OH	Cleveland	CLEVELAND, OH	A			
OH	Columbus	COLUMBUS, OH	A			
OH	Dayton	DAYTON, OH	A			
OH	Defiance	BOWLING GREEN, OH	A			
OH	East Liverpool	PITTSBURGH, PA	A			
OH	Euclid	CLEVELAND, OH	A			
OH	Findlay	BOWLING GREEN, OH	A			
OH	Fremont	BOWLING GREEN, OH	A			
OH	Gallipolis	PARKERSBURG, WV	B			
OH	Hamilton	CINCINNATI, OH	A			
OH	Ironton	LEXINGTON, KY	C			
OH	Lakewood	CLEVELAND, OH	A			
OH	Lancaster	COLUMBUS, OH	A			
OH	Lima	BOWLING GREEN, OH	A			
OH	Lorain	CLEVELAND, OH	A			
OH	Mansfield	AKRON, OH	B			
OH	Marietta	PARKERSBURG, WV	A			
OH	Marion	BOWLING GREEN, OH	B			
OH	Medina	AKRON, OH	A			
OH	Middleburg Hgt	CLEVELAND, OH	A			
OH	Middletown	DAYTON, OH	A			
OH	Newark	COLUMBUS, OH	A			
OH	New Philadelphia	AKRON, OH	A			
OH	Painesville	CLEVELAND, OH	A			
OH	Piqua	BOWLING GREEN, OH	B			
OH	Portsmouth	CINCINNATI, OH	C			
OH	Ravenna	AKRON, OH	A			
OH	Sandusky	CLEVELAND, OH	B			
OH	Springfield	DAYTON, OH	A			
OH	Steubenville	PITTSBURGH, PA	A			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
OH	Toledo	TOLEDO, OH	A			
OH	Warren	CLEVELAND, OH	B			
OH	Wooster	AKRON, OH	A			
OH	Worthington	COLUMBUS, OH	A			
OH	Xenia	DAYTON, OH	A			
OH	Youngstown	YOUNGSTOWN, OH	A			
OH	Zanesville	COLUMBUS, OH	B			
OK	Ada	OKLAHOMA CITY, OK	B			
OK	Ardmore	OKLAHOMA CITY, OK	B			
OK	Bartlesville	TULSA, OK	A			
OK	Chickasha	OKLAHOMA CITY, OK	A			
OK	Clinton	OKLAHOMA CITY, OK	B			
OK	Duncan	OKLAHOMA CITY, OK	B			
OK	Durant	DALLAS, TX	B			
OK	Enid	PONCA CITY, OK	B			
OK	Hugo	DALLAS, TX	C			
OK	Lawton	OKLAHOMA CITY, OK	B			
OK	Mcalester	TULSA, OK	B			
OK	Miami	TULSA, OK	B			
OK	Moore	OKLAHOMA CITY, OK	A			
OK	Muskogee	TULSA, OK	B			
OK	Oklahoma City	OKLAHOMA CITY, OK	A			
OK	Okmulgee	TULSA, OK	A			
OK	Poteau	TULSA, OK	C			
OK	Shawnee	OKLAHOMA CITY, OK	A			
OK	Stillwater	OKLAHOMA CITY, OK	B			
OK	Tulsa	TULSA, OK	A			
OK	Woodward	OKLAHOMA CITY, OK	C			
OR	Albany	EUGENE, OR	A			
OR	Astoria	PORTLAND, OR	B			
OR	Beaverton	PORTLAND, OR	A			
OR	Bend	EUGENE, OR	C			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
OR	Coos Bay	EUGENE, OR	C			
OR	Eugene	EUGENE, OR	A			
OR	Grants Pass	EUGENE, OR	C			
OR	Klamath Falls	EUGENE, OR	D			
OR	La Grande	BOISE, ID	D			
OR	Medford	EUGENE, OR	D			
OR	Milwaukie	PORTLAND, OR	A			
OR	Ontario	BOISE, ID	B			
OR	Pendleton	BOISE, ID	D			
OR	Portland	PORTLAND, OR	A			
OR	Roseburg	EUGENE, OR	B			
OR	Salem	PORTLAND, OR	A			
OR	The Dalles	PORTLAND, OR	B			
PA	Allentown	ALLENTOWN, PA	A			
PA	Altoona	PITTSBURGH, PA	C			
PA	Ambridge	PITTSBURGH, PA	A			
PA	Beaver Falls	PITTSBURGH, PA	A			
PA	Bethlehem	ALLENTOWN, PA	A			
PA	Bloomsburg	WILKES-BARRE, PA	A			
PA	Boyers	PITTSBURGH, PA	B			
PA	Bristol	PHILADELPHIA, PA	A			
PA	Butler	PITTSBURGH, PA	A			
PA	Carbondale	SCRANTON, PA	A			
PA	Carlisle	HARRISBURG, PA	A			
PA	Chambersburg	HARRISBURG, PA	B			
PA	Charleroi	PITTSBURGH, PA	A			
PA	Chester	PHILADELPHIA, PA	A			
PA	Dubois	PITTSBURGH, PA	C			
PA	E Pittsburgh	PITTSBURGH, PA	A			
PA	E Stroudsburg	SCRANTON, PA	A			
PA	Easton	ALLENTOWN, PA	A			
PA	Erie	ERIE, PA	A			
PA	Glenside	PHILADELPHIA, PA	A			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
PA	Greensburg	PITTSBURGH, PA	A			
PA	Harrisburg	HARRISBURG, PA	A			
PA	Hazleton	HARRISBURG, PA	B			
PA	Indiana	PITTSBURGH, PA	B			
PA	Johnstown	PITTSBURGH, PA	B			
PA	Kittanning	PITTSBURGH, PA	B			
PA	Lancaster	HARRISBURG, PA	A			
PA	Lebanon	READING, PA	A			
PA	Lewistown	READING, PA	B			
PA	Mckeesport	PITTSBURGH, PA	A			
PA	Meadville	ERIE, PA	A			
PA	Monroeville	PITTSBURGH, PA	A			
PA	New Castle	PITTSBURGH, PA	B			
PA	New Kensington	PITTSBURGH, PA	A			
PA	Norristown	KING OF PRUSSIA, PA	A			
PA	Oil City	PITTSBURGH, PA	B			
PA	Philadelphia	PHILADELPHIA, PA	A			
PA	Pittsburgh	PITTSBURGH, PA	A			
PA	Pittston	WILKES-BARRE, PA	A			
PA	Plainsville	WILKES-BARRE, PA	A			
PA	Pottstown	KING OF PRUSSIA, PA	A			
PA	Pottsville	READING, PA	A			
PA	Reading	PHILADELPHIA, PA	B			
PA	Scranton	SCRANTON, PA	A			
PA	Shamokin	HARRISBURG, PA	B			
PA	Sharon	AKRON, OH	B			
PA	Somerset	PITTSBURGH, PA	B			
PA	State College	HARRISBURG, PA	B			
PA	Sunbury	READING, PA	B			
PA	Towanda	ELMIRA, NY	A			
PA	Uniontown	PITTSBURGH, PA	A			
PA	Upper Darby	KING OF PRUSSIA, PA	A			
PA	Washington	PITTSBURGH, PA	A			
PA	West Chester	KING OF PRUSSIA, PA	A			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
PA	Wilkes-Barre	WILKES-BARRE, PA	A			
PA	Wilkes-Barre	PITTSBURGH, PA	A			
PA	Williamsport	ELMIRA, NY	B			
PA	York	HARRISBURG, PA	A			
RI	Newport	WARWICK, RI	A			
RI	Pawtucket	WARWICK, RI	A			
RI	Providence	WARWICK, RI	A			
RI	West Warwick	WARWICK, RI	A			
RI	Woonsocket	WARWICK, RI	A			
SC	Aiken	COLUMBIA, SC	B			
SC	Anderson	GREENVILLE, SC	A			
SC	Beaufort	CHARLESTON, SC	B			
SC	Bennettsville	COLUMBIA, SC	B			
SC	Camden	COLUMBIA, SC	A			
SC	Charleston	CHARLESTON, SC	A			
SC	Columbia	COLUMBIA, SC	A			
SC	Conway	CHARLESTON, SC	B			
SC	Dillon	CHARLESTON, SC	C			
SC	Florence	CHARLESTON, SC	B			
SC	Georgetown	CHARLESTON, SC	B			
SC	Greenville	GREENVILLE, SC	A			
SC	Greenwood	COLUMBIA, SC	B			
SC	Lancaster	COLUMBIA, SC	B			
SC	Laurens	GREENVILLE, SC	A			
SC	N Charleston	CHARLESTON, SC	A			
SC	Orangeburg	CHARLESTON, SC	B			
SC	Rock Hill	CHARLOTTE, NC	A			
SC	Spartanburg	GREENVILLE, SC	A			
SC	Sumter	COLUMBIA, SC	A			
SC	Walterboro	CHARLESTON, SC	B			
SD	Aberdeen	FARGO, ND	C			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
SD	Huron	SIOUX FALLS, SD	C			
SD	Rapid City	RAPID CITY, SD	A			
SD	Sioux Falls	SIOUX FALLS, SD	A			
SD	Watertown	SIOUX FALLS, SD	C			
SD	Yankton	SIOUX FALLS, SD	B			
TN	Athens	CHATTANOOGA, TN	B			
TN	Chattanooga	CHATTANOOGA, TN	A			
TN	Clarksville	NASHVILLE, TN	A			
TN	Cleveland	CHATTANOOGA, TN	A			
TN	Columbia	NASHVILLE, TN	A			
TN	Cookeville	NASHVILLE, TN	B			
TN	Dyersburg	MEMPHIS, TN	B			
TN	Gallatin	NASHVILLE, TN	A			
TN	Greenville	ASHEVILLE, NC	B			
TN	Jackson	MEMPHIS, TN	B			
TN	Johnson City	ASHEVILLE, NC	B			
TN	Kingsport	ASHEVILLE, NC	B			
TN	Kingston	KNOXVILLE, TN	A			
TN	Knoxville	KNOXVILLE, TN	A			
TN	Lafollette	KNOXVILLE, TN	A			
TN	Lawrenceburg	HUNTSVILLE, AL	B			
TN	Madison	NASHVILLE, TN	A			
TN	Maryville	KNOXVILLE, TN	A			
TN	Mcminnville	CHATTANOOGA, TN	B			
TN	Memphis	MEMPHIS, TN	A			
TN	Moristown	KNOXVILLE, TN	A			
TN	Murfreesboro	NASHVILLE, TN	A			
TN	Nashville	NASHVILLE, TN	A			
TN	Oak Ridge	KNOXVILLE, TN	A			
TN	Paris	NASHVILLE, TN	A			
TN	Selmer	MEMPHIS, TN	B			
TN	Tullahoma	NASHVILLE, TN	B			
TN	Union City	MEMPHIS, TN	B			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximit y</u>			
TX	Abilene	FT. WORTH, TX	D			
TX	Alice	CORPUS CHRISTI, TX	A			
TX	Amarillo	LUBBOCK, TX	C			
TX	Angleton	HOUSTON, TX	A			
TX	Austin	AUSTIN, TX	A			
TX	Beaumont	HOUSTON, TX	B			
TX	Bellaire	HOUSTON, TX	B			
TX	Big Spring	MIDLAND-ODESSA, TX	A			
TX	Brenham	HOUSTON, TX	B			
TX	Brownsville	CORPUS CHRISTI, TX	C			
TX	Bryan	HOUSTON, TX	B			
TX	Cleburne	FT. WORTH, TX	A			
TX	Conroe	HOUSTON, TX	A			
TX	Corpus Christi	CORPUS CHRISTI, TX	A			
TX	Corsicana	DALLAS, TX	B			
TX	Dallas	DALLAS, TX	A			
TX	Del Rio	SAN ANTONIO, TX	D			
TX	Denton	DALLAS, TX	A			
TX	Eagle Pass	SAN ANTONIO, TX	D			
TX	Early	KILEEN, TX	B			
TX	El Paso	EL PASO, TX	A			
TX	Ft Worth	FT. WORTH, TX	A			
TX	Galveston	HOUSTON, TX	A			
TX	Georgetown	AUSTIN, TX	A			
TX	Grand Prairie	DALLAS, TX	A			
TX	Greenville	DALLAS, TX	A			
TX	Harlingen	CORPUS CHRISTI, TX	C			
TX	Houston	HOUSTON, TX	A			
TX	Kerrville	SAN ANTONIO, TX	A			
TX	Laredo	SAN ANTONIO, TX	C			
TX	Longview	TYLER, TX	A			
TX	Lubbock	LUBBOCK, TX	A			
TX	Lufkin	TYLER, TX	B			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
TX	Marshall	SHREVEPORT, LA	A			
TX	Mcallen	CORPUS CHRISTI, TX	C			
TX	Mckinney	DALLAS, TX	A			
TX	Midland	MIDLAND-ODESSA, TX	A			
TX	Monroe	HOUSTON, TX	A			
TX	Nacogdoches	TYLER, TX	B			
TX	Odessa	MIDLAND-ODESSA, TX	A			
TX	Palestine	TYLER, TX	B			
TX	Pampa	LUBBOCK, TX	C			
TX	Paris	DALLAS, TX	B			
TX	Pasadena	HOUSTON, TX	A			
TX	Plainview	LUBBOCK, TX	B			
TX	Port Arthur	HOUSTON, TX	C			
TX	San Angelo	MIDLAND-ODESSA, TX	B			
TX	San Antonio	SAN ANTONIO, TX	A			
TX	San Marcos	AUSTIN, TX	A			
TX	Seguin	SAN ANTONIO, TX	A			
TX	Sherman	TYLER, TX	B			
TX	Temple	KILEEN, TX	A			
TX	Texarkana	SHREVEPORT, LA	B			
TX	Tyler	TYLER, TX	A			
TX	Vernon	FT. WORTH, TX	C			
TX	Victoria	CORPUS CHRISTI, TX	B			
TX	Waco	WACO, TX	A			
TX	Waxahachie	DALLAS, TX	A			
TX	Wichita Falls	FT. WORTH, TX	B			
UT	Cedar City	LAS VEGAS, NV	C			
UT	Murray	SALT LAKE CITY, UT	A			
UT	Ogden	SALT LAKE CITY, UT	A			
UT	Price	SALT LAKE CITY, UT	B			
UT	Provo	SALT LAKE CITY, UT	A			
UT	Salt Lake City	SALT LAKE CITY, UT	A			
UT	St. George	LAS VEGAS, NV	C			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
VA	Alexandria	LANHAM, MD	A			
VA	Arlington	LANHAM, MD	A			
VA	Ashland	RICHMOND, VA	A			
VA	Bristol	ROANOKE, VA	B			
VA	Charlottesville	RICHMOND, VA	A			
VA	Covington	ROANOKE, VA	A			
VA	Culpeper	LANHAM, MD	B			
VA	Danville	ROANOKE, VA	B			
VA	Fairfax	LANHAM, MD	A			
VA	Falls Church	LANHAM, MD	A			
VA	Farmville	RICHMOND, VA	A			
VA	Fredericksburg	LANHAM, MD	B			
VA	Hampton	NORFOLK, VA	A			
VA	Harrisonburg	ROANOKE, VA	B			
VA	Lynchburg	RICHMOND, VA	A			
VA	Manassas	LANHAM, MD	A			
VA	Martinsville	ROANOKE, VA	B			
VA	Midlothian	RICHMOND, VA	A			
VA	Newport News	NORFOLK, VA	A			
VA	Norfolk	NORFOLK, VA	A			
VA	Norton	ROANOKE, VA	C			
VA	Onancock	NORFOLK, VA	B			
VA	Petersburg	RICHMOND, VA	A			
VA	Portsmouth	NORFOLK, VA	A			
VA	Richmond	RICHMOND, VA	A			
VA	Roanoke	ROANOKE, VA	A			
VA	South Boston	ROANOKE, VA	B			
VA	Staunton	ROANOKE, VA	B			
VA	Suffolk	NORFOLK, VA	A			
VA	Virginia Bch	NORFOLK, VA	A			
VA	Winchester	HAGERSTOWN/FREDERICK, MD	B			
VA	Wytheville	ROANOKE, VA	B			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
VT	Burlington	KEENE, NH	B			
VT	Montpelier	KEENE, NH	B			
VT	Rutland	KEENE, NH	A			
WA	Aberdeen	BREMERTON, WA	B			
WA	Auburn	SEATTLE, WA	A			
WA	Bellevue	SEATTLE, WA	A			
WA	Bellingham	SEATTLE, WA	B			
WA	Bremerton	BREMERTON, WA	A			
WA	Chehalis	PORTLAND, OR	B			
WA	Everett	SEATTLE, WA	A			
WA	Kennewick	RICHLAND, WA	A			
WA	Longview	PORTLAND, OR	A			
WA	Lynnwood	SEATTLE, WA	A			
WA	Mount Vernon	SEATTLE, WA	A			
WA	Olympia	SEATTLE, WA	A			
WA	Port Angeles	BREMERTON, WA	A			
WA	Pullman	SPOKANE, WA	A			
WA	Puyallup	SEATTLE, WA	A			
WA	Renton	SEATTLE, WA	A			
WA	Seattle	SEATTLE, WA	A			
WA	Spokane	SPOKANE, WA	A			
WA	Tacoma	SEATTLE, WA	A			
WA	Tumwater	BREMERTON, WA	A			
WA	Vancouver	PORTLAND, OR	A			
WA	Walla Walla	RICHLAND, WA	A			
WA	Wenatchee	SEATTLE, WA	B			
WA	Yakima	RICHLAND, WA	B			
WI	Altoona	EAU CLAIRE, WI	A			
WI	Appleton	APPLETON, WI	A			
WI	Eau Claire	EAU CLAIRE, WI	A			
WI	Fond Du Lac	OSHKOSH, WI	A			
WI	Green Bay	APPLETON, WI	A			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximity</u>			
WI	Janesville	MADISON, WI	A			
WI	Kenosha	MILWAUKEE, WI	A			
WI	Lacrosse	EAU CLAIRE, WI	B			
WI	Lancaster	MADISON, WI	A			
WI	Madison	MADISON, WI	A			
WI	Manitowoc	APPLETON, WI	A			
WI	Marinette	APPLETON, WI	B			
WI	Milwaukee	MILWAUKEE, WI	A			
WI	Oshkosh	OSHKOSH, WI	A			
WI	Portage	MADISON, WI	A			
WI	Racine	MILWAUKEE, WI	A			
WI	Rhineland	WAUSAU, WI	A			
WI	Rice Lake	EAU CLAIRE, WI	A			
WI	Sheboygan	OSHKOSH, WI	B			
WI	Superior	DULUTH, MN	A			
WI	Waukesha	MILWAUKEE, WI	A			
WI	Wausau	STEVENS POINT, WI	A			
WI	West Bend	MILWAUKEE, WI	A			
WI	Wisconsin Rapids	STEVENS POINT, WI	A			
WV	Beckley	ROANOKE, VA	B			
WV	Bluefield	ROANOKE, VA	B			
WV	Bridgeport	PARKERSBURG, WV	B			
WV	Charleston	PARKERSBURG, WV	B			
WV	Clarksburg	PARKERSBURG, WV	B			
WV	Elkins	PARKERSBURG, WV	B			
WV	Fairmont	PARKERSBURG, WV	B			
WV	Huntington	PARKERSBURG, WV	B			
WV	Logan	PARKERSBURG, WV	C			
WV	Martinsburg	MARTINSBURG, WV	A			
WV	Montgomery	PARKERSBURG, WV	C			
WV	Morgantown	PITTSBURGH, PA	C			
WV	Parkersburg	PARKERSBURG, WV	A			
WV	Petersburg	MARTINSBURG, WV	C			

<u>Location</u>		<u>Servicing Office</u>	<u>Proximit y</u>			
WV	St Albans	PARKERSBURG, WV	B			
WV	Welch	ROANOKE, VA	C			
WV	Wheeling	PITTSBURGH, PA	B			
WV	Williamson	ROANOKE, VA	C			
WY	Casper	FT. COLLINS, CO	B			
WY	Cheyenne	FT. COLLINS, CO	B			
WY	Cody	IDAHO FALLS, ID	C			
WY	Riverton	IDAHO FALLS, ID	C			
WY	Rock Springs	SALT LAKE CITY, UT	C			
WY	Sheridan	RAPID CITY, SD	D			

**TERMS AND CONDITIONS APPLICABLE TO
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.
****Contractor is to insert commercial guarantee/warranty clauses.****
- 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 **(703) 568-1026** for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from **9:00 am EST** to **5:00 pm EST**.

4. SOFTWARE MAINTENANCE

- a. Software maintenance service shall include the following:

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

5. PERIODS OF 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 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.

6. CONVERSION FROM TERM LICENSE TO PERPETUAL LICENSE

Reserved

7. TERM LICENSE CESSATION

Reserved

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

In accordance with manufacturer's policy

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

- (1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);
- (2) The length of the course;
- (3) Mandatory and desirable prerequisites for student enrollment;
- (4) The minimum and maximum number of students per class;
- (5) The locations where the course is offered;
- (6) Class schedules; and
- (7) Price (per student, per class (if applicable)).

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

9. “NO CHARGE” TRAINING

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

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND ELECTRONIC COMMERCE (EC) SERVICES (SPECIAL ITEM NUMBER 132-52)

The phrase, "Information Technology (IT) Professional Services/Electronic Commerce (EC) Services" in the following paragraphs may need to be revised in order to be consistent with the Offeror's proposal; e.g., if only IT Professional Services are offered, all references to EC Services should be deleted.

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and Special Item Number 132-52 Electronic Commerce Services apply exclusively to IT/EC Services 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/EC 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

****NOTE TO CONTRACTORS:** The information provided below is designed to assist Contractors in providing complete descriptions and pricing information for the IT/EC Services offered. This language should NOT be printed as part of the Information Technology Schedule Pricelist; instead, Contractors should provide the same type of information as it relates to the IT/EC Services offered under the contract.**

a. The Contractor shall provide a description of each type of IT/EC Service offered under Special Item Numbers 132-51 and 132-52. IT/EC Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT/EC Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

**TERMS AND CONDITIONS APPLICABLE TO
WIRELESS SERVICES
(SPECIAL ITEM NUMBER 132-53)**

1. ACCEPTANCE TESTING

The Contractor shall provide acceptance test plans and procedures for ordering activity approval. The Contractor shall perform acceptance testing of the systems for ordering activity approval in accordance with the approved test procedures.

2. EQUIPMENT

The Contractor shall make available cellular voice and data devices. The cellular devices offered shall be compatible with the cellular access standards employed within the geographical scope of contract.

The Contractor shall provide programming of any cellular telephone device, including Contractor-provided and ordering activity-furnished devices, that conforms to the cellular service furnished by the Contractor.

3. WARRANTY

The Contractor shall provide a warranty covering each Contractor-provided device. The minimum duration of the warranty shall be the duration of the manufacturer's commercial warranty for the item listed below:

The warranty shall commence upon the later of the following:

- a. Activation of the user's service
- b. Installation/delivery of the equipment

The Contractor, by repair or replacement of the defective item, shall complete all warranty services within five working days of notification of the defect. Warranty service shall be deemed complete when the user has possession of the repaired or replaced item. If the Contractor renders warranty service by replacement, the user shall return the defective item(s) to the Contractor as soon as possible but not later than ten (10) working days after notification.

4. MANAGEMENT AND OPERATIONS PRICING

The Offeror shall provide management and operations pricing on a uniform basis. All management and operations requirements for which pricing elements are not specified shall be provided as part of the basis service.

5. TRAINING

The Contractor shall provide normal commercial installation, operation, maintenance, and engineering interface training on the system. If there is a separate charge, indicate below:

6. MONTHLY REPORTS

In accordance with commercial practices, the Contractor may furnish the ordering activity/User with a monthly summary ordering activity report.

7. WIRELESS SERVICE PLAN

(a) Describe the wireless service plan and eligibility requirements. Include, but not limited to, service area, monthly service charge, minutes included, etc.

(b) Describe charges, if any, for additional minutes, domestic wireless long distance, roaming, nights and weekends, etc.

(c) Describe corporate volume discounts and eligibility requirements.

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

PREAMBLE

Four Points Technology, LLC 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.

Four Points Technology, L.L.C.

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**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 Government 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 Agency):

(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 Government 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 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.