

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30</i>				1. REQUISITION NUMBER		PAGE 1 OF 14				
2. CONTRACT NO. N00104-02-A-ZE82		3. AWARD.EFFECTIVE DATE 07/12/2002		4. ORDER NUMBER		5. SOLICITATION NUMBER		6. SOLICITATION ISSUE DATE		
7. FOR SOLICITATION INFORMATION CALL:		a. NAME				b. TELEPHONE NUMBER (No collect calls)		8. OFFER DUE DATE/ LOCAL TIME		
9. ISSUED BY DEPARTMENT OF THE NAVY NAVAL INVENTORY CONTROL POINT 5450 CARLISLE PIKE MECHANICSBURG, PA 17055-0788 POC: S. NEIDIG/CODE 0272.5 PHONE: 717-605-1548 EMAIL: SYLVIA.NEIDIG@NAVY.MIL			CODE N00104	10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: %FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUSINESS <input type="checkbox"/> 8(A) SIC: SIZE STANDARD:			11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING		12. DISCOUNT TERMS	
15. DELIVER TO SPECIFIED ON EACH ORDER			CODE	16. ADMINISTERED BY BASIC AGREEMENT – SAME AS BLOCK 9 ORDERS – AS CITED ON EACH INDIVIDUAL ORDER				CODE N00104		
17a. CONTRACTOR/OFFEROR INSIGHT PUBLIC SECTOR, INC. 22721 EAST MISSION AVENUE LIBERTY LAKE, WA 99019 POC: CHRIS ESTES EMAIL: CHRISTOPHER.ESTES@INSIGHT.COM PHONE: 443-534-6457			CODE 575H6	FACILITY	18a. PAYMENT WILL BE MADE BY SPECIFIED ON EACH ORDER				CODE	
<input checked="" type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED. <input type="checkbox"/> SEE ADDENDUM						
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES				21. QUANTITY	22. UNIT	23. UNIT PRICE		24. AMOUNT	
	GSA SCHEDULE GS-35F-0326K APPLIES PRIOR TO 07/14/2006 GSA SCHEDULE GS-35F-0528S APPLIES EFFECTIVE 07/14/2006 GSA SCHEDULE GS-35F-0009U APPLIES EFFECTIVE 01/01/2009 REMIT TO ADDRESS: INSIGHT PUBLIC SECTOR, INC. P.O. BOX 731072 DALLAS, TX 75373-1072						SEE ATTACHMENT A FOR PRODUCTS & PRICES			
25. ACCOUNTING AND APPROPRIATION DATA N/A – SPECIFIED ON EACH ORDER						26. TOTAL AWARD AMOUNT (For Govt. Use Only)				
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.										
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>1</u> COPY TO <input checked="" type="checkbox"/> ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.					29. AWARD OF CONTRACT: REFERENCE <u> </u> OFFER <input type="checkbox"/> DATED <u> </u> . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:					
30a. SIGNATURE OF OFFEROR/CONTRACTOR /s/					31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) <i>RL Klinger</i>					
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) CINDY FUENTES DIRECTOR – CUSTOMER OPERATIONS			30c. DATED SIGNED 07/12/2002		31b NAME OF CONTRACTING OFFICER (TYPE OR PRINT) R. L. KLINGER CONTRACTING OFFICER			31c. DATE SIGNED 07/12/2002		
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED					33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. VOUCHER NUMBER		35.AMOUNT VERIFIED CORRECT FOR	
32b.SIGNATURE OF AUTHORIZED GOVT REPRESENTATIVE					32c. DATE		36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		37. CHECK NUMBER	
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT					38. S/R ACCOUNT NUMBER		39.S/R VOUCHER NUMBER		40. PAID BY	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			41c. DATE		42a. RECEIVED BY (Print)					
					42b. RECEIVED AT (Location)					
			42c. DATE REC'D (YY/MM/DD)		42d. TOTAL CONTAINERS					

Blanket Purchase Agreement DoD Enterprise Software Agreement (ESA)

In the spirit of the Federal Acquisition Streamlining Act, the Department of Defense (DoD) and Insight Public Sector, Inc. (the Contractor) enter into an agreement to further reduce the administrative costs of acquiring commercial items from the General Service Administration (GSA) Federal Supply Schedule (FSS) Contract GS-35F-0009U.

FSS Contract Blanket Purchase Agreements (BPAs) reduce contracting and open market costs such as: search for sources, the development of technical documents, solicitations, and the evaluation of bids and offers.

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.

The Enterprise Software Initiative (ESI) is a joint DoD project to develop and implement a DoD enterprise process. This BPA is issued in the spirit of the policy and guidelines provided in the Defense Federal Acquisition Regulation Supplement (DFARS) Section 208.74.

Attachments to this agreement are:

- Attachment A - Product and Price List
- Attachment B - Insight Public Sector Program Agreement
- Attachment C - Microsoft License Agreement/Product Use Rights
- Attachment D - Report of Sales – Standard Format
- Attachment E - Fees and Payments

A. TERMS AND CONDITIONS

1. Pursuant to GSA FSS Contract Number GS-35F-0009U, Insight Public Sector, Inc. agrees to the following terms of a Blanket Purchase Agreement (BPA) with the Naval Inventory Control Point (NAVICP). All orders placed against this BPA are subject to the terms and conditions of the FSS Contract.
2. **Extent of Obligation.** The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be \$100M. The Government is obligated only to the extent of authorized purchases actually made under this BPA. There is no minimum order guarantee.
3. **Funds Obligation.** The BPA does not obligate any funds. Funds will be obligated on each delivery order.
4. **BPA Term.** The BPA expires upon completion of all enrollments made within the specified ordering period. BPA term is contingent upon the Contractor maintaining or renewing a GSA FSS Schedule and the BPA will be reviewed annually. The open ordering period is 4/01/2010 through 3/31/2013. Ordering of New and Renewal Desktop Configurations (new enrollments) and Single Products expires on 3/31/2013. Enrollments (for New and Renewal desktop configurations) that are made during this open ordering period may be renewed under this BPA in the second and subsequent year of the respective enrollment until full payment has been made and the term of the enrollment has expired. Such renewals may be executed after the BPA ordering end date of 3/31/2013 provided the initial enrollment was executed during the open

ordering period and the Ordering Office determines that the underlying GSA Schedule is still valid, in addition to any other required determinations, at the time the order option is exercised.

5. Software License. Software licenses purchased under this BPA are perpetual software licenses subject to the terms of GSA Schedule Special Item Number (SIN) 132-33. Ordering offices should note that software use rights are further defined in the Microsoft License Agreement/Product Use Rights (PUR) in effect at the time of order placement. The PUR dated January 2010 is in effect at the time of this BPA issuance (or modification) and is included as Attachment C to the BPA for reference purposes. Orders issued under this BPA or future purchases of product under existing orders may be subject to updated versions of the PUR as new products are introduced, however, such new versions may not provide for detrimental changes in use rights to those stated in the PUR in effect during the term of an existing order. Refer to the GSA Schedule and PUR for a full explanation of which use rights apply. Microsoft makes regular updates to the PUR and ordering activities are responsible for determining applicability and obtaining a copy of the PUR that is current at the time an order is issued. The Order of Precedence for resolving any inconsistency between the Commercial Software License and the GSA contract terms shall be as specified in the GSA contract's Commercial Item clause, FAR 52.212-4. The provisions of FAR 52.212-4, as required by Federal law, shall prevail over any terms of the commercial license.

Additional license grants applicable to the desktop configurations and any additional products that are enrolled with the desktop configurations are listed in the Program Agreement included as Attachment B to this BPA.

Insight Public Sector's purchase invoice constitutes proof of license. Insight Public Sector will submit an invoice to the designed point of contact listed in the order and furnish a duplicate license proof to the ordering activity via email.

6. Software Distribution.

6.1 Media. License prices do not include media that may be required for installation of the software. Pricing has been provided for media and documentation under individual CLINs, however, some products may be open market items and not available on GSA Schedule. All such products are clearly identified "open market item". Orders under this BPA may include media and documentation when purchased in accordance with the following standard GSA terms. For administrative convenience, open market (non-contract) items may be added to a FSS BPA or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed by the *ordering activity*, and price reasonableness has been determined by the *ordering activity* for the open market (non-contract) items.

6.2 Comprehensive Subscription Kit. Customers may request a no charge comprehensive subscription kit at the time of signing an Enterprise Agreement for desktop orders with a quantity of 250 or greater. This subscription is managed by Microsoft and sent via US mail to the designated government point of contact for receipt of media. Media is updated quarterly and contains product updates, new versions, or service releases. The subscription kit does not apply to additional media copies if required, to Enterprise Agreements that are less than 250 desktops, or to Single Products on the BPA.

6.3 Electronic Distribution. This option is not currently included in the BPA unit prices but end users desiring this capability may contact Insight Public Sector for more information. Insight has fee based value added services that would allow the government to download software through alternative means. Insight License Advisor allows customers to manage and integrate existing infrastructure to enhance existing Software Asset Management tools to work as a single, cohesive, real-time system.

7. Software Assurance (Maintenance). The term of Software Assurance is three years which is consistent with the product offering and pricing on GSA Schedule. Coverage shall commence upon purchase by the end user and continue for a three-year term. While Software Assurance grants users the right to upgrades and updates, customers must request such upgrades or updates by downloading web accessible information or purchasing the media. The Contractor shall provide notice of update/upgrade availability on the contractor web site and notify the service program offices via email. Email notices shall be furnished to terry.sampite@navy.mil, adelia.wardle@us.army.mil, susan.lizzi@dla.mil, HQ754ELSG/ESTFinancials@gunter.af.mil and jonnice.medley@disa.mil.

8. Pricing Terms. Attachment A provides all BPA products and prices. BPA prices have been discounted from the GSA Schedule prices that are currently in effect. The BPA discount is not subject to change during the term of this agreement, however the BPA prices may fluctuate based on changes to the underlying GSA Schedule prices. Spot discounting is encouraged and all Microsoft promotions shall be offered on orders placed against this BPA. The prices on the BPA will be reviewed annually, or as required to determine whether a reduction is appropriate in accordance with the price reduction provisions of the agreement.

A 2% Acquisition, Contracting, and Technical (ACT) Fee shall be included in the prices published in Attachment A. The Contractor shall be responsible for the payment of all fees that are included in the product pricing (i.e. GSA IFF, ACT), as calculated on the customer orders.

The Product and Price List, Attachment A includes desktop configurations and single products as summarized below. The specific terms relating the new and renewal desktop configurations are fully explained in the Program Agreement, Attachment B to the BPA.

8.1 Single Products (CLINS 0001 thru S008). The single products included in Attachment A may be purchased at the stated unit prices which include a 3% discount from GSA Schedule. Software Assurance coverage will continue for three years from the date of purchase, however, the full purchase price must be paid when the products are initially ordered.

8.2 Desktop Configurations (CLINs 1110 - 1139 and 2080 - 2099). The desktop configurations included in Attachment A may be purchased under an Annual Payment Schedule or a Lump Sum Schedule. The initial purchase of a desktop configuration is an Enterprise Agreement enrollment. An enrollment can be made for either new desktop configurations or renewal desktop configurations. An enrollment of new desktop configurations includes license and three years of software assurance. An enrollment of renewal desktop configurations includes three years of software assurance only. See Attachment B for the specific terms and conditions relating to purchase of desktop configurations.

For desktop enrollments, Insight assigns a Government designated point of contact as the Software Assurance Benefits Administrator. This Administrator can view all benefits assigned, including the ability to download software purchased from the Agreement. In addition, Insight has a Software Assurance Benefits Specialist who can assist the government with any questions concerning Software Assurance Benefits.

8.2.1 Annual Payment Schedule. This purchase plan provides for three annual payments for enrollments purchased within the BPA ordering period. The second and third payments will be due on the anniversary date of the initial purchase. Note that the term of the enrollment can vary based on customer requirements. Buyers should consider the use of options when issuing orders with an annual payment schedule and are responsible for compliance with all fiscal laws. Note that perpetual license rights do not convey for the full quantity of ordered licenses unless the full three year enrollment term is completed. The effect of an enrollment termination (failure to exercise an option) is fully explained in Attachment B. The following examples are provided to illustrate the rights acquired under a desktop configuration Enterprise Agreement enrollment.

Example 1 – New Desktop Configurations: Nine new software licenses are required. Under a three year enrollment that uses an annual payment schedule, perpetual use rights convey each year for one third of the license quantity --

Year 1 The base year included in the order acquires the following rights for the nine licenses:
-- Perpetual use rights for three licenses
-- The right to use the remaining six licenses for the base year
-- Software Assurance coverage on all nine licenses for the base year

Option (Year 2) The option year, if exercised, acquires the following rights:
-- Perpetual use rights for three licenses already exist based on the base year payment
-- Perpetual use rights for an additional three licenses
-- The right to use the remaining three licenses for the exercised option year
-- Software Assurance coverage on all nine licenses for the exercised option year

Option (Year 3) The option year, if exercised, acquires the following rights:
-- Perpetual use rights for six licenses already exist based on base and option year payments
-- Perpetual use rights for the remaining three licenses
-- Software Assurance coverage on all nine licenses for the exercised option year

Example 2 – Renewal Desktop Configurations: Software Assurance is required for nine software licenses for which perpetual use rights have already been purchased. Under a three year enrollment that uses an annual payment schedule, Software Assurance benefits are provided for each year that payment is made --

Year 1 The base year included in the order acquires Software Assurance coverage on all nine licenses for one year.

Option (Year 2) The option year, if exercised, acquires Software Assurance coverage on all nine licenses for the exercised option year

Option (Year 3) The option year, if exercised, acquires Software Assurance coverage on all nine licenses for the exercised option year

8.2.2 Lump-Sum Payment Schedule. This schedule is for one lump sum, up-front payment for all three years. Software Assurance for all components of the desktop configuration is provided for three years. Discounts have been taken into consideration in the overall price of the BPA.

9. Price Reduction

9.1 Most Favored Customer Prices. The prices under this BPA shall be at least as low as the prices that Insight Public Sector has under any other contract instrument under like terms and conditions. If at any time the prices under any other contract instrument become lower than the prices in this BPA, this BPA will be modified to include the lower prices.

9.2 SmartBUY Transition. OMB has announced the SmartBUY initiative to maximize cost savings and achieve best quality when acquiring software. The GSA is the designated Executive Agent for SmartBUY. The initiative will establish software enterprise licensing on a government-wide basis. If during the term of this ESA, Microsoft and/or its resellers enter into a government-wide agreement with the GSA under the SmartBUY Initiative, which includes pricing for the specific products or services under similar

terms and conditions as those licensed by the DoD, the DoD shall not be precluded from licensing products or purchasing services under a SmartBUY agreement.

10. Functionality Replacement and Extended Support. If the form, fit, or functionality contained in any licensed products acquired hereunder is substantially reduced or if the product is replaced, and/or (the contractor), provides this same or substantially similar functionality as a separate or renamed product, then the DoD is entitled to license such software at no additional license or maintenance fees. However, throughout the term of this agreement, the Contractor will provide support services for a period of one year.

11. Rights of Survivorship of the Agreement. This Agreement shall survive unto Insight Public Sector, its Successor, rights and assigns. The software and agreement terms and conditions as covered under this agreement shall survive this agreement notwithstanding the acquisition or merger of Insight Public Sector by or with another entity. Any software name changes, re-packing or merger of similar products that carry forward the same or similar function of the software shall be supported with updates, upgrades and new releases under this agreement at no additional cost.

12. Technology Improvement. The Government may solicit and the BPA holder is encouraged to propose independently, technology improvements to the BPA. Proposals shall be submitted by the BPA holder and include a description of the products and/or services, an electronic copy of the pricing tables, technical literature that describes the products and/or services, and evidence of inclusion on GSA Schedule. Pricing shall include discounts from GSA Schedule at the same or greater level as the original BPA product prices.

13. Substitution and Technology Refreshment. If at any time during the life of this BPA, the original manufacturer of the equipment (includes software, hardware and firmware) schedules the products for discontinuation, improvement and/or replacement, the BPA holder shall provide a proposal to include the new or revised products on the BPA under the appropriate line items. Proposed prices for new or revised products shall be constructed in accordance with paragraph 9 of this BPA for most favored prices. Discounts shall be at the same or greater discount level as the original BPA product prices. Proposals shall be submitted to the Contracting Officer within seven (7) days of the BPA holder's awareness of the OEM's intent. Improvement of product includes new releases, updates, upgrades including additional features and functionality, and successor or upgrade products.

B. AUTHORIZED USERS AND POINTS OF CONTACT

1. Authorized Users.

a. The BPA is open for ordering by all Department of Defense (DoD) Components. For the purposes of this agreement, a DoD component is defined as: the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, the Inspector General of the Department of Defense (DoD IG), the Defense Agencies, the DoD Field Activities, the U. S. Coast Guard and the Intelligence Community.

b. GSA or other applicable ordering organizations/agencies are authorized to place orders under this BPA on behalf of DoD end users and must comply with DFARS 208.7400.

c. Government contractors performing work for a DoD end user (as defined above) may place Delivery Orders under this BPA on behalf of and for the benefit of the DoD entity if authorized by their cognizant Contracting Officer in accordance with the requirements of FAR 51 and/or DFARS 251 as appropriate.

2. BPA Points of Contact:

2.1 Contracting Office:

Point of Contact:
Naval Inventory Control Point
Code 0272.5, Building 407
5450 Carlisle Pike
Mechanicsburg, PA 17055-0788

POC: Sylvia Neidig
Phone: (717) 605-1548
Fax: (717) 605-4600
Email: sylvia.neidig@navy.mil

Procuring Contracting Officer (PCO):
Naval Inventory Control Point
Code 0272
5450 Carlisle Pike
Mechanicsburg, PA 17055-0788

PCO: William Huber
Phone: (717) 605-3210
Fax: (717) 605-4600
Email: william.huber@navy.mil

2.2 Program Management:

Software Product Manager (SPM):
DON IT Umbrella Program Management Office
SPAWAR Systems Center Pacific
Code 55390
53560 Hull Street
San Diego, CA 92152-5001

SPM: Terry Sampite
Phone: (619) 553-3265
Fax: (619) 524-9678
Email: terry.sampite@navy.mil

or Alternate Point of Contact:
DON IT Umbrella Program Management Office
SPAWAR Systems Center Pacific
Code 55390
53560 Hull Street
San Diego, CA 92152-5001

POC: Nina Diep
Phone: (619) 553-1023
Fax: (619) 524-9678
Email: nina.diep@navy.mil

2.3 Customer Point of Contact: (To be specified on each order.)

C. ORDERING

1. Enterprise Software Agreement (ESA) Regulation: DFARS Section 208.74 directs software buyers and requiring officials to check the DoD ESI website (<http://www.esi.mil>) for DoD inventory or an ESA before using another method of acquisition. These steps for the buyer are summarized from the DFARS:

- a. Check the Enterprise Agreement Summary Table to determine if software rights or maintenance have already been purchased and are available from DoD inventory. If they are available, purchase the designated software from DoD inventory and reimburse the SPM.
- b. If the required software rights or maintenance are not available from inventory or from an ESA, you may use an alternate method of acquisition, subject to laws and policy.
- c. If the required software rights or maintenance are not available from inventory but are available from an ESA, you must follow the procedure in the DFARS Section 208.74.
- d. If you must obtain the software or software maintenance outside the DoD ESA, you may seek a waiver from a management official designated by your DoD Component.

This BPA will be posted to the DoD ESI website as part of the ESI program. The web site can be viewed at <http://www.esi.mil> and is publicly accessible.

2. Delivery Orders. The scope of this effort is worldwide. Delivery requirements will be stipulated on Delivery Orders. Ordering via this BPA is decentralized. Orders are prepared by a Government Ordering Officer (a duly warranted Contracting Officer) in accordance with the terms and conditions of this BPA and the GSA Schedule, or a prime contractor authorized by a Government Contracting Officer in accordance with FAR Part 51. Orders may be placed by EDI, credit card, facsimile, on an authorized form such as a Standard Form (SF) 1449 or DoD (DD) Form 1155. Online orders are also available through the Insight website which may be viewed at:

<https://shop.insight.com/shop/default1.asp> (User Name: DepartmentofDefense - Password: software1)

Special Ordering Instructions for Army Orders - the Army has established a Microsoft (MS) Enterprise License agreement - 2 (MS ELA-2). Army policy states the Army: Active, National Guard, Reserves, Corps of Engineers, MEDCOM, Army assets within programs where the Army is the Executive Agent, Civilians, and Contractors in direct support of Army programs are required to utilize this agreement for all Microsoft software license purchases. All Army orders will be placed through the CHESS web site IT E-Mart at https://chess.army.mil/ascp/commerce/software/ms_index.jsp.

Notice to Ordering Offices: This is a multiple award BPA established non-competitively against GSA Schedule. Refer to the ESI website at <http://www.esi.mil> for the listing of the multiple award vendors. It is the responsibility of the Ordering Officer to --

- a. Comply with the ordering procedures of FAR 8.4 and DFARS 208.4
- b. Obtain competition and/or execute and publish brand name or limited source justifications as applicable;
- c. Provide fair opportunity to be considered for each order to all BPA holders;
- d. Ensure compliance with all fiscal laws prior to issuing an order under this BPA;
- e. Incorporate into the order any regulatory and statutory requirements that are applicable to the agency for which the order is placed, if pertinent requirements are not already included in this BPA; and,
- f. Ensure the vendor selected for the order represents the best value and the lowest overall cost alternative.

3. Users' Ordering Guide. The Contractor shall develop a Users' Ordering Guide in coordination with the Government that will be posted to the Contractor web site and various Government sites. The Ordering Guide shall be submitted to the SPM and PCO within thirty (30) days of BPA issuance and made available on the Contractor's home page upon written approval. This guide shall be continuously updated as required. The guide shall contain all information necessary for geographically dispersed activities to place orders, including, as a minimum:

- a. URL where a complete list of products available, with appropriate contract line item numbers (CLINs) and associated prices can be found
- b. Government and Contractor Points of Contact
- c. Description of the ordering process
- d. Program Terms and Conditions

- e. License Terms and Conditions
- f. Information such as CAGE, DUNS, TIN, Business Size, etc. necessary to complete a Contract Action Report (CAR) in the FPDS-NG system
- g. Range of discounts
- h. Links to DoD ESI and the Government web sites

4. E-Commerce Site. It is the intention of the Government to use existing and future capability of the DoD Standard Procurement System, Electronic Data Interchange (EDI) capability, Government procurement card, and vendor electronic ordering capability to create a paper-less ordering, invoicing and payment process. During the term of the BPA, the Contractor shall participate to achieve this objective.

This BPA will be posted to the DoD ESI website at <http://www.esi.mil> (a publicly accessible site) as part of the ESI program. This BPA may also be loaded into publicly accessible electronic catalog systems of other DoD agencies.

On-line ordering can also be accomplished at <http://www.itec-direct.navy.mil>. ITEC Direct is the Navy's World Wide Web accessible shopping and order processing tool. The following requirements apply to this BPA:

- a. This BPA may be placed in the Department of the Navy's (DON) ITEC Direct system as part of the DON Information Technology Electronic Commerce (ITEC) Direct Project. If placed in ITEC Direct, the Contractor shall ensure that the data and information distributed to the Government to be loaded in ITEC Direct is current, accurate, complete, in the standard format enabling expedient data loading and relevant to the acquisition vehicle.
- b. The Contractor shall maintain an Ordering Guide with the required and relevant information and web links to be accessible by ITEC Direct.
- c. The Contractor shall maintain coordinated and integrated hypertext links to ITEC Direct from their World Wide Web site(s) to the ITEC Direct shopping and ordering processing web site and shall ensure the integrity of any data and information posted on their web sites for their acquisition vehicle. This effort may require the Contractor to adapt their practices so that electronic commerce can be conducted through ITEC Direct to the vendor.
- d. The Contractor shall provide a secure environment in which to accept and respond to secure on-line orders and customer requests consistent with the terms of this acquisition vehicle.
- e. The Contractor shall use its commercially reasonable business efforts to adapt its business processes as the ITEC Direct technical requirements, environment and architecture evolve.

5. Delivery Schedule. The Contractor will be required to deliver all products within 7 days of receipt of order. More expedient delivery terms may be proposed on individual orders, and are encouraged. Deliveries will be made to the address specified on the delivery orders issued against the BPA.

6. Delivery Notice. Unless otherwise agreed to, all deliveries ordered under this BPA must be accompanied by a delivery notice, ticket or sales slips that must contain at a minimum the following information:

- a. Name of Contractor
- b. GSA Contract Number
- c. BPA Number

- d. Product Description/Model numbers
- e. Delivery order number
- f. Date of purchase
- g. Quantity, unit price and extension of each item (unit prices need not be shown when incompatible with the use of automated systems; provided that the invoice is itemized to show the information)
- h. Date of shipment

7. Suspension. There may be occasions where the Government may suspend ordering (by CLIN up to and including the entire BPA.) If a suspension is announced, the Contractor shall adhere to this suspension by not accepting/processing delivery orders for the suspended item(s).

D. INVOICING AND PAYMENT

1. Invoicing. The requirements of a proper invoice are as specified below as required by FAR 52.212-4 in the Federal Supply Schedule contract. Full text of this clause can be found on the web at URL: <http://farsite.hill.af.mil/>. The Contractor shall submit an original invoice and three copies (or electronic invoice, if authorized), to the address specified on the delivery orders issued against the BPA. An invoice must include:

- a. Name and address of the Contractor;
- b. Invoice date and number;
- c. Contract number, contract line item number and, if applicable, the order number;
- d. Description, quantity, unit of measure, unit price and extended price of the items delivered;
- e. Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading;
- f. Terms of any prompt payment discount offered;
- g. Name and address of official to whom payment is to be sent;
- h. Name, title, and phone number of the person to be notified in event of defective invoice;
- i. Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice only if required elsewhere in this contract; and
- j. Electronic funds transfer (EFT) banking information.

Invoices will be handled in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) prompt payment regulations at 5 CFR part 1315.

2. Fast Payment Procedure. The provisions of FAR 52.213-1 Fast Payment Procedure (MAY 2006) are incorporated in this BPA by reference and pertain to Credit Card purchases or other applicable order deliveries. Fast Payment procedures may be used when the conditions of FAR 13.402 are met and the delivery order authorizes Fast Payment. Full text of this clause can be found on the web at URL: <http://farsite.hill.af.mil/>.

E. BPA MANAGEMENT AND OVERSIGHT

1. BPA Administration. The Contractor must provide centralized administration, in the form of a Program Manager, in support of all work performed under this BPA. The Program Manager, at a minimum, is required to participate in periodic program management reviews. Additional functions would include customer service, educating the sales force, and submission of quarterly reports and approved fee payments.

2. Report of Sales. The Contractor shall provide a Report of Sales to the SPM and the PCO in electronic format within fifteen (15) days following completion of the quarterly reporting period, or as otherwise requested by the SPM. The report shall be submitted in the standard format shown in Attachment D. Negative reports are required. The SPM or PCO shall provide written approval of each quarterly report to the Contractor along with a request to remit ACT fees in accordance with Attachment E. The SPM or PCO will provide a copy of the approved quarterly Report of Sales to the DoD Components participating in fee sharing.

3. United Nations Standard Products and Services Code. The United Nations Standard Products and Services Code (UNSPSC) is a required field of the Report of Sales found in Attachment D. The UNSPSC code permits software asset management through a standard coding structure. The UNSPSC is a coding system used to classify both products and services for use throughout the global marketplace. The management and development of the UNSPSC Code is coordinated by GS1 US. The current version is available free as a download at <http://www.unspsc.org>.

4. Records. The Contractor shall maintain archival copies of all orders for the life of the BPA. Copies shall be made available to the Government upon request.

5. Program Management Reviews (PMR). The Contractor shall participate in regular reviews of the progress of the BPA. Reviews shall be held at least twice yearly as scheduled by the Software Product Manager and may require travel to a Government named site. During these reviews the Contractor shall report on among other things, status of BPA sales, sales leakage, marketing and any outstanding issues concerning the BPA. PMR agenda and presentation format shall be provided prior to each PMR. Travel expenses are the responsibility of the Contractor.

6. Sales Leakage. The goals of the ESI Program can only be realized through cooperation between the Government and the Contractor to direct appropriate sales through the ESI vehicles. The Contractor shall ensure that all sales personnel are aware of the ESI Program and enforce the policy that this BPA is the preferred procurement vehicle for the products within. The Contractor shall also establish a process to regularly audit sales to Government buyers, determine where sales outside the ESI vehicle are occurring, and take appropriate action to direct further sales through the ESI vehicle. Results of these audits will be presented as an agenda item during PMRs.

7. Marketing. The Contractor shall dedicate reasonable resources to this effort and work to market and advertise this agreement. Desired actions include: advertising resultant vehicles on the Contractor's Internet site and advertising the agreement at relevant trade shows, participation in DoD Component sponsored events and news media geared to Government/DoD IT people.

F. STANDARDS

1. YEAR 2000 Compliance. All products provided under this BPA shall be Y2K compliant as defined in FAR 39.002.

2. DISR Compliance. All products offered shall comply with appropriate standards enumerated in the DoD IT Standards Repository (DISR). The DISR is maintained by the DoD Executive Agent for IT Standards, and the mandated compendium can be obtained from Mr. Dave Brown 703-681-2556; dave.brown@disa.mil. The DoD IT standards management tool, DISRonline is available for use by CAC-equipped authorized parties and can be accessed for account requests at <https://disronline.disa.mil>.

3. Common Security Configurations. The provider of information technology shall certify applications

are fully functional and operate correctly as intended on systems using the Federal Desktop Core Configuration (FDCC). This includes Internet Explorer 7 configured to operate on Windows XP and Vista (in Protected Mode on Vista). For the Windows XP settings, see:

http://csrc.nist.gov/itsec/guidance_WinXP.html, and for the Windows Vista settings, see:

http://csrc.nist.gov/itsec/guidance_vista.html. The standard installation, operation, maintenance, updates, and/or patching of software shall not alter the configuration settings from the approved FDCC configuration. The information technology should also use an installer service for installation to the default "program files" directory and should be able to silently install and uninstall. Applications designed for normal end users shall run in the standard user context without elevated system administration privileges.

Publisher shall also certify that any subsequent product/module for the life of the agreement is/are fully functional and operate correctly as intended on systems using Federal Desktop Core Configuration (FDCC) prior to any product/module revisions being made available for Government use. Further, the Publisher shall maintain operability with FDCC standards as they evolve.

4. Net-Centricity. The Department of Defense is transforming the way information is managed to accelerate decision-making, improve joint warfighting and create intelligence advantages. To reach this "Net-Centric" state, DoD must exploit advancing technologies that move the enterprise from an application centric to a data-centric paradigm. DoD ESI vendor partners are encouraged to use the OSD NII DCIO Net-Centric Checklist, located at http://www.defenselink.mil/cio-nii/docs/NetCentric_Checklist_v2-1-3_.pdf, to provide information on the Net-Centric posture of their IT products and services.

5. Section 508 of the Rehabilitation Act Compliance. All products provided under this BPA must meet the applicable accessibility standards at 36 CFR Part 1194 as required by FAR Case 1999-607. General information regarding the Section 508 Act can be found at www.section508.gov. Microsoft Section 508 compliancy information can be found at <http://www.microsoft.com/enable/microsoft/section508.aspx>

6. Additional Clauses. Orders issued against this BPA are subject to the clauses included in the underlying GSA Schedule and the additional DFARS clauses listed below that are incorporated by reference in this BPA. Ordering Offices should consider the requirements of DFARS and the FAR supplement of the end user component, as it applies to commercial item acquisition and use of GSA Schedules, in determining what additional clauses may be required for incorporation in the delivery order issued by the Ordering Office.

The following FAR/DFARS clauses and provisions are hereby incorporated by reference with the same force and effect as if it was given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at these addresses:

<http://www.acq.osd.mil/dpap/dars/dfars/index.htm>

<http://acquisition.gov/comp/far/index.html>

<http://farsite.hill.af.mil/>

252.204-7000 Disclosure of Information (DEC 1991)

252.204-7004 Alternate A (SEP 2007) - substitute paragraph (a) of this clause for paragraph (a) of the clause at FAR 52.204-7 - Central Contractor Registration (APR 2008)

252.209-7004 Subcontracting with Firms That Are Owned or Controlled by the Government of a Terrorist Country (DEC 2006)

252.232-7009 Mandatory Payment by Governmentwide Commercial Purchase Card (DEC 2006)

252.232-7010 Levies on Contract Payments (DEC 2006)

252.212-7001 Contract Terms and Conditions Required to Implement Statutes or Executive Orders
Applicable to Defense Acquisitions of Commercial Items (NOV 2009)

(a) The Contractor agrees to comply with the following Federal Acquisition Regulation (FAR) clause, which, if checked, is included in this contract by reference to implement a provision of law applicable to acquisitions of commercial items or components.

52.203-3 Gratuities (APR 1984) (10 U.S.C. 2207)

(b) The Contractor agrees to comply with any clause that is checked on the following list of Defense FAR Supplement clauses, which, if checked, is included in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items or components.

252.203-7000 Requirements Relating to Compensation of Former DoD Officials (JAN 2009) (Section 847 of Pub. L. 110-181).

252.205-7000 Provision of Information to Cooperative Agreement Holders (DEC 1991) (10 U.S.C. 2416).

252.219-7003 Small, Small Disadvantaged and Women-Owned Small Business Subcontracting Plan (DoD Contracts) (APR 2007) (15 U.S.C. 637).

252.219-7004 Small Business Subcontracting Plan (Test Program) (AUG 2008) (15 U.S.C. 637 note).

252.225-7021 Trade Agreements (NOV 2009) (19 U.S.C. 2501-2518 and 19 U.S.C. 3301 note).

252.225-7027 Restriction on Contingent Fees for Foreign Military Sales (APR 2003) (22 U.S.C. 2779).

252.225-7028 Exclusionary Policies and Practices of Foreign Governments (APR 2003) (22 U.S.C. 2755).

252.226-7001 Utilization of Indian Organizations, Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns (SEP 2004) (Section 8021 of Pub. L. 107-248 and similar sections in subsequent DoD appropriations acts).

252.227-7015 Technical Data--Commercial Items (NOV 1995) (10 U.S.C. 2320).

252.227-7037 Validation of Restrictive Markings on Technical Data (SEP 1999) (10 U.S.C. 2321).

252.232-7003 Electronic Submission of Payment Requests and Receiving Reports (MAR 2008) (10 U.S.C. 2227).

252.243-7002 Requests for Equitable Adjustment (MAR 1998) (10 U.S.C. 2410).

252.247-7023 Transportation of Supplies by Sea (MAY 2002) (___ Alternate I) (MAR 2000) (___ Alternate II) (MAR 2000) (Alternate III) (MAY 2002) (10 U.S.C. 2631).

252.247-7024 Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631).

(c) In addition to the clauses listed in paragraph (e) of the Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items clause of this contract (FAR 52.212-5), the Contractor shall include the terms of the following clauses, if applicable, in subcontracts for commercial items or commercial components, awarded at any tier under this contract:

- 252.237-7019 Training for Contractor Personnel Interacting with Detainees (SEP 2006) (Section 1092 of Pub. L. 108-375).
- 252.247-7003 Pass-Through of Motor Carrier Fuel Surcharge Adjustment to the Cost Bearer (JUL 2009) (Section 884 of Public Law 110-417).
- 252.247-7023 Transportation of Supplies by Sea (MAY 2002) (10 U.S.C. 2631).
- 252.247-7024 Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631).