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(Cont'd from SF-1449)  
Schedule b

Commodity	Minimum annual qty for all awards	Maximum annual qty for all awards
Printers (ALL)	\$50,000.00	\$100,000,000.00
Laptops (ALL)	\$3,000,000.00	\$100,000,000.00
Desktops (ALL)	\$7,000,000.00	\$100,000,000.00
Servers (ALL)	\$1,000,000.00	\$100,000,000.00
Monitors (ALL)	\$50,000.00	\$5,000,000.00

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## COMMERCIAL CLAUSES

1. 52.212-02 Evaluation - Commercial Items January 1999

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors in descending level of importance shall be used to evaluate offers:

Price, Technical Requirements, Greening and Past Performance

(b) Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

2. 52.204-07 Central Contractor Registration October 2003

(a) Definitions. As used in this clause-

"Central Contractor Registration (CCR) database" means the primary Government repository for Contractor information required for the conduct of business with the Government.

"Data Universal Numbering System (DUNS) number" means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

"Data Universal Numbering System +4 (DUNS+4) number" means the DUNS number assigned by D&B plus a 4- character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see the FAR at Subpart 32.11) for the same parent concern.

"Registered in the CCR database" means that-

(1) The Contractor has entered all mandatory information, including the DUNS number or the DUNS+4 number, into the CCR database; and

(2) The Government has validated all mandatory data fields and has marked the record "Active".

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS +4" followed by the DUNS or DUNS +4 number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number will be used by the Contracting Officer to verify that the offeror is registered in the CCR database.

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number-

(i) If located within the United States, by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at <http://www.dnb.com>; or

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(ii) If located outside the United States, by contacting the local Dun and Bradstreet office.

(2) The offeror should be prepared to provide the following information:

(i) Company legal business.

(ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.

(iii) Company Physical Street Address, City, State, and Zip Code.

(iv) Company Mailing Address, City, State and Zip Code (if separate from physical).

(v) Company Telephone Number.

(vi) Date the company was started.

(vii) Number of employees at your location.

(viii) Chief executive officer/key manager.

(ix) Line of business (industry).

(x) Company Headquarters name and address (reporting relationship within your entity).

(d) If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) The Contractor is responsible for the accuracy and completeness of the data within the CCR database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(g) (1) (i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in Subpart 42.12, the Contractor shall provide the responsible Contracting Officer a minimum of one business day's written notification of its intention to (A) change the name in the CCR database; (B) comply with the requirements of Subpart 42.12 of the FAR; and (C) agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the notification sufficient documentation to support the legally changed name.

(ii) If the Contractor fails to comply with the requirements of paragraph (g)(1)(i) of this clause, or fails to perform the agreement at paragraph (g)(1)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(2) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims (see FAR Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the CCR database. Information provided to the Contractor's CCR record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(h) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the internet at

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<http://www.ccr.gov> or by calling 1-888-227-2423, or 269-961-5757.

### 3. ELECTRONIC COMMERCE'S CENTRAL REGISTRATION REQUIREMENT

As of October 1, 2002, all Federal Contractors must be registered at the Central Contractor Registration CCR database in order to be awarded a Contract. The CCR is located at the following website:

<http://www.ccr.gov>.

If your firm is already registered, please be sure your annual updates are completed.

### 4. SPECIAL DISCOUNT OFFERS

The Contractor may, at its sole option, offer other special discounts or programs under this contract. Any such special offers are to be readily identified on the Web Site that is to be established and maintained by the Contractor.

The Government reserves the right, at a minimum, to compete any large quantity or dollar value requirements. While it is the Government's intent to extensively utilize the contract, the Government may also choose to employ any other procurement methodology as is authorized by law and regulation.

### 5. 52.204-06 Data Universal Numbering System (DUNS) Number October 2003

(a) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation ``DUNS" or ``DUNS+4" followed by the DUNS number or ``DUNS+4" that identifies the offeror's name and address exactly as stated in the offer. The DUNS number is a nine-digit number assigned by Dun and Bradstreet, Inc. The DUNS+4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds

Transfer (EFT) accounts (see Subpart 32.11) for the same parent concern.

(b) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number--

(i) If located within the United States, by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at <http://www.dnb.com>;

or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet office.

(2) The offeror should be prepared to provide the following information:

(i) Company legal business name.

(ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.

(iii) Company physical street address, city, state and Zip Code.

(iv) Company mailing address, city, state and Zip Code (if separate from physical).

(v) Company telephone number.

(vi) Date the company was started.

(vii) Number of employees at your location.

(viii) Chief executive officer/key manager.

(ix) Line of business (industry).

(x) Company Headquarters name and address (reporting relationship within your entity).

(End of provision)

### 6. 52.252-02 Clauses Incorporated By Reference

This contract incorporates one or more clauses by reference, with the same force and effect as if they were 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 this/these address(es):

<http://FARSITE.HILL.AF.MIL/>

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7. 52.212-05 Contract Terms and Conditions Required to Implement Statutes or Executive Orders-- January 2005  
Commercial Items.

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.233-3, Protest after Award (AUG 1996) (31 U.S.C. 3553).

(2) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78)

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

\_\_\_ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (JUL 1995, with Alternate I (OCT 1995) (41U.S.C. 253g and 10 U.S.C. 2402).

\_\_\_ (2) 52.219-3, Notice of Total HUBZone Small Business Set-Aside (JAN 1999) (15 U.S.C 657a).

\_\_\_ (3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JAN 1999) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C 657a).

\_\_\_ (4)(i) 52.219-5, Very Small Business Set-Aside (JUNE 2003) (Pub. L. 103-403, section 304, Small Business Reauthorization and Amendments Act of 1994).

\_\_\_ (ii) Alternate I (MAR 1999) of 52.219-5.

\_\_\_ (iii) Alternate II (JUNE 2003) of 52.219-5.

\_X\_ (5) (i) 52.219-6, Notice of Total Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

\_\_\_ (ii) Alternate I (OCT 1995) of 52.219-6.

\_\_\_ (iii) Alternate II (MAR 2004) of 52.219-6.

\_\_\_ (6) (i) 52.219-7 Notice of Partial Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

\_\_\_ (ii) Alternate I (OCT 1995) of 52.219-7.

\_\_\_ (iii) Alternate II (MAR 2004) of 52.219-7.

\_\_\_ (7) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637 (d)(2) and (3)).

\_x\_ (8) (i) 52.219-9, Small Business Subcontracting Plan (JAN 2002) (15 U.S.C. 637(d)(4)).

\_\_\_ (ii) Alternate I (OCT 2001) of 52.219-9.

\_\_\_ (iii) Alternate II (OCT 2001) of 52.219-9.

\_\_\_ (9) 52.219-14, Limitations on Subcontracting (DEC 1996) (15 U.S.C. 637(a)(14)).

\_\_\_ (10)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (JUNE 2003) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

\_\_\_ (ii) Alternate I (JUNE 2003) of 52.219-23.

\_\_\_ (11) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (OCT 1999) (Pub. L.

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103-355, section 7102, and 10 U.S.C. 2323).

\_\_\_ (12) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

\_ x \_ (13) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (May 2004).

\_\_\_ (14) 52.222-3, Convict Labor (June 2003) (E.O. 11755).

\_\_\_ (15) 52.222-19, Child Labor-Cooperation with Authorities and Remedies (June 2004) (E.O. 13126).

\_\_\_ (16) 52.222-21, Prohibition of Segregated Facilities (Feb 1999).

\_\_\_ (17) 52.222-26, Equal Opportunity (Apr 2002) (E.O. 11246).

\_\_\_ (18) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Dec 2001) (38 U.S.C. 4212).

\_\_\_ (19) 52.222-36, Affirmative Action for Workers with Disabilities (Jun 1998) (29 U.S.C. 793).

\_\_\_ (20) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Dec 2001) (38 U.S.C. 4212).

\_\_\_ (21) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

\_\_\_ (22)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (AUG 2000)(42 U.S.C. 6962(c)(3)(A)(ii)).

\_\_\_ (ii) Alternate I (Aug 2000) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)).

\_\_\_ (23) 52.225-1, Buy American Act—Supplies (JUNE 2003) (41 U.S.C. 10a-10d).

\_\_\_ (24)(i) 52.225-3, Buy American Act—Free Trade Agreements—Israeli Trade Act (Jan 2005) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, Pub. L. 108-77, 108-78, 108-286).

\_\_\_ (ii) Alternate I (JAN 2004) of 52.225-3.

\_\_\_ (iii) Alternate II (JAN 2004) of 52.225-3.

\_ x \_ (25) 52.225-5, Trade Agreements (Jan 2005) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

\_\_\_ (26) 52.225-13, Restrictions on Certain Foreign Purchases (DEC 2003) (E.o.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

\_\_\_ (27) 52.225-15, Sanctioned European Union Country End Products (FEB 2000) (E.O. 12849).

\_\_\_ (28) 52.225-16, Sanctioned European Union Country Services (FEB 2000) (E.O. 12849).

\_\_\_ (29) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

\_\_\_ (30) 52.232-30, Installment Payments for Commercial Items (Oct 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

\_ x \_ (31) 52.232-33, Payment by Electronic Funds Transfer-Central Contractor Registration (Oct 2003) (31 U.S.C. 3332).

\_\_\_ (32) 52.232-34, Payment by Electronic Funds Transfer-Other than Central Contractor Registration (May 1999) (31 U.S.C. 3332).

\_\_\_ (33) 52.232-36, Payment by Third Party (May 1999) (31 U.S.C. 3332).

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\_\_\_ (34) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).

\_\_\_ (35)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Apr 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631).

\_\_\_ (ii) Alternate I (Apr 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

\_\_\_ (1) 52.222-41, Service Contract Act of 1965, as Amended (MAY 1989) (41 U.S.C. 351, et seq.).

\_\_\_ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

\_\_\_ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

\_\_\_ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (FEB 2002) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

\_\_\_ (5) 52.222-47, SCA Minimum Wages and Fringe Benefits Applicable to Successor Contract Pursuant to Predecessor Contractor Collective Bargaining Agreement (CBA) (MAY 1989) (41 U.S.C. 351, et seq.).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c) and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vii) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontractors that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (APR 2002) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (JUNE 1998) (29 U.S.C. 793).

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(v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

(vi) 52.222-41, Service Contract Act of 1965, as Amended (MAY 1989), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).

(vii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (APR 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.



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## 8.0 On-Line Ordering System Requirements

### 8.1 Functional Requirements

Within 30 days after award the Vendor shall an DOI approved web browser accessible site which provides the following functionality to DOI employees and authorized contractors.

- ☐ Browse and search products, accessories and services offered via this contract.
  - ☐ Self configure systems – e.g. select a base system CLIN and a group of accessory and / or add on CLINS to define a single “system” entity / object.
  - ☐ Create a proposed order consisting of systems, accessories and other CLINS. (a draft order - AKA “shopping cart” or “eQuote”).
  - ☐ Change, update, copy and delete a proposed order including the individual systems or items of a proposed order.
  - ☐ A new order shall be able to be created using a previous order (e.g. copy above).
  - ☐ Allow any authorized user to email a proposed order to any valid email address.
  - ☐ Allow any authorized user to import or otherwise insert into their orders a proposed order created by a different user.
- Allow any authorized user to order legacy equipment take-back services independent of purchase of new product.
- Allow any authorized user to order, as an option, take-back services for a product order from the site.
- ☐ Submit (purchase) an order – this function shall be limited to authorized “buyers”.
  - ☐ Search, browse, review order status and details – including proposed orders.
  - ☐ User self registration for users providing two types of users “shopper” and “buyers”.
    - o “buyers” must be approved by the Contracting Officer or his designee(s).
    - o “shoppers” authorization should be any user with an email address in the .gov domain. Other “shopper” users must be must be approved by the Contracting Officer or his designee(s).
  - ☐ Provide the option for email notification of order confirmation and order status – including\*:
    - o confirmation of order placement on the web site
    - o confirmation of acceptance of a valid order - this notification shall include an estimated shipping date(s).
    - o notice of shipment of the order – this should include the tracking number of the shipper (FedEx, UPS, etc.)
  - ☐ Email notification shall provide space for multiple email notification addresses with the following textual role descriptions inserted in the email notification. “Buyer”, “Administrative / Property”, “technical”, “end user”, “other”\*.
  - ☐ Must accept standard government methods of payment including the government credit card.

#### Technical requirements for online ordering

- ☐ Browser supported - IE 6 SP2 128bit encryption or better
- Secure passwords shall be required. E.g. Passwords should be required to be at least eight characters in length and adhere to at least two of the following criteria:
- Use both letters and numbers.
  - Use special characters.
  - Use upper- and lowercase letters.

#### Data elements required:

- ☐ Ordering official (“buyer”), name, address, phone, email
- ☐ Ship to name, address, phone, email

Responses shall include details such as what technology is being proposed (e.g. XML)”, and examples of processes and or systems already established and in use for other clients. Website location and temporary read-only access to these sites is preferred. Hard copies are acceptable. Include discussions on the approval process for the placement of Orders. Offerors are to address: “What impact would quarterly technology refresh on the pre-configured specification have?” and “How could this be minimized?”

### 8.2 FBMS

The Department of the Interior is implementing the Financial and Business Management System (FBMS). FBMS will provide Interior with standard business practices supported by a single, integrated finance and administrative system for all Bureaus. FBMS is an integrated suite of software applications that will help Interior to manage a variety of business functions, including:

- O Budget Formulation
- O Budget Execution
- O Core Financials
- O Personal, Real, and Fleet Property

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- O Acquisition
- O Travel
- O Financial Assistance
- O Enterprise Management Information

The winning vendor will be required to work with DOI to facilitate implementation of appropriate eCommerce functionality in FBMS. For example DOI is considering implementation of the SAP electronic buyers catalog and requiring the winning vendor implement data exchange with DOI based upon the SAP Open Catalog Interface. In addition DOI desires to implement electronic exchange of purchase orders, invoices and similar documents in support of the above business functions.

Please provide a statement concerning your ability and experience in implementing eCommerce with existing customer. E.g. what experience do you have in this area and what success stories can you share?

For more information on FBMS see <http://www.doi.gov/fbms/>

### 8.3 Offline Ordering Functional Requirements

DOI requires an offline ordering capability.

The vendor shall provide paper forms, electronic forms, business procedures and phone numbers so that the following purchase scenarios can be completed.

#### Completely offline

DOI official mails or faxes paper vendor supplied order form (paper form – hardcopy version of Adobe Acrobat.PDF electronic form) to “shopper”.

“Shopper” fills out paper form identifying quantity of items desired creating a draft order. Form is completed using pencil and calculator.

Form (draft order) is faxed or mailed - via appropriate approval process - to “buyer”.

“Buyer” verifies draft order, adds credit card or Purchase Order information and faxes or mails to vendor.

#### Internet disconnected

DOI official emails electronic vendor supplied Adobe Acrobat.PDF electronic order form (electronic form) to “shopper”.

“Shopper” fills out electronic form identifying quantity of items desired. Form is completed on computer and saved (see note 1). Item extended totals and order total amount are automatically computed by the electronic form.

Form (draft order) is either

emailed - via appropriate approval process - to “buyer”.

or

Printed and completed following steps 3-4 of the offline process.

“Buyer” verifies draft order, adds credit card or Purchase Order information and other information as required.

“Buyer” either

prints out the form and then faxes or mails same to vendor

or

moves an electronic copy of the form to a computer which is connected to the internet and submits same to vendor via email or the vendors online ordering web site.

Note 1 – The computer is running Microsoft Windows, Microsoft Office and Adobe Acrobat reader. The computer is not connected to the internet.

## 9. Electronic REPORTING REQUIREMENTS

1. Quarterly Sales Reports
2. Monthly Asset Management reports

Source	Invoice #	Name	Order Date	Invoice Date	Address	Attn.	Subtotal\$	Product
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(cont'd)

Desc	Qty	Unit \$	Serial #
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Your response should address, at a minimum, how you propose to compile and deliver the required information in the referenced Excel spreadsheet. Offerers shall identify any other pertinent information the proposed system could provide the DOI to make their business practices more efficient? The goal is to insure that an Electronic distribution to Bureau/Department Property Office is made available.

3. Monthly quality deficiency reports

Statistics on % Shipped DOA

Summary of vendor's Technical support desk call information

4. Level III Credit card reporting is preferred.

You are required to state in your proposal whether you have that capability. If you currently do not, state if and when you may have it available.

10. GREENING REQUIREMENTS

For product specific Greening requirements refer to the solicitation's website, specifically, refer to the end of each IT Hardware items specifications.

The website is located at <http://www.doi.gov/ocio/erm/it>

The vendor shall provide a response for each of your company's packaging methods. If you use one packing method for all products, only one response is needed. If you use different packing methods for each of your products, provide responses to the questions below for each method. Please indicate the product name(s) associated with each method. All products must be accounted for under this section to be considered for the award. Responses shall be no more than five (5) pages fonts size no smaller than 12 and limitation includes all graphics.

Requirements to be addressed:

Heavy metals should not be added to any packaging or packaging component. For incidental presence (not intentionally introduced), the sum of the concentration levels of lead, cadmium, mercury and hexavalent chromium present in any package or packaging component shall not exceed 100 parts per million by weight (0.01%).

All non-reusable packaging shall be separable. All the separable packaging materials must be able to be segregated into like materials without the use of tools (i.e. need to be able to have all the cardboard separable from the foams separable from the plastic bags).

References and Details: For the definition of "recyclable" refer to Section 260.7(d) of the Federal Trade Commission's Guide for Environmental Marketing Claims: <http://www.ftc.gov/bcp/grnrule/guides980427.htm>.

Packaging shall incorporate recycled content material. Manufacturer shall declare approximate recycled content (by weight or volume specified by manufacturer) in the packaging materials used (Range of recycled content in each material).

For example: Corrugated Cardboard: between 15 and 40%

EPS Foam: 2-5%

Molded Pulp: Minimum of 60% Post consumer, up to 100%

Manufacturer should offer a free packaging take-back program where the packaging material can be collected/returned to manufacturer or recycler for reuse or recycling.

The vendor shall provide a response providing detail on their optional take-back or recycling service that meets EPA's "Plug-In To eCycling: Guidelines for Materials Management." The purchaser must be able to a) use the take back service for the new computer or b) to recycle equivalent legacy equipment. Any computer for which take back options have been purchased shall be marked with a sticker or similar marking with a toll-free number to call to use the take-back option. DOI will erase the data from equipment. If any data is found on the machines, the recycler will physically secure the computer and contact the DOI property manger who shipped the equipment. The property manager must authorize data erasure or arrange for the equipment to be returned.

If you have a current take back program please describe, if on-line provide access and provide your program manager and customer points of contact information such as name, phone, e-mail, fax and mailing address.

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#### Corporate Performance Requirements

All responses to corporate performance requirements shall be no more than two (2) pages, fonts size no smaller than 12 and page limitation does not include graphics. Vendor may provide copies of their publicly available corporate reports, or provide web links to their corporate report if on-line.

Manufacturer should provide a publicly available written corporate environmental policy consistent with the all aspects of the policy requirements laid out in the ISO 14001 standard.

References and Details: Policy requirements:

Appropriate to the nature, scale and environmental impacts of the organization's activities, products and services

Commitment to continual improvement and prevention of pollution

Commitment to comply with environmental legislation and regulations, and with other requirements to which the organization subscribes

A framework for setting and reviewing environmental objectives and targets

EMS is documented, implemented and maintained and is communicated to all employees

Available to the public.

OEM should self-certify, with or without independent assessment, that its OEM-owned manufacturing facilities have an operational Environmental Management System that meets either:

1. The requirements of ISO 14001, or
2. The EMS requirements of the National Environmental Performance Track program\*.

References and Details: \*This does not require participation in the Performance Track program. These requirements are described in the Performance Track Application (questions 1-11) and the corresponding EMS Worksheet section of its Application Help instructions document. These documents are available at <http://www.epa.gov/performancectrack/>

OEM should produce an annual report that meets the first three Performance Track reporting requirements. The word "corporation" may be substituted for "facility" in the requirements.

References and Details: The Performance Track Annual Performance Report requirements include the following:

A summary of the facility's EMS assessment activities and progress towards meeting EMS objectives and targets, including brief descriptions of audits conducted and improvements made.

A brief report on progress made in meeting the facility's environmental performance commitments.

A summary of the facility's public outreach activities.

Manufacturers may meet the reporting criteria on the corporate level, rather than the facility level as specified in the Performance Track requirements. An Annual Performance Report format and preparation instructions are available from the EPA web site.

<http://www.epa.gov/performancectrack/>

## 11.0 SECTION 508 REQUIREMENTS

You are required to complete form 1194.26 Desktop and portable computers - Voluntary Product Accessibility Template located on the solicitation's website for both Desktops and Laptops that are proposed.

<http://www.doi.gov/ocio/erm/it>

## 12.0 IMAGING AND DEVICE DRIVER REQUIREMENTS

### (6) Imaging and Device Driver Requirements

Imaging requirements - options to be exercised by each Bureau or as DOI as a whole.

1. No imaging
2. Receive and install up to 6 images - images to be generated and submitted by government.
3. Define, Create, build and manage up to 6 images

#### Option 3 Description

Given - a set of existing software image consisting of Microsoft windows XP, Microsoft Office, Adobe Acrobat reader and other software to be

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identified by the customer.

Construct a new software image customized for the vendor provided hardware platform.

Add device drivers and utility software required to effectively utilize the vendor's hardware platform. Test, identify and resolve problems. Install this image on the vendor's hardware system at the time pf purchase

Requirement - vendor shall furnish a Windows Image management Device drivers and utilities disk

This disk (or series of disks) should include all device drivers and utilities necessary to complete a plug and play installation of Windows XP by the government technical support staff. Similar to the following scenario.

1. Receive vendor provided computer
2. Wipe clean the hard drive
3. Install a generic version of windows XP - developed in house and prepared using "sysprep"
4. Automatically install required device drivers using windows plug and play function.

In other words we need a single file directory tree that includes all device drivers and utilities necessary to complete a plug and play installation of Windows XP. This is know as the Microsoft "OEMPnpDriversPath"

This process is described in the following Microsoft articles.

Best Practices for a Microsoft Windows XP Desktop Deployment WEB broadcast

Learn best practices for planning and preparing for a desktop deployment of Microsoft Windows(r) XP Professional and Microsoft Office XP. We'll examine the requirements for deployment and provide the steps necessary for desktop migration. WEBCAST

<http://www.microsoft.com/seminar/shared/asp/view.asp?url=/Seminar/en/20021218DeskDeploy1/manifest.xml&rate=2>

How to Add OEM Plug and Play Drivers to Windows XP (314479) - This article describes the steps required to add original equipment manufacturer (OEM)-supplied drivers to Microsoft Windows installations. This article includes only those drivers that are typically installed during graphical user interface...

<http://support.microsoft.com/default.aspx?scid=kb;en-us;314479>

How to use the Sysprep tool to automate successful deployment of Windows XP

(302577) - Describes how system administrators can use Sysprep to automatically deploy Windows XP on multiple computers. Describes how to set up an initial computer and clone the setup to other computers.

<http://support.microsoft.com/default.aspx?scid=kb;en-us;302577>

How Windows Determines the Most Suitable Device Driver to Install During Setup

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(279112) - This article describes the process that is used to select the most suitable device driver for a device during Setup. When you run Windows Setup, you may have more than one set of device drivers or .inf files that work with a particular device....  
<http://support.microsoft.com/default.aspx?scid=kb;en-us;279112>

### 13. KEEP YOUR HARD DRIVE

With the customer requirement to keep their hard drive because of sensitive information and current litigation the customer shall have the option to keep their hard drive when hard drives or systems are replaced under warranty.

### 14. Windows Operating Software & Drivers

All Microsoft Operating Software and Drivers will be provided on CD's as an option. Having Microsoft Operating and Drivers available only on the system is not acceptable.

### 15. Device Management Factors

Management tools - Tools which support and facilitate the tasks associated with system deployment and migration, hardware inventory, configuration management, system health monitoring, and remote support.

Patch Management - Tools, procedures, protocols which support and facilitate the tasks associated with software, firmware and BIOS: inventory, patch level determination, patch distribution and installation.

### 16. Site Visits

After contract award Government officials may visit the contractor site to exchange information and discuss future technological trends pertaining to the hardware solicitation.

### 17. 1452.233-2 Service of Protest - Department of the Interior (JUL 1996) (DEVIATION) July 1996

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgement of receipt from:

U.S. Department of the Interior  
Bureau of Land Management, BC-662  
Denver Federal Center  
P.O. Box 25047  
Denver, CO 80225-0047  
Attn: John Sherman

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(c) A copy of the protest served on the Contracting Officer shall be simultaneously furnished by the protester to the Department of the Interior Assistant Solicitor for Procurement and Patents, 1849 C Street, NW, Room 6511, Washington D.C. 20240.  
(End of Clause)

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18. 1510.060 PACKAGING AND MARKING

April 1998

(a) PACKAGING

(1) All items furnished under this contract shall be handled in such a manner to protect them from any damage while in the possession of the Contractor. The Contractor shall pack all items for delivery consistent with standard commercial practices to ensure carrier acceptance and to provide adequate protection from shipping damage or loss during transit to the contract designated destination point. The Contractor may use their standard packaging practices, provided it meets this requirement.

(2) The contractor shall be responsible for any damage or loss caused by improper packaging and any damage or loss while in transit. Delivery of items required by this contract will be at the contractor's expense.

(b) MARKING:

Each package, report or other deliverable shall be accompanied by a letter or other document which:

(1) Identifies the contract by number and the delivery order number if applicable, under which the item is being delivered.

(2) Indicates whether the Contractor considers the delivered item to be a partial or full satisfaction of the requirement.

(c) Unless otherwise agreed to by the ordering activity, all deliveries under this contract 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. Date of purchase

d. Purchase order number

e. Itemized list of supplies or services furnished

f. 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)

g. Date of delivery or shipment

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19. 52.216-22 Indefinite Quantity October 1995

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum". The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum".

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after \_\_\_\_\_ [insert date].

20. 52.217-09 Option To Extend The Term Of The Contract March 2000

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days ; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed Five (5) years.

(End of clause)

21. 52.232-18 Availability Of Funds April 1984

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.



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22. 52.216-01 Type Of Contract

April 1984

The Government contemplates award of a Firm Fixed Price ID/IQ contract(s) resulting from this solicitations.

23. ENGINEERING CHANGES – FIXED PRICE

a. After Contract award, the Government may solicit, and the Contractor is encouraged to propose independently, engineering changes to the equipment, specifications, or other requirements of this Contract. These changes may be proposed to reduce price and/or to improve performance. Such changes may include those geared to address environmental preferability. See “Environmental Preferability,” below.

During Contract performance, the Contractor may propose, and the Government may elect, to have the engineering changes evaluated by the Government at a mutually selected site to determine acceptability. (Demonstration cost to be borne by the Contractor.) If the proposed changes are acceptable to both parties, the Contractor shall submit a price change proposal to the Government for evaluation. Those proposed engineering changes that are acceptable to the Government will be processed as modifications to the Contract.

b. The following information shall be submitted by the Contractor with each proposal:

1. A description of the difference between the existing Contract requirement and the proposed changes, and the comparative advantages and disadvantages of each;

2. Itemized requirements of the Contract which must be changed if the proposal is adopted, and the proposed revision to the Contract for each such change;

3. An estimate of the changes in performance and price/cost, which will result from adoption of the proposal;

An evaluation of the effects the proposed change would have on collateral costs to the Government, such as Government-furnished property costs, costs of related items, and costs of maintenance and operation; and

5 . A statement of the time by which the modification adopting the proposal must be issued so as to obtain the maximum benefits of the change(s) during the remainder of this Contract. Also, any effect on the Contract delivery schedule shall be identified.

6.. Only commercial items shall be proposed. The Contractor shall submit information to substantiate the commerciality of the proposed changes.

c.. Engineering change proposals submitted to the Contracting Officer shall be processed expeditiously. The Government shall not be liable for proposal preparation costs or any delay in acting upon any proposal submitted pursuant to this clause. The Contractor has the right to withdraw, in whole or in part, any engineering change proposal not accepted by the Government within the period specified in the engineering change proposal. The decision of the Contracting Officer as to the acceptance of any such proposal under this Contract shall be final and shall not be subject to the clause of this Contract entitled, "Disputes."

d. The Contracting Officer may accept any engineering change proposal submitted pursuant to this clause by giving the Contractor written notice thereof. This written notice may be given by issuance of a modification to this Contract. Unless and until a modification is executed to incorporate an engineering change proposal under this Contract, the Contractor shall remain obligated to perform in accordance with the terms of the existing Contract.

e. If an engineering change proposal submitted pursuant to this clause is accepted and applied to this Contract, an equitable adjustment in the Contract price and in any other affected provisions of this Contract shall be made in accordance with this clause and other applicable clauses of this Contract. When the cost of performance of this Contract is increased or decreased as a result of the change, the equitable adjustment increasing or decreasing the Contract price shall be in accordance with the clause of this Contract entitled, "Changes," rather than under this clause, but the resulting Contract modification shall state that it is made pursuant to this clause.

f. The Contractor is requested to identify specifically any information contained in the engineering change proposal which the Contractor considers confidential and/or proprietary and which the Contractor prefers not be disclosed to the public. However, the Contractor is advised that such information may be subject to release upon request pursuant to the Freedom of Information Act (5 U.S.C. 522).

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24. NEW TECHNOLOGY – FIXED PRICE

1. The Contractor shall offer, for the Government's consideration, items or systems of either hardware and/or software, where such items or systems represent advancement in the state-of-the-art or performance enhancements. If the Government determines it to be to its advantage, those items or systems may be incorporated in this Contract. Such advancements may include those geared to address environmental preferability. See "Environmental Preferability," below.
2. If the Contractor, in its product line, upgrades an item or system that is available as a line item or system, or substitutes a new item or system with enhanced performance features for an item or system that is available as a line item or system, under this Contract, such item or system may be included in this Contract in place of the existing item or system, provided that an improved ratio of performance versus price is attained.
3. The offer of an item or system addition or substitution shall include the information required by, "Engineering Changes - Fixed Price."
4. The Contractor shall notify the Contracting Officer of any such changes in its product line that effect this Contract promptly upon commercial announcement or availability of the change.
5. Contractual changes under this clause shall be negotiated in accordance with the applicable "Changes" clause of this Contract, and acceptance thereof will be evidenced by a Contract modification. The decision as to the acceptability of an offer under this provision shall be at the discretion of the Contracting Officer and not subject to the "Disputes" clause of this Contract. The same percentage discount shall be applicable for all new technology/configurations.
6. When product lines change through vendor's life cycle requirements the DOI places a limit of a 5% price increase from the original offer for that product line unless a major technology change is introduced and/or an act(s) of God. Faster processor, larger hard drive, more RAM do not necessarily meet the definition for a major technology change.

25. 52.247-34 DELIVERY REQUIREMENTS (NOV 1991)

F.O.B. Destination. Delivery shall be made within Thirty Days. Exception being, when staggered shipping is requested. Delivery destination(s) maybe any CONUS or OCONUS Department of the Interior Office location including Alaska, Hawaii and the U.S. Territories.

26. INVOICING PROCEDURES

Only one invoice shall be submitted for each IT Hardware Item. Vendors may NOT submit invoices for component parts of a system. If multiple shipments of the same configuration of an IT Hardware Item are shipped to the same location under an Order then a single invoice shall be submitted addressing all deliveries of that item to that location.

27. INDUSTRIAL FEE

A fee for the Bureau of Land Managements and Mineral Management Services administrative efforts is to be included for all orders under the agreement. Awardees are required to include in their IT Hardware prices a 1/2% fee for BLM and a 1/2% fee for MMS, for a total of 1%. This fee will be sent to the respective Contracting Officers in a form of a check once every six months for all orders placed during that period.

The check is to be made payable to the Bureau of Land Management and sent to the attention of the Contracting Officer at:

DOI-BLM  
Attn: John Sherman BC-662  
POB 25047  
Denver, CO 80225-0047

The check is to be made payable to the Minerals Management Services and sent to the attention of the Contracting Officer at:

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DOI-MMS  
To Be Determined

## 28. ORDERING PROCEDURES

Ordering authority will be delegated to any warranted contracting officer within the DOI. A waiver to the DOI Contracting Officers Warrant System has been granted for these procurements whereas IT staff has been delegated ordering approval. This delegation is granted on an individual basis through the Bureau CIO and Procurement Chief in coordination with their Finance office and credit card coordinator. Each Bureau will place their respective orders using the pricing established during the Vendor/Provider selection process.

Orders may be placed against this BPA via On-line, Telephone, Electronic Data Interchange (EDI), FAX or paper. At the DOI's request telephone orders will be confirmed in writing.

All of the Department of the Interior (DOI) offices are authorized to directly place orders for these products and services. Included but not limited to are offices of the following organizations:

The Department of the Interior (DOI)

U.S. Fish and Wildlife Service (USFWS)

U.S. Geological Survey (USGS)

Bureau of Indian Affairs (BIA)

Bureau of Land Management (BLM)

Minerals Management Service (MMS)

National Park Service (NPS)

Bureau of Reclamation (BOR)

Office of Surface Mining (OSM)

Office of Special Trust (OST)

National Inter Agency Fire Center (NIFC)

Federally Recognized Native American Indian Tribes

National Indian Gaming Commission

## 29. VENDOR LEAD TECHNICAL REPRESENTATIVE

The vendor will be required to provide a dedicated lead technical representative to coordinate with the DOI Team Lead for such things as technical refreshes, technical issue follow up, and product life cycle information.