ARMY CHESS

COMPUTER HARDWARE, ENTERPRISE SOFTWARE AND SOLUTIONS

MULTIFUNCTIONAL DEVICE (MFD)

ORDERING GUIDE

July 2015

ARMY CHESS MFD

PEO EIS
PEO Enterprise Information Systems

FORWARD

These ordering guidelines cover all the information needed to issue Delivery Orders (DOs) against the Army's Multifunctional Device (MFD) Indefinite Delivery/Indefinite Quantity (ID/IQ) Multiple Award (MA) contracts. These contracts were competitively awarded using the procedures of Federal Acquisition Regulation (FAR) Part 12, Acquisition of Commercial Items, in conjunction with the lowest priced technically acceptable process of FAR Part 15 to offer the best value to the Government. These contracts require that the prime contractors be provided with a fair opportunity to be considered for DO awards. The contracts are structured as ID/IQ contracts, using DOs for acquisition of a full range of MFDs and related maintenance services in accordance with commercial items definition FAR 2.101. DOs will be issued and separately funded under these contracts and each awardee will be provided a fair opportunity to be considered for award in accordance with FAR 16.505. These contracts are available via the CHESS portal to **CONUS Army customers, or other Department of Defense (DOD) customers located on Army installations.** CHESS is the Army's designated primary source for any equipment connecting to an Army network.

Questions regarding these guidelines and procedures for placing orders against the contracts should be directed to the Computer Hardware, Enterprise Software and Solutions (CHESS) Directorate. Questions of a contractual nature should be directed to the Procuring Contracting Office (PCO), Army Contracting Command - Aberdeen Proving Ground (ACC-APG) Huachuca Division. These guidelines will be revised, as needed, to improve the process of awarding and managing orders under the MFD contracts.

CHESS

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ACC-APG

ATTN: CCAP-CCH-H
2133 Cushing St, Bldg 61801 Room 3212
Fort Huachuca, AZ 85613
520-533-6775
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Information regarding the MFD contracts, including products and links to the prime contractors' home pages, can be found at: https://chess.army.mil**.**

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CHAPTER 1 MFD GENERAL INFORMATION

1. BACKGROUND

The MFD contracts are multiple award, ID/IQ contract vehicles, specifically designed as the primary source for the Army to procure commercial off-the-shelf (COTS) MFDs and related services that will integrate, modernize and refresh the Army's base architecture while providing standardized interfaces to support the Army enterprise infrastructure and infostructure goals at a reasonable price.

It is essential that the MFD equipment integrate and enhance Army net-operations/ net-centric capabilities, while providing a common look and feel for Army applications at all levels of both the strategic and tactical Army enterprise. Emphasis should be placed on equipment that can be updated or enhanced in order to incorporate long-term migration strategies with performance enhancements. The equipment must be in compliance with existing DOD and Department of Army (DA) standardization and interoperability policies.

Working in partnership with the prime contractors, CHESS manages the contracts in coordination with ACC-APG. MFD contractors are to enhance Army capabilities by partnering with and supporting the implementation of Network Enterprise Technology Commands (NETCOM) net-worthiness program.

2. PURPOSE

This MA ID/IQ Ordering Guide establishes mandatory procedures for ordering against the MFD MA ID/IQ contracts. All applicable terms, conditions, requirements, ceilings, periods of performance, types of DOs, ordering procedures, options, competition, basis for award of DOs, funding, quality assurance and metrics are provided in this guide.

3. APPLICABILITY

This Ordering Guide is applicable to all contracting organizations placing orders against the MFD MA ID/IQ contracts. Use of the MA ID/IQ contracts is available via the CHESS portal for all Army purchases/leases of MFD requirements and any MFD that connects to an Army network. CHESS is the Army's designated primary source for commercial IT.

4. PRIME CONTRACTORS

The following is a list of the MFD prime contractors, their respective contract numbers, business size applicable to the specific contract and links to the prime contractor websites.

Prime Contractor	Contract Number	Business Type
XEROX Corporation	W9124A-14-D-0001	Large
Canon USA, Inc	W9124A-14-D-0002	Large
Cartridge Technologies Inc (CTI)	W9124A-14-D-0003	Small
Ricoh USA, Inc	W9124A-14-D-0004	Large
Konica-Minolta Business Solutions	W9124A-14-D-0005	Large
Lexmark International	W9124A-14-D-0006	Large

5. SCOPE

The following products and services are offered:

- Purchase of MFD equipment, accessories, maintenance plans and associated consumable supplies
- Leasing of MFD equipment, accessories, maintenance plans and consumable supplies, to include Operating Lease and Lease-to-Own arrangements.
- Cost-per-copy arrangements that include equipment, accessories, maintenance and supplies.
- Data and reports as identified herein.

The Contractors furnish all labor, transportation, parts, equipment and all required supplies (except paper, staples and binding tape), necessary for operation of digital MFDs as defined herein except as specified as Government furnished services. This contract includes installation, de-installation (during turn-in inspection/removing equipment), maintenance, repair and/or replacement, hard drive removal, training and diagnostic service calls to tenant units at Continental United States (CONUS) Army installations and Army CONUS sites.

Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders by any authorized DOD Contracting Officer (KO) in support of Army installations in the 48 contiguous states and Puerto Rico, including Army activities not physically located on local installations (i.e. remote sites), such as recruiting offices and Reserve Officer Training Corps (ROTC) units as well as the Corps of Engineers, Army National Guard and Army Reserve. For the purpose of this contract, CONUS does not include Alaska and Hawaii. During the life of the contract, the Government expects to add or remove an undetermined number of MFDs and accessories as requirements and technology change.

Services shall be directly related to the procurement or lease of equipment under this contract. Either a Full Service Maintenance Plan or Full Service Maintenance Plan with Supplies will be required with each of the leasing and cost-per-copy arrangements. The Contractor shall provide equipment maintenance plans as part of system configuration and integration services. All services shall be performed as negotiated and agreed to by the requiring activity. (See CLINs below).

MFD equipment offered for purchase shall include a standard manufacturer's warranty.

Full Service Maintenance Plan or Full Service Maintenance Plan with Supplies (C.13) required with all Lease arrangements, to include CPC.

Full Service Maintenance plans include one equipment relocation per year. Additional relocations are available on a cost reimbursable basis.

For all lease arrangements, to include CPC, Government retention of the Hard Drive is required in accordance with Army regulation.

Additional Supplies and Consumables (except paper) are available with the lease or purchase of MFD equipment under this contract. See vendors pricing sheets for optional accessories and solutions. ****NOTE TO ORDERING ACTIVITIES**: It is important to note, any accessories/add-ons, to include Software, shall be incidental to the purchase/lease of MFD equipment and not a stand-alone requirement. These items are available at Open Market

pricing and, unlike the MFD equipment approved on the IDIQ, have ***not*** been reviewed at the IDIQ level for technical specifications, capabilities, or network and security requirements. **Software available under this CLIN has not been reviewed or evaluated for Army Networthiness requirements at the IDIQ level, therefore this review and evaluation must be completed at the delivery order level**. Ordering activities should review DOD enterprise software agreements for software prior to purchasing software on this vehicle. *Again, all additional accessories, add-ons, or software must be incidental to the purchase/lease of MFD equipment under this contract.*

Delivery and Installation/Setup, full operational capability demonstrations, familiarization training, and technical support are included in all purchase/lease arrangements.

6. CONTRACT LINE ITEM NUMBERS

The Contract Line Items (CLINs) consist of four pricing arrangements for equipment and related services, at four capability levels, for black and white (B&W) equipment and color equipment, and cost reimbursable items. Separate CLINs exist for the base ordering period and the two option ordering periods.

For example, a purchase pricing sheet for a B&W capability level 1 MFD, CLINs consist of:
Base Period: 0111
Option Period 1: 1111
Option Period 2: 2111

The pricing arrangements consist of the following descriptions and CLIN numbers:

Pricing Sheet 1: Purchase – B&W MFDs

Capability Level I B&W MFD	• Paper Trays (minimum): Letter (8-1/2" x 11") and Legal (8-1/2" x 14") • Minimum Copy Speed: 20 copies per minute (CPM) • Minimum Sustained Production: 10,000 copies per month • Maintenance Plans (Separately Priced) • Extra Consumable Supplies (Separately Priced) • CLINs 0111 (Basic Period), 1111 (Option 1), and 2111 (Option 2)
Capability Level II B&W MFD	• Paper Trays (minimum): Letter (8-1/2" x 11") and Legal (8-1/2" x 14") • Minimum Copy Speed: 30 CPM • Minimum Sustained Production: 15,000 copies per month • Maintenance Plans (Separately Priced) • Extra Consumable Supplies (Separately Priced) • CLINs 0112 (Basic Period), 1112 (Option 1), and 2112 (Option 2)
Capability Level III B&W MFD	• Paper Trays (minimum): Letter (8-1/2" x 11") and Legal (8-1/2" x 14") • Minimum Copy Speed: 45 CPM • Minimum Sustained Production: 20,000 copies per month • Maintenance Plans (Separately Priced) • Extra Consumable Supplies (Separately Priced) • CLINs 0113 (Basic Period), 1113 (Option 1), and 2113 (Option 2)

Capability Level IV B&W MFD	• Paper Trays (minimum): Letter (8-1/2" x 11"), Legal (8-1/2" x 14"), and Ledger (11" x 17") • Minimum Copy Speed: 55 CPM • Minimum Sustained Production: 35,000 copies per month • Furnished with a minimum of two paper supplies • Offset stacking to handle up to ten sets of 25 sheets 8.5" x 11" • Able to receive copies up through 8.5" x 14" • Furnished with on-line finishing (stapling) • Capable of stapling up to 25 sheets of 60-pound paper • Maintenance Plans (Separately Priced) • Extra Consumable Supplies (Separately Priced) • CLINs 0114 (Basic Period), 1114 (Option 1), and 2114 (Option 2)

*Any additional customer requirements not currently listed under the specific device levels may be included as "optional." Only the specifications listed within the Statement of Work (SOW) under each device level are considered "required."

An example of this would be requesting a Ledger (11" x 17") with Capability Levels I, II, or III. Since the Ledger (11" x 17") is a "requirement" under Capability Level IV, it would be considered as an "optional" add-on when including it with Capability Levels I, II, or III.

Pricing Sheet 2: Purchase – Color MFDs

Capability Level I Color MFD	• Paper Trays (minimum): Letter (8-1/2" x 11") and Legal (8-1/2" x 14") • Minimum Copy Speed: 20 CPM • Minimum Sustained Production: 10,000 copies per month • Maintenance Plans (Separately Priced) • Extra Consumable Supplies (Separately Priced) • CLINs 0121 (Basic Period), 1121 (Option 1), and 2121 (Option 2)
Capability Level II Color MFD	• Paper Trays (minimum): Letter (8-1/2" x 11") and Legal (8-1/2" x 14") • Minimum Copy Speed: 30 CPM • Minimum Sustained Production: 15,000 copies per month • Maintenance Plans (Separately Priced) • Extra Consumable Supplies (Separately Priced) • CLINs 0122 (Basic Period), 1122 (Option 1), and 2122 (Option 2)
Capability Level III Color MFD	• Paper Trays (minimum): Letter (8-1/2" x 11") and Legal (8-1/2" x 14") • Minimum Copy Speed: 45 CPM • Minimum Sustained Production: 20,000 copies per month • Maintenance Plans (Separately Priced) • Extra Consumable Supplies (Separately Priced) • CLINs 0123 (Basic Period), 1123 (Option 1), and 2123 (Option 2)

Capability Level IV Color MFD	• Paper Trays (minimum): Letter (8-1/2" x 11"), Legal (8-1/2" x 14"), and Ledger (11" x 17") • Minimum Copy Speed: 55 CPM • Minimum Sustained Production: 35,000 copies per month • Furnished with a minimum of two paper supplies • Offset stacking to handle up to ten sets of 25 sheets 8.5" x 11" • Able to receive copies up through 8.5" x 14" • Furnished with on-line finishing (stapling) • Capable of stapling up to 25 sheets of 60-pound paper • Maintenance Plans (Separately Priced) • Extra Consumable Supplies (Separately Priced) • CLINs 0124 (Basic Period), 1124 (Option 1), and 2124 (Option 2)

*Any additional customer requirements not currently listed under the specific device levels may be included as "optional." Only the specifications listed within the Statement of Work (SOW) under each device level are considered "required."

An example of this would be requesting a Ledger (11" x 17") with Capability Levels I, II, or III. Since the Ledger (11" x 17") is a "requirement" under Capability Level IV, it would be considered as an "optional" add-on when including it with Capability Levels I, II, or III.

Pricing Sheet 3: Lease-To-Own – B&W MFDs

Capability Level I B&W MFD	• Paper Trays (minimum): Letter (8-1/2" x 11") and Legal (8-1/2" x 14") • Minimum Copy Speed: 20 CPM • Minimum Sustained Production: 10,000 copies per month • Maintenance Plans (Separately Priced) • Extra Consumable Supplies (Separately Priced) • CLINs 0211 (Basic Period), 1211 (Option 1), and 2211 (Option 2)
Capability Level II B&W MFD	• Paper Trays (minimum): Letter (8-1/2" x 11") and Legal (8-1/2" x 14") • Minimum Copy Speed: 30 CPM • Minimum Sustained Production: 15,000 copies per month • Maintenance Plans (Separately Priced) • Extra Consumable Supplies (Separately Priced) • CLINs 0212 (Basic Period), 1212 (Option 1), and 2212 (Option 2)
Capability Level III B&W MFD	• Paper Trays (minimum): Letter (8-1/2" x 11") and Legal (8-1/2" x 14") • Minimum Copy Speed: 45 CPM • Minimum Sustained Production: 20,000 copies per month • Maintenance Plans (Separately Priced) • Extra Consumable Supplies (Separately Priced) • CLINs 0213 (Basic Period), 1213 (Option 1), and 2113 (Option 2)

Capability Level IV B&W MFD	• Paper Trays (minimum): Letter (8-1/2" x 11"), Legal (8-1/2" x 14"), and Ledger (11" x 17") • Minimum Copy Speed: 55 CPM • Minimum Sustained Production: 35,000 copies per month • Furnished with a minimum of two paper supplies • Offset stacking to handle up to ten sets of 25 sheets 8.5" x 11" • Able to receive copies up through 8.5" x 14" • Furnished with on-line finishing (stapling) • Capable of stapling up to 25 sheets of 60-pound paper • Maintenance Plans (Separately Priced) • Extra Consumable Supplies (Separately Priced) • CLINs 0214 (Basic Period), 1214 (Option 1), and 2214 (Option 2)

*Any additional customer requirements not currently listed under the specific device levels may be included as "optional." Only the specifications listed within the Statement of Work (SOW) under each device level are considered "required."

An example of this would be requesting a Ledger (11" x 17") with Capability Levels I, II, or III. Since the Ledger (11" x 17") is a "requirement" under Capability Level IV, it would be considered as an "optional" add-on when including it with Capability Levels I, II, or III.

Pricing Sheet 4: Lease-To-Own – Color MFDs

Capability Level I Color MFD	• Paper Trays (minimum): Letter (8-1/2" x 11") and Legal (8-1/2" x 14") • Minimum Copy Speed: 20 CPM • Minimum Sustained Production: 10,000 copies per month • Maintenance Plans (Separately Priced) • Extra Consumable Supplies (Separately Priced) • CLINs 0221 (Basic Period), 1221 (Option 1), and 2221 (Option 2)
Capability Level II Color MFD	• Paper Trays (minimum): Letter (8-1/2" x 11") and Legal (8-1/2" x 14") • Minimum Copy Speed: 30 CPM • Minimum Sustained Production: 15,000 copies per month • Maintenance Plans (Separately Priced) • Extra Consumable Supplies (Separately Priced) • CLINs 0222 (Basic Period), 1222 (Option 1), and 2222 (Option 2)
Capability Level III Color MFD	• Paper Trays (minimum): Letter (8-1/2" x 11") and Legal (8-1/2" x 14") • Minimum Copy Speed: 45 CPM • Minimum Sustained Production: 20,000 copies per month • Maintenance Plans (Separately Priced) • Extra Consumable Supplies (Separately Priced) • CLINs 0223 (Basic Period), 1223 (Option 1), and 2223 (Option 2)

Capability Level IV Color MFD	• Paper Trays (minimum): Letter (8-1/2" x 11"), Legal (8-1/2" x 14"), and Ledger (11" x 17") • Minimum Copy Speed: 55 CPM • Minimum Sustained Production: 35,000 copies per month • Furnished with a minimum of two paper supplies • Offset stacking to handle up to ten sets of 25 sheets 8.5" x 11" • Able to receive copies up through 8.5" x 14" • Furnished with on-line finishing (stapling) • Capable of stapling up to 25 sheets of 60-pound paper • Maintenance Plans (Separately Priced) • Extra Consumable Supplies (Separately Priced) • CLINs 0224 (Basic Period), 1224 (Option 1), and 2224 (Option 2).

*Any additional customer requirements not currently listed under the specific device levels may be included as "optional." Only the specifications listed within the Statement of Work (SOW) under each device level are considered "required."

An example of this would be requesting a Ledger (11" x 17") with Capability Levels I, II, or III. Since the Ledger (11" x 17") is a "requirement" under Capability Level IV, it would be considered as an "optional" add-on when including it with Capability Levels I, II, or III.

Pricing Sheet 5: Operating Lease – B&W MFDs

Capability Level I B&W MFD	• Paper Trays (minimum): Letter (8-1/2" x 11") and Legal (8-1/2" x 14") • Minimum Copy Speed: 20 CPM • Minimum Sustained Production: 10,000 copies per month • Maintenance Plans (Separately Priced) • Extra Consumable Supplies (Separately Priced) • CLINs 0311 (Basic Period), 1311 (Option 1), and 2311 (Option 2)
Capability Level II B&W MFD	• Paper Trays (minimum): Letter (8-1/2" x 11") and Legal (8-1/2" x 14") • Minimum Copy Speed: 30 CPM • Minimum Sustained Production: 15,000 copies per month • Maintenance Plans (Separately Priced) • Extra Consumable Supplies (Separately Priced) • CLINs 0312 (Basic Period), 1312 (Option 1), and 2312 (Option 2)
Capability Level III B&W MFD	• Paper Trays (minimum): Letter (8-1/2" x 11") and Legal (8-1/2" x 14") • Minimum Copy Speed: 45 CPM • Minimum Sustained Production: 20,000 copies per month • Maintenance Plans (Separately Priced) • Extra Consumable Supplies (Separately Priced) • CLINs 0313 (Basic Period), 1313 (Option 1), and 2313 (Option 2)

Capability Level IV B&W MFD	• Paper Trays (minimum): Letter (8-1/2" x 11"), Legal (8-1/2" x 14"), and Ledger (11" x 17") • Minimum Copy Speed: 55 CPM • Minimum Sustained Production: 35,000 copies per month • Furnished with a minimum of two paper supplies • Offset stacking to handle up to ten sets of 25 sheets 8.5" x 11" • Able to receive copies up through 8.5" x 14" • Furnished with on-line finishing (stapling) • Capable of stapling up to 25 sheets of 60-pound paper • Maintenance Plans (Separately Priced) • Extra Consumable Supplies (Separately Priced) • CLINs 0314 (Basic Period), 1314 (Option 1), and 2314 (Option 2)

*Any additional customer requirements not currently listed under the specific device levels may be included as "optional." Only the specifications listed within the Statement of Work (SOW) under each device level are considered "required."

An example of this would be requesting a Ledger (11" x 17") with Capability Levels I, II, or III. Since the Ledger (11" x 17") is a "requirement" under Capability Level IV, it would be considered as an "optional" add-on when including it with Capability Levels I, II, or III.

Pricing Sheet 6: Operating Lease – Color MFDs

Capability Level I Color MFD	• Paper Trays (minimum): Letter (8-1/2" x 11") and Legal (8-1/2" x 14") • Minimum Copy Speed: 20 CPM • Minimum Sustained Production: 10,000 copies per month • Maintenance Plans (Separately Priced) • Extra Consumable Supplies (Separately Priced) • CLINs 0321 (Basic Period), 1321 (Option 1), and 2321 (Option 2)
Capability Level II Color MFD	• Paper Trays (minimum): Letter (8-1/2" x 11") and Legal (8-1/2" x 14") • Minimum Copy Speed: 30 CPM • Minimum Sustained Production: 15,000 copies per month • Maintenance Plans (Separately Priced) • Extra Consumable Supplies (Separately Priced) • CLINs 0322 (Basic Period), 1322 (Option 1), and 2322 (Option 2)
Capability Level III Color MFD	• Paper Trays (minimum): Letter (8-1/2" x 11") and Legal (8-1/2" x 14") • Minimum Copy Speed: 45 CPM • Minimum Sustained Production: 20,000 copies per month • Maintenance Plans (Separately Priced) • Extra Consumable Supplies (Separately Priced) • CLINs 0323 (Basic Period), 1323 (Option 1), and 2323 (Option 2)

Capability Level IV Color MFD	• Paper Trays (minimum): Letter (8-1/2" x 11"), Legal (8-1/2" x 14"), and Ledger (11" x 17") • Minimum Copy Speed: 55 CPM • Minimum Sustained Production: 35,000 copies per month • Furnished with a minimum of two paper supplies • Offset stacking to handle up to ten sets of 25 sheets 8.5" x 11" • Able to receive copies up through 8.5" x 14" • Furnished with on-line finishing (stapling) • Capable of stapling up to 25 sheets of 60-pound paper • Maintenance Plans (Separately Priced) • Extra Consumable Supplies (Separately Priced) • CLINs 0324 (Basic Period), 1324 (Option 1), and 2324 (Option 2)

*Any additional customer requirements not currently listed under the specific device levels may be included as "optional." Only the specifications listed within the Statement of Work (SOW) under each device level are considered "required."

An example of this would be requesting a Ledger (11" x 17") with Capability Levels I, II, or III. Since the Ledger (11" x 17") is a "requirement" under Capability Level IV, it would be considered as an "optional" add-on when including it with Capability Levels I, II, or III.

Pricing Sheet 7: Cost-Per-Copy – B&W MFDs

Capability Level I B&W MFD	• Paper Trays (minimum): Letter (8-1/2" x 11") and Legal (8-1/2" x 14") • Minimum Copy Speed: 20 CPM • Minimum Sustained Production: 10,000 copies per month • CLINs 0411 (Basic Period), 1411 (Option 1), and 2411 (Option 2)
Capability Level II B&W MFD	• Paper Trays (minimum): Letter (8-1/2" x 11") and Legal (8-1/2" x 14") • Minimum Copy Speed: 30 CPM • Minimum Sustained Production: 15,000 copies per month • CLINs 0412 (Basic Period), 1412 (Option 1), and 2412 (Option 2)
Capability Level III B&W MFD	• Paper Trays (minimum): Letter (8-1/2" x 11") and Legal (8-1/2" x 14") • Minimum Copy Speed: 45 CPM • Minimum Sustained Production: 20,000 copies per month • CLINs 0413 (Basic Period), 1413 (Option 1), and 2413 (Option 2)
Capability Level IV B&W MFD	• Paper Trays (minimum): Letter (8-1/2" x 11"), Legal (8-1/2" x 14"), and Ledger (11" x 17") • Minimum Copy Speed: 55 CPM • Minimum Sustained Production: 35,000 copies per month • Furnished with a minimum of two paper supplies • Offset stacking to handle up to ten sets of 25 sheets 8.5" x 11" • Able to receive copies up through 8.5" x 14" • Furnished with on-line finishing (stapling) • Capable of stapling up to 25 sheets of 60-pound paper • CLINs 0414 (Basic Period), 1414 (Option 1), and 2414 (Option 2)

*Any additional customer requirements not currently listed under the specific device levels may be included as “optional.” Only the specifications listed within the Statement of Work (SOW) under each device level are considered “required.”

An example of this would be requesting a Ledger (11” x 17”) with Capability Levels I, II, or III. Since the Ledger (11” x 17”) is a “requirement” under Capability Level IV, it would be considered as an “optional” add-on when including it with Capability Levels I, II, or III.

Pricing Sheet 8: Cost-Per-Copy – Color MFDs

Capability Level I Color MFD	• Paper Trays (minimum): Letter (8-1/2" x 11") and Legal (8-1/2" x 14") • Minimum Copy Speed: 20 CPM • Minimum Sustained Production: 10,000 copies per month • CLINs 0421 (Basic Period), 1421 (Option 1), and 2421 (Option 2)
Capability Level II Color MFD	• Paper Trays (minimum): Letter (8-1/2" x 11") and Legal (8-1/2" x 14") • Minimum Copy Speed: 30 CPM • Minimum Sustained Production: 15,000 copies per month • CLINs 0422 (Basic Period), 1422 (Option 1), and 2422 (Option 2)
Capability Level III Color MFD	• Paper Trays (minimum): Letter (8-1/2" x 11") and Legal (8-1/2" x 14") • Minimum Copy Speed: 45 CPM • Minimum Sustained Production: 20,000 copies per month • CLINs 0423 (Basic Period), 1423 (Option 1), and 2423 (Option 2)
Capability Level IV Color MFD	• Paper Trays (minimum): Letter (8-1/2" x 11"), Legal (8-1/2" x 14"), and Ledger (11” x 17”) • Minimum Copy Speed: 55 CPM • Minimum Sustained Production: 35,000 copies per month • Furnished with a minimum of two paper supplies • Offset stacking to handle up to ten sets of 25 sheets 8.5” x 11” • Able to receive copies up through 8.5” x 14” • Furnished with on-line finishing (stapling) • Capable of stapling up to 25 sheets of 60-pound paper • CLINs 0424 (Basic Period), 1424 (Option 1), and 2424 (Option 2)

*Any additional customer requirements not currently listed under the specific device levels may be included as “optional.” Only the specifications listed within the Statement of Work (SOW) under each device level are considered “required.”

An example of this would be requesting a Ledger (11” x 17”) with Capability Levels I, II, or III. Since the Ledger (11” x 17”) is a “requirement” under Capability Level IV, it would be considered as an “optional” add-on when including it with Capability Levels I, II, or III.

A maintenance plan, maintenance plan with supplies, familiarization training, technical support, supplies and consumables, and Government retainment of the hard drive CLIN corresponds to each pricing arrangement CLIN. Either a Full Service Maintenance Plan or Full Service Maintenance Plan with Supplies will be required with each of the leasing arrangements. The Contractor shall provide equipment maintenance plans as part of system configuration and integration services. All services shall be performed as negotiated and agreed to by the requiring activity. At their discretion, the Contractor may propose pooled or aggregate copy volumes as an approach to satisfy the Government’s

requirements using existing, approved maintenance plans on the IDIQ. However, the Contractor may not offer any other type of plan that is not approved, such as flat rate plans.

Maintenance plans and their associated CLINs are described as follows:

Maintenance Plans

Full Service Maintenance Plans	• All normal, routine, periodic, and preventative maintenance (PM) • Repair services on an as needed basis • Photoreceptor drum replacements and required PM/Maintenance kits • Annual services • One equipment relocation per year at no additional cost within the facility specified in delivery order • Plan does NOT include: ○ Consumable supplies such as toner, developer, cleaning rollers, filters, webs, staples, or paper • CLINs 0600 (Basic Period), 1600 (Option 1), and 2600 (Option 2)

Full Service Maintenance Plans with Supplies	• All of the services rendered under the Full Service Maintenance Plan as detailed above
	• Also includes:
	  ○ Toner
	  ○ Developer
	  ○ Dry Ink
	  ○ Cleaning Rollers
	  ○ Filters
	  ○ Webs
	• Plan does NOT include:
	  ○ Paper
	  ○ Transparencies
	  ○ Staples
	  ○ Binding Tape
	• CLINs 0601 (Basic Period), 1601 (Option 1), and 2601 (Option 2)

Training and Technical Support (NSP)

Familiarization Training	• One hour of hands-on familiarization training for personnel
	• Training shall cover:
	  ○ Basic operation of the MFD
	  ○ Its accessories
	  ○ Additional information such as: procedures for clearing paper jams and the replacement of consumables
	• Training shall adhere to all requirements as detailed in the SOW paragraph C.15.1
	• CLINs 0700 (Basic Period), 1700 (Option 1), and 2700 (Option 2)

Technical Support	• Contractor shall provide a toll-free telephone number for technical support (Help Desk), that is:
	  ○ Available during normal duty hours for the specified Government location
	  ○ Dedicated to the requirement (i.e. separate from the commercial technical support available to the public).
	• Remote attempts to correct an issue shall last no longer than 30 minutes
	• If resolution is not reached via remote means, an on-site technician shall respond to the customer location to repair the issue.
	• See SOW paragraph C.15.2 for all requirements/details for technical support requirements
	• CLINs 0701 (Basic Period), 1701 (Option 1), and 2601 (Option 2)

Supplies and Consumables, Government Retention of Hard Drives, and Related Items

Phase-In/Phase-Out Periods	• Firm-Fixed Price • CLINs 0001 (Basic Period), 1001 (Option 1), and 2001 (Option 2)

Supplies and Consumables	• Supplies and Consumables required for operation
	• Does NOT include:
	  ○ Paper
	  ○ Transparencies
	• CLINs 0900 (Basic Period), 1900 (Option 1), and 2900 (Option 2)

Government Retainment of Hard Drive	• In accordance with Department of Army requirements, and the SOW paragraphs C.16 and C.17, for MFDs that process Classified, Sensitive Unclassified, Personal, and HIPPA information, the Government will retain the hard drives • CLINs 0901 (Basic Period), 1901 (Option 1), and 2901 (Option 2)
Accessories/Add-Ons/Software	• These items are “Open Market” items that are made available by the manufacturer as accessories or add-ons to MFD equipment. For example, additional paper trays, finishers, binders, or software. • Software offered under this CLIN has not been reviewed for Army Networthiness compliance and must be reviewed and evaluated for Army Networthiness requirements at the delivery order level. • DOD ESI agreements should be checked before purchasing any software under this CLIN. • CLINs 0902 (Basic Period), 1902 (Option 1), and 2902 (Option 2)

The unpriced items are**:**

Related Items, Equipment Accessories, and Add-Ons
These CLINs may be used for Army approved add-on items, new technology items that do not fit into the predefined pricing arrangements, and for items required to complete an MFD solution. Items include equipment accessories and add-ons such as finishers, software licenses, power adapters, hole punches, cabinets, software (non-DOD enterprise software initiative) products required to complete an MFD solution and Information Assurance Approved Product List items (as defined by NETCOM) such as firewalls and network security tools. Related items shall be within the scope of the contract, but items that do not necessarily fit into pricing arrangements. CLINs 0902 (Basic Period), 1902 (Option 1), and 2902 (Option 2).

Note 1: Software offered under this CLIN has not been reviewed for Army Networthiness compliance and must be reviewed and evaluated for Army Networthiness requirements at the delivery order level. Also note, DOD ESI agreements should be checked before purchasing any software under this CLIN. Salient characteristics should be described in terms of functionality and not by name.

Note 2: All MFD contract items must be Trade Agreement Act (TAA) compliant. However, there are instances where an item required as part of an MFD solution is not TAA compliant and no TAA compliant item is available. Ordering Contracting Officers may make a determination to waive the TAA requirement and purchase the non-TAA compliant item after confirming:

- That the item to be purchased is non-TAA compliant
- No TAA compliant items are available from any of the seven MFD contractors
- No other TAA compliant items are available that will satisfy the requirement

Ordering Contracting Officers will document the order file to support the determination to waive the TAA requirement. Such waivers will be specific to the individual delivery order. Non-TAA compliant items will be offered under the Related Items, Equipment Accessories, and Add-Ons CLIN. The Ordering Contracting Officer must establish firm-fixed-prices in accordance with FAR 15.4 for these items.

Not Separately Priced Deliverables
The Reporting and Training/Technical support requirements required under this contract will not be separately priced. CLINs 0500 (Basic Period), 1500 (Option 1), and 2500 (Option 2).

Reimbursable Items
There are four cost CLINs for reimbursable items.

Overages for Lease-to-Own Plans	• Overage cost per-page for any copies and/or prints made beyond the agreed to amounts • CLINs 0230 (Basic Period), 1230 (Option 1), and 2230 (Option 2)
Overages for Operating Lease Plans	• Overage cost per-page for any copies and/or prints made beyond the agreed to amounts • CLINs 0330 (Basic Period), 1330 (Option 1), and 2330 (Option 2)
Overages for Cost-Per-Copy Plans	• Overage cost per-page for any copies and/or prints made beyond the agreed to amounts • CLINs 0430 (Basic Period), 1430 (Option 1), and 2430 (Option 2)
Additional Relocations	• Equipment relocations in excess of those covered in the Full Service Maintenance Plans • CLINs 0800 (Basic Period), 1800 (Option 1), and 2800 (Option 2)

NOTE for CLINs: Each digit in the four digit CLIN identifies a portion of the requirement:

- The first digit 0XXX indicates the contract year (0=base, 1=option 1, 2=option 2, 3 would be option 3 and so on)
- The second digit X1XX indicates the purchase/lease arrangement (1=purchase, 2=lease to own, 3=operating lease, and 4=Cost Per Copy)
- The third digit XX1X indicates black & white or color capability (1=B&W, 2=Color)
- The fourth digit XXX1 indicates the capability level (1=level 1, 2=level 2, 3=level 3, & 4=level 4)
- For overages, a CLIN has been created for each leasing arrangement (LTO, OL, or CPC); they are 0230, 0330, and 0430 respectively (note the second digit).

All other CLINs are detailed in the contracts; the CLIN structure is the same for all contract holders.

EXAMPLE ONLY *to illustrate:* An Ordering Activity needs an Operating Lease for a Capability Level 4 Color MFD; the CLIN for the equipment would be 0324. CLIN 0330 would be included in the order for overages. A maintenance plan (either - full service maintenance plan or full service maintenance plan with supplies) is required for all leases, so either CLIN 0600 or 0601 would also be included in the order. The following NSP CLINs would be included: Deliverables = CLIN 0500 (reports etc), Familiarization Training = 0700, and Technical Support = 0701. If consumable supplies were necessary, include CLIN 0900, and Retainment of the Hard Drive is CLIN 0901. For additional accessories, or a print-cloud software, CLIN 0902 would be incorporated.

For multiple locations/activities under one order or for accounting purposes, SubCLINs may be used.

7. CONTRACT TERMS

Separate, multiple awards were made for MFD; however, the following contract terms and provisions apply to all awardees:

Contract Terms	ITES-2H
Contract Minimum	• $2,500.00 for each contractor.
Contract Maximum	• $498 million (M) over a three year ordering period • The contract maximum represents the aggregate total requirement for the life of the contract (including options, if exercised).

Period of Performance	• Three years
	  ○ One-year base period
	  ○ Two one-year options
	**Note that each Delivery Order for leases and Cost-per-Copy can have a period of performance up to a one-year base and four one-year options

Pricing Structure	• Firm-Fixed-Price:
	  ○ Equipment Purchase, Lease-to-Own, Operating Lease, and Cost-per-Copy pricing arrangements
	  ○ Maintenance Plans
	  ○ Supplies and Consumables and Government Retention of Hard Drives
	  ○ Related Items, Equipment Accessories, and Add-Ons
	• Cost Reimbursable Items: Overages and Relocations

Ordering Guidance and Process	• See Chapters 3 and 4 below

Program Ceiling

The total program collective ceiling is $498M. The ceiling will be measured against the aggregate total of all DOs awarded, including option periods. When the ceiling is reached, no new DOs, modifications or options will be awarded or exercised.

Ordering Period
Ordering will be decentralized and all warranted DOD KOs are authorized to place orders in accordance with the limitations of their warrants. The MA ID/IQ contract provides for three ordering periods (base period plus two one-year option periods).

- Base Ordering Period: 01 November 2013 – 31 October 2014
- Option Ordering Period 1: 01 November 2014 – 31 October 2015
- Option Ordering Period 2: 01 November 2015 – 31 October 2016

Additional Discounts
Additional discounts, from the established contract price, may be provided under individual orders as offered by the Contractor and/or negotiated by the Ordering Contracting Officer. Any and all agreements to reduce pricing under this provision shall be subject to all other provisions set forth in this contract. Contract provisions may not be waived nor additional products (not specified in Part B) be sold as part of the price reduction agreement.

Additional Capabilities
At the DO level, Contractors may propose other capability levels that are not otherwise specified in the ID/IQ contract. However, the make and model of the equipment being proposed must already be approved on the ID/IQ contract. For example, capability levels 1-3, A3 machines are not specified in the ID/IQ contract but they may be proposed at the DO level. The Contractor shall not propose any MFD at the DO level that is not currently approved at the ID/IQ contract.

Technology Refresh and Substitution
In order to keep pace with changes in technology and meet requirements of the Army, the contractor shall provide for new technologies and refresh their catalog product offerings in accordance with the contractor's commercial business practices, as Army requirements change, and, in accordance with the contract over its life.

Shipping Variations
Shipping is Freight on Board (FOB) destination. Shipping to the address(es) specified on each delivery shall be within 30 calendar days, unless another delivery date is proposed by the Contractor and accepted by the Government. Shipping is included in the firm-fixed price for CONUS locations; additional shipping costs will be incurred for shipments to OCONUS locations.

Termination Ceiling Amount
The Termination Ceiling Charge is a limit on the amount that a Contractor may claim from the Ordering Agency on the termination for convenience of a lease or failure to renew a lease prior to the end of the lease term for reasons other than Termination for Cause/Default. Termination ceiling charges will apply for each year of the lease term (see FAR 17.106-1(c)).

The Ordering Agency and Contractor shall establish a Termination Ceiling amount for each unit of equipment ordered. The Ordering Contracting Officer shall insert the Termination Ceiling Charge for the amount of the first year in the order and modify it for successive years. Termination ceiling charges apply to any delivery order cancelled prior to the end of the lease term, with the exception of termination for cause. The longer the lease has been in effect, the lower the Termination Ceiling Charge will be for each remaining year.

The Termination for Convenience Clause applies to terminations not related to contractor poor performance. Alternatives to termination costs apply when devices terminated from one contract can be applied to another requirement based on modifications to the original delivery order. As an example, a delivery order for five MFDs was established for a base plus 4 option years. At the end of the 1st option year, the requiring activity exercises the option on two MFDs and desires to terminate the other three devices. A second requiring activity needs three like devices from the original delivery order. The delivery order is modified to provide those three devices to the new activity and all associated costs are transferred to and born by the new activity. In this case, no termination costs apply since the same three devices are repurposed to a new activity with no loss to the vendor. This applies if the three devices never depart the installation. If the original requiring activity terminates those same three devices for convenience and the devices are not repurposed, termination costs for the remaining period apply.

No claim will be accepted for future costs including, but not limited to: supplies, maintenance, usage charges or interest expense beyond the date of cancellation. In accordance with the bona fide needs rule, all termination charges must reasonably represent the value the Ordering Agency received for the work performed at cancellation based upon the shorter lease term. No termination cost will be associated with the expiration of the lease term.

See D.1 Addendum to FAR 52.212-4, Special Contract Terms and Conditions, paragraph G(2) for formulas for determining charges.

On/Off Ramps
ACC-APG Huachuca intends to review the need for additional MFD contractors at each option period with the goal of improving DO competition and increasing Small Business participation. However, the Government reserves the right to reopen competition at any time during the term of this contract. If the Government reopens competition, an on-ramp concept will be utilized. Off-ramps will encourage Contractors to increase their efforts to provide their most competitive pricing to customers at the delivery order level. The Government will analyze the Contractors award history and make decisions to off-ramp Contractors who are clearly not contributing to the healthy competition that result in cost savings to the Government. In order to allow for both the Government and the Contractor awardees to devise strategies to generate the maximum amount of competition and consequential savings, the off-ramp provision may be applied at each option period. See full descriptions at section D, ADDITIONAL TERMS AND CONDITIONS, in the contract.

Period of Performance for DOs
Performance under DOs may continue beyond the ordering period. The maximum performance period of individual orders issued during this ordering term is five years. *Note to KOs that the FAR extension clause **52.217-8** is **not** included in the basic ID/IQ but may be incorporated bilaterally at the DO level.

Fee for Use
There is not a fee associated with the use of these contracts.

8. ORDER UNDER MFD

- Authority to Place DOs. DOD contracting offices in support of Continental United States (CONUS) Army installations in the 48 contiguous states and Puerto Rico, including Army activities not physically located on local installations (i.e. remote

sites), such as recruiting offices and ROTC units as well as the Corps of Engineers, Army National Guard and Army Reserve are authorized users to place orders against this contract. For the purpose of this contract, CONUS does not include Alaska and Hawaii and Army customers in those locations are therefore not required to use this vehicle; however, they may do so to fulfill MFD requirements as long as local network information assurance and security requirements are met. By placing orders against one of the MA ID/IQ contracts, the Contracting Officer agrees to comply with the terms and conditions of the contract and Ordering Guide.

- In accordance with FAR 16.505, DFARS 216.505 and AFARS 5116.5, for all orders in excess of $3,000, the Ordering Contracting Officer must provide each contractor a fair opportunity to compete unless an exception is justified IAW FAR 16.505(b)(2). See Chapter 3 -- MFD Ordering Guidance, Section 7 for all details relating to the Ordering Process, Waiver Process and Requirements, Post-Award Debriefings, and Protests of Orders
- IAW DFARS 216-505-70, Orders under multiple award contracts, if only one offer is received in response to an order exceeding the simplified acquisition threshold that is placed on a competitive basis, the contracting officer shall follow the procedures at 215.371.

CHAPTER 2 MFD ROLES AND RESPONSIBILITIES

The following is a summary of the roles and responsibilities for the primary organizations in the MFD contract process.

1. ARMY CONTRACTING COMMAND – ABERDEEN PROVING GROUND, HUACHUCA DIVISION

- Administration of MA ID/IQ contracts.
- POC for ID/IQ customers for scope questions; makes in-scope/out-of-scope determinations etc.
- Establish administrative procedures for placing orders.
- Administer contracts and issue contract modification to the MA ID/IQ contracts.
- Make changes to the basic MA ID/IQ Ordering Guide.
- Establish and maintain central contract files and databases, as appropriate.
- Gather semi-annual usage data from the field and report upward.
- Track and report contract level metrics.
- Monitor effect of protests on metrics and fair opportunity.
- Monitor ID/IQ ceiling.
- Close-out of MA ID/IQ

2. COMPUTER HARDWARE, ENTERPRISE SOFTWARE AND SOLUTIONS

- Designated by the Secretary of the Army as the Army's primary source for commercial IT.
- Is the RA for this acquisition
- Project Director under the Program Executive Officer, Enterprise Information Systems.
- Maintains the IT e-mart, a no-fee flexible procurement strategy through which an Army user may procure COTS IT hardware, software and services. The CHESS IT e-mart website is: https://chess.army.mil.
- With support from the Communications Electronic Command, Information Systems Engineering Command, Technology Integration Center, assists Army organizations in defining and analyzing requirements for meeting the Army's enterprise infrastructure and infostructure goals.
- Works with requiring activities to help them understand how MFD can best be used to meet their requirements.
- Conducts periodic meetings with the prime contractors to ensure requirements, such as standards and reporting requirements, are understood and adhered to.
- Serves as the KO's Program Representative.

3. REQUIRING ACTIVITY

- Defined as any organizational element within the Army.
- Adheres to the requirements and procedures defined in the MFD contracts and these guidelines.
- Defines requirements.
- Funds the work to be performed under MFD DOs.
- Prepares DO requirements packages.

4. ORDERING CONTRACTING OFFICER

- Serves as the local contracting focal point for coordination and awarding DOs for customers.
- Ensures DO requirements are within the MA ID/IQ contract scope.
- Ensures appropriate documents have been obtained prior to issuance of a DO.
- Coordinates DD Form 2579 through the Small Business Administration Local Procurement Center Representative.
- Complies with fair opportunity for consideration of a requirement and competition of all DOs among MA ID/IQ contractors, or among the appropriate restricted or unrestricted suite, or the small business reserve pool, if applicable.
- Keeps Contractor submission requirements to a minimum.
- Uses streamlined procedures, including oral presentations.
- Establishes the Delivery Order Requests for Quote (DO RFQs) time in accordance with established milestone procedures. The length of time between release of the DO RFQs and submission of Delivery Order Quotes (DOQs) shall be commensurate with the complexity of the requirement.
- Develops evaluation factors and establishes weights among factors in coordination with customer requirements.
- Issues DO RFQs.
- Receives DOQS; convenes evaluation boards; conducts negotiations; writes Delivery Order Decision Documents.
- Coordinates award of DO RFQs with the Principal Assistant Responsible for Contracting (PARC) at the appropriate threshold, and obtains approvals prior to execution.
- Awards DOs; provides a copy of the award (and any subsequent modifications) to the MA ID/IQ KO or to the Program Management Office, if applicable.
- Notifies unsuccessful offerors and debriefs offerors, when applicable.
- Appoints Contracting Officer's Representative (COR) IAW Army Regulation (AR) 70-13 and ACC Pamphlet 70-1.
- Monitors DO metrics.
- Prepares a Contractor Performance Assessment Report (CPAR), if required.
- Closes out DOs.

5. ORDERING CONTRACTING OFFICER'S REPRESENTATIVE

A COR is appointed by the MA ID/IQ KO at the Contract level. The Ordering Contracting Officer will appoint CORs at the DO level if the Ordering Contracting Officer determines a COR is needed. Roles and responsibilities shall be tailored at the DO level. If a COR is appointed, the appointment will be done prior to award. The appointment letter shall designate a detailed description of COR responsibilities. The appointment letter will include a description of the requirement, instructions for maintaining COR qualifications, and roles and responsibilities such as:

- COR at the MA ID/IQ Level:
    - Assist the KO in developing the Performance Requirements Summary (PRS), SOW, Quality Assurance Surveillance Plan (QASP), surveillance checklists with measurable outcomes, etc.
    - Prepare CPARs, if the information being gathered as a combined document
    - Recommend to KO whether contracts are still needed and provide information and documents to exercise option.
- COR at DO Level (not required for supply contracts but highly suggested for large dollar value DOs):

- Order CORs will be designated by letter of appointment from the Ordering Contracting Officer.
- Serves as the focal point for all task activities and primary point of contact with the contractors on technical issues for that DO.
- Provides day-to-day surveillance of contractor performance.
- Prepares DO performance report.
- Provides technical guidance in direction of the work; not authorized to change any of the terms and conditions of the contract or order.
- Obtains required COR training.
- *Note*: The Army Contracting Command Acquisition Instruction provides a list of approved COR training courses: https://acc.dau.mil/adl/en-US/278823/file/42842/COR%20Guide.doc.
- Reviews invoices in comparison to actual performance accomplished.
- Interfaces with contractor personnel.

The Ordering Contracting Officer should consider the nomination submitted by the requiring activity that identifies a Government employee who is technically qualified and trained to become a COR. The COR nomination letter should outline the authority sought from the Ordering Contracting Officer. Delivery Order COR delegations should require CORs to ensure that contractor performance is properly documented and that required reports are provided to the contracting activity for contract administration, monitoring and official contract file.

6. CONTRACTORS

The principle role of the contractors is to deliver and install/integrate products identified in orders issued under its contract within the time frame specified under the contract. Contractors must provide technical assistance and perform maintenance services IAW the terms and conditions of the MFD contract. These contractors are all qualified and have satisfied the full competition and past performance requirements of the MA ID/IQ award process. Contractor responsibilities include:

- Ensures performance and deliverables meet the requirements set forth in the master contract and individual DOs.
- Performs work and provides the services/supplies in accordance with the terms and conditions of the DOs and prescribed levels of quality control.
- Submits a DOQ in accordance with the request from the ordering office.

7. OMBUDSMAN

In accordance with FAR 16.505(b)(8), contractors that are not selected to perform work under a delivery order award may contact the designated Agency contract Ombudsman for the MFD contracts. The Ombudsman is responsible for reviewing complaints from the contractors and ensures that all contractors are afforded a fair opportunity to be considered, consistent with the procedures in the contracts and regulations. MFD contractors that are not selected for award under a delivery order competition may seek independent review by the designated Ombudsman for the MFD contracts. The ACC-APG, Huachuca Division Ombudsman will review complaints from the contractors on all DOs issued by ACC-APG, Huachuca Division and ensure that all contractors are afforded a fair opportunity to be considered for each delivery order, consistent with the procedures in this contract. The Ombudsman for DOs *not* issued by ACC-APG will be the Ombudsman that supports the Ordering Contracting Officer. **Ordering Contracting Officers must identify the Ombudsman for the DO**.

The designated Ombudsman for the MFD MA ID/IQ contracts is:

Dennis P. Longo
Army Contracting Command-Aberdeen Proving Ground (ACC-APG)
6001 Combat Dr
Aberdeen Proving Ground, MD 21005-1846
443-861-5087
dennis.p.longo.civ@mail.mil

CHAPTER 3 MFD ORDERING GUIDANCE

1. GENERAL

- Ordering is decentralized for all MFD requirements. Ordering under the contracts is authorized to meet the needs of the Army, only. There are no approvals, or coordination, imposed by the PCO on any Ordering Contracting Officer. Ordering Contracting Officers are empowered to place orders in accordance with the terms and conditions of the contracts, these Ordering Guidelines, the FAR, the DFARS (as applicable), and their own agency procedures. Orders may be placed by any authorized DOD Contracting Officer in support of the Army installations in the 48 contiguous states and Puerto Rico, including Army activities not physically located on local installations (i.e. remote sites), such as recruiting offices and ROTC units, as well as the Corps of Engineers, Army National Guard and Army Reserve. Non-Army entities on Army installations that connect to the Enterprise Network are also authorized to use this contract in order to assure net-worthiness of MFD assets. For the purposes of this contract, CONUS does not include Alaska and Hawaii.
- The PCO will not make judgments or determinations regarding DOs awarded under the MFD contracts by an Ordering Contracting Officer. All issues must be resolved consistent with individual agency procedures and/or oversight.
- Upon request, the PCO is available to provide guidance to Ordering Contracting Officers executing orders under the MFD contracts.
- The CHESS IT e-mart is available to make product and price comparison among all awardees and solicit competitive quotes. The Ordering Contracting Officer can initiate the DO process by issuing a Request for Quotes to the awardees via the CHESS IT e-mart at https://chess.army.mil/ using the RFQ tool. The CHESS IT e-mart RFQ tool is the preferred method for issuing RFQs to all MFD vendors.
- Acquisition Planning. The MA ID/IQ includes an approved acquisition plan, which includes market research. Plans are not required at the DO level; however, see the DO Checklist for items that are required in the requirements' package.

2. PRICING

- Pricing is Firm-Fixed-Price. There are thirty-two firm-fixed-price (FFP) line items for the different pricing arrangements; four cost reimbursable line items for Overages and Additional Equipment Relocations; and six FFP line items for maintenance plans, training, technical support, consumable supplies, and hard drive retention. The Government reserves the right to add CLINs for individual items to Section B that currently are not identified above on a FFP basis as requirements and technology change in accordance with paragraph C.1.2 of the SOW.
- MFD items will be purchased/leased by DOs. The CLIN on the DO shall list the discounted amount for the items ordered. In the description column, the following minimum information will be listed: model number, part number, description, item quantity, unit price and extended amount, discount applied, and the discounted grand total.
- Additional discount(s), from the established catalog discount, may be provided under individual DOs as negotiated by the Ordering Contracting Officer. Any and all agreements to reduce pricing under the provision shall be subject to all other provisions set forth in the contract. Contract terms and conditions may not be waived nor additional products (not specified in the scope of Part B) be sold as part of the price reduction agreement.

3. ORDER FORMS AND NUMBERING

- An appropriate order form (DD Form 1155, Order for Supplies or Services, or SF1449, Solicitation/Contract/Order for Commercial Items) shall be issued for each DO. The use of Government Credit Cards is also authorized IAW applicable rules and procedures. DOs may be issued via telephone, fax, e-mail, postal mail or CHESS's IT e-mart.
- OCOs shall not use any order numbers which are identified by numbers beginning with 0001 through 9999, which are reserved for ACC-APG. DOD agencies should use ordering numbers as specified in DFARS 204.7004(d)(2)(i). Non-DOD federal agencies may use any numbering system provided it does not conflict with either of these numbering systems.

4. DELIVERY REQUIREMENTS

- Delivery of products shall be in accordance with individual DOs. Maximum delivery time to the addresses specified in each DO shall be within 30 calendar days from the date a valid order is received by the contractor, or as otherwise agreed to by the parties. All contractors offer the ability to expedite delivery, subject to negotiation of additional cost. Ordering Contracting Officer's may negotiate at DO award requirements for partial shipments and partial payments as necessary to fulfill customer requirements. Shipping shall be FOB destination.
- Coordination and scheduling of shipment and delivery is the responsibility of the ordering activity. Commercial shipping is required in lieu of developing a shipping mechanism reliant upon government personnel intervention.
- Shipping costs are included in the firm-fixed price of the purchase or lease for CONUS locations. Additional shipping and delivery costs will be incurred for deliveries to OCONUS locations.

5. SHIPMENTS TO CALIFORNIA – CALIFORNIA ENVIRONMENTAL FEE

The State of California requires the payment of an Electronic Waste Recycling Fee on certain electronic devices shipped to California. The fee applies to Government purchases and must be paid by the customer. The fees are added to the customer's order as a pass through charge and must be included in the total amount of the delivery order or credit card at the time of purchase.

If a DO or credit card purchase contains equipment being shipped to California, contact the contractor so that they can determine whether the additional charge applies and the amount that will be incurred against the DO or credit card purchase.

6. SECURITY

Orders shall indicate any security clearances required and the level of classified access necessary. A DD Form 254, Department of Defense Contract Security Classification Specification, shall be prepared when required.

7. ORDERING

- DOD Contracting Officers in support of Army installations within the 48 contiguous states and Puerto Rico, including Army activities not physically located on local installations (i.e. remote sites), such as recruiting offices and ROTC units as well as the Corps of Engineers, Army National Guard and Army Reserve are authorized to place orders within the terms and conditions of the contract and this Ordering Guide.
- In accordance with FAR 16.505(b) and AFARS 5116.5, in excess of $3,000 and not exceeding the simplified acquisition threshold, the Ordering Contracting Officer shall provide each MFD contractor a fair opportunity to compete for each DO unless one of the exceptions to fair opportunity applies IAW FAR 16.505(b)(2). See bullet regarding exceptions, below. The Ordering Contracting Officer must document his/her rationale if applying one of the exceptions to fair opportunity. However, no special format is required.
- In accordance with DFARS 216.505-70(c), all orders exceeding the simplified acquisition threshold for DOD shall be placed on a competitive basis in accordance with FAR 16.505 and DFARS 216.505-70(c) unless a written waiver is obtained pursuant to DFARS 216.505-70(b). Waivers must be based upon a justification approved IAW FAR 8.405-6 that includes a determination that one of the circumstances in Far 16.505(b)(2)(i) through (iv) applies. Supplemental guidance is provided at DFARS Procedures, Guidance and Information (PGI) 216.505-70 if FAR 16.505(b)(2)(ii) or (iii) applies. In a “mini-competition”, the Ordering Contracting Officer must provide a Request for Quotation (RFQ) to all contractors. The RFQ shall include a clear statement of the requirements, a reasonable period of time to provide a proposal in response to the RFQ, disclosure of the significant factors and sub factors, including cost or price, which the Ordering Contracting Officer expects to consider in evaluating such proposals, and their relative importance.

This competitive basis requirement applies to all orders by or on behalf of DOD. Non-DOD agencies shall comply with its agency’s procedures.

- The requirement to place orders on a competitive basis is met only if the Ordering Contracting Officer:
    1. Provides a notice of intent to purchase to every MFD contractor, including a description of the equipment and requirements to be procured and the basis upon which the selection will be made using the CHESS RFQ tool via the IT e-mart to provide all vendors fair opportunity. The CHESS IT e-mart RFQ tool is the preferred method for issuing RFQs to all MFD vendors.
    2. Affords all MFD contractors responding to the notice a fair opportunity to submit an offer and to be fairly considered.
    3. In the case of an award that is to be made on a best value basis, the Ordering Contracting Officer must prepare a written statement documenting the basis for the award and the relative importance of quality and price or cost factors.

In making the award, the Ordering Contracting Officer must document his/her selection, including the basis for award (e.g., low price, or best value tradeoff) and any tradeoffs, in the case of best value, between price and non-price considerations; the selection must consider price. Finally, though not required, the Ordering Contracting Officer should consider past performance on earlier orders under MFD and use streamlined procedures.

- Exceptions to the requirement to place an order on a competitive basis. As provided in FAR 16.505(b)(2) and DFARS 216.505-70(b), the Ordering Contracting Officer may waive the requirement to place an order on a competitive basis if a written limited sources justification and approval is done and one of the following circumstances applies:
    1. The agency's need for the supplies or services is so urgent that providing a fair opportunity would result in unacceptable delays. Use of this exception requires a justification that includes reasons why the MFD processing time for a fair opportunity to be considered will result in an unacceptable delay to the agency. The justification should identify when the effort must be completed and describe the harm to the agency caused by such a delay.
    2. Only one contractor is capable of providing the supplies or services required at the level of quality required because the supplies or services ordered are unique or highly specialized. Use of this exception should be rare. When using this exception, explain (1) what is unique or highly specialized about the supply or service, and (2) why only the specified contractor can meet the requirement. See DFARS PGI 216.505-70(1) for additional guidance.
    3. The order must be issued on a sole-source basis in the interest of economy and efficiency because it is a logical follow-on to an order already issued under these contracts, provided that all awardees were given a fair opportunity to be considered for the original order. When using this exception, the justification should discuss why the specific requirement continues and why it is to the benefit of the Government for the particular vendor to continue this work. Examples of benefits include:
        a. Award to any other source would likely result in substantial duplication of cost to the Government that is not expected to be recovered through competition;
        b. Award of the order to a different source would cause unacceptable delays in fulfilling the Government's requirements (lack of advance planning is not valid rationale); or
        c. A statute expressly authorizes or requires that the purchase be made from a specified source.

See DFARS PGI 216.505-70(2) for additional guidance.

4. A statute expressly authorizes or requires that the purchase be made from a specified source.

Note: For brand name requirements, a justification and approval must be prepared.

- The CHESS IT e-mart is available to make product and price comparison among all awardees and solicit quotes from all awardees. Refer to https://chess.army.mil.
- The Ordering Contracting Officer must follow its agency's procedures for documenting the process and rationale for selection of the awardee for each order.
- Post-Award Debriefings. For orders in excess of $5,000,000, the Ordering Contracting Officer shall notify unsuccessful awardees in accordance with FAR 15.503(b)(1) and, when requested, must provide an opportunity for post-award debriefings. The procedures at FAR 15.506 shall be followed when providing post-award debriefings to unsuccessful awardees and a summary of the debriefing shall be included in the DO file.

- Protests. No protest under FAR Subpart 33.1 is authorized in connection with the issuance or proposed issuance of an order under a task-order contract or delivery-order contract, except for:
    1. A protest on the grounds that the order increases the scope, period, or maximum value of the contract; or
    2. A protest of an order valued in excess of $10M. Protests of orders in excess of $10M may only be filed with the Government Accountability Office (GAO) in accordance with the procedures at 33.104.

When the agency receives notice of a protest from the GAO within ten days after contract award or within five days after a debriefing date offered to the protester for any debriefing that is required by 15.505 or 15.506, whichever is later, the KO shall immediately suspend performance or terminate the awarded contract.

When a protest is received, create a folder on the shared drive under the site location name and place a copy of all relevant documents in the folder, i.e. Source Selection Decision Document (SSDD), Technical, Price and Past Performance Reports.

Protesters usually ask for a number of documents used in the award process. For MFD delivery orders, please keep the number of documents to a minimum. Documents typically requested include:

- Notes related to the source selection decision, the best value evaluation or the tradeoff analysis.
- Work papers related to the source selection decision, the best value evaluation or the tradeoff analysis.
- Drafts of the source selection decision memorandum.
- Documents reflecting the role of individual evaluators in the evaluation.
- Documents setting forth criteria, checklists, guidance, etc. for evaluating and rating the technical and pricing proposals.
- Evaluation worksheets.
- Communications or exchanges with any offeror in connection with the DO RFQ such as emails.

Do not generate notes, working papers or drafts used in the award and evaluation process. Remember, this is ordering and not Source Selection where the requirement is to keep a copy of the documents.

8. REQUIREMENTS INVOLVING BUNDLING

- Definition: Bundling is the consolidation of two or more requirements for supplies or services, previously provided or performed under separate smaller contracts, into a solicitation for a single contract that is likely to be unsuitable for award to a small business concern.

Consolidation of contract requirements means the use of a solicitation to obtain offers for a single contract or a multiple award contract to satisfy two or more requirements of a department, agency, or activity for supplies or services that previously have been provided to, or performed for, that department, agency, or activity under two or more separate contracts.

- Justification: When market research, conducted by the head of the agency, indicates the Government would derive measurable and substantial benefits, bundling may be necessary and justified. Measurably substantial benefits may include cost savings or price reduction, quality improvements that will save time or improve or enhance performance or efficiency, reduction in acquisition cycle times, better terms and conditions, and any other benefits. The agency must quantify the identified benefits and explain how their impact would be measurably substantial. The agency may determine bundling to be necessary and justified if, as compared to the benefits that it would derive from contracting to meet those requirements if not bundled, it would derive measurably substantial benefits equivalent to ten percent of the estimated order value (ten percent or $8.6M if the order value exceeds $86M).

Without power of delegation, the service acquisition executive for the military departments, the Under Secretary of Defense for Acquisition, Technology and Logistics for the defense agencies, or the Deputy Secretary or equivalent for the civilian agencies may determine that bundling is necessary and justified when:

1. The expected benefits do not meet the percentage/dollar thresholds above but are critical to the agency's mission success.
2. The acquisition strategy provides for maximum practicable participation by small business concerns.

See FAR 7.107 for additional guidance.

The consolidation of a contract requirement is necessary and justified when market research indicates the benefits of the acquisition strategy substantially exceed the benefits of each of the possible alternative contracting approaches. Benefits may include costs and, regardless of whether quantifiable in dollar amounts, quality, acquisition cycle, terms and conditions, and any other benefit. Savings in administrative or personnel costs alone do not constitute a sufficient justification for a consolidation of contract requirements unless the total amount of the cost savings is expected to be substantial in relation to the total cost of the procurement.

- Contracting Officer Responsibility: In assessing whether cost savings would be achieved through bundling, the KO must consider the cost that has been charged or, where data is available, could be charged by small business concerns for the same or similar work. The KO must justify bundling in acquisition strategy documentation. For orders with an estimated order value of $7.5M, the acquisition strategy must, in addition to the above:
    1. Identify the specific benefits anticipated to be derived from bundling.
    2. Include an assessment of the specific impediments to participation by small business concerns as contractors that result from bundling.
    3. Specify actions designed to maximize small business participation as contractors, including provisions that encourage small business teaming.
    4. Specify actions designed to maximize small business participation as subcontractors (including suppliers) at any tier under the order that may be awarded to meet the requirements.
    5. Include a specific determination that the anticipated benefits of the proposed bundled order justify its use.
    6. Identify alternative strategies that would reduce or minimize the scope of the bundling, and the rationale for not choosing those alternatives.

7. Agencies shall not consolidate contract requirements with an estimated total value exceeding $5.5M unless the acquisition strategy includes:
    - The results of market research.
    - Identification of any alternative contracting approaches that would involve a lesser degree of consolidation.
    - A determination by the senior procurement executive that the consolidation is necessary and justified.

Include the determination in the contract file that the consolidation is necessary and justified in accordance with DFARS 207.170-3(a)(3).

9. SOCIO-ECONOMIC GOALS AND SMALL BUSINESS PARTICIPATION

DO RFQs may include specific requirements for Small Business participation applicable to both large and small businesses. If included, state the percentage goal for Small Business participation and include a specific minimum in the DO RFQ. A DOQ offering less than the minimum Small Business participation requirement may be excluded from further consideration for a DO award.

In accordance with FAR 16.505(b)(2)(i)(F), Ordering Contracting Officers may, at their discretion, set aside order for any of the small business concerns identified in 19.000(a)(3). When setting aside orders for small business concerns, the specific small business program eligibility requirements identified in part 19 apply.

10. NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) SELECTION

The Standard Industrial Code (SIC) and NAICS codes for the acquisition are SIC code 3571 and NAICS code 532420 (Office machinery and equipment rental or leasing) with a small business size standard of $25M.

11. PRODUCT AND SERVICE CODES (PSC)

The primary PSC code selected is 3610 Printing, Duplicating, and Bookbinding Equipment based on the predominant product that is being purchased.

CHAPTER 4 MFD ORDERING PROCEDURES

1. DELIVERY ORDER REQUEST PACKAGE

Determining Requirements

- Before submitting the DO request package, the Requiring Activity performs an analysis of their printing and copying needs to determine:
    1. The number of machines needed
    2. The performance capability required (based on copier speed and projected usage)
    3. Whether color printing is required
- Once the requirements are determined, but prior to final development of the DO request package, the Requiring Activity must perform a lease/purchase analysis in accordance with FAR Part 7.4 and Army Pamphlet 25-40 using DA Form 4951 (see attachment 3 below). These forms should undergo a technical review in accordance with MACOM procedures, to include a review by the NEC to ensure the analysis, scope and technical requirements conform to Army standards. This analysis is required for all new delivery orders, and before exercising lease options on delivery orders/contracts. The DA Form 4951 is required as part of the Delivery Order request package.

Delivery Order Request

Based on the analysis from the above two steps, the Requiring Activity develops and submits the Government's Requirements Document (GRD) and the DO request package to the ordering contracting officer (Attachment 1 is an example of a Delivery Order Checklist and Instructions). At a minimum, the package should contain the following:

1. **List of Requirements (The Government Requirements Document)**
   The Requiring Activity will provide details on their specific requirements, including a list of equipment and any related services. The GRD shall identify the quantity and capabilities of required equipment, to include any maintenance or service requirements, options and installation instructions/locations. The GRD shall be prepared based on the requirements identified in the IDIQ SOW and written in terms of required functionality, not based on a particular product brochure or description. Any necessary accessories, solutions, or software shall also be defined in terms of functionality; that is "What do you need the equipment and accessories to do?"

   The SOW on the IDIQ contracts provides equipment certified for use on Army networks that are IA and security compliant. Avoid specifying manufacturer part numbers or Brand Names. If brand name or equal requirements are used, the salient characteristics should not be so restrictive that other vendors are excluded from competition. Reducing or revising SOW requirements is not authorized.

2. **Options**
   The GRD should include detailed information regarding the need for any options; to include the anticipation of additional equipment later. The Government does not have the right to add any work to an order other than through bilateral modification after award, or notice provided in the solicitation that potential increases in number of units of equipment, lease terms, add-ons/accessories etc exists. If future additions are anticipated, stating them up front in the solicitation allows the Ordering Contracting officer to make a within scope determination, and allows for evaluation of

all options prior to award avoiding competition violations by increasing requirements later in the term of the order.

If potential additions are not identified in the solicitation, the contractor has the right to refuse any additions later and the ordering contracting officer would have to obtain additional equipment through a separate order.

3. **Independent Government Cost Estimate (IGCE)**
   The estimate will assist the Ordering Contracting Officer in determining the reasonableness of the contractors' cost and technical proposals. The estimate is for government use only and should not be made available to the MFD contractors. The IGCE should include the basis for the estimate, contain proper substantiation, be reviewed and signed by the preparer and preparer's supervisor with a statement certifying that the IGCE was developed independently by the Government prior to seeking any formal proposals/quotes from contractors.

   The IGCE is developed by consulting the pricing tables or vendor catalogs for the MFD contracts on the CHESS website. The prices on the CHESS website should be considered "not to exceed" prices. The vendors may propose lower prices than published in response to specific solicitations.

4. **Funding Document**
   MFD orders are funded by the requiring activity. Individual Ordering Contracting Officer should provide specific instructions as to the format and content. Funding shall be the type deemed appropriate for equipment to be acquired. Full funding is preferred; however, larger orders may incrementally fund their DO. Reminder: A bona fide need for the requirement shall exist in the fiscal year that the contract is awarded and the contract shall be awarded using the appropriate fiscal year funding.

5. **Basis for Delivery Order Award**
   The Ordering Contracting Officer, in conjunction with the requiring activity, develops the evaluation criteria that form the basis for Delivery Order Award. Whether the award will be based on low price, technically acceptable criteria, or best value trade-off criteria; the criteria should be provided to the contractor. If award will be based on a trade-off process, evaluation factors and significant sub factors that will affect contract award and their relative importance should be shown in the RFQ.

2. ORDERING PROCEDURES

Quote Preparation Request

After the Requiring Activity prepares the DO Request Package and submits it to the ordering contracting office, the Ordering Contracting Officer may issue a quote request to all contractors unless a waiver has been documented using the CHESS IT e-mart: https://chess.army.mil.

DO RFQs can be solicited using any method the Ordering Contracting Officer determines to be most appropriate for the requirement to include streamlined acquition procedures, lowest-priced technically acceptable procedures, or trade-off procedures. If award will be based on a trade-off process, evaluation factors and significant sub factors that will affect contract award and their relative importance should be shown in the RFQ (developed in conjunction with the Requiring Activity). **The Basis for Award should be clearly stating in all DO RFQs**.

The DO RFQ shall be submitted to all vendors using the CHESS RFQ Tool. If the RFQ Tool feature is unavailable, then the DO RFQ should be provided to all MFD vendors by email with all necessary attachments. The CHESS IT e-mart RFQ tool is the preferred method for issuing RFQs to all MFD vendors. If an ordering contracting office uses the FedBid portal, ensure the appropriate contract vehicle and seller community has been selected (Contract Vehicle = Army CHESS, and Seller Community = Army CHESS MFD). **DO NOT** select either of the FSSI or GSA seller communities. See Attachment 6 for an example of a FedBid buy posting.

- Recommend a proposal submission date of 5-30 calendar days after issuing a DO proposal/quote request depending on pricing arrangement (for example, a cost-per-copy with multiple volume bands may take longer for a vendor to prepare than a purchasing arrangement or a requirement for a large installation). Upon mutual agreement between the contractor(s) and the Government, a shorter or longer proposal time may be established. The default for the CHESS RFQ Tool is five days. This can be changed by the ordering contracting office.

- If unable to perform a requirement, the contractor shall submit a “no bid” reply in response to the proposal request. All “no bids” shall include a brief statement as to why the contractor is unable to perform, e.g., conflict of interest.

Single Offer Receipt

The length of time between release of the DO RFQs and submission of DOQs shall be commensurate with the complexity of the requirement. DO RFQs valued above the Simplified Acquisition Threshold that receive only one offer and were open to MA ID/IQ contractors for less than 30 days must be handled IAW PARC/Policy Alert #11-23R, Improving Competition in Defense Procurements. If the solicitation was advertised for fewer than 30 days and only one offer is received, then the KO shall cancel and resolicit for an additional period of at least 30 days; or if a solicitation allowed at least 30 days for receipt of offers and only one offer was received, then the KO shall not depend on the standard at FAR 15.403-1(c)(ii) in determining the price to be fair and reasonable. Rather the KO shall use price or cost analysis IAW FAR 15.404-1 to make that determination. If the KO believes that it is necessary to enter into negotiations with an offeror, the basis for these negotiations shall be either certified cost or pricing data or data other than certified cost or pricing data, as appropriate, IAW FAR 15.403-1(c), DFARS 215-403-1(c) and FAR 15.403-3(b). The negotiated price should not exceed the offered price. Waivers to the policy requirement to resolicit or the requirement to conduct negotiations are permitted. The waiver authority is the Head of the Contracting Activity (HCA). However the HCA may delegate this authority to not lower than one level above the contracting officer.

As a further constraint to ensure fair opportunity, the MA ID/IQ Contracting Officer, as applicable, may consider revoking the privileges of any ordering office whose requirements consistently impede competition.

Evaluation

- The Government will evaluate the contractors’ proposal in accordance with the selection criteria identified in the request for quote.
- Depending upon the basis of award set forth in the request for quotations, award will be determined as a result of the lowest price technically acceptable offer, or a best

value process with tradeoffs among price and non-price factors that permits award to other than the lowest priced quotation. When determining "best value", the Ordering Contracting Officer shall consider price as one of the factors in the selection decision. In addition, the Ordering Contracting Officer should consider past performance on earlier orders under the contract, including quality and timeliness. While the Ordering Contracting Officer should keep contractor submission requirements to a minimum, other factors that may be considered include:

1. Special features of the supply or service required for effective program performance.
2. Trade-in considerations.
3. Probable life of the item selected compared with that of a comparable item.
4. Warranty considerations.
5. Maintenance availability.
6. Environmental and energy efficiency considerations.
7. Delivery terms.
8. Socioeconomic status.

After proposals have been received and evaluated the Ordering Contracting Officer shall document in the contract file the rationale for placement and price of each order, including the basis for award and the rationale for any tradeoffs among cost or price and non-cost considerations in making the award decision. This documentation need not quantify the tradeoffs that led to the decision.

Award

At a minimum, the following information shall be specified in each delivery order awarded as applicable:

- Date of order
- Contract and order number
- Point of contact (name), commercial telephone, facsimile number and e-mail address.
- Ordering Contracting Officer's commercial telephone number and e-mail address.
- Description of the supplies to be provided, quantity, unit price and CLIN and/or SLIN. Defense Finance and Accounting Service (DFAS) requires identification of the CLIN/SLIN on the order form (or credit card form) for initial entry of orders into their automated payment system. When the contractor submits a request for payment, DFAS will compare the request for payment of CLINs/SLINs with the order CLINs/SLINs. Use of item numbers other than CLINs/SLINs in the "Item No." block on the order form may result in payment delays and excessive administrative costs to both the contractor and the Government.
- Delivery date for supplies and performance period for services.
- Address of place of delivery or performance to include consignee.
- Packaging, packing and shipping instructions, if any.
- Accounting and appropriation data and Contract Accounting Classification Reference Number (ACRN). (DFAS requires an ACRN(s) on all orders.) Specific instructions regarding how payments are to be assigned when an order contains multiple ACRNs.
- Invoice and payment instructions to the extent not covered by the contract.
- Any other pertinent information.

The Ordering Contracting Officer's decision on each order shall be final and shall not be subject to protest under FAR Subpart 33.1. A protest is not authorized in connection with the issuance or proposed issuance of a delivery order except for a protest on the ground that the order increases the scope, period, or maximum value of the contract or a protest of an order valued in excess of $10,000,000. The ACC-APG Ombudsman will review complaints from the contractors on all DOs *issued by ACC-APG* and ensure that all contractors are afforded a fair opportunity to be considered for each DO, consistent with the procedures in this contract. The Ombudsman for DOs *not* issued by ACC-APG will be the Ombudsman that supports the Ordering Contracting Officer. The designated ACC-APG Ombudsman is identified in Chapter 2, section 7 of these guidelines. **The Ordering Contracting Officer shall identify the agency's designated Ombudsman in each delivery order**.

- The executed order will be transmitted via mail, facsimile, e-mail, or by verbal direction from the Ordering Contracting Officer. If verbal direction is given, written confirmation will be provided within five working days after award. DO awards must be provided to the winning vendor, vendors are not required to check EDA for DO awards. Timely notification shall be provided to the unsuccessful offerors. **The CHESS RFQ tool does not notify vendors of awards**. The unsuccessful notification will identify, at a minimum, the awardee and award amount. For orders in excess of $5,000,000 the Ordering Contracting Officer must provide an opportunity for post-award debriefings. Although not required, Ordering Contracting Officers may respond to requests for post-award debriefing information for orders less than $5,000,000, providing vendors with general information such as strengths or weaknesses or reasons for not successfully winning the delivery order without providing a formal debriefing so long as the information provided stays within the allowances established at FAR 15.506 when requested.
- Addition of Clauses at DO Level. Clauses may be added at the DO level as long as they do not conflict with clauses included in the basic contract at IDIQ level. For example, Option Clause 52.217-8, Option to Extend Services, may be included and tailored at the DO level. Some clauses contained in the IDIQ contract will require repetition at the DO level with appropriate fill-in information contained; for example, FAR 52.217-9 Option to Extend the Term of the Contract. This clause, if used at the DO level will require fill-in information specific to the DO.

Statements of Non-Availability and Goal 1 Waivers

It is mandatory for Army customers to procure COTS IT hardware and software through CHESS. It is not mandatory for Army customers to procure services through CHESS although there are two service contract vehicles available. If a requirement is determined to be outside the scope of the CHESS MFD contract, the customer must ensure their requirement cannot be met by an alternative CHESS contract vehicle. If the requirement cannot be satisfied by any CHESS contract vehicle, a statement of non-availability and Goal 1 Waiver must be obtained before soliciting outside of CHESS.

A RFQ should be sent to all MFD vendors and any potential alternate contract vehicles within CHESS prior to requesting a statement of non-availability.

See the Statement of Non-Availability Request page on the CHESS website at https://chess.army.mil/CMS/A/WVRS for more information and frequently asked questions.

3. MODIFYING REQUIREMENTS/DELIVERY ORDERS AFTER AWARD

Pursuant to FAR Clause 52.212-4(c) Changes - Commercial Items, changes in the terms and conditions of this contract, and any resulting delivery order, may be made only by bilateral written agreement of the parties. The government does not have the right to add any work to an order other than through bilateral modification.

If it is anticipated that additional equipment will be necessary later in the period of performance, the Ordering Contracting Officer and Requiring Activity should consider putting that information in the RFQ as options. Information regarding potential increases should include, but not be limited to, number of units, terms of the lease/CPC, and the anticipated timeframe equipment would be added to existing delivery order.

4. ON-RAMP AND OFF-RAMP PROVISIONS

ACC-APG Huachuca intends to review the need for additional MFD contractors at each option period with the goal of improving DO competition and increasing Small Business participation. However, the Government reserves the right to reopen competition at any time during the term of this contract. If the Government reopens competition, an on-ramp concept will be utilized.

On-Ramp Provision

On-ramps may be utilized when it is determined to be in the best interest of the Government to obtain new viable Small Business partners as off-ramps are implemented. On-ramps refresh and update the competitor pool and provide a means to incorporate new technologies. Additionally, on-ramps will ensure that new Small Businesses will have an opportunity to participate in the MFD contract. In the event an on-ramp is used, the Government will advertise the on-ramp period by publicizing a notice on FedBizOps and offerors shall be required to meet the criteria established in the initial MFD solicitation. The criteria used for evaluation and selection of awardees for any on-ramp will be exactly the same evaluation and award used for the MFD initial basic contract award. Any incumbent MFD contractor will not be required to recompete for a Prime Contract Award. Any on-ramp additions will not impact the overall MFD ceiling and the period of performance for new awardees will not exceed the overall maximum term of the original ID/IQ contract. The Government will not consider unsolicited proposals.

Off-Ramp Provision

Off-ramps will encourage Contractors to increase their efforts to provide their most competitive pricing to customers at the delivery order level. The Government will analyze the Contractors award history and make decisions to off-ramp Contractors who are clearly not contributing to the healthy competition that result in cost savings to the Government. In order to allow for both the Government and the Contractor awardees to devise strategies to generate the maximum amount of competition and consequential savings, the off-ramp provision may be applied at each option period.

The Government reserves the right to eliminate an awardee from continuing to compete under the MFD MA ID/IQ contracts in the event that they are determined by the KO to have performed poorly. In making that determination, the KO may utilize performance surveys or the CPARS. Any previously awarded MFD DOs that are rated less than satisfactory will be considered as indicating poor performance. If an awardee fails to meet Small Business Participation Plan requirements, the KO at his/her discretion reserves the right to not exercise an awardees contract option. This process, entitled an off-ramp, is not subject to

the Termination for Convenience Clause under 52.212-4 and is not the basis for any termination or other administrative claims under the Disputes Clause 52.233-1.

ATTACHMENT 1

MFD DELIVERY ORDER REQUEST AND INSTRUCTIONS

The following form may be utilized as a request for contract support to order under the MFD Program. The Requiring Activity completes this form, together with the associated attachments, and forwards the entire package to its supporting Ordering Contracting Officer for processing requests for proposal. Note: varying Ordering Contracting Officer agencies may have additional or different documentation they require; therefore, double check with the Ordering Contracting Officer to ensure all required information is completed and provided.

1.	**Requiring Activity Point of Contact.** Include name, title, organization, commercial and DSN phone numbers, and e-mail address:
2.	**Designated Order Contracting Officer's Representative (COR)** Include name, title, organization, commercial and DSN phone numbers for voice and fax, and e-mail address: (If same as Block 1, type "same"; if not applicable, type N/A).
3.	**Wide Area Work Flow (WAWF) Inspector/Acceptor POC** Include name, e-mail address, phone number, and Inspection/Acceptance DODAAC.
4.	**Attachments Checklist.** Complete package must include the following items. Send files electronically via e-mail or fax to the Ordering Contracting Officer. (All files shall be completed using MS Word 2000, MS Excel 2000 or Adobe, as appropriate.) □ Delivery Order Request and Instructions □ Delivery Order Checklist □ Requirements Description: SOW/SOO/PWS or Salient Characteristics (written in terms of functionality) □ Funding Document(s) (scanned or other electronic version is preferable) □ Independent Government Cost Estimate (IGCE) (based on market research) □ DA Form 4951 - Analysis of Lease or Purchase Documentation/Justification (required for all leasing arrangements) □ AT/OPSEC Cover Sheet (not required for supply orders under $150,000) □ COR Nomination (if applicable) □ Performance Requirement Summary or Quality Assurance Plan (required if COR appointed) □ Proposal Evaluation Plan (Evaluation Approach and Criteria) □ DO-unique DD Form 254 (only if order unique security requirements) □ Any applicable J&A's (Sole Source or Brand Name)

5. Delivery Order Information

Short Name/Title of Requirement:

Period of Performance Contemplated:

Options Contemplated:

Brief Description of the Requirement:

6. FASA Exception. If you are citing a FASA exception to Fair Opportunity Competition, check the appropriate one below and provide justification.

☐ Only one such contractor is capable of providing supplies required at the level of quality required because they are unique or highly specialized.

☐ The order should be issued on a sole-source basis in the interest of economy and efficiency as a logical follow-on.

☐ A statue expressly authorizes or requires that the purchase be made from specified source.

☐ The agency need for supplies is of such urgency that providing such opportunity would result in unacceptable delays.

FASA Exception Justification: *(note: J&A required)*

7. Order COR Training Certification: Army Order CORs are required to have COR training prior to appointment.

Order COR Training Certification Date:

ATTACHMENT 2

MFD DELIVERY ORDER CHECKLIST

(There is no requirement to use this document; however, there is so much information that the Contracting Officer must remember – the checklist can be helpful. This type document may also be used to prepare for solicitation review boards. The requiring activity should complete as much of the below information as possible.)

DELIVERY ORDER CHECKLIST

Delivery Order solicited under Army MFD Multiple Award

Indefinite Delivery/Indefinite Quantity (MA ID/IQ) Contract

Buyer Name:

Contracting Officer Name:

1. Short Name/Title of Requirement:

2. Brief Description of the Requirement: *(Insert Scope and Objective of the requirement or attach SOW/SOO/PWS or Salient Characteristics; include all pertinent information such as anticipated options, anticipated increases in quantities, etc.)*

3. Procurement history: ☐ New Requirement ☐ Follow-on to Contract/Delivery Order

If this is follow-on, discuss the procurement history. Address any challenges that drive the mission or acquisition approach.

4. Congressional interest in the requirement: ☐ Yes *(if yes, describe)* ☐ No

(Congressional notification completed at award of MA ID/IQ contracts; DOs up to the program ceiling need not be announced unless special interest requirements)

5. Bundling: Do the requirements/acquisition approach meet the definition of "bundled contract"? *(see FAR 2.101)* ☐ Yes *(see attached approvals)* ☐ No

6. Contract Consolidation: Do the requirements/acquisition approach meet the definition of "contract consolidation"? *(*see DFARS 207.170) ☐ Yes *(see attached approvals)* ☐ No

7. Small Business Participation Potential and Goals: *Describe, if applicable (see MFD Ordering Guide, Chapter 3, section 9 for more information).*

8. Business Arrangements:

a. Period of Performance Contemplated: (include options periods, if applicable)

Phase-In Period:

Base Period:

1st Option Period:

2nd Option Period:

3rd Option Period

4th Option Period:

Phase-Out Period:

b. Independent Government Cost Estimate: *(use table below to summarize; full IGCE should have been included in request package)*

Item	Base Period	1st Option Period	2nd Option Period	3rd Option Period	4th Option Period	Total
Labor						$ -
ODCs						$ -
Travel						$ -
Total	$ -	$ -	$ -	$ -	$ -	$ -

c. Basis of estimate: *(Discuss **how** the IGCE was developed, who developed it, what information was considered, what assumptions were included, discuss the composition of the Other Direct Costs (ODC), if included)*

d. Funding:

i. Funding Source:

ii. Funding Type:

☐ Operations and Maintenance (Army)

☐ Other _____

iii. Funding Stream: *(Will each contract period be fully funded-if not, what is the contemplated funding stream?)*

iv. Available Funding: *(Is funding currently available – how much and what fiscal year?)*

9. Additional Clauses/Terms and Conditions. The following clauses/terms will be added at the Delivery Order level:

☐ FAR 52.207-5 Option to Purchase Equipment (required for all Lease-to-Own arrangements, or lease with option to purchase terms)

☐ FAR 52.217-6 – Option for Increased Quantity

☐ FAR 52.217-8 – Option to Extend Services

☐ FAR 52.217-9 – Option to Extend Term of the Contract

☐ FAR 52.232-18, Availability of Funds

☐ FAR 52.232-19, Availability of Funds for the Next Fiscal Year beyond the end date of each performance period

☐ FAR 52.232-22, Limitation of Funds is applicable at the CLIN level

☐ OTHER: FAR *(Enter Clause Number Here)*, *(Enter Clause Title Here)*

10. Fair Opportunity:

☐ Fair Opportunity will be provided to all MFD MA ID/IQ contractors

☐ Fair Opportunity will **not** be provided *(see attached justification):*

☐ FAR 16.505(b)(2)(i)(A) Urgency

☐ FAR 16.505(b)(2)(i)(B) One Source – Unique or highly specialized services required

☐ FAR 16.505(b)(2)(i)(C) Logical Follow-on

☐ FAR 16.505(b)(2)(i)(D) Satisfy Minimum Guarantee

11. Options: Do you intend to include options? ☐ Yes (see D&F) ☐ No
Do you anticipate the need for additional equipment or terms?
☐ Yes (see D&F) ☐ No

Reminder: Value for 52.217-8, Option to Extend Services must be evaluated *(If you do not evaluate the six-month option at time of award, you must do a J&A when you exercise it IAW GAO decision B-401472, Major Contracting Services, Inc., September 14, 2009.)* If you do not include option to increase quantity and evaluate the value of those options prior to award, a J&A will be required to sole source any increase in scope at a later time as well.

12. Evaluation Plan: *(Describe the evaluation approach and criteria)*

a. Basis of Award:
b. Evaluation Criteria:

The Contracting Officer will consider the evaluation information, make a determination for delivery order award and provide supporting documentation.

13. Contract Administration Approach:

a. Contracting Officer Representative (COR):
   i. COR has been nominated ☐ Yes ☐ No
   ii. COR qualifications have been reviewed and determined to be appropriate for this acquisition ☐ Yes ☐ No

b. Who will perform delivery order contractor surveillance?

c. Who will perform delivery order administration?

d. Who will perform monitoring of delivery order metrics?

e. Include Performance Requirements Summary (PRS) or Quality Assurance Surveillance Plan (QASP).

14. Additional comments:

15. Within Scope Determination: The requirements of this delivery order have been reviewed and are determined by the Contracting Officer listed below to be within the scope, ordering period, contract ceiling of $498,000,000.00 and terms and conditions of the Army MFD and Related Services MA ID/IQ contract vehicle.

16. Delivery Order Check List Prepared By:

_____

Requiring Activity Representative Date

17. Reviews and Approvals *(as applicable)*:

_____

Contract Specialist Date

_____

Contracting Officer Date

ATTACHMENT 3

DA FORM 4951

LEASE/PURCHASE ANALYSIS FOR COPYING/DUPLICATING MACHINES

For use of this form, see Pam 25-40 the proponent agency is OAASA

1. ORGANIZATION/INSTALLATION	**2. LOCATION**	**3. PROJECTED MONTHLY VOLUME**
4. COPIER/DUPLICATOR MODEL		**5. COPY SPEED**

DATE

6. RENTAL/LEASE

	NO. COPIES	TOTAL
a. MONTHLY MINIMUM RENT/LEASE		$
b. ADD Copies @	$	
c. Copies @	$	
d. Copies @	$	
e. ACCESSORIES @	$	
f. @	$	
g. @	$	
h. @	$	
i. **Total Monthly Rent/Lease** →		$

j. Per Copy Cost

(1) Paper	$
(2) Toner	$
(3) Other	$
(4) Total	$
(5) NO. COPIES @ $	$
(6) Total Monthly Cost	$

k. Rental/Purchase Monthly Copy Cost Computation ***(Total Monthly Cost ÷ Monthly Copy Volume)***

		RENT/ LEASE	PURCHASE
(1)	Total Mo. Cost	$	$
(2)	Mo. Copy Volume	÷	÷

7. PURCHASE

a. EQUIPMENT	b. NO. MONTHS	c. COST	d. LESS CREDIT	e. NET COST
COPIER		$	$	$
ACCESSORIES		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
f. **Total Equipment Cost** →				$

g. Monthly Maintenance

(1) NO. COPIES		$
(2) ADD COPIES @	$	
(3) COPIES @	$	
(4) COPIES @	$	
(5) ACCESSORIES		
(a) Total Monthly Maintenance		$
(b) Depreciation		$
(c) Supplies		$
(d) Total Monthly Cost		$

h. Break-Even/Pay-Back Period Computation

(1) MONTHLY RENT/LEASE	(2) MAINTENANCE	(3) SAVINGS
$	-$	=$
(4) PRICE *(purchase)*	(5) SAVINGS	(6) MONTHS TO BREAK-EVEN/PAYBACK
$	÷$	=$
(7) PRICE *(purchase)*		(8) MO. DEPRECIATION

ATTACHMENT 4

SAMPLE REQUIRED PERFORMANCE METRICS (RPM) TABLE **

Applicable SOW Section	Required Service	Performance Standards	Acceptable Quality Levels	Method Of Surveillance
C.1.7	Key Personnel List	Initial Report due within 10 days of issuance of the basic IDIQ contract and within 10 days of award of a delivery order for purchased/leased equipment and services. Updates are due within 10 days of a change in personnel or contact information. List shall be submitted to Procuring Contracting Officer and all Ordering Contracting Officers	100%	100% inspection
C.11.2 and C.12.6	Delivery and Installation	The Contractor shall deliver, set-up and install equipment up to the point of connectivity to a network unless otherwise stated in an individual delivery order. The Ordering COR shall coordinate with the authorized network personnel to connect equipment to the network. The Contractor shall then ensure operational capability as required in the SOW.	30 days ARO	100% inspection
C.11.4 and C.12.7	Full Operational Capability (FOC) Demonstration	The Contractor must demonstrate to the Government that equipment is fully operational in accordance with the Government's requirements, equipment specifications, intended purpose, and operator instructions and manuals. The Network Enterprise Center (NEC) or Directorate of Information management (DOIM) may require a pre-network connectivity check prior to connecting the MFD(S) to the network. For leases, satisfactory completion of this demonstration will deem acceptance and lease commencement date.	100%	100% inspection
C.13.1.2	Annual Preventive Maintenance	Each item of equipment in place for at least 1 year shall have had one (1) preventive maintenance visit	100%	100% inspection
C.13.1.3	MFD availability	All MFD's must perform at an availability level of 90%.	90%	The COR will calculate by taking total hours available for use in the month and dividing by the total hours in the month.
C.13.1.1 and C.15.2	Response to Service Calls	The Contractor shall have a service technician arrive at customer location within eight (8) working hours after notification if a remote attempt to resolve the issue has failed.	90%	Random sampling

Applicable SOW Section	Required Service	Performance Standards	Acceptable Quality Levels	Method Of Surveillance
C.15.1	Familiarization Training	The Contractor shall provide 1-hour of hands on familiarization training for each MFD purchased or leased. This training shall cover the basic operation of the MFD and its accessories, such as the procedures for clearing paper jams and the replacement of consumables. The training should be geared for personnel with a basis understanding of the device. In the case of large delivery orders, the Contractor shall make as many sessions available as required, based on the number of MFDs ordered and the availability of Contractor trainers and Government attendees.	100%	100% inspection
C.15.2	Technical Support	Contractor shall provide a toll-free telephone number for technical support, available during normal duty hours, Monday through Friday. Customer callers will not be on hold more than three minutes before leaving a message or speaking to a technician. Customer shall receive a return call from technician within 15 minutes. Remote attempts to correct an issue shall last no longer than 30 minutes.	90%	Random sampling
C.18	Monthly Report	Monthly, on or before the 5th calendar day of each month for the previous month. Report shall be submitted to Procuring Contracting Officer and Ordering Contracting Officers.	100%	100% inspection
C.20	Safety Plan	Within 15 days of Award of Basic IDIQ contact. Safety Plan shall be submitted to the Procuring Contracting Officer.	100%	100% inspection

ATTACHMENT 5

SAMPLE MFD DELIVERY ORDER REQUEST FOR QUOTE

NOTE: THE FOLLOWING IS A SAMPLE ONLY.

(Instructions for use of this document: wherever highlighted parenthesis ( ) appear within this document complete instruction or delete if irrelevant – to include these instructions)

Request for Quotation (RFQ)
Multifunctional Devices (MFD)
(Insert Title Here)

(For Government Official Use Only)

(Use of this information is strictly optional and may be copied and used in forms within the Procurement Desktop (PD2) system)

Part I- The Schedule

Section A- Solicitation Form:

(i) Solicitation Information:

Request for Quote No._____(insert)

Date of Issuance_____(insert)

Offer Due Date/ Local Time_____(insert)

Number of Pages _____(insert)

Issuing Agency Name_____(insert)

Name_____(insert)

Address_____(insert)

Phone No. & E-mail Address_____(insert)

North American Industry Classification System (NAICS) Code_____(insert)

Size Standard_____(insert)

Questions concerning this RFQ shall be directed to *(Insert name and contact information here. Please include additional pertinent information and or instructions if necessary).*

(ii) Contractor/Offeror Information*:*

Please provide the following information with your offer:

Company Name _____(insert by the offeror)

Name _____(insert by the offeror)

Address _____(insert by the offeror)

Phone No. & E-mail Address_____(insert by the offeror)

TAX ID (US firms only):_____(insert by the offeror)

CAGE Code:_____(insert by the offeror)

DUNS Number:_____(insert by the offeror)

Registered in System for Award Management (SAM): Yes_____ No_____ (insert by the offeror)

Refer to SAM at https://www.sam.gov/portal/public/SAM/

(iii) Other Instructions to Offerors:

Please fill in (ii) Contractor/Offeror Information listed above.

Offerors who submit a revision to the RFQ must identify when submitting to the Point of Contact (POC), e.g- Revision 1, Revision 2, etc.

Questions concerning this RFQ are due at *(insert due date and local time here)*.

Non-compliance with any of the terms and conditions within this RFQ, may constitute a deficiency which can result in a rejection of your offer. To be eligible for award, a quotation must meet all technical requirements, conform to all required terms and conditions, and provide all the information that is required. It is the sole responsibility of the offeror to obtain all of the RFQ files, along with any amendments and attachments.

This requirement will be paid using*: (insert method of payment here- Government Purchase Card (GPC) or Wide Area Workflow (WAWF))*

(If applicable, please include any other additional instructions to offerors herin not stated in the above section).

Section B- Supplies or Services and Prices:

The Government intends to award a Firm-Fixed Price *(please note that there may be line items designated as cost reimbursable, if so, insert statement here)* delivery order(s) for *(insert a brief description of the requirement and the requesting installation).(IF this will be a Brand Name or Equal requirement, please state so here and cite the proper Federal Acquisition Regulation (FAR) citation. Within each Contract Line Item (CLIN), please reference the items that are being competed as Brand Name or Equal. Brand Name or Equal should be avoided when possible; as requirements should be defined in terms of function and not specific machines).*Please fill in all pricing and include applicable taxes and an overall FINAL price. If a CLIN is not separately priced, please annotate by placing “NSP” in the total price column. The quote shall also include the Computer Hardware Enterprise Software and Solutions (CHESS) CLINs which correlates with each of the required items. Pricing shall be submitted in the table format provided below within this section.

Base Year
Period of Performance _____ (insert)

CHESS ITEM#	REQUIREMENT ITEMS	QUANTITY	UNIT OF ISSUE	UNIT PRICE	TOTAL PRICE
	Capability Level (I - IV), B&W or Color, Common Access Card (CAC) Enabled Multi-Functional Device	2	EA		
	Maintenance Plan with Consumable Supplies	1	YR		
	Phase In/ Phase Out	1	EA		
	Deliverables (Key Personnel List and Monthly Report)				**NSP**

(If your requirement includes option years, please fill out sections (ii) and (iii) below; otherwise, omit if not required)

Option Year I
Period of Performance_____ (insert)

CHESS ITEM#	REQUIREMENT ITEMS	QUANTITY	UNIT OF ISSUE	UNIT PRICE	TOTAL PRICE

Option Year II
Period of Performance_____ (insert)

CHESS ITEM#	REQUIREMENT ITEMS	QUANTITY	UNIT OF ISSUE	UNIT PRICE	TOTAL PRICE

Section C- Description/Specifications:

(For proper evaluation purposes, please ensure that salient characteristics are provided for each of the requested CLIN items. This would exclude CLIN items related to overages (e.g. cost per copy overages) or deliverable items. In accordance with (IAW) FAR 11.104, descriptions must include, in addition to the brand name, a general description of those salient physical, functional, or performance characteristics of the brand name item that an "equal" item must meet to be acceptable for award).

(Before describing your requirement and providing salient characteristics for the applicable CLIN items, please note the following:

a) There are four capability levels for both Black & White (B&W) and Color MFD models (B&W Levels 1,2,3, and 4 and Color Levels 1,2,3, and 4). Please refer to the Statement of Work (SOW) for further details regarding the capability levels.

b) For each of the above categories of models Levels 1, 2, and 3 an MFD device option with letter (8-1/2" x 11') and legal (8-1/2"x 14") paper trays and for category of models Level 4, an A3 class device option [A3 = letter (8-1/2" x 11'), legal (8-1-2"x 14"), and ledger (11"x17") paper trays] are included. All devices meet the minimum performance, security, and technical requirements as detailed in the SOW included in the Indefinite Delivery, Indefinite Quantity (IDIQ).

c) Purchase and lease options include: Purchase, Operating Lease, Lease-to-Own, and Cost-per-Copy.

d) Operating Lease and Lease-to-Own plans include options for a 24, 36, 48, or 60 month lease.

e) Cost-per-Copy lease plans include options for a 36, 48, or 60 month lease.

f) The MFD SOW is listed in the IDIQ under Sections C.12.1 and C.12.2. Please DO NOT just copy and paste or repeat the MFD SOW of the IDIQ. Within this section, please describe in more detail your scope of the mission, the purpose, and the support that meets the needs of your requirement. Termination charges are not authorized to be removed).

(An example of a purchase option and salient characteristics are listed below, which is to be filled out by the Government requesting activity).*

Salient Characteristics for CAC Enabled Multifunctional Device:

REQUIREMENT ITEM	OPTION TYPE *(Selections include Purchase, Operating Lease, Lease-to-Own, and Cost-per-Copy)*	CAPABILITY LEVEL *(Selections include I-IV (1-4))*	B&W or COLOR	NUMBER OF COPIES
CAC Enabled Multi-Functional Device	Purchase	4	Color	n/a

Must be CAC-enabled
Computer Connection: Ethernet; USB 2.0; 10/100/1000 BaseT Ethernet
Full Duplex Printing

Copy Size Max: Legal (8.5 in x 14 in)
ENERGY STAR: Yes
Copy, fax, print, network scan
Media Capacity (max): 2300 sheet(s)
Standard Media Capacity: 1750 sheet(s)
Standard Memory: 1024 MB
Supported Memory (max): 2048 MB
Copy size (max): the ability to print 8.5 x 11, 8.5 x 14
Color Copier Speed (max): 50 ppm
Color Print Speed (max): 50 ppm
Color Resolution (max): 1200 x 1200 dpi
B&W Copier Speed (max): 50 ppm
B&W Print Speed (max): 50 ppm
B&W Resolution: 1200 x 1200 dpi
Printing Output Type: Color
Network Protocol Support: IPv6 Certified
Three trays
550 sheets in each tray
Printer Languages: Postscript 3, PCL6, PCL5E, xHTML, PDF 1.6, Direct Image, Microsoft XPS and PPDS Migration Tool
Maximum Monthly Duty Cycle: Up to: 150,000 pages per month
Recommended Monthly Page Volume: 5,000 to 17,000 pages
Under IEEE p2600.1 Certification
Cloud printing
Caster base
Staple finisher
0.2-inch LCD touch panel
1.2GHz Processor
1GB RAM
160GB hard drive
Single-pass duplex scanning
Time to first page as fast as 8 seconds for black or 9 seconds for color
Public Key Infrastructure (PKI) Authentication APP for eSF Capable Devices
Large POD for PKI Card Reader
Full-size pull out keyboard

Salient Characteristics for Maintenance Plan with Consumable Supplies:
The services shall be able to support all Network Enterprise Commands (NEC) locations within Audubon, NJ 55555. Locations are as follows: 1563 Example Street, Building 1234 and 1723 Example Street Building 1234.

The service technician shall contact the Government POC prior to entering the building for escorting purposes. A service technician will need to arrive on site within 10 hours of an issued notification if a remote attempt has failed.
The repair services must be provided on an as needed basis.

Salient Characteristics for Phase-In and Phase-Out:

(Define here in detail ALL required logistics and resources needed for the Contractor to be able to ensure a seamless transition for placement and staging of the MFD(s) during the phase-in period and removal during the phase-out period.)

Deliverables:
Please reference Section C.19 of the IDIQ SOW for further information regarding the deliverables.

Section F- Delivery or Performance:

DELIVERY INFORMATION

(A delivery information example is listed below. If there are particular items that require an alternate Ship To Address, please address so within this section).*

DELIVERY DATE: **OPTION YEAR(s) DELIVERY DATE:**	May 1, 2014 to April 30, 2015
SHIP TO NAME:	John Doe
SHIP TO ADDRESS:	NEC, 2133 Cushing St., Audubon NJ 55555
FOB:	Destination
INSPECTION AND ACCEPTANCE:	Government

Part II- Contract Clauses

Section I-Provisions and Contract Clauses:

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)
The full text of a clause may be accessed electronically at this/these address(es): https://farsite.hill.af.mil

252.204-7004 ALT A SYSTEM FOR AWARD MANAGEMENT ALTERNATE A (MAY 2013)

52.211-6 BRAND NAME OR EQUAL (AUG 1999) (OPTIONAL)

52.212-2 EVALUATION--COMMERCIAL ITEMS (JAN 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 shall be used to evaluate offers:

(List factors here that shall be used to evaluate the offers)

Example- This requirement will be awarded as a Firm Fixed-Price Contract on an all or none basis, to the lowest priced offer that meets all the terms and conditions of the solicitation.

(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.

(End of provision)

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) Definitions. As used in this clause--

Department of Defense Activity Address Code (DODAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall--

(1) Have a designated electronic business point of contact in the System for Award Management at https://www.acquisition.gov; and

(2) Be registered to use WAWF at https://wawf.eb.mil/ following the step-by-step procedures for self-registration available at this Web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at https://wawf.eb.mil/.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

Combo

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

John Doe
NEC
2133 Cushing St.
Audubon, NJ 08106
TEL: 123-456-7890

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DODAAC	XXXXX
Issue By DODAAC	XXXXX
Admin DODAAC	XXXXX
Inspect By DODAAC	XXXXX
Ship To Code	XXXXX
Ship From Code	XXXXX
Mark For Code	XXXXX
Service Approver (DODAAC)	XXXXX
Service Acceptor (DODAAC)	XXXXX
Accept at Other DODAAC	XXXXX
LPO DODAAC	XXXXX
DCAA Auditor DODAAC	XXXXX
Other DODAAC(s)	XXXXX

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit

price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

Name: John Doe
Phone: 123-456-7890
Email: john.doe.civ@example.mil

(g) WAWF point of contact. (1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

Name: John Doe
Phone: 123-456-7890
Email: john.doe.civ@example.mil

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

Part III- Documents, exhibits, and other attachments

Section J-List of documents, exhibits, and other attachments:

(Please list the title and date for each attached document within this section)

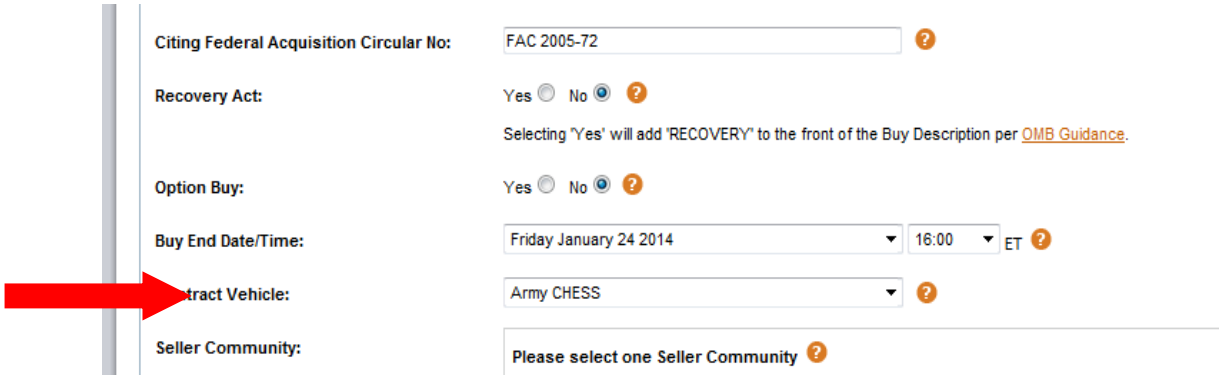
For comments and proposed changes related to this sample document, please contact Felisa M. Cope at felisa.m.cope.civ@mail.mil or phone (520)-533-6565.

ATTACHMENT 6

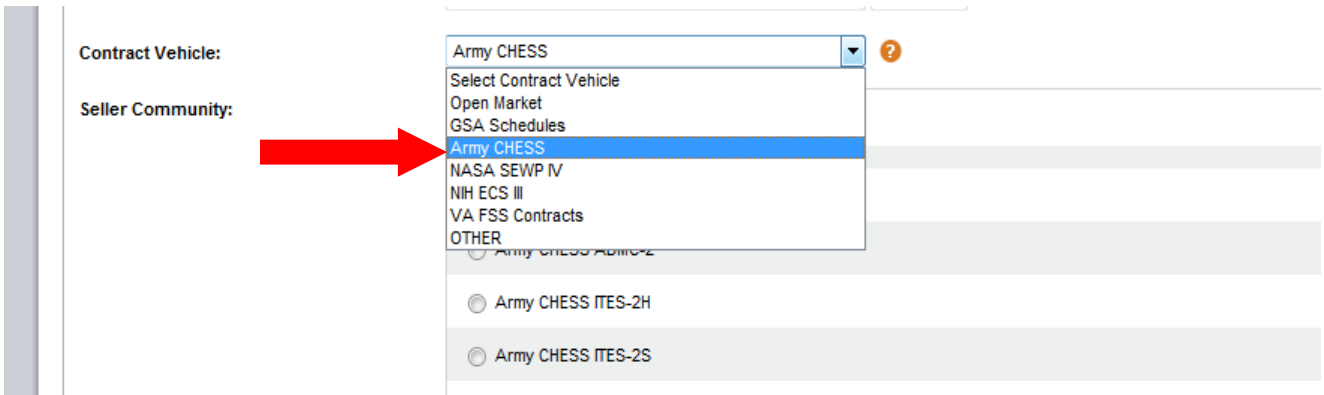
SAMPLE MFD FEDBID REQUEST FOR QUOTE SUBMISSION

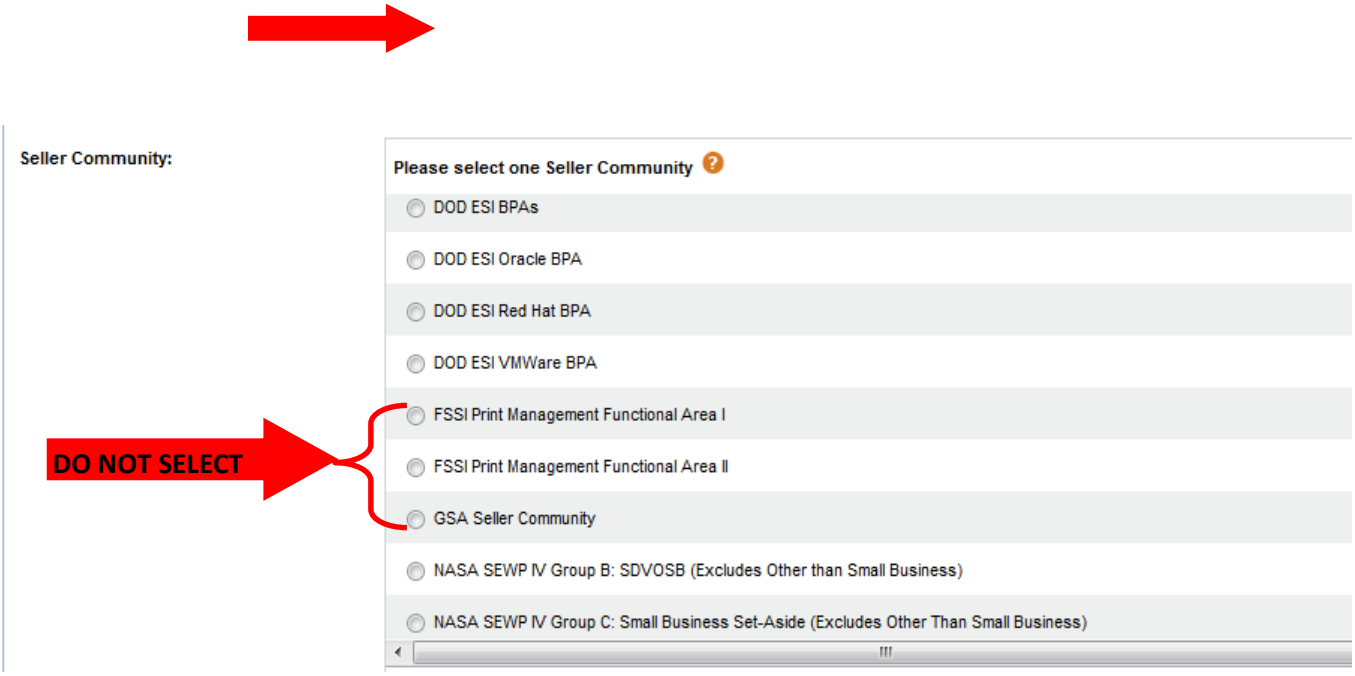
When using the FEDBID Reverse Auctioning tool to access the Army MFD contract vehicle:

1. Log into FedBid and create buy.
2. Complete all required fields:
    a. Buy Description - This is a general description/title of your requirement. This information is made available to the Offerors.
    b. Internal Description - This is an internal description; this description is not viewable/available to the offerors
    c. Solicitation Number
    d. FedBizOpps Solicitation (for CHESS purchases, you will NOT check this box) - this box is checked only when you want a notification/link posted to FedBizOpps for any and everyone to see and access.
    e. FAC Number (dropdown, typically you will leave this at the default)
    f. Recovery Act - select the radio button for yes or no dependent on whether or not your requirement is funded by Recovery Act funds.
    g. Option Buy
    h. Buy End Date/Time - there will be a default date/time entered. Be sure to review and update as necessary. See guidelines above for posting/response times.
    i. Contract Vehicle - In this drop down menu be sure to select “Army CHESS”



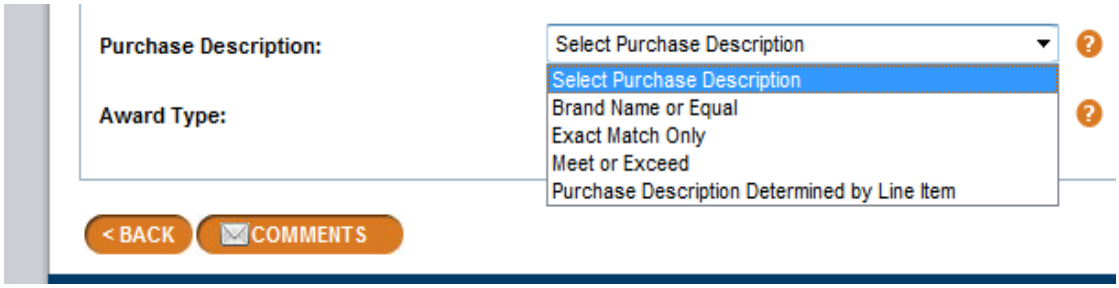
    j. Seller Community - in the box of for seller community, select the radio button for the Army CHESS MFD contract vehicle (or other appropriate CHESS vehicle). You can only select one Seller Community. DO NOT select FSSI Print Management or GSA Seller Communities.





k. Set-Aside Requirement - select “No Set-Aside Restriction” from drop down menu.

l. Purchase Description - Select purchase description. If selecting “Brand Name or Equal” ensure that all salient characteristics have been defined clearly and equitably so as not to prohibit competition of EQUAL products.



m. Award Type - select “Purchase Order or Delivery Order” option from the drop down menu.

Continue through all pages of the Buy creation completing information as required, necessary, and pertinent to your requirement. You may upload documents to the system for offerors. If you have questions specific to FedBid, please contact your FedBid representative. If you have questions specific to CHESS, please contact the CHESS helpdesk. If you have questions

specific to the Army MFD contract, please contact the COR, Contract Specialist, or Contracting Officer.