



## SECTION G CONTRACT ADMINISTRATION

### G.1 AUTHORIZED USERS

Only authorized users may place orders under the Basic Contract. In order to qualify as an authorized user, a duly warranted Contracting Officer (as that term is defined in FAR Subpart 2.1) in good standing must have an appropriate signed delegation of procurement authority (DPA) from GSA. For purposes of this Basic Contract, these authorized users are identified as Ordering Contracting Officers (OCOs).

This Basic Contract is for use by all Federal agencies, and others as listed in General Services Administration (GSA) Order ADM 4800.2H, ELIGIBILITY TO USE GSA SOURCES OF SUPPLY AND SERVICES, June 2013, as modified from time to time.

### G.2 ROLES AND RESPONSIBILITIES

This section describes the roles and responsibilities of Government personnel after Basic Contract award. The Government may modify the roles and responsibilities at any time during the period of performance of the Basic Contract.

#### G.2.1 GSA Program Manager (PM)

The Government has appointed a Program Manager (PM) with the authority, apparent or implied authority to bind the Government in its acts or omissions.

#### G.2.2 Procuring Contracting Officer (PCO)

The GSA PCO is the sole and exclusive Government



The OCO for each Order is the sole and exclusive Government Official with actual authority to take actions which may bind the Government for that Order. Contractors shall ensure that an OCO has the required DPA



Order Evaluation

FAR Subpart 15.3 does apply to the order:



under each Order as one of the factors in the selection decision pursuant to FAR 16.505(b)(1)(ii)(E).

#### G.3.5 Subcontractors

The Government has not pre-approved any Subcontractors in making awards for the Basic Contract. If a Contractor proposes a Subcontractor for work performed under an Order, the Contractor must comply with FAR 52.244-6 and/or FAR 52.244-2, and FAR Part 44. The Government reserves the right to determine the responsibility of prospective major Subcontractors.

#### G.4 BILLING AND INVOICING

The Contractor shall submit invoices directly to the address designated by the OCO on the Task Order.

##### G.4.1 System for Award Management (SAM)

Contractors shall register in the System for Award Management (SAM), which is a central database of data in support of Agency missions, prior to being awarded a contract (FAR 52.204-7). Registration requires that the Contractor be issued a Data Universal Numbering System (DUNS) number. Contractor



### G.5.1 Monthly Business Volume (Sales) Report

The Contractor shall provide Monthly Business Volume (Sales) Reports using the format specified in Section J, Attachment J-5, in Microsoft Excel 2007 format. The Report shall be remitted to GSA via the GSA SATCOM Report Portal.

Business Volume is calculated as the total amount of a Task Order received by the Contractor that period. The reporting period shall be for the beginning through the end of the previous month and reports are due by the 15<sup>th</sup> calendar day of each month. If there are no orders received during the reporting period, the report is still required and shall state “no ordering activity” for that period.

The Monthly Business Volume (Sales) Report consists of two worksheets:

- Sales Data Worksheet
- Line Item Data Worksheet

G.5.1.1 Sales Data Worksheet – The Sales Data Worksheet shall contain the following information:

G.5.1.1.1 Title – “CS3 Monthly Business Volume (Sales) Report”

G.5.1.1.2 Reporting Period – The monthly reporting period in which orders were received, from the beginning through the last day of the month.

For each Task Order:

G.5.1.1.3 Contractor Name – Company name

G.5.1.1.4 Contract Number – GSA (S) (T) (C) (R) -2 y(on) 9.9 (:)] TJ Od [(G) 10 ( ) A.derereronu

/TT2 1 Tf 0 Tc 0 Tw





- G.5.1.2.2 Modification Number – The modification number assigned by the Ordering Activity.
- G.5.1.2.3 Date of Order – The date the order or modification is signed by the Contracting Officer.
- G.5.1.2.4 Line Item Number - Contract Line Item Number of the product of service purchased.
- G.5.1.2.5 Line Item Category - Classification of the line item into one of either "Bandwidth", "Equipment", "Teleport", "Terrestrial", "HNA", "Labor", or "Other".
- G.5.1.2.6 CLIN Period of Performance Start Date – The actual date the service is scheduled to begin for the line item. This could be different than the overall period of performance for the Task Order.
- G.5.1.2.7 CLIN Period of Performance End Date – The actual date the service is scheduled to end for the line item. This could be different than the overall period of performance for the Task Order



G.5.1.2.16 Regional Coverage – The geographic area serviced by satellite beam.

G.5.1.2.17 Satellite Name or Number – The satellite name/number providing the service.

Use the following file naming conventions for Monthly Business Volume (Sales) Reports (MBVSR) uploaded to the Portal:

- Vendor Name, Contract Type, MBVSR, Month, Year

Examples:

SATCOM 101 Inc – CS3 MBVSR – 12-2017

SATCOM 101 Inc – CS3 MBVSR – Dec 2017

The Contractor shall also post copies of each Task Order received during the reporting period to the GSA SATCOM Report Portal on the 15<sup>th</sup> calendar day of each month.

## G.5.2 Monthly Revenue Report

The Contractor shall provide a Monthly Revenue Report (MRR) using the format specified in Section J, Attachment J-6, in Microsoft Excel 2007 format on the 15<sup>th</sup> calendar day of each month. The Report shall be remitted to GSA via the GSA SATCOM Report Portal.

The report shall provide details for the GSA Management Fee (G.4.2) relating back to individual Task Orders that have been invoiced by the Contractor and paid by the Ordering Agency.

G.5.2.1 The monthly revenue report shall contain, at a minimum, the following information:

G.5.2.1.1 Title – “CS3 Monthly Revenue Report”

G.5.2.1.2





- G.5.2.1.5 Task Order Number – The order number assigned by the Ordering Activity.
- G.5.2.1.6 Date Payment Received – Date the payment is received by the Contractor from the Ordering Agency. This may be in the form of a check or electronic funds transfer.
- G.5.2.1.7 Invoice Number – Tracking number of the invoice
- G.5.2.1.8 Agency Name – Name of the Agency that received the products or services.
- G.5.2.1.9 Amount Received from Agency – Total dollar amount received in payment by the Contractor, from the Agency receiving the products or services.
- G.5.2.1.10 GSA Management Fee Due (2%) – This fee is 2% of the total payment amount received from the Agency for a specific order.
- G.5.2.1.11 Previous Monthly Balance – Amount management fees the Contractor owes GSA from the previous month
- G.5.2.1.12 Current Monthly Amount Remitted to GSA – GSA Management fee amount that the Contractor submitted to GSA for the current month's reporting period.
- G.5.2.1.13 Remaining Balance/Carryover to Next Month – This is the total amount of GSA Management fee due for the current month plus the previous month's balance minus the amount submitted to GSA for the current month.
- G.5.2.1.14 EFT Number – Transaction identification number of Electronic Funds Transfer (EFT). If more than one EFT payment is submitted for the reporting period, the Contractor shall identify all EFT Numbers and Amounts for the reporting period. The total EFT Amount(s) shall total the “Current Monthly Amount Remitted to GSA” identified on the report.
- G.5.2.1.15 EFT Date – Enter the date of the EFT payment
- G.5.2.1.16 EFT Amount – Enter the amount of the EFT payment

Use the following file naming conventions for Monthly Revenue Reports uploaded to the Portal:

- Vendor Name, Contract Type, MRR, Month, Year



Examples:

SATCOM 101 Inc – CS3 MRR – 11-2017

SATCOM 101 Inc – CS3 MRR – Nov 2017

G.5.3 Annual Program Review Report

The C



(SSR). Per FAR 19.704(d) and clause 52.219-9(g), the Commercial Plan is the preferred type of Plan for contractors furnishing commercial items. The ISR and SSR shall be submitted electronically via the Electronic Subcontract Reporting System (eSRS) at [www.esrs.gov](http://www.esrs.gov)

Reports are required when due regardless of whether there has been any subcontracting activity since the inception of the contract or since the previous report. See FAR 52.219-9 Small Business Subcontracting Plan.

## G.6 PROGRAM REVIEWS

The Contractor shall attend an annual program review with the GSA Program Office. These reviews may be held at the GSA or Contractor facility. Agenda items may include, but are not limited to: Task Order and Service Level Agreement performance against Task Order metrics, contract status, projected business volume forecast, upcoming opportunities, marketing, conferences, and any other outstanding issues. Program Reviews will be conducted at no additional cost to the Government.

## G.7 INSURANCE

The insurance coverage specified in FAR Subpart 28.3, Insurance, is the minimum insurance requirement for CS3.

The OCO may require additional insurance coverage or higher limits specific to a task order awarded under CS3. If the task order does not specify any insurance coverage amounts, the minimum insurance requirements in FAR Subpart 28.3 shall apply to the task order. OCOs must tailor insurance coverage clauses, provisions, and other applicable terms and conditions specific to each task order's contract type, solicitation, and award.

The Contractor must maintain the minimum insurance coverage for the entire term of CS3. The Contractor shall notify the CS3 PCO and designated OCO for affected task orders, in writing, if there are any changes in the status of their insurance coverage and provide the reasons for the change and copies of the ACORD® Certificate of Liability Insurance form, as applicable.

## G.8 CONTRACT MANAGEMENT OF PAST PERFORMANCE AFTER AWARD

The Government will evaluate Contractor performance in accordance with the criteria under FAR Subpart 42.15.

Contractors will be required to register in the appropriate past performance assessment systems to review and respond to their surveys as prescribed by the OCO at the Order level.





consideration in the award of task or delivery orders under Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts, consistent with the procedures in the contract. Written complaints shall be submitted to the Ombudsman, with a copy to the Contracting Officer.

(b) In the case that the contractor is not satisfied with the resolution of the complaint by the GSA Task-Order and Delivery-Order Ombudsman, the contractor may follow the procedures outlined in subpart 33.1.

(c) The GSA Task-Order and Delivery-Order Ombudsman is located at the General Services Administration (GSA), Office of Government-wide Policy (OGP), Office of