

LEAN THINKING BPA–HOW TO ISSUE A DELIVERY ORDER

GENERAL INFORMATION:

ANTEON POINTS OF CONTACT: BOB ANDERL (937) 254-7950

Once your site has funding to participate in Lean Thinking, your Lean Facilitator will need to name an individual who will act as your Lean Lead(s) for projects/programs that the facilitator has identified at your location. Contact Anteon for information needed to issue the initial delivery order. **DO NOT CONTACT SIMPLER CONSULTING DIRECTLY.** Prior to issuing a delivery order, the sites Lean Lead and Contracting Officer must contact Anteon for scheduling and budgetary information. Anteon will recommend how many of each CLIN should be ordered to optimize the available funding. They will also provide an estimate for funding the travel CLIN and tax CLIN (if applicable) on this Delivery Order. All unit prices per CLIN are firm-fixed-price, with the exception of the travel and tax CLIN, which are both cost.

PAYMENT METHOD:

Use of the credit card as a payment vehicle is encouraged. It is still necessary to issue a delivery/task order against the BPA and the credit card holder's limit must be above the micropurchase threshold (\$2500). This must be allowed by the Credit Card Guidelines at your location and must follow the procedures established by those guidelines. The contractor will provide a monthly invoice. After the performance certifier verifies that the services were provided and that the billing is in accordance with the pricing in the order, the credit card holder will authorize the contractor to bill the credit card.

LEAN FACILITATOR/PERFORMANCE CERTIFIER:

The role of the facilitator/performance certifier is to serve as a point of contact for the contractor and to authorize payment of the contractor's invoice for the individual delivery orders. They are not authorized to execute or agree to execute any modifications to the BPA or the individual Delivery Orders. They are not authorized to change any terms and conditions of the BPA or Delivery Order, the period of performance and the requirements as defined by the BPA Scope of Work. (SOW). Any questions regarding the BPA SOW and the contractor's compliance to that SOW should be addressed to the Contracting Officer.

WHITE SANDS MISSILE RANGE CONTRACTING POC(S)

Any contractual questions should be addressed to Jesse Brennan (Contract Specialist) DSN 258-5455 Jesse.Brennan@us.army.mil or Edwin Guthrie (Contracting Officer) DSN 258-4526 Edwin.Guthrie@us.army.mil

BPA NUMBER W9124Q-04-A-0002 --- ISSUED UNILATERALLY

USING A SF1449

Block 02 Enter W9124Q-04-A-0002. If this number cannot be entered in your system enter the GSA contract number GS-23F-0076K and reference W9124Q-04-A-0002 in the body of the order.

Block 04 Delivery Order number (DFAR Appendix G lists the unique prefix that will identify each location's delivery order number (i.e. White Sands Missile Range Contracting Division is BN) That prefix must be used as part of that number (i.e. BN01 would identify the DO as one issued by White Sands Missile Range Contracting)

Block 09 Issuing office address, DODAAC code, POC and commercial phone number and address

Block 10-12 Leave Blank

Block 15 Enter

Block 16 same as block 9

Block 17a Anteon
3211 Jermantown Rd.
#700
Fairfax, VA 22030-2844

Block 18a Payment office address, DODAAC code, POC with commercial phone number and email address. (For a Credit card purchase this block should state that this is a credit card purchase) If the invoice needs to be sent to a different address include that address in Block 20.

Block 19 Use CLIN number or item number

Block 20 Description of the commodities also include the name, phone number, and email address of the Lean Lead for the project(s). Include a period of performance here.

Block 21 Item Quantity

Block 22 Unit of measure

Block 23 Unit Price

Block 24 Block 21 multiplied by Block 23

Block 25 Fund Cite

Block 26 Total Amount of order

**Block 27 Check “ARE NOT ATTACHED” for both.
A/B**

**Block 31 A/B/C Contracting Officers signature, name, email, commercial
phone number and date**

NOTE: Copies of the order are to be furnished electronically to:

**The Contractor: BAnderl@anteon.com
The Payment Office**