
Local exchange service ID/IQ contract holders

This is a list of the companies we have established ID/IQ contracts with to provide local exchange services. The information presented below is to provide our customers with accurate information regarding telecommunications. ***GSA does not endorse any provider over another.***

AT&T Global Services
Cavalier Telephone, LLC
Cox Kansas Telecom, LLC
Cox Nebraska Telecom, LLC
Fidelity Communications Co., Inc.
ImOn
Level 3 Communications, LLC
Qwest Government Services, Inc.
SureWest

Region 6 GSA LSA Contacts

Eastern Missouri	Kim Brammeier	314-539-3492
	Ken Melvin	314-539-3909
	Dennis Dixon	314-539-3495
South Kansas City	Randy Meyers	816-926-1569
Western Missouri and Kansas	Tyrone Davis	816-426-3021
	Jim Hamerle	816-426-3196
Iowa and Nebraska	Angie Champion	402-221-3333
	Barton Boggs	402-221-3334

Organizations that can order from the contracts

This contract is for use by federal agencies in Missouri, Kansas, Iowa and Nebraska. The following organizations can order from the LSA contracts;

- All Federal agencies and activities in the executive, legislative, and judicial branches.
- Government Vendors authorized in writing by a Federal agency pursuant to 48 CFR 51.1.
- Mixed ownership Government corporations (as defined in the Government Corporation Control Act).
- Other activities and organizations authorized by statute or regulation to use GSA as a source of supply.

Ordering

52.216-18 Ordering (Oct 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from date of award to the expiration of the term of the contract.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered “issued” when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

52.216-19 Order Limitations (Oct 1995)

(a) *Minimum order.* When the Government requires supplies or services covered by this contract in an amount of less than \$100, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) *Maximum order.* The Contractor is not obligated to honor—

(1) Any order for a single item in excess of \$1M;

(2) Any order for a combination of items in excess of \$2M; or

(3) A series of orders from the same ordering office within 30 days that together call for quantities exceeding the limitation in paragraph (b)(1) or (2) of this section.

(c) If this is a requirements contract (*i.e.*, includes the Requirements clause at subsection [52.216-21](#) of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 5 days after issuance, with written notice stating the Contractor’s intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

Fair Opportunity. All eligible awardees will be provided a fair opportunity to be considered for each order in excess of \$3,000, except as noted as an exception in FAR 16.505(b)(2) as listed below. The ordering official may issue a Request for Quotes (RFQ) to all awardees that have contracts in a specific state. All eligible awardees will be allowed to propose on the RFQ for that state as well as specific sites within that state. Task order award will be made to the contractor based on the evaluation criteria established in the RFQ (if other than price).

On an exception basis, as authorized in FAR 16.505(b)(2), multiple awardees need not be given an opportunity to be considered for a particular order in excess of \$3,000 when the Contracting Officer (CO) determines that:

- The agency need for services is so urgent that providing a fair opportunity would result in unacceptable delays,
- Only one awardee is capable of providing the services at the level of quality required because the services ordered are unique or highly specialized (i.e. no other awardee offers that service in the given geographical area),
- The order must be issued on a sole-source basis in the interest of economy and efficiency as a logical follow-on to a task already issued under the contract, provided that all applicable awardees were given a fair opportunity to be considered for the original order, or
- It is necessary to place an order to satisfy a minimum guarantee.

If a fair opportunity exception is applicable, the ordering official will document in the order file the rationale for the determination that one of the exceptions to fair opportunity is appropriate.

Direct Order/Direct Bill

The contractor shall receive service orders from two sources:

(a) Agency Designated Representative (ADR) (direct ordering)

GSA will delegate to ADRs the authority to place orders directly with the contractor. For customer organizations that place orders directly with the contractor, their ADR is responsible for the orders and will sign and approve each order. The ADR is responsible for inspection and acceptance or rejection of the services performed by the contractor, as ordered by the ADR. After contract award, the contractor will be notified by the GSA CO which customer organizations have been authorized to perform direct ordering.

(b) Contracting Officer Technical Representative (COTR), on behalf of a customer organization, (centralized ordering)

For centralized ordering, GSA will act as an agent for customer organizations as authorized by a Memorandum of Understanding (MOU) executed between the customer organization and GSA (i.e., orders will be placed by customer organizations through GSA, and GSA will issue the orders to the contractor). For the orders placed through GSA, the COTR is responsible for the orders and will approve and sign each service order, up to their signature authority of \$25,000. Orders above \$25,000 will be signed by the GSA CO. The COTR is responsible for inspection and acceptance or rejection of the services performed by the contractor.

The contractor shall enable the COTR or ADR to submit service orders to the contractor using the following media:

(c) Telephone

- (d) Facsimile
- (e) Electronic mail
- (f) Electronic file
- (g) Mail
- (h) EDI, where technically feasible

EDI service ordering transactions shall conform to the ANSI X12 850 transaction sets, as interpreted by the Telecommunications Industry Forum (TCIF).

The contractor shall accept orders generated from the GSA Telecommunications Ordering and Payment System (TOPS). TOPS is used by the Government (GSA and some customer organizations) for submitting service orders. Government agencies approved by the CO and identified to the contractor as having authority to order services directly may submit different formats. Orders will be accepted for locations approved by the CO. The contractor will work with the organization to ensure the format will meet the contractor's requirements.

The contractor shall provide the ability for the COTR or ADR to submit bulk service requests for multiple services or features on a single service order, and batch service requests for services or features on different orders at the same time. The contractor shall be able to accept and process orders for a single service or a combination of the services. For orders that include a combination of services, the contractor shall process each individual service in the order as if it is an individual order.

The contractor shall provide a service order acknowledgement via email or facsimile immediately upon receipt of a service order. For orders received prior to noon Central Time, acknowledgement shall be provided via email or facsimile no later than 4:00 pm Central Time that same day. For orders received after noon Central Time, acknowledgement shall be provided no later than noon Central Time the following business day. The service order acknowledgement shall include GSA's TOPS order number.

The contractor shall be responsible for assigning an order identification number for each service order and each item of a bulk service order. The contractor shall provide and implement a mechanism for providing service order information to the ADR (direct ordering) or COTR (centralized ordering). The contractor shall provide an example and specify the format, content, delivery time-frame, and media of the service order information. The contractor shall provide service order information within two (2) business days after receiving a service order.

The contractor shall provide direct order notification to the designated GSA organization of all direct orders it receives from customer organizations. The contractor shall provide an example and specify the format, content, frequency, and the electronic delivery media of the direct order notification (e.g., copy of service order, monthly summary report). The GSA organization designated to receive the direct order notifications will be determined at the time the CO approves the agency for direct order/direct bill.

If additional information or modification from the Government is required before service order processing can be completed, the contractor shall notify the COTR or ADR within two business days after receipt of the service order and shall specify the required information and action to be provided by the Government.

Electronic Invoicing

Monthly invoices and usages data must be electronically transmitted utilizing the Secure Standard File Transfer Protocol (SFTP) or in one of the specified formats below, no later than 10 working days following the bill date. Both direct billing of the Agency and Central Billing to GSA shall be supported. For direct billing, the Contractor shall send the bill directly to the Agency Contracting Officer or to address as specified in the order. For central billing, the Contractor shall send the bill directly to the specified location communicated by the GSA, Billing Management Office.

If services are provided via a Contract Line Item Number (CLIN) structure, all invoices or billing statements are to indicate usage/costs by CLIN.

In regard to media, transport and format, the Government requires that data and report deliverables be provided in ways that are compatible with ways that the Government recipient receive and process them. The following paragraphs cite requirements for contractor reports and data that will be provided.

Media/Transport/Format Requirements for Reports from the Contractor:

The contractor shall be capable of providing reports to the GSA as specified in the following table:

Media Transport File Format

Media	Transport	File Format
CD ROM	<ul style="list-style-type: none"> • Courier • Postal Service 	<ul style="list-style-type: none"> • ASCII Text • csv • Other formats as mutually agreed upon
DVD ROM	<ul style="list-style-type: none"> • Courier • Postal 	
Email	<ul style="list-style-type: none"> • Specified Email Address 	
Magnetic Tape	<ul style="list-style-type: none"> • Courier • Postal Service 	

File Server	<ul style="list-style-type: none"> • Secure Internet File Transfer Protocol (SFTP) • Other secured transport methods as mutually agreed upon. 	<ul style="list-style-type: none"> • ASCII Text • csv • Other formats as mutually agreed upon
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NOTE: The file format should be included on all delivery options.

TOPS Information

**RECORD LAYOUT FOR INVOICE FILES SUBMITTED TO TOPS
(FIXED LENGTH CHARACTER ASCII FILE)**

Field Name -----	Data Type -----	Length -----	Format or Value -----
Vendor ID	character	1	To Be Identified by GSA
Telephone System ID Left	character	3	Right Justified, Zero Filled to Left
Contract Agreement ID Left	character	2	Right Justified, Zero Filled to Left
Customer ID Left	character	3	Right Justified, Zero Filled to Left
Work Site ID Left	character	4	Right Justified, Zero Filled to Left
Invoice Date	character	8	MMDDYYYY
Product Code	character	13	Characters from 1-13
Area Code	character	3	
Telephone Number	character	7	
Circuit Number	character	50	Characters from 0-50, default "NO-CKT-#"
Quantity Left	number	4	Right Justified, Zero Filled to Left
Monthly Rate Left,	number	14	Right Justified, Zero Filled to Left,
Monthly Amount Left,	number	14	2 implied decimals Right Justified, Zero Filled to Left,
Current Invoice Date	character	8	2 implied decimals MMDDYYYY

RECORD LAYOUT FOR USAGE FILES SUBMITTED TO TOPS

Field Name	Data Type	Length	Format or Value
Telephone System ID Left	character	3	Right Justified, Zero Filled to
Contract Agreement ID Left	character	2	Right Justified, Zero Filled to
Vendor Account Number	character	10	Characters from 1-10
Billed Telephone Number	character	10	
Origin Number	character	10	
Destination Number	character	10	
Call Start Time	character	6	HHMMSS
Call End Time	character	6	HHMMSS
Call Duration	character	6	SSSSSS
Message Unit	number	6	NNNNNN
Origin City	character	12	characters from 1-12
Origin State	character	2	
Destination City	character	12	characters from 1-12
Destination State	character	2	
Cost of Call	number	8	NNN.NNNN
Call Type	character	1	0 = Directory Assistance 1 = Direct Dialed 2 = Third Number 3 = Calling Card 4 = Collect 6 = Message Units 7 = Telegram 8 = Call Forward 9 = Other