

Equipment Order Form - Part 1

USAccess Program

Agency	Agency Point of Contact (POC)
Subagency	
National Institute of Standards and Technology (NIST) Agency Code	Agency POC Email
Interagency Agreement (IAA) Number	Agency POC Phone Number

The Managed Service Office (MSO)'s USAccess program offers the following services:

Note: Credentialing Unit (CU) and Local Printing Services can be decommissioned after 12 months with a 30 day written notice. Billing will continue monthly until the canceled item is returned. If the order is canceled after items have been purchased by the vendor and before delivery, the customer will be responsible for the entire 12 month service cost.

After completing the Service Request Order form, sign and return to USAccessOrders@GSA.gov with this Service and Equipment Order form along with the related Shipping Information form.

<u>Service</u>	<u>Quantity</u>	<u>Cost</u>	
1. Fixed Credentialing Unit (FCU) Managed Service: Dedicated Sites <i>(billed monthly for a minimum of 12 months)</i>		\$	Total Line 1: \$ <hr/> Total One Time Fee: \$
Service provides a CU for a minimum of 12 months at \$ _____ (subject to change) per month plus a one-time fee of \$ _____. This allows agency customers the capabilities of enrolling people into the managed service and activating Personal Identity Verification (PIV) Credentials. This managed service includes all equipment, maintenance, Security certification, break/fix services, technical refresh after 5 years, and help desk access. Requires the completion and signature of a pre-operational checklist, and access to an Internet drop at the site. <i>Note: Billing for dedicated CUs will begin 30 days after the equipment is delivered.</i>			
2. FCU Managed Service: Shared Sites <i>(Note: There is no monthly charge for FCUs at Shared Sites)</i>		\$	Total Line 2: \$
Service provides a CU for a minimum of 12 months at no monthly cost to agencies where the CU is placed at a Shared Site. This allows agency customers the capabilities of enrolling people into the managed service and activating PIV Credentials. This managed service includes all equipment, maintenance, Security certification, break/fix services, technical refresh after 5 years, and help desk access. Requires the completion and signature of a pre-operational checklist, and access to an Internet drop at the site.			
3. Mobile Credentialing Unit (MCU) Service: Dedicated Sites <i>(billed monthly for a minimum of 12 months)</i>		\$	Total Line 3: \$ <hr/> Total One Time Fee: \$
Service provides a CU for a minimum of 12 months at \$ _____ (subject to change) per month plus a one-time fee of \$ _____ for the Pelican Travel Case - despite Shared or Dedicated Site Status. This allows agency customers the capabilities of enrolling people into the managed service and activating PIV Credentials. This managed service includes all equipment, maintenance, Security certification, break/fix services, technical refresh after 5 years, and help desk access. Requires the completion and signature of a pre-operational checklist, and access to an Internet drop at the site. <i>Note: Billing for dedicated CUs will begin 30 days after the equipment is delivered.</i>			

<u>Service</u>	<u>Quantity</u>	<u>Cost</u>	
4. MCU: Shared Sites <i>(Note: There is no monthly charge for MCUs at Shared Sites)</i>		\$	Total Line 4: \$
			Total One Time Fee: \$

Service provides a CU for a minimum of 12 months at no monthly cost to agencies where the CU is placed at a Shared Site. There is a one-time fee of \$ _____ for the Pelican Travel Case - despite Shared or Dedicated Site Status. This allows agency customers the capabilities of enrolling people into the managed service and activating PIV Credentials. This managed service includes all equipment, maintenance, Security certification, break/fix services, technical refresh after 5 years, and help desk access. Requires the completion and signature of a pre-operational checklist, and access to an Internet drop at the site.

5. Light Activation Service		\$	Total Line 5: \$
------------------------------------	--	----	-------------------------

Provides software and Peripherals (Card Reader and Fingerprint Reader) to perform PIV and PIV Interoperable (PIV-I) card activations. Requires a customer provided laptop capable of running the software, and access to the Internet. Includes software license key and software updates as issued. There is a \$ _____ one-time charge per unit.

6. Opt-in Local Printing Service <i>(Billed monthly for a minimum of 12 months)</i>		\$	Total Line 6: \$
---	--	----	-------------------------

Optional Firm-Fixed Price service available to CU Managed Service users at \$ _____ per month for a minimum of 12 months. Includes one printer, printer consumables (Ribbons, Over-Laminates, High Definition Printing (HDP) film, and cleaning kits) for approximately 250 local print cards when set up according to installation instructions *(Note: Cardstock is provided separately by the USAccess MSO via the Cardstock and Consumables Inventory Management Tool on Site Manager), Break/Fix, security certification, shipping container, and Technical Refresh after 5 years.*

7. Mobile to FCU Service at Dedicated Sites <i>(Billed monthly for a minimum of 12 months)</i>		\$	Total Line 7: \$
			Total One Time Fee: \$

Service provides a conversion of a MCU to a FCU. The \$ _____ one-time fee applies to USAccess Dedicated Sites only and an FCU for a minimum of 12 months at \$ _____ per month.

Note: Billing for dedicated CUs will begin 30 days after the equipment is delivered.

8. Mobile to FCU Service at Shared Sites <i>(Note: There is no charge for conversions at Shared Sites)</i>		\$	Total Line 8: \$
--	--	----	-------------------------

Service provides a conversion of a MCU to a FCU.

Grand Total: \$ _____

Recurring Monthly Charge: \$ _____

Total Equipment Ordered: _____

Total Annual Obligation: \$ _____

Agency Authorized Signature:

MSO Order Manager's Signature:

Date:

Date:

INSTRUCTIONS

Please complete this Service Order and Equipment form along with the related Shipping Information form and return signed copies to USAccessOrders@GSA.gov. When the order is approved and sent to Perspecta the Agency POC will be sent a copy of the final order.

Agency - Enter the Name of the Agency placing the order.

Sub-Agency - Enter the Name of the sub agency placing the order (if applicable).

NIST Agency Code - <https://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-87r2.pdf>

IAA Number - Enter your Agency's IAA Number.

Agency POC - Enter the Agency's POC, the Agency Lead, or Authorizing personnel.

Agency POC Email - Enter the Email address of the Agency's POC.

Agency Phone Number - Enter the agency's POC contact number.

Quantity1 - The quantity of FCUs being ordered to be used at Dedicated Sites.

Cost1 - For USAccess Program use only.

TotalLine1 - This is the total amount that will be charged per month for FCUs at Dedicated Sites. The amount is calculated by formula.

TotalOneTimeFee1 - This is the total amount that will be charged on a one-time basis for New FCUs at Dedicated Sites. The amount is calculated by formula.

Quantity2 - The quantity of FCUs being ordered to be used at Shared Sites.

Cost2 - For USAccess Program use only.

TotalLine2 - This is the total amount that will be charged per month for FCUs at Shared Sites. (Note: There is no monthly charge for FCUs at Shared Sites so this amount will always be \$0).

Quantity3 - The quantity of MCUs being ordered to be used at Dedicated Sites.

Cost3 - For USAccess Program use only.

TotalLine3 - This is the total amount that will be charged per month for MCUs at Dedicated Sites. The amount is calculated by formula. (Note: a Laptop is not included and it is the agency's responsibility to provide.)

TotalOneTimeFee3 - This is the total amount that will be charged on a one-time basis for the Pelican Travel Case. The amount is calculated by formula.

Quantity4 - The quantity of MCUs being ordered to be used at Shared Sites.

Cost4 - For USAccess Program use only.

TotalLine4 - This is the total amount that will be charged per month for MCUs at Shared Sites. (Note: There is no monthly charge for FCUs at Shared Sites so this amount will always be \$0. A Laptop is not included and it is the agency's responsibility to provide.)

TotalOneTimeFee4 - This is the total amount that will be charged on a one-time basis for the Pelican Travel Case. The amount is calculated by formula.

Quantity5 - The quantity of LA Service being offered.

Cost5 - For USAccess Program use only.

TotalLine5 - This is the total one-time charge per unit for LA Service. The amount is calculated by formula.

Quantity6 - The quantity of Printers being ordered.

Cost6 - For USAccess Program use only.

TotalLine6 - This is the total amount that will be charged per month for Printers. The amount is calculated by formula.

Quantity7 - The quantity of Credentialing Unit conversions at Dedicated Sites.

Cost7 - For USAccess Program use only.

TotalLine7 - This is the total amount that will be charged per month for FCUs at Dedicated Sites. The amount is calculated by formula.

TotalOneTimeFee7 - This is the total amount that will be charged on a one-time basis for the Credentialing Unit conversions at Dedicated Sites. The amount is calculated by formula.

Quantity8 - The quantity of Credentialing Unit conversions at Dedicated Sites.

Cost8 - For USAccess Program use only.

TotalLine8 - There is no monthly charge for conversions. This amount will always be \$0.

GrandTotal - The total for all items ordered including one-time fees.

RecurringMonthlyCharge - The total recurring monthly charges for items ordered.

TotalEquipmentOrdered - The total number of items ordered.

TotalAnnualObligation - The total financial obligation for 12 months of items ordered.

AgencyAuthorizedSignature - This is for the signature of the person who can authorize charges against the agency's IAA. Click on the Signature field and select SIGN then follow the instructions.

MSOOrderManagerSignature - The MSO Order Manager will sign this order before it is sent to Perspecta.