

Blanket Delivery Orders

(a) To provide for efficient ordering of supplies and services under the Information Assurance Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts, the KO may issue a Blanket Delivery Order (BDO) when requested by the customer that delegates the placing of calls and scheduling of deliveries to the requiring activity. The BDO shall specify the position(s), authorized to place calls. That person may issue calls up to the dollar limitation specified in the BDO.

(b) The BDO need not necessarily list items or labor categories from the contract but will cite the MIPR provided and, as a minimum, contain a statement similar to the following: "This blanket delivery order is for Information Assurance products (and/or services) covered by Contract Number DCA200-00-D-(5011 - 5021) to be delivered for the period of _____ through _____ (not to exceed 1 year) as scheduled by the (position/name/tel nr). Aggregate monetary total of all calls or scheduled deliveries under this order shall not exceed \$_____ (dollar amt of BDO)."

(c) The KO will include specific instructions with the COR/TM copy of the BDO. These instructions shall be similar to those described in paragraph (e) below.

(d) To assure compliance with these procedures, periodic reviews by the KO will be accomplished.

(e) BDO Instructions:

1. (position title/name) of your activity may place calls against subject contract up to the amounts stated on the DD Form 1155. The individual assigned to that position may only order equipment or services covered in the applicable Statement of Work (SOW) incorporated into the BDO.

2. You may not exceed the limitations indicated on the blanket delivery order. To ensure this, you shall keep a log of the call orders placed with a running total of the dollar amount obligated. Specifically, the charges shall be deducted from the running total on a per call basis.

This log shall be submitted to the Contracting Officer by the 5th of the month.

NOTE: FAILURE TO OBSERVE THE MAXIMUM DOLLAR OBLIGATION ON THE BDO IS A VIOLATION OF THE ANTI-DEFICIENCY ACT (UNAUTHORIZED COMMITMENT).

3. Call orders may be placed with the contractor verbally, but shall in all cases be followed up by e-mail to the company. The e-mail will contain the call order number, description of the services/equipment requested, delivery date and total cost of the call order. E-mail follow-up must be done within three business days after the verbal commitment and will be as follows:

a. Original to the Contractor.

b. One copy to DITCO/DTS6, ATTN: IA Contracting Officer at iascottafb@scott.disa.mil.

- c. One copy to the COR office at purmanm@ncr.disa.mil.

The ordering activity will assign a three digit suffix to the Delivery Order identified on the BDO for each call order. This three digit suffix will be in sequential order beginning with 001 (i.e., Delivery Order #0010-001). Changes to calls shall be identified with the change number following the call/order number (i.e., 001-Change 1).

- 4. The position (individual) issuing the calls described shall be responsible for receipt, acceptance, and follow-up actions with the contractor on deliveries.