BPA TERMS AND CONDITIONS

1. DESCRIPTION OF AGREEMENT

In coordination with the Wing Chaplain and designee (e.g. Catholic Chaplain/Priest), the contractor shall serve as the primary celebrant for the Hurlburt Field Catholic faith community at Catholic Masses, Sacramental celebrations (e.g. Confession), and other liturgical services in accordance with the Roman Catholic Church, in accordance with the statement of work (SOW).

2. EXTENT OF OBLIGATION

A. The Government is obligated to the extent of authorized calls actually placed against the BPA and shall not be liable in any manner in the event no calls are made.

B. The BPA is considered complete when total purchases over the life of the BPA equal the Master Dollar Limit or when the stated time period expires.

C. This BPA can be discontinued upon thirty (30) days written notice by either party.

3. PRICING

A. The prices charged the Government shall be as low as, or lower than those charged the contractors most favored customer for comparable quantities under similar terms and conditions, in addition to any discount for prompt payment.

B. The Contractor shall furnish written requests for price changes to the Contracting Officer in sufficient time to permit the review and distribution to ordering activates before the amended price becomes effective. The authorized price will be that which is approved and in effect at the time of call placement.

4. PRICE LISTS

When and if required, revised price lists will be furnished to the Contracting Officer thirty (30) days prior to effective date.

5. CALL LIMITATION

No call under this BPA shall exceed $25,000.00 when placed by an authorized caller. Any call over $25,000.00 shall be made by the Contracting Officer.

6. NOTICE OF INDIVIDUALS AUTHORIZED TO PLACE CALLS

A list of individuals authorized to place calls under this BPA, identified by title of position, organization component, and the dollar limitation per call, shall be furnished by the Contracting Officer.

7. INVOICING/BILLING

A. A summary invoices shall be submitted at least monthly or upon expiration of this BPA, whichever occurs first, for all deliveries made during a billing period, identifying the delivery tickets covered therein, stating the total dollar value, and supported by receipt copies of the delivery tickets.

A summary invoice shall be submitted as follows

- Submit in duplicate

- Submit one invoice per month or upon termination of this BPA for all calls completed during the billing cycle. The billing cycle is from the 1st of the month to the last day of the following month. Payment will not be made on partially completed calls.

- Invoice will list each call separately.

- Receipt copies of tickets will support total dollar value by call number

- Submit invoices via email to keesha.green.1@us.af.mil and in_kwon.jun@us.af.mil

All payments under this BPA will be made by the government GPC (VISA) card.

B. Calls made by the Contracting Officer will be invoiced via WAWF.

8. DELIVERY TICKETS

All services under this BPA shall be accompanied by delivery tickets which shall contain the following minimum information:

(a) Name of contractor;

(b) Blanket Purchase Agreement Number;

(c) Date of call;

(d) Call number;

(e) Itemized list of services furnished;

(f) Quantity, unit price, and extension of each item, less applicable discounts (unit prices and extensions need not be shown when incompatible with the use of automated systems, provided that the invoice is itemized to show this information); and

(g) Date of services.

9. SERVICES TO BE RENDERED BY CONTRACTOR

See the Statement of Work for Auxiliary Catholic Priest Blanket Purchase Agreement (BPA) at Hurlburt Field.