

ADDENDUM TO SCHEDULE OF SERVICES

1. SCOPE

This is an indefinite quantity, indefinite delivery (IDIQ) contract issued under the franchise authority of the Department of the Interior, Minerals Management Service, GovWorks. Under the franchise authority, GovWorks provides acquisition support to other federal agencies. This particular contract will provide for contract writing, editing, and layout design for various writing products for the Department of Interior's Policy, Management and Budget Offices. As future requirements are identified, it is critical that GovWorks has a ready contract vehicle in place for client agencies with an immediate need for these types of products or services.

Independently and not as an agent of the government, the contractor shall furnish the necessary products, and services, to perform in accordance with the type of work set forth in the Statement of Work. All work performed under this contract will be specifically identified by the issuance of a Task Order which will include a Task Order Statement of Work.

2. MINIMUM AND MAXIMUM THRESHOLDS

Both the government and the contractor agree that guaranteed minimum order amount under this contract will be the amount stated below. The total amount of this contract shall not exceed a maximum amount of \$300,000.

Guaranteed Minimum Dollar Threshold.....\$100.00

Maximum Dollar Threshold.....\$300,000.00

3. PERIOD OF PERFORMANCE

The period of performance of this contract is five years from the date of award or until the aggregate total of all Delivery/Task Orders issued against this contract equals the maximum dollar threshold cited above, whichever shall come first. The contractor shall complete the work associated with each Delivery/Task Order in accordance with the completion time specified on the order.

4. LABOR CATEGORIES AND RATES

The labor categories and loaded rates to be utilized in this contract shall be provided on the contractor's price quote. Each labor category is a projected requirement for this contract. The list as stated is not limited to the categories identified. Specific task may require an additional skills and/or expertise that are not listed. The Government retains the right to negotiate with the contractor and incorporate additional skill categories and rates when necessary. The Contractor shall propose Firm Fixed price hourly rates.

5. REQUIRED TRAVEL

Any travel under this contract must be pre-approved in writing by the Contracting Officer or COTR and in accordance with the Federal Travel Regulations.

6. EQUIPMENT and SUPPLIES

The contractor shall seek competitive bids for all lots of equipment and/or supplies exceeding \$2,500.00. As an alternative to seeking competitive bids, the contractor may show that the proposed pricing is at or below the General Services Administration's Federal Supply Schedule Contract price for the same type of item.

7. PLACE OF PERFORMANCE

The specific place of performance will be identified on each Task Order issued against this contract.

8. ISSUANCE OF DELIVERY/TASK ORDERS AND CONTRACT ADMINISTRATION

All Delivery Orders against this contract and contract administration will be performed by.

Robin Doyle, Contract Administrator
GOVWORKS
381 Elden Street, MS2510
Herndon, Virginia 20170-4817

Copies of all correspondence concerning this contract must be provided to the Contracting Officer at the address stated above.

9. INVOICING

Contractor shall submit invoices to the Contracting Officer at the address indicated above in accordance with FAR 52.212-4(g) Invoice (see section III of this contract).

MAIL INVOICES TO THE FOLLOWING ADDRESS:

Minerals Management Service
Procurement Operations Branch
Attn: Invoice Team
Mail Stop 2510
381 Elden Street
Herndon, Virginia 20170-4817

- Direct all Invoice and Invoice Inquires to **Invoice Team** on **703-787-1200** or invoices@govworks.gov .