



POINT ONE

POINT ONE INC.



Meridio SmartBUY Program

CONTRACT NO. GS00T08SBA0014

USERS' ORDERING GUIDE

DECEMBER 2007

For further information, please contact:

Dale Smith, Director
Phone: (703) 414 – 5440
meridioSmartBUY@pointoneinc.com
dsmith@pointoneinc.com
1215 South Clark Street
Suite 1102
Arlington, VA 22202

HOW TO ORDER THROUGH THE BPA

Point One offers a variety of ordering options to meet your procurement needs, including telephone, fax, or mail

Ordering via this BPA is decentralized. Orders may be submitted by any authorized Government Ordering Officer, in accordance with the terms and conditions of this Blanket Purchase Agreement (BPA) and the General Services Administration (GSA) Schedule, or by prime contractor authorized by a Government Contracting Officer in accordance with Federal Acquisition Regulations (FAR) Part 51. Orders may be placed by phone, facsimile, on an authorized form such as a Standard Form (SF) 1449 or via Department of Defense (DD) Form 1155.

Point One's price list is available at:

<http://www.pointoneinc.com/meridioSmartBUY>

Please be prepared to give the following information to Point One's Customer Relations Representative when you place your order:

- *Company name*
- *Order contact name*
- *Invoice address, phone number, and attention*
- *Purchase order number*
- *Cost center number, release number, job code, or any other information to be captured*
- *Quantity and description of product(s) to be ordered*
- *End user name, phone number, and email address.*
- *Shipping address, phone number, and attention*
- *Shipping method*

Point One's Customer Relations Representative will give you an Order Confirmation Number; please keep this for future reference.

Placing an Order by Telephone

Point One's Customer Relations Department

Telephone number: (703) 414-5440
Hours: 8:30 a.m. to 5:30 p.m. EST Monday through Friday

- When your order is complete, you will be given an order confirmation number. This number may be used as a reference for your order.

Placing an Order by Fax

Point One's Customer Relations Department

Fax number: (703) 414-5447
24 hours a day, 7 days a week

- Customer Relations will be available to process your order during regular business hours, which are between 8:30 a.m. and 5:30 p.m. EST Monday through Friday.

Placing an Order by Mail

- You may place your order by mail using the address below:

Point One Inc.
Attn: Customer Relations – Meridio SmartBuy
1215 South Clark Street #1102
Arlington, VA 22202

Information for DD Form 350:

Company Name: Point One Inc.
Address: 1215 South Clark Street #1102, Arlington, VA 22202
DUNS: 062181321
Cage Code: 1NGG3
TIN#: 54-1885260

ABOUT POINT ONE

With the pull of a large corporation and the deftness of a small company, **Point One Inc** provides its government and commercial customers with innovative products and consulting services. **Point One** is classified as a Service-Disabled, Veteran-Owned Small Business (SDVOSB), and offers various GSA contract vehicles, including MOBIS and IT Services schedules. **Point One** has proven itself with U.S. Government clients, having successfully performed as the prime contractor on more than 50 contracts over the past decade. **Point One** has a Top Secret facility clearance and its staff have individual clearances.

A leading information technology company with unparalleled expertise, Point One specializes in modelling and simulation within US Intelligence agencies, information and IT security, leading-edge interactive 3D model and software development, marketing, program management, strategic planning, and information and technology services. The Point One core team consists of more than 36 full-time and part-time senior professionals with wide-ranging government experience including the White House, the U.S. Congress, the Department of Defense and other federal agencies within the national intelligence community. This dynamic group of strategic thinkers, planners and senior executives has a proven track record of delivering maximum value on a wide variety of services including strategic planning, operations analysis, business opportunity planning, curriculum development, and information technology. In addition, the team has produced numerous public interest and outreach programs, as well as conducted education and training courses, and have developed and published thousands of books, brochures, CD-ROMs, briefings and videos to complement numerous senior-level conferences and seminars.

Point One services include corporate process improvement, program management and integration, curriculum development, interactive multimedia instruction, computer based training, facilitation services, privatization support services, recruitment services, systems engineering and technical assistance support services, war-gaming support, modeling and simulation support, leadership consulting with on-site personnel and access to SCIF facilities.

Point One specializes in Information Assurance and IT Security Certification and Accreditation, as well as System and Database design and development.

ABOUT THE CONTRACT

BPA Number: GS00T08SBA0014

Contract Type: Meridio SmartBuy for Electronic Data and Records Management

Point One Inc. BPA Period of Performance

Base Period: Date of Award through 9/30/08

Option Year 1: 10/1/08 through 9/30/09

Option Year 2: 10/1/09 through 9/30/10

Option Year 3: 10/1/10 through 9/30/11

Option Year 4: 10/1/11 through 9/30/12

Point One Inc. GSA FSS Contract Number: GS-35F-0433K

Point One Inc. DUNS Number: 062181321

Point One Inc. Tax ID Number: 541885260

Point One Inc. Cage Code Number: 1NGG3

Overview: Point One Inc. and Meridio have partnered to provide Meridio eDRM software and training solutions to the public sector. Meridio software has been specifically designed to provide a secure, scalable, and high-performance solution for the management and control of documents, records, and other enterprise content. Meridio software meets world standards including U.S. DoD 5015.2 STD for Electronic Records Management. Meridio software can be used 'out-of-the-box' or can be integrated into line-of-business applications using the latest XML, Web Services, and .NET technology.

In the spirit of the Federal Acquisition Streamlining Act, the General Services Administration (GSA), Federal Acquisition Service (FAS), SmartBUY Program Management Office (PMO) and Point One, Inc. enter into an agreement to further reduce the administrative costs of acquiring commercial items from GSA Federal Supply Schedule (FSS) Contract ([GS-35F-0433K](#)).

FSS Contract Blanket Purchase Agreements (BPAs) reduce contracting and open market costs such as: search for sources, development of technical documents, solicitations, and the evaluation of bids and offers.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The objective is to create a purchasing mechanism for the Government

that works better and costs less.

This BPA has been designated as a co-branded SmartBUY and DoD/ESI Agreement, which is open to all U.S. Executive Agencies (as defined in 48 CFR 21), including the DoD, authorized state and local government entities, and authorized contractors, except as restricted herein. Point One Inc acknowledges that the GSA and OMB have indicated their intent to issue regulations that make this BPA a mandatory source for Point One Inc software products and services for agencies of the federal government. This understanding will be conveyed to all of Point One Inc software assigned federal license sales personnel, pursuant to Section E.6 of this BPA.

Authorized Users. This BPA has been designated as a SmartBUY and DoD/ESI Agreement and is open for ordering by all United States Federal agencies, Department of Defense Components, authorized state and local government entities, and authorized contractors. For the purposes of this agreement, a DoD component is defined as: the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Inspector General of the Department of Defense (DoD IG), the Defense Agencies, the DoD Field Activities, the U.S. Coast Guard, NATO, the Intelligence Community and FMS with a Letter of Authorization. GSA or other applicable ordering organizations/agencies are authorized to place orders under this BPA on behalf of DoD end users and must comply with DFARS 208.7400. This BPA is also open to DoD Contractors authorized to order in accordance with the FAR Part 51.

<p>Reseller / Publisher Points of Contact</p>	<p>Point One Inc. 1215 South Clark Street, Suite 1102 Arlington, VA 22202 POC: Dale Smith, Director Phone: (703) 414-5440 Email: DSmith@pointoneinc.com</p>	<p>Meridio Inc. 1655 North Fort Myer Drive, Suite 700 Arlington, VA 22209 POC: Scott Parker, VP Federal Phone: (703) 351-3385 Email: S.Parker@meridio.com</p>
<p>Government Points of Contact</p>	<p>SmartBUY Program Management GSA, Federal Acquisition Service SmartBUY PMO 10304 Eaton Place, Suite 3B-09 Fairfax, VA 22030-2213 POC: Stephen F. Bell Phone: (703) 306-7595 Email: Stephen.Bell@gsa.gov</p>	<p>SmartBUY Contract Management GSA, Federal Acquisition Service SmartBUY PMO 10304 Eaton Place, Suite 3A-05 Fairfax, VA 22030-2213 POC: Michael W. Hargrove Phone: (703) 306-7701 Email: Michael.Hargrove@gsa.gov</p>