



U.S. General Services Administration

Federal Acquisition Service (FAS)

Office of Integrated Technology Services (ITS)

CS3 RFP (Solicitation # QTA0015SDA4003)

ATTACHMENT J-5 CS3 Monthly Business Volume (Sales) Report

CS3 Monthly Business Volume (Sales) Report

1. SALES DATA WORKSHEET

Contractor Name – Your Company Name

Contract Number – Your CS3 Contract Number

Agency Name – Name of the Agency that will receive the products and/or services.

Ordering Activity – Name of the contracting organization that issued the task order.

Contracting Officer Name – First and Last Name of the Contracting Officer that issued the order.

Contracting Officer Phone Number – Phone Number of the Contracting Officer that issued the order.

Contracting Officer E-mail – E-mail address of the Contracting Officer that issued the order.

CS3 Tracking Number – This is the alphanumeric CS3 Tracking Number (Format: CS3XXXX) provided by the GSA FCSA PMO.

Order Number – The order number “assigned” by the Ordering Activity that issued the order.

Modification Number – The contract modification number “assigned” by the Ordering Activity, if applicable.

Date of Order – The date the order or modification is signed by the Contracting Officer. This is typically located as Item 31c on Standard Form 1449 – Solicitation/Contract/Order for Commercial Items or Block 16C on Standard Form 30 - Amendment of Solicitation/Modification of Contract. Format: MM/DD/YYYY

Description of Requirement – A brief description of the equipment and/or services. Please include applicable narrative such as MSS, FSS, leased service, modification, in support of, etc., to provide further clarification.

Period of Performance Start Date – The actual date the service is scheduled to begin. This should be identified within the Task Order. Do not report option periods unless exercised by the Ordering Activity.

Period of Performance End Date – The actual date the service is scheduled to end. This should be identified within the Task Order. Do not report option periods unless exercised by the Ordering Activity.

Total Order Value – Total dollar amount awarded/obligated on the task order, not including options.

Total Sales this Month – Cumulative total value of Task Orders for this month.

Cumulative Sales to Date – Cumulative total of all Task Orders, and associated modifications, since contract

2. LINE ITEM DATA WORKSHEET

CS3 Tracking Number – This is the alphanumeric CS3 Tracking Number (Format: CS3XXXX) provided by the GSA FCSA PMO.

Order Number – The order number assigned by the Ordering Agency that issued the order.

Modification Number - The modification number "assigned" by the Ordering Activity (e.g., P00001).

Date of Order – The date the order or modification is signed by the Contracting Officer. This is typically located as Item 31c on Standard Form 1449 – Solicitation/Contract/Order for Commercial Items or Block 16C on Standard Form 30 - Amendment of Solicitation/Modification of Contract. Format: M/DD/YYYY

Line Item Number – Contract Line Item Number of the product of service purchased.

Line Item Category – Classification of the line item into one of either "Bandwidth", "Equipment", "Teleport", "Terrestrial", "HNA", "Labor", or "Other".

CLIN Period of Performance Start Date – The actual date the service is scheduled to begin for the line item. This could be different than the overall period of performance for the Task Order.

CLIN Period of Performance End Date – The actual date the service is scheduled to end for the line item. This could be different than the overall period of performance for the Task Order

Line Item Description – Provide product or service description for each line item purchased. Please include Contract Line Item Number description shown on award document.

Quantity Sold – The quantity of the item sold.

Unit – Identify unit measure (e.g., each, lot, minute, day, month, quarter, annual, etc.)

Unit Price – Cost per unit.

Extended Price – Unit Price multiplied by Quantity Sold.

Frequency Band – The portion of the electromagnetic spectrum within a specified upper- and lower-frequency limit (e.g., C-, Ka-, K-, Ku-, X-band).

Bandwidth Capacity – The information carrying ability of the bandwidth purchased by the Ordering Activity measured in MHz (e.g. 36).

Data Rate – The rate at which a channel carries data, measured in Kbps (e.g., 256). Sometimes described in terms of Committed Information Rate (CIR) and Burst Information Rate (BIR).

Regional Coverage – The geographic area serviced by satellite beam.

Satellite Name or Number – The satellite name/number providing the service.

