

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



Contracts and Procurement

DATE

Purchase Order Agreement

THIS Purchase Order Agreement is issued by the Government of the District of Columbia, acting by and through its **DEPARTMENT OF GENERAL SERVICES** (the “Department” or “DGS”) to the Contractor listed below. Assuming this Purchase Order Agreement is signed by the Contractor without modification of any kind, it shall constitute a binding legal contract between the Department and the Contractor. The terms of this Purchase Order Agreement are as follows:

1. **Contractor.** This Purchase Order Agreement is being issued to “**Contractor**”.
2. **Items Purchased.** The Contractor shall provide “**Services**” for the Department of General Services as priced in the Contractor’s proposal (Attachment A).
3. **Price.** The Contractor shall be paid in accordance with the Firm Fixed Unit Prices an amount not to exceed of \$10,000.00 as described in the Contractor’s proposal (Attachment A). In no event shall the Contractor be paid more than this amount, unless the Contractor is authorized to exceed this limit in advance and in writing by the DGS’ Contracting Officer.
4. **Delivery/Completion Date.** The period of performance is the Date of Award through *TBD*.
5. **Project Manager.** The Project Manager and Point of Contract for this Purchase Order Agreement is:

POC
LOCATION
CONTACT INFO

6. **Billing.** The Contractor shall submit invoices to the Department on a monthly basis. Each such invoice shall itemize all goods and services provided during the previous month and include a valid Purchase Order Number. The Department will no longer accept hardcopy invoice submittals; going forward all invoices must be submitted electronically through the EASI Pay Portal on the Department Website at <https://dgs.onbaseonline.com>. The following address should be referenced for all Invoices:

Department of General Services
Office of the Chief Financial Officer
2000 14th Street N.W. | 5th Floor
Washington, D.C. 20001

EASI First time users will be prompted to register for Portal access; for assistance with the registration process, technical assistance and or additional information on the EASI Pay Portal, please contact the Portal Help Desk at (301) 563-3025.

7. **Invoices.** All invoices shall be submitted directly to the Department at the address specified above. Properly prepared invoices with the necessary backup shall be paid within thirty (30) days of receipt. Invoices not paid by that date shall bear interest in accordance with the Prompt Payment Act.
8. **Terms & Conditions.** The Standard Contract Provisions for use with Specifications for District of Columbia Government Supplies and Services Contracts dated January 14, 2016 are incorporated by (Attachment B) into this Purchase Order Agreement.
9. **Order of Precedence.** The following documents are incorporated into this Purchase Order Agreement in the following order of precedence.
 1. This Purchase Order Agreement
 2. Contractor's Proposal, Attachment A.
 3. The Standard Contracts Provisions for Use with District of Columbia Service Contracts (February 2016), Attachment B.

ISSUED BY:
DEPARTMENT OF GENERAL SERVICES

ACCEPTED BY:
"CONTRACTOR"

By: _____

By: _____

Name: Authority
Senior Contract Specialist, Goods and Services

Name: _____

Date: _____

Date: _____