

# *The Winvale Group*

## **Symantec Risk Automation Suite (RAS)**

### **GSA SmartBUY Program**

CONTRACT NO. GSQ0009AE0014

### **USERS' ORDERING GUIDE** October 2010

**For further information, please contact:**

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[www.winvale.com](http://www.winvale.com)

# ABOUT Winvale

The Winvale Group located on in the heart of Washington DC, has become one of the nation's fastest growing information technology integrators and software solutions providers. Backing this statement is Winvale's recent recognition 2 years in a row as one of the "Top 100 Companies in Washington DC" by Inc. Magazine and its selection as one of the "Five on Fire" by SmartCeo Magazine in both 2008 and 2009.

## HOW TO ORDER THROUGH THE BPA

The Winvale Group 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.

**Symantec's price list is available at: [www.winvale.com](http://www.winvale.com)**

Please be prepared to give the following information to Winvale'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*

Winvale Customer Relations Representative will give you an Order

Confirmation Number; please keep this for future reference.

**Placing an Order by Telephone**

**Customer Relations Department**

Telephone number: 202-296-5505

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**

**The Winvale Group: Attention SYMANTEC BPA**

Fax number: (202) 296-5506

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:

**The Winvale Group**

Attn: Symantec BPA

1012 14<sup>th</sup> Street NW, Fifth Floor

Washington, D.C. 20005

**Information for DD Form 350:**

**Company Name:** The Winvale Group

**Address:** 1012 14<sup>th</sup> Street NW, Fifth Floor Washington, D.C. 20005

**DUNS:** 14-121-3871

**Cage Code:** 35RS6

**TIN#:** 20-0019673

## **ABOUT THE CONTRACT**

**BPA Number:** GS00T08SBA0014

**Contract Type:** Symantec SmartBuy for Information Assurance

**The Winvale Group BPA Period of Performance**

**Period of Performance:** May 2009- May 2014)

**Winvale's GSA FSS Contract Number: GS-35F-00074S**

**Overview:** 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. The Winvale Group acknowledges that the GSA and OMB have indicated their intent to issue regulations that make this BPA a mandatory source for The Winvale Group software products and services for agencies of the federal government. This understanding will be conveyed to all of The Winvale Group 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.