



# Lifeboat's IT 70 GSA Contract

**LIFEBOAT**  
DISTRIBUTION

GSA

## Working with Our GSA IT 70 Contract

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### AUTHORIZATION

There are many products being added to our GSA Schedule, and all products can be sold by you if you have executed the **Lifeboat Authorized GSA Reseller Registration Form** and it has been accepted and counter signed by us. In doing so you are agreeing to the terms and conditions of our GSA Contract.

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### QUOTING

When quoting a potential GSA opportunity there are four things to remember:

- **Use Correct GSA Part Number(s):** Make sure to always use the part number found in the GSA price list. There will be separate price lists in our system for the vendors we have on GSA contract.
- **Know Your GSA Costs:** Always check the GSA price list or call in for the current GSA cost. If quantities are involved, always call for pricing. Don't forget the .75% IFF fee that is charged on all sales. It amounts to .75% of the total GSA award price—not the price to the reseller, but the price to the government.
- **Remember the GSA "Not to Exceed Price"(NTE):** This is the limit that you cannot sell over, always check for what the current NTE is, either through the provided price list, or through your Lifeboat sales rep.
- **Always Reference the GSA Schedule Number:** Make sure you always reference this number on quotes: 47QTCA19D008G

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### RECEIVING AN ORDER

It is quite simple for you to receive an order from a government agency. The only items that must be on the PO from the government agency is your company's name, and the reference GSA Schedule number.

### PLACING YOUR ORDER WITH US

Once you have received your order from the government, it is time to place an order with Lifeboat. Your PO to us will be for the GSA cost quoted, and needs to reference the fact that it is a GSA order, as well as include a copy of the government purchase order as an attachment, for our records.

The IFF fee, .75%, is charged based on the awarded price of items on the GSA order. If the government orders open market products not on the Lifeboat GSA schedule, the IFF is not charged on those items.

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### RECEIVING THE PRODUCT

All orders will be shipped within the specified terms of the GSA contact. All quotes to your customers must include shipping in your quoted price. Resellers selling to the government cannot charge shipping to a federal agency using the GSA Schedule.

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### INVOICES FROM LIFEBOAT

Once an order has been placed and the product has been shipped, your company will receive an invoice from us. It will include the quoted price of the product sold, the IFF fee, and any shipping charges that are applicable.

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### MONTHLY REPORTING

All authorized resellers must compile a report of all GSA orders processed during that month and send them to Lifeboat's designated GSA contact person.

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Categories on this report shall include: reseller company name, contact person, purchase order number from the government agency, total price sold of products on the GSA schedule, and Lifeboat's GSA Schedule number, **47QTCA19D008G**.



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