

The Defense Information Technology Contracting Organization (DITCO) incorporates the terms and conditions of Basic Agreements (FAR 16.702) in orders for telecommunication services utilizing the Inquiry/Quote/Order (IQO) process outlined in the DITCO IQO Acquisition Deskbook. This streamlined process expedites the issuance of awards to contractors.

To be considered for a Basic Agreement your company must:

1. Have a 517111 and/or 517121 NAICS code and an active System for Award Management (SAM) registration. SAM registration (including annual Representations and Certifications section) must be the company's legal business name, by which it is incorporated, files, tariffs, and pay taxes. All quotes/orders/contracts shall use the legal business name. Use of "Doing Business As" is permitted, provided the legal name is also used. The use of certain terms in an assumed name are prohibited, such as "LLC" or "Inc", which are required in the business name. Failure to use the legal business name will make quotes, tariff filings, invoices, and claims invalid. Contractor cannot provide covered telecommunications as defined in 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance or Equipment. Please review your Reps and Certs section regularly for accuracy. SAM Registration must be renewed/validated annually and must remain active and current through final payment of all contracts. Failure to do so will prevent invoice payments and/or award of new contract. For assistance with SAM registration, please call 866-606-8220.

2. Have been in business providing telecommunication services for a minimum of two years as the primary contract holder. See #4 for additional details.

3. Email a request for a Basic Agreement and the following organizational information as registered in SAM to: disa.scott.ditco.mbx.basic-agreements@mail.mil.

a. Legal Business Name:

b. Address:

c. UEI:

d. CAGE:

e. POC:

f. Phone and organizational email address:

g. Name and title of organization official to sign the BA:

h. Email Address (organizational) for Delivery Ticket Invoicing* (DTI) Remittance information:

i. Trouble Reporting Number [must be answered 24/7/365] by a person at the company listed in (a)]:

j. Firm-Fixed Price (FFP) Contractor (Y/N):

*Contract payments provided to the contractors automatically by the US Government as authorized in accordance with the Department of Defense Financial Management Regulation (FMR), Volume 10, Chapter 7, Section 070203.

4. Present a telephonic "capabilities briefing" to the Basic Agreements Group and DISA/DITCO Telecommunications Technical Advisor. The capabilities briefing must include documentation of two years of telecommunication services support. Examples of appropriate documentation include but are not limited to applicable Contracting Performance Assessment Reporting (CPARS) reports, references from two or more previous customers, with contact information, or the cover page of a recent telecommunications contract(s). All documents must be provided no later than seven (7) days in advance of the scheduled capability briefing.

Upon validation of this information provided, a draft Basic Agreement will be generated and sent for your response & review.

5. Attend a virtual Telecommunications Orientation Workshop. The workshop is designed to provide telecommunications contractors new to contracting with DISA/DITCO an overview of all aspects of the process. Topics covered include: the DISA mission, Basic Agreements, the solicitation process, technical documents, and information the Government requires, use of the Integrated Defense Enterprise Acquisition System (IDEAS), what to expect following an award, payment process, and any questions that you may have. In addition to the company owner/executive officer, it is recommended to have a technical representative also attend the workshop.

At the conclusion of the workshop, a Basic Agreement may be issued to your company if it is determined to be in the best interest of the Government. If a Basic Agreement is granted, please be advised that it is a bilateral agreement and must be signed by both the authorized agent of your company and the DITCO Contracting Officer. The Basic Agreement will be valid for 5-years from the date of issue, if not discontinued unilaterally by either party prior to that date. Finally, access to IDEAS for your designated representative(s) will be granted 5-7 business days after the Basic Agreement is issued. If you have questions concerning the DITCO US Basic Agreement process, please [contact the DITCO Basic Agreements office.](#)

