

Guidance on Incidental Services

The primary purpose of the SOE TLS Program is to provide support to authorized customers for all special operational equipment, supplies, and related incidental services necessary to perform their missions.

- The SOE TLS Program contracts are **SUPPLY** contracts. Any services requested should be incidental to the supplies being procured. The service should accompany the supply. A service shall not be the primary component of the order request.
- Incidental services must be procured at the same time (on the same order request) as the supply they are supporting. SOE TLS Program contracts cannot accommodate order requests solely for services.
- Incidental Services should be submitted as a separate line item. Description of the service, location of service, and time period (i.e. length) must be provided in Additional Information.
- SOE TLS Program contracts cannot support or authorize services of any kind that are to be performed in CENTCOM, Japan, Korea, Djibouti or Cuba.

EXAMPLES:

Examples of **ACCEPTABLE** related incidental services:

- ✓ Manufacturer provided installation or assembly
- ✓ Manufacturer provided product training
- ✓ Sizing
- ✓ Calibration / Synchronization of Products

Examples of **UNACCEPTABLE** related incidental services:

- ✗ Skill-based or knowledge-based educational courses
- ✗ Service calls or maintenance checks on previously procured material
(*ie: annual testing of devices previously procured, warranties for previously procured items, etc.*)
- ✗ Design, Fabrication, or Engineering Services
- ✗ Construction or Demolition Services
(*This includes laying concrete or work done by a certified Electrician, Plumber, etc. to connect utilities*)
- ✗ Services that require complex/multifaceted Statements of Work