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| **PACS Test Card Loaner Set**  **Request Form**  **VERSION 1.0.5** |  |

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| **FIPS 201 EVALUATION PROGRAM** |

**October 4, 2019**

Office of Government-wide Policy  
Office of Technology Strategy  
Identity Management Division   
Washington, DC 20405

# Overview

This form allows a Physical Access Control System (PACS) Vendor to formally request a PACS Test Card Loaner Set (Loaner Set) under the terms and conditions specified in Section 3. Please submit your completed and signed request to [*fips201ep@gsa.gov*](mailto:fips201ep@gsa.gov). Do not send this document without encrypting it using WinZip or 7Zip with a password. Send us the password in a separate message.

Separately, please send a pre-paid shipping box (sufficient to hold the Loaner Set and cover full shipping costs) to:

GSA ICAM Lab

1900 Reston Metro Plaza

Suite 303

Reston, VA 20190.

The FIPS 201 Evaluation Program (Program) will contact you after your request has been reviewed or if additional information is required.

# Vendor Information

## Company/Organization Information:

|  |  |
| --- | --- |
| Company/Organization Name |  |
| Address |  |
| City |  |
| State |  |
| Zip Code |  |
| Company Website |  |

## Primary Contact Information:

|  |  |
| --- | --- |
| First Name |  |
| Last Name |  |
| Title |  |
| Address |  |
| City |  |
| State |  |
| Zip Code |  |
| Phone Number |  |
| Email Address |  |

## Secondary Contact Information:

|  |  |
| --- | --- |
| First Name |  |
| Last Name |  |
| Title |  |
| Address |  |
| City |  |
| State |  |
| Zip Code |  |
| Phone Number |  |
| Email Address |  |

## PACS Product Information:

Specify the PACS product you plan to submit to the Program for testing, and will use with the Loaner Set to test in advance of submission:

|  |  |  |
| --- | --- | --- |
| **Product Name** | **Product Description** | **Manufacturer Part #** |
|  |  |  |

# Request for Loaner Set

[Company Name] intends to submit the product listed in Section 2.4 to the Program for conformance testing against the *PACS* *Functional Requirements and Test Cases* document. In preparation of that submission, we request a Loaner Set so we can perform equivalent testing.

## Corporate Credit Card Information

In the event a Loaner Set is not returned by the due date, [Company Name] agrees to pay a Loaner Set replacement fee of $3328.00. The fee shall be billed to the credit card you provide in the following form.

Note: Do not send this document without encrypting it using WinZip or 7Zip with a password. Send us the password in a separate message.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Credit Card Type (e.g., Visa, Mastercard)** | **Name on Credit Card** | **Credit Card Number** | **Credit Card Expiration Date** | **Credit Card 3- or 4-digit Security Code** |
|  |  |  |  |  |

## Loaner Set Terms and Conditions

[Company Name] agrees to the following Loaner Set terms and conditions:

1. If and when the Program sends the Vendor a Loaner Set, the Loaner Set shall be complete and properly functioning.
2. The Vendor shall contact the Program immediately upon detecting a problem with any card(s) in the Loaner Set.
3. The Vendor shall ensure that the Program receives the Loaner Set by no later than the first business day after the 30-day period ends.
4. The Vendor may request up to two 30-day extensions, but approval is at the Program's discretion.
5. To improve the likelihood of being granted an extension, the Vendor should request a loan extension at least seven business days prior to the 30-day period ending.
6. Within 30 days of notice, the Vendor shall replace all test cards that were returned in unusable condition (as determined by the Program's Quality Assurance review).
7. Within 30 days of notice, the Vendor shall replace all test cards not received by the Program.
8. The Vendor shall replace all test cards missing from the shipment it receives from the Program (see item #1), or if the entire shipment is not received.
9. The Vendor shall not share the Loaner Set with anyone outside its organization.
10. The Vendor shall pay a Loaner Set replacement fee of $3328.00 if the Loaner Set is not returned by the due date.
11. The Vendor shall submit a dispute to a Program notice (e.g., quality of cards returned, missing cards, entire Loaner Set not received) in writing within five business days of notice receipt.

# Acceptance of Loaner Set Terms and Conditions

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Authorized Company Official's Name and Title Date