

### Federal Lease Process/Document Flow

Phase/Step	Vendor	LAG	Federal Prime	Notes
<b>Initiation (Only at Outset of Relationship)</b>				
1	Present MPA to Prime			LAG will assist in defining the purpose and structure of the MPA. Prime must provide two years financial statements to initiate credit review by LAG.
2			Review and Ratify MPA	
3		Accept MPA		
<b>Proposal (for Each Opportunity)</b>				
1	a. BOM and Pricing to LAG			
	b. Essential Use Document to LAG			Essential Use provides pertinent identifying information of the customer, as well as, the intended use and confirmation that period of lease is fully intended. Critical for approval of each lease opportunity by LAG Underwriting.
2		a. Prepare Pricing Proposal		Pricing proposal contains any special terms and conditions, as well as, Payment Schedules.
3			a. Accept Proposal	
4			Submit Proposal to Agency Contracting Office	
<b>Funding (after award)</b>				
1			Prime receives Contract/Delivery Order from Contracting Office. Prime forwards executed Contract/Delivery Order to Vendor and LAG	
2		LAG prepares Lease Documents including Lease Schedule, Assignment of Claims, and Notice of Assignment of Claims, and Certificate of Acceptance and forwards to Prime	Prime executes Lease Schedule and submits Notice of Assignment of Claims with Executed Assignment of Claims attached to Contracting Officer	LAG may create a PO directly to Vendor if so desired.
3		Upon receipt of the executed Lease Schedule and Notice of Assignment of Claims, Key issues purchase orders to Prime		
4	Ships Product to Agency and completes installation			
5			Obtains Certificate of Acceptance from CO and forwards it to LAG	
6		LAG disburses FUNDS to Prime and Vendor		
<b>Post-Award (Recurring)</b>				
1		LAG Invoices Agency on Payment Schedule defined by CLIN		
2		LAG is responsible for ensuring contract renewals		
3		LAG supports Prime and Vendor on Technology Refresh activities		