General Services Administration
Federal Acquisition Service
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: http://www.GSAAdvantage.gov.

Multiple Award Schedule

Special Item Number 54151S – Information Technology Professional Services
FSC/PSC Class D399 – IT & Telecom - Other IT and Telecommunications

Special Item Number OLM – Order-Level-Materials
FSC/PSC Class 000

Contract Number: 47QTCA17D0008
Contractor: PSI International, Inc.
11200 Waples Mill Road, Ste 200,
Fairfax, VA 22030
http://www.psiint.com
Telephone: (703) 352-8700
Fax: (888) 767-6418
Contract Administrator Jian Ham, CEO
gsa70psi@psiint.com

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract period

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Multiple Award Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.
Customer Information:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
<td>IT Professional Services and/or labor categories for database planning and design; systems analysis, integration, and design; programming, conversion and implementation support; network services, data/records management, and testing. NOTE: Subject to Cooperative Purchasing</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

2. Maximum Order: $500,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic (48 States, DC)

5. Point(s) of production (city, county, and state or foreign country): N/A

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: None offered

8. Prompt payment terms: 1% Net 10/Net 30

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will not accept over the micro purchase threshold

10. Foreign items (list items by country of origin): None

11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order and shall deliver or perform services in accordance with the terms negotiated in an agency’s order.

11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to affect a faster delivery: Contact Contractor

12. F.O. B Points(s): Destination

13a. Ordering Address(es):
    PSI International, Inc.
    11200 Waples Mill Road, Ste 200,
    Fairfax, VA 22030

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment address(es):
    PSI International, Inc.
    11200 Waples Mill Road, Ste 200,
    Fairfax, VA 22030

15. Warranty provision.: Contractor’s standard commercial warranty.

16. Export Packing Charges (if applicable): N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/

25. Data Universal Numbering System (DUNS) number: 08-898-0149
26. Notification regarding registration in the System for Award Management (SAM) Database: Registered

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S) AND IDENTITY, CREDENTIALING AND ACCESS MANAGEMENT (SPECIAL ITEM NUMBER 541519ICAM)

1. SCOPE
   a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
   b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)
   a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
   b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
   c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER
   a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
   b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES
   a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
   b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. **STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

   (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

   (1) Cancel the stop-work order; or

   (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

   (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

   (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

   (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

   (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

   (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. **INSPECTION OF SERVICES**

   The Inspection of Services—Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection—Time-and-Materials and
Labor-Hour (MAY 2001) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

9. INDEPENDENT CONTRACTOR

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.
12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

(1) The offeror;

(2) Subcontractors; and/or

(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Professional Services shall be in accordance with the Contractor’s customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.
1. **Job Title:** Project Manager

**General Experience:** Has 15 years of ADP experience, including 4 years of ADP software management experience.

**Functional Responsibility:** Serves as the Contractor counterpart to the Government program/technical managers. Manages program/technical support operations involving multiple project/task orders and personnel, possibly at diverse locations. Organizes, directs, and coordinates planning and execution of all program/technical support activities. Has proven information technology expertise and communications skills to be able to interface with all levels of management. Plans and manages the progress of several highly technical projects. Establishes, monitors, and adjusts management structure to direct program/technical support activities in a most effective manner. Uses project automation tools to monitor the budget and schedule of various tasks and activities. Meets and confers with Government management officials regarding the status of specific program/technical activities and problems, issues or conflicts regarding resolution.

**Education:** Master of Science

2. **Job Title:** Database Management Specialist

**General Experience:** Has 12 years of experience in the development and maintenance of database systems.

**Functional Responsibility:** Manages and/or develops database projects. Provides highly technical expertise in the use of DBMS concepts. Provides technical expertise and support in the use of Data Base Management Systems (DBMS). Evaluates and recommends available DBMS products and services to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Develops, implements, and maintains database back-up and recovery procedures for the processing environments, and ensures data integrity, security and recoverability of DBMS applications.

**Education:** Bachelor of Science

3. **Job Title:** Senior Functional Analyst

**General Experience:** Has 10 years of experience developing functional requirements for ADP systems.
**Functional Responsibility:** Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Provides daily supervision to support staff.

**Education:** Bachelor of Science in Computer Science or related discipline

4. **Job Title:** Senior Application Engineer

**General Experience:** Has 10 years of experience managing or performing software engineering activities.

**Functional Responsibility:** Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development. Estimates software development costs and schedule.

**Education:** Bachelor of Science in Computer Science or related discipline.

5. **Job Title:** Applications Engineer

**General Experience:** Has 8 years of computer applications experience.

**Functional Responsibility:** Analyzes functional business applications and design specification for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

**Education:** Bachelor of Science

6. **Job Title:** System Engineer

**General Experience:** Has 7 years of experience in systems engineering.

**Functional Responsibility:** Applies software, hardware, and standards information technology skills in the analysis, specification, development, troubleshooting, integration, and acquisition of systems for information management applications. Ensures systems and applications are compliant with organizational standards for open systems architectures, reference models, and profiles of standards as they apply to the implementation and specification of information management solutions on the application platform, across the
application program interface, and the external environment/software application. Evaluates and recommends COTS applications and methodologies that can be acquired to provide interoperable, portable, and scalable information technology solutions. Evaluates hardware and software environments for optimum operational efficiency. Troubleshoots system problems and recommends correction actions. Performs analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable information management design.

**Education:** Bachelor of Science

7. **Job Title:** Principal Information Engineer

**General Experience:** Has 10 years of experience in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation.

**Functional Responsibility:** Applies an enterprise-wide set of disciplines for the planning, analysis, design and construction of information systems. Develops analytical and computational techniques and methodology for problem solutions.

**Education:** Master of Science in Computer Science or related discipline.

8. **Job Title:** Senior Computer Systems Analyst

**General Experience:** Has 10 years of experience including analyzing and designing business applications for large-scale computers.

**Functional Responsibility:** Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules.

**Education:** Bachelor of Science in Computer Science or related discipline.

9. **Job Title:** Application Programmer

**General Experience:** Has 5 years of computer programming experience. Develops block diagrams and logic flow charts.

**Functional Responsibility:** Analyzes functional business applications and design specifications for functional areas such as payroll, logistics, and contracts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and
user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers as required to ensure program deadlines are met.

**Education:** Bachelor of Science

10. **Job Title:** Senior Network Installation Technician

   **General Experience:** Has 9 years of experience in network installation.

   **Functional Responsibility:** Organizes and directs network installations on site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops installation schedules. Prepares site installation and test reports. Coordinates post installation operations and maintenance support.

   **Education:** High School Diploma.

11. **Job Title:** Network Installation Technician

   **General Experience:** Has 5 years of experience in network installation.

   **Functional Responsibility:** Conducts site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Follows engineering plans and site installation Technical Design Packages. Develops installation schedules. Works with network installation team. Assists in the preparation of drawing and documenting configuration changes at each site. Prepares site installation and test reports.

   **Education:** High School Diploma

12. **Job Title:** Senior Training Specialist

   **General Experience:** Has 7 years of experience including developing and providing technical and end-user training on computer hardware and application software.

   **Functional Responsibility:** Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Develops instructor materials including course outlines, background materials, and training aids. Develops student materials such as manuals, workbooks, handouts, completion certificates, and course critique forms. Provides daily supervision and direction to staff.

   **Education:** Bachelor of Science
13. **Job Title:** Production Control Supervisor

**General Experience:** Has 4 years of production scheduling experience including 1 year as a computer operator.

**Functional Responsibility:** Manages production for recurring applications. Provides expertise in computer operations, data control, and job control language. Leads computer operators, data control clerks, and production specialists in operating a production scheduling and implementation organization. Reviews the Job Control Language, develops standard operating procedures, and establishes and maintains standards for reporting, fixing and submitting production applications.

**Education:** A.A.

14. **Job Title:** Production Control Specialist

**General Experience:** Has 2 years of production scheduling experience with some experience in computer operations.

**Functional Responsibility:** Establishes recurring production job schedules and submits or resubmits them for successful completion. Sets up job control languages, submits it for execution, monitors it for completion, reviews job status code upon completion and takes corrective action for abnormally terminated jobs. Interfaces with user organization for job scheduling and reporting of job status. Operates computers, performs tape library functions, and works with data control clerks on an as-needed basis.

**Education:** High School Diploma

15. **Job Title:** Peripheral Operator

**General Experience:** Has 6 months experience in operating computer peripherals including printers, tape drives, input stations and similar equipment.

**Functional Responsibility:** Responsible for the operation and maintenance of all input/output devices and all clerical/administrative tasks associated with input/output operations. Operates equipment such as printer, key punch, input/output devices, scanners, keyboards, and so on. Ensures proper operability of device by ribbons, toner, paper, as required. Receives, maintains, tracks and inputs documents. Distributes output to proper destination.

**Minimum Education:** High School Diploma
16. **Job Title: Subject Matter Expert I**

**Minimum/General Experience:** 1 year of experience in any health-related field

**Functional Responsibility:** Use Oracle-based system in a Client/Server environment to resolve discrepancies that occur between similar data entered by two independent data entry specialists. Ensure the accuracy of data entered into critical fields, per the Standard Operating Procedures. Other responsibilities include performing data entry functions as needed, providing quality assurance of the entered data providing critical feedback to data entry staff using a database designed to capture, track, and report errors and attending team meetings and training sessions.

**Minimum Education:** Associate degree

17. **Job Title: Subject Matter Expert II**

**Minimum/General Experience:** 2 years of experience in any health-related field with knowledge of drugs

**Functional Responsibility:** Use Oracle-based system in a Client/Server environment to resolve discrepancies that occur between similar data entered by two independent data entry specialists. Ensure the accuracy of data entered into critical fields, per the Standard Operating Procedures. Other responsibilities include performing data entry functions as needed, providing quality assurance of the entered data providing critical feedback to data entry staff using a database designed to capture, track, and report errors and attending team meetings and training sessions.

**Minimum Education:** Bachelor’s degree

18. **Job Title: Subject Matter Expert III**

**Minimum/General Experience:** 2 years of experience in clinical or scientific field

**Functional Responsibility:** Use Oracle-based system in a Client/Server environment to resolve and handle medical coding of adverse event forms using the coding terms. Enter coded International Medical Terminology from Adverse Event Report forms or images of these forms into Oracle database. Verify medical code terms and data entry. Perform quality assurance on data entered into the Oracle system. Resolve problems related to data entered by the personnel into the database.

**Minimum Education:** Bachelor’s Degree
19. **Job Title:** Subject Matter Expert IV

**Minimum/General Experience:** 3 years of experience in clinical or scientific field

**Functional Responsibility:** Use Oracle-based system in a Client/Server environment to resolve and handle medical coding of adverse event forms using the coding terms. Perform such tasks as using International Medical Terminology to code adverse event reports from Adverse Event Report forms or images of these forms into an Oracle database; verify medical code and data entry. Review and retrieve system data, match output with specifications in accordance with the Standard Operating Procedures and resolve discrepancies. Assist in the development of Standard Operating Procedures. Assist lower level personnel in task activities.

**Minimum Education:** Master’s Degree

20. **Job Title:** Subject Matter Expert V

**Minimum/General Experience:** 3 years of experience in clinical or scientific field

**Functional Responsibility:** Use Oracle-based system in a Client/Server environment to resolve and handle medical coding of adverse event forms using the coding terms. Possess at least 2 years of managerial experience. Interface with internal users as well as external stakeholders. Apply and use project management tools such as MS Projects, spreadsheets, etc. Use and direct personnel to code from Adverse Event Report forms or images of these forms into an Oracle database using International Medical Terminology; verify medical code and data entry. Review and retrieve system data, match output with specifications in accordance with Standard Operating Procedures and resolve discrepancies. Manage functional task activities and lower level personnel.

**Minimum Education:** Master’s Degree

21. **Job Title:** Subject Matter Expert VI

**Minimum/General Experience:** 3 Years of experience in clinical or scientific field

Functional Responsibility: Use Oracle-based system in a Client/Server environment to resolve and handle medical coding of adverse event forms using the coding terms. Review and analyze the submitted data; retrieve data from the database and resolve all coding and text entry problems. Quality of data may need to be referred to the submitting person/agency source for follow-up or clarification. Enter coded International Medical Terminology data from Adverse Event Report forms or images of these forms into Oracle database through an Oracle forms application. Verify medical code terms and data entry. Improve and resolve system and process-related problems. Assist in developing long term and short-term plans and concepts. Demonstrate oral and written communication skills.

**Minimum Education:** Master’s Degree
22. **Job Title:** Data Processing Specialist I

**Minimum/General Experience:** Familiar with IBM PC

**Functional Responsibility:** Input data from source documents into a keyboard-controlled data entry device. May scan documents, assign indices and load database with image data. Extract, cross reference, and prepare data for entry. Compile and summarize data, as well as perform mathematical computations. Develop charts, graphs, and other statistical reports. Maintain files and records.

**Minimum Education:** 2 years of High School

23. **Job Title:** Data Processing Specialist II

**Minimum/General Experience:** Able to type 40 + words per minute, familiarity with data entry on IBM or equivalent PC’s

**Functional Responsibility:** Operate an alphanumeric keyboard requiring an understanding of transcribing procedures and relevant state-of-the-art data entry/computer equipment. Scan documents, assign indices and load database with image data. Exercise experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be entered from a variety of source documents. Occasionally perform repetitive entry of data from standardized source documents.

**Minimum Education:** High School

24. **Job Title:** Data Processing Specialist III

**Minimum/General Experience:** Able to type 40 + words per minute, familiarity with data entry on IBM or equivalent PC’s, 2 years of experience including 1 year supervisory

**Functional Responsibility:** Operate an alphanumeric keyboard requiring an understanding of transcribing procedures and relevant state-of-the-art data entry/computer equipment. Exercise experience and judgment in selecting procedures to be followed and in searching for interpreting, selecting, or coding items to be entered from a variety of source documents. Occasionally perform repetitive entry of data from standardized source documents. Work independently and interact positively with a variety of clients. Supervise junior staff members and interface with client management.

**Minimum Education:** Bachelor’s degree or 2 years additional experience
25. **Job Title**: Administrative Assistant

**Minimum/General Experience**: 2 years office experience

**Functional Responsibility**: Use PCs to maintain and update office records. Aid staff by coordinating office services such as personnel, budget preparation and control, records control and management studies. Coordinate collection and preparation of operating reports. Coordinate resources for scheduled projects that use printing resources, shipping, mailing, and tracking systems for multiple ongoing projects (i.e., occurring simultaneously). Secure training facilities and order supplies and other materials as needed.

**Minimum Education**: High School

26. **Job Title**: Record Management Specialist I

**Minimum/General Experience**: one year of clerical, administrative, document processing or filing experience.

**Functional Responsibility**: Process customer records through document management system, software and applications. Receive large number of records and documents from single or multiple sources and disseminate them in accordance with Standard Operating Procedures. Receive, log, and maintain all documents and records. Maintain inventory of hardware, software, documents, as required.

**Minimum Education**: High school

27. **Job Title**: Record Management Specialist II,

**Minimum/General Experience**: 1 year of document processing experience

**Functional Responsibility**: Process customer records through document management system, software and applications. May use specialized software and hardware to capture images. Receive large number of records and documents drawn from single or multiple sources; disseminate them, complying with standards for quality and timeliness. Communicate effectively with user organizations and technical staff.

**Minimum Education**: High school
28. **Job Title:** Record Management Specialist III

**Minimum/General Experience:** 2 years of document processing experience, ability to use PCs

**Functional Responsibility:** Process customer records through document management system, software and applications. May use specialized software and hardware to capture images. Receive large number of records and documents and process them per Standard Operating Procedures. Communicate effectively with user organizations and technical staff. Assist junior level staff in managing and controlling documents.

**Minimum Education:** High school

29. **Title:** Record Management Specialist IV

**Minimum/General Experience:** 3 years of experience document processing including 1 year supervisory experience, ability to use PC.

**Functional Responsibility:** Process customer records through document management system, software and applications. Manage requirements and studies to implement new hardware and software technologies for records management. May use specialized software and hardware to capture images. Receive large number of records and documents and process them per Standard Operating Procedures. Contact with external customers. Plan and schedule production and resources to ensure turnaround requirements are met. Communicate effectively with user organizations and technical staff. Supervise junior in the operation of document management and control.

**Minimum Education:** Bachelor’s degree, or 2 years additional experience

30. **Job Title:** Technology Consultant

**General Experience:** Has 10 years of experience developing researching, coordinating, managing, and implementing solutions for emergent problems.

**Functional Responsibility:** Provides specialized analysis and solution development. Develops and implements systems, designs programs, or creates and maintains documentation. Develops and implements plans. Provides direction and leadership to assigned personnel. Performs customer liaison. Complies with industry standards.

**Education:** Master degree in applicable discipline or equivalent experience.

31. **Job Title:** Junior Technology Consultant

**General Experience:** Has 6 years of experience developing researching, coordinating, managing, and implementing solutions for emergent problems.
**Functional Responsibility:** Provides specialized analysis and solution development. Develops and implements systems, designs programs or creates and maintains documentation. Develops and implements plans. Performs customer liaison. Complies with industry standards.

**Education:** Bachelor’s degree in applicable discipline or equivalent experience.

32. **Job Title:** Program Manager

**General Experience:** Has 15 years of experience, including 6 years of management experience.

**Functional Responsibility:** Serves as the Contractor counterpart to the Government program/technical managers for large, complex programs. Manages program/technical support operations involving multiple project/task orders and personnel, possibly at diverse locations. Organizes, directs, and coordinates planning and execution of all program/technical support activities. Has proven communications skills to be able to interface with all levels of management. Establishes, monitors, and adjusts management structure to direct program/technical support activities in a most effective manner. Uses project tools to monitor the budget and schedule of various tasks and activities. Meets and confers with Government management officials regarding the status of specific program/technical activities and problems, issues or conflicts regarding resolution.

**Education:** Master’s degree in applicable discipline or equivalent experience.

33. **Job Title:** Database Administrator

**General Experience:** Has five years of experience developing and administrating relational database management systems.

**Functional Responsibility:** Provides technical expertise and support in planning, acquiring, implementing, and operating database management systems. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Develops, implements, and maintains database backup and recovery procedures for the processing environments and ensures that data integrity, security, and recoverability are built into the DBMS applications. Monitors database performance and evaluates areas to improve efficiency.

**Education:** Bachelor’s degree in applicable discipline or equivalent experience.
34. **Job Title: Junior Database Administrator**

**General Experience:** Has two years of experience developing and administrating relational database management systems.

**Functional Responsibility:** Independently or as part of the team provides technical expertise and support in planning, acquiring, implementing, and operating database management systems. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Develops, implements, and maintains database backup and recovery procedures for the processing environments and ensures that data integrity, security, and recoverability are built into the DBMS applications. Monitors database performance and evaluates areas to improve efficiency.

**Education:** Bachelor’s degree in applicable discipline or equivalent experience.

35. **Job Title: Network Analyst**

**General Experience:** Two (2) years of technical experience designing, installing, maintaining, and managing Local Area Networks (LANs) and/or Wide Area Networks (WANs).

**Functional Responsibility:** Responsible for site survey, acquisition, installation, maintenance, and usage of the LAN/WAN/MAN. Manages LAN/WAN/MAN performance and maintains system security. Installs network hardware and software. Troubleshoots system problems. Establishes and implements policies, procedures, and standards, and ensures their conformance to information systems objectives. Trains users on system operation. May perform network planning and engineering functions. May be responsible for both local and remote administration of networks.

**Education:** Bachelor’s degree in applicable discipline or equivalent experience.

36. **Job Title: Telecommunication Network Specialist**

**General Experience:** Two (2) years of technical experience designing, analyzing, and optimizing telecommunications networks.

**Functional Responsibility:** Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components including voice, data, video, etc. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components and capabilities. Administers networks. Coordinates requirements with users and suppliers.

**Education:** Bachelor’s degree in applicable discipline or equivalent experience.
37. **Job Title:** Data Communications Specialist

   **General Experience:** Four (4) years of technical experience designing, analyzing, and optimizing data communications networks.

   **Functional Responsibility:** Analyzes data communication needs through surveys and user sessions and recommend, plans, and implements network architecture. Performs network evaluation by determining characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends improvements. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of data communication network components and capabilities. Coordinates requirements with users and suppliers.

   **Education:** Bachelor’s degree in applicable discipline or equivalent experience.

38. **Job Title:** Business Analyst/Writer

   **General Experience:** One (1) year experience developing, editing, and producing technical and graphic documentation for information technology systems. Must have a basic understanding of computer processing, including commonly used information technology terminology and must possess strong organizational skills.

   **Functional Responsibility:** Assists in collecting and organizing information required for preparation of user manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Prepares and edits documentation incorporating information provided by the user, specialist, analyst, programmer, and management personnel. Duties include writing, edition, and graphics presentation of technical information for both technical and nontechnical personnel. Interprets technical documentation standards and prepares documentation accordingly.

   **Minimum Education:** High School Diploma
### LABOR CATEGORY RATES (54151S)- GSA MULTIPLE AWARD SCHEDULE

**CONTRACT INFORMATION TECHNOLOGY PROFESSIONAL SERVICES (All rates below include IFF)**

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<td>$133.59</td>
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<td>$138.71</td>
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</tbody>
</table>

The Vendor offers only the personnel who meet or exceed the minimum qualification requirements stated in the Commercial Labor Category Descriptions provided herein. Vendor allows experience to substitute for minimum education requirements and education to substitute for minimum years of experience. Vendor criteria for substitution are as follows:

**Education:** An associate degree will equal 2 years of experience. A relevant bachelor’s degree will equal 4 years of experience. A relevant Master’s Degree will equal 6 years of experience. A Doctorate will equal 8 years of experience.

**Experience:** For every year of full time specific field experience, the person shall be credited with one-half Year of degree qualifications toward the values stated in the labor category descriptions.

GSA and/or the ordering activities may have access to any employee resume (by request) before, during, or after assignment of any GSA order. If for some extenuating reason a person assigned to an order must be replaced or substituted, the ordering activity will be notified in advance, in writing, and the substituted personnel will meet or exceed the required qualifications for the departing employee’s labor category.
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

PSI provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To ensure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.
To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact us at:

PSI International, Inc.
11200 Waples Mill Road, Ste 200,
Fairfax, VA 22030
Telephone: (703) 621-5840

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s)________________________.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

______________________________  __________________________
Ordering Activity                  Date     Contractor           Date
Pursuant to GSA Federal Supply Schedule Contract Number(s) __________, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

1. The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

<table>
<thead>
<tr>
<th>MODEL NUMBER/PART NUMBER</th>
<th>*SPECIAL BPA DISCOUNT/PRICE</th>
</tr>
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<tbody>
<tr>
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2. Delivery:

<table>
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<th>DESTINATION</th>
<th>DELIVERY SCHEDULES / DATES</th>
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<tbody>
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</table>

3. The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be __.

4. This BPA does not obligate any funds.

5. This BPA expires on ________________ or at the end of the contract period, whichever is earlier.

6. The following office(s) is hereby authorized to place orders under this BPA:

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>POINT OF CONTACT</th>
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<tbody>
<tr>
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</tr>
</tbody>
</table>

7. Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

8. Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

   a. Name of Contractor;
   b. Contract Number;
   c. BPA Number;
(d) Model Number or National Stock Number (NSN);
(e) Purchase Order Number;
(f) Date of Purchase;
(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor’s invoice, the provisions of this BPA will take precedence.

******************************************************************************
BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to an ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.