

GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY 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 GSA *Advantage!* is: GSAAvantage.gov.

SCHEDULE NUMBER 70

SCHEDULE NAME GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES

SIN(s): 132-8 Purchase of New Equipment
132 12 Maintenance of Equipment, Repair Services and/or Repair/Spare Parts
132-51 Information Technology Professional Services

FPDS CODES FSC/PSC Class 7010 ADPE SYSTEM CONFIGURATION

FSC/PSC Class J070 MAINT/REPAIR/REBUILD OF EQUIPMENT- ADP
EQUIPMENT/SOFTWARE/SUPPLIES/SUPPORT EQUIPMENT

FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

CONTRACT NUMBER: 47QTCA19D001R

CONTRACT PERIOD: NOVEMBER 2, 2018 THROUGH NOVEMBER 1, 2023
PRICELIST CURRENT THROUGH MODIFICATION #0002,8 NOVEMBER 2018

CONTRACTOR: Next Phase Solutions, LLC
1221 East Broadway Street, Suite 1001
Oviedo, FL 32765-5959
Office: 800-677-0008
Email: information@npsols.com
Fax: 407-440-1411

Point of Contact: David Godiksen, President
Next Phase Solutions, LLC
1221 East Broadway Street, Suite 1001
Oviedo, FL 32765-5959
Office: 407-592-3076
Email: David.Godiksen@npsols.com
Fax: 407-440-1411

Business Size: Small

Tax Identification Number 821793803

CUSTOMER INFORMATION

1a	Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).	132-8 132-12 132-51
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	See pricelist
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	See pricelist
2	Maximum Order	\$500,000
3	Minimum Order:	\$100
4	Geographic Coverage (delivery area):	Domestic Delivery
5	Point(s) of production (city, county, and State or foreign country).	Contact GSA Schedule Contractor.
6	Discount from list prices or statement of net price:	See attached price list. Prices shown are net of discount
7	Quantity Discounts:	1% for single task orders with an initial value exceeding \$500,000
8	Prompt payment terms.	0% Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9a	Notification that Government purchase cards are accepted at or below the micro-purchase threshold	Government Purchase Cards are accepted at or below the micro-purchase threshold.
9b	Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.	Contractor will not accept the Government Purchase Card above the micro-purchase threshold.

10	Foreign Items (list items by country of origin).	N/A
11a	Time of Delivery:	As negotiated with Agency
11b	Expedited Delivery	Negotiable
11c	Overnight & 2-day delivery	Negotiable
11d	Urgent Requirements	Negotiable
12	FOB Point(s)	Destination
13a	Ordering Address:	1221 East Broadway Street, Suite 1001, Oviedo, FL 32765
13b	Ordering procedures:	For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3
14	Payment Address:	1221 East Broadway Street, Suite 1001, Oviedo, FL 32765
15	Warranty Provision:	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): Contractor agrees to terms and conditions.	
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): Contact GSA Schedule Contractor.	
22	List of participating dealers (if applicable): None.	
23	Preventive maintenance (if applicable): N/A	
24a	Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A	
24b	Section 508 Compliance for EIT: www.npsols.com	
25	Data Universal Number System (DUNS) number	099104413
26	Notification regarding registration in SAM database: Next Phase Solutions is registered.	

**TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF GENERAL PURPOSE
COMMERCIAL INFORMATION TECHNOLOGY NEW EQUIPMENT (SPECIAL ITEM NUMBER
132-8)**

1. MATERIAL AND WORKMANSHIP

All equipment furnished hereunder must satisfactorily perform the function for which it is intended.

2. ORDER

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPA) agreements shall be the basis for purchase in accordance with the provisions of this contract. If time of delivery extends beyond the expiration date of the contract, the Contractor will be obligated to meet the delivery and installation date specified in the original order.

For credit card orders and BPAs, telephone orders are permissible.

3. TRANSPORTATION OF EQUIPMENT

FOB DESTINATION. Prices cover equipment delivery to destination, for any location within the geographic scope of this contract.

4. INSTALLATION AND TECHNICAL SERVICES

****NOTE: Contractors are to indicate in the pricelist whether the equipment is self-installable.****

a. INSTALLATION. When the equipment provided under this contract is not normally self-installable, the Contractor's technical personnel shall be available to the ordering activity, at the ordering activity's location, to install the equipment and to train ordering activity personnel in the use and maintenance of the equipment. The charges, if any, for such services are listed below, or in the price schedule:

****NOTE: CONTRACTORS SHOULD PROVIDE COMMERCIAL PRACTICES FOR INSTALLATION/DEINSTALLATION/REINSTALLATION FOR REVIEW AND POSSIBLE INCLUSION IN THE CONTRACT.****

b. INSTALLATION, DEINSTALLATION, REINSTALLATION. The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirement of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or SIN 132-9.

c. OPERATING AND MAINTENANCE MANUALS. The Contractor shall furnish the ordering activity with one (1) copy of all operating and maintenance manuals which are normally provided with the equipment being purchased.

5. INSPECTION/ACCEPTANCE

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any equipment that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming equipment at no increase in contract price. The ordering activity must exercise its post acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

6. WARRANTY

a. Unless specified otherwise in this contract, the Contractor's standard commercial warranty as stated in the contract's commercial pricelist will apply to this contract.

****Contract Contractor****

b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract

c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

d. If inspection and repair of defective equipment under this warranty will be performed at the Contractor's plant, the address is as follows:

7. PURCHASE PRICE FOR ORDERED EQUIPMENT

Refer to GSA Pricing Section.

8. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City or otherwise) covering work of this character, and shall include all costs, if any, of such compliance in the prices quoted in this offer.

9. TRADE-IN OF INFORMATION TECHNOLOGY EQUIPMENT

When an ordering activity determines that Information Technology equipment will be replaced, the ordering activity shall follow the contracting policies and procedures in the Federal Acquisition Regulation (FAR), the policies and procedures regarding disposition of information technology excess personal property in the Federal Property Management Regulations (FPMR) (41 CFR 101-43.6), and the policies and procedures on exchange/sale contained in the FPMR (41 CFR part 101-46).

TERMS AND CONDITIONS APPLICABLE TO MAINTENANCE, REPAIR SERVICE AND REPAIR PARTS/SPARE PARTS FOR GOVERNMENT-OWNED GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, RADIO/TELEPHONE EQUIPMENT, (AFTER EXPIRATION OF GUARANTEE/WARRANTY PROVISIONS AND/OR WHEN REQUIRED SERVICE IS NOT COVERED BY GUARANTEE/WARRANTY PROVISIONS) AND FOR LEASED EQUIPMENT (SPECIAL ITEM NUMBER 132-12)

1. SERVICE AREAS

- a. The maintenance and repair service rates listed herein are applicable to any ordering activity locations within a (**insert miles) mile radius of the Contractor's service points. If any additional charge is to apply because of the greater distance from the Contractor's service locations, the mileage rate or other distance factor shall be negotiated at the Task Order level.
- b. When repair services cannot be performed at the ordering activity installation site, the repair services will be performed at the Contractor's plant(s) listed below:

2. MAINTENANCE ORDER

- a. Agencies may use written orders, EDI orders, credit card orders, or BPAs, for ordering maintenance under this contract. The Contractor shall confirm orders within fifteen (15) calendar days from the date of receipt, except that confirmation of orders shall be considered automatic for renewals for maintenance (Special Item Number 132-12). Automatic acceptance of order renewals for maintenance service shall apply for machines which may have been discontinued from use for temporary periods of time not longer than 120 calendar days. If the order is not confirmed by the Contractor as prescribed by this paragraph, the order shall be considered to be confirmed by the Contractor.
- b. The Contractor shall honor orders for maintenance for the duration of the contract period or a lesser period of time, for the equipment shown in the pricelist. Maintenance service shall commence on a mutually agreed upon date, which will be written into the maintenance order. Maintenance orders shall not be made effective before the expiration of any applicable maintenance and parts guarantee/warranty period associated with the purchase of equipment. Orders for maintenance service shall not extend beyond the end of the contract period.
- c. Maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice, or shorter notice when agreed to by the Contractor; such notice to become effective thirty (30) calendar days from the date on the notification. However, the ordering activity may extend the original discontinuance date upon written notice to the Contractor, provided that such notice is furnished at least ten (10) calendar days prior to the original discontinuance date.
- d. Annual Funding. When annually appropriated funds are cited on a maintenance order, the period of maintenance shall automatically expire on September 30th of the contract period, or at the end of the contract period, whichever occurs first. Renewal of a maintenance order citing the new appropriation shall be required, if maintenance is to continue during any remainder of the contract period.
- e. Cross-year Funding within Contract Period. Where an ordering activity's specific appropriation authority provides for funds in excess of a 12 month, fiscal year period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.
- f. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of maintenance service, if maintenance is to be terminated at that time. Orders for continued maintenance will be required if maintenance is to be continued during the subsequent period.

3. REPAIR SERVICE AND REPAIR PARTS/SPARE PARTS ORDERS

- a. Agencies may use written orders, EDI orders, credit card orders, blanket purchase agreements (BPAs), or small order procedures for ordering repair service and/or repair parts/spare parts under this contract. Orders for repair service shall not extend beyond the end of the contract period.
- b. When repair service is ordered, only one chargeable repairman shall be dispatched to perform repair service, unless the ordering activity agrees, in advance, that additional repair personnel are required to effect repairs.

4. LOSS OR DAMAGE

When the Contractor removes equipment to his establishment for repairs, the Contractor shall be responsible for any damage or loss, from the time the equipment is removed from the ordering activity installation, until the equipment is returned to such installation.

5. SCOPE

- a. The Contractor shall provide maintenance for all equipment listed herein, as requested by the ordering activity during the contract term. Repair service and repair parts/spare parts shall apply exclusively to the equipment types/models within the scope of this Information Technology Schedule.
- b. Equipment placed under maintenance service shall be in good operating condition.
 - (1) In order to determine that the equipment is in good operating condition, the equipment shall be subject to inspection by the Contractor, without charge to the ordering activity.
 - (2) Costs of any repairs performed for the purpose of placing the equipment in good operating condition shall be borne by the Contractor, if the equipment was under the Contractor's guarantee/warranty or maintenance responsibility prior to the effective date of the maintenance order.
 - (3) If the equipment was not under the Contractor's responsibility, the costs necessary to place the equipment in proper operating condition are to be borne by the ordering activity, in accordance with the provisions of Special Item Number 132-12 (or outside the scope of this contract).

6. RESPONSIBILITIES OF THE ORDERING ACTIVITY

- a. Ordering activity personnel shall not perform maintenance or attempt repairs to equipment while such equipment is under the purview of a maintenance order, unless agreed to by the Contractor.
- b. Subject to security regulations, the ordering activity shall permit access to the equipment which is to be maintained or repaired.
- c. If the Ordering Activity desires a factory authorized/certified service personnel then this should be clearly stated in the task or delivery order.

7. RESPONSIBILITIES OF THE CONTRACTOR

- a. For equipment not covered by a maintenance contract or warranty, the Contractor's repair service personnel shall complete repairs as soon as possible after notification by the ordering activity that service is required. Within the service areas, this repair service should normally be done within 4 hours after notification.
- b. If the Ordering Activity task or delivery order specifies a factory authorized/certified service personnel then the Contractor is obligated to provide such a factory authorized/certified service personnel for the equipment to be repaired or serviced, unless otherwise agreed to in advance between the Agency and the Contractor.

8. MAINTENANCE RATE PROVISIONS

- a. The Contractor shall bear all costs of maintenance, including labor, parts, and such other expenses as are necessary to keep the equipment in good operating condition, provided that the required repairs are not occasioned by fault or negligence of the ordering activity.

b. REGULAR HOURS

The basic monthly rate for each make and model of equipment shall entitle the ordering activity to maintenance service during a mutually agreed upon nine (9) hour principal period of maintenance, Monday through Friday, exclusive of holidays observed at the ordering activity location.

c. AFTER HOURS

Should the ordering activity require that maintenance be performed outside of Regular Hours, charges for such maintenance, if any, will be specified in the pricelist. Periods of less than one hour will be prorated to the nearest quarter hour.

d. TRAVEL AND TRANSPORTATION

If any charge is to apply, over and above the regular maintenance rates, because of the distance between the ordering activity location and the Contractor's service area, the charge will be negotiated at the Task Order level

If there is no additional charge, indicate "none" in the space provided above.

e. QUANTITY DISCOUNTS

Quantity discounts from listed maintenance service rates for multiple equipment owned and/or leased by a ordering activity are indicated below:

Quantity Range Discounts

Units	%
Units	%
Units	%

9. REPAIR SERVICE RATE PROVISIONS

- a. CHARGES. Charges for repair service will include the labor charge, computed at the rates set forth below, for the time during which repairmen are actually engaged in work, and, when applicable, the charge for travel or transportation.
- b. MULTIPLE MACHINES. When repairs are ordered by a ordering activity on two or more machines located in one or more buildings within walking distance of each other, the charges will be computed from the time the repairman commences work on the first machine, until the work is completed on the last machine. The time required to go from one machine to another, or from one building to

another, will be considered actual work performance, and chargeable to the ordering activity, provided the time consumed in going between machines (or buildings) is reasonable.

c. TRAVEL OR TRANSPORTATION

(1) AT THE CONTRACTOR'S SHOP

i When equipment is returned to the Contractor's shop for adjustments or repairs which are not covered by the guarantee/warranty provision, the cost of transportation, packing, etc., from the ordering activity location to the Contractor's plant, and return to the ordering activity location, shall be borne by the ordering activity.

ii The ordering activity should not return defective equipment to the Contractor for adjustments and repairs or replacement without his prior consultation and instruction.

(2) AT THE ORDERING ACTIVITY LOCATION (Within Established Service Areas)

When equipment is repaired at the ordering activity location, and repair service rates are established for service areas or zones, the listed rates are applicable to any ordering activity location within such service areas or zones. No extra charge, time, or expense will be allowed for travel or transportation of repairmen or machines to or from the ordering activity office; such overhead is included in the repair service rates listed.

(3) AT THE ORDERING ACTIVITY LOCATION (Outside Established Service Areas)

i If repairs are to be made at the ordering activity location, and the location is outside the service area as shown in paragraph 1.a, the repair service and mileage rates negotiated per subparagraphs 1.a and 8.d will apply.

ii When the overall travel charge computed at the above mileage rate is unreasonable (considering the time required for travel, actual and necessary transportation costs, and the allowable ordering activity per diem rate for each night the repairman is required to remain overnight at the ordering activity location), the ordering activity shall have the option of reimbursing the Contractor for actual costs, provided that the actual costs are reasonable and allowable. The Contractor shall furnish the ordering activity with a report of travel performed and related expenses incurred. The report shall include departure and arrival dates, times, and the applicable mode of travel.

d. LABOR RATES

(1) REGULAR HOURS

The Regular Hours repair service rates listed herein shall entitle the ordering activity to repair service during the period 8:00 a.m. to 5:00 p.m., Monday through Friday, exclusive of holidays observed at the ordering activity location. There shall be no additional charge for repair service which was requested during Regular Hours, but performed outside the Regular Hours defined above, at the convenience of the Contractor.

(2) AFTER HOURS

When the ordering activity requires that repair service be performed outside the Regular Hours defined above, except Sundays and Holidays observed at the ordering activity location, the After Hours repair service rates listed herein shall apply. The Regular Hours rates defined above shall apply when repair service is requested during Regular Hours, but performed After Hours at the convenience of the Contractor.

(3) SUNDAYS AND HOLIDAYS

When the ordering activity requires that repair service be performed on Sundays and Holidays observed at the ordering activity location, the Sundays and Holidays repair service rates listed herein shall apply. When repair service is requested to be performed during Regular Hours and/or After Hours, but is performed at the convenience of the Contractor on Sundays or Holidays observed at the ordering activity location, the Regular Hours and/or After Hours repair service rates, as applicable, shall apply.

REPAIR SERVICE RATES AND

REGULAR	AFTER	SUNDAYS	MINIMUM	HOURS	HOURS	HOLIDAYS
LOCATION	CHARGE*	PER HOUR**	PER HOUR**	PER HOUR		
CONTRACTOR'S SHOP						
ORDERING ACTIVITY LOCATION (WITHIN ESTABLISHED SERVICE AREAS)						
ORDERING ACTIVITY LOCATION (OUTSIDE ESTABLISHED SERVICE AREAS)						

*MINIMUM CHARGES INCLUDE FULL HOURS ON THE JOB.

**FRACTIONAL HOURS, AT THE END OF THE JOB, WILL BE PRORATED TO THE NEAREST QUARTER HOUR.

10. REPAIR PARTS/SPARE PARTS RATE PROVISIONS

All parts, furnished as spares or as repair parts in connection with the repair of equipment, unless otherwise indicated in this pricelist, shall be new, standard parts manufactured by the equipment manufacturer. All parts shall be furnished at prices indicated in the Contractor's commercial pricelist dated , at a discount of % from such listed prices.

11. GUARANTEE/WARRANTY—REPAIR SERVICE AND REPAIR PARTS/SPARE PARTS

a. REPAIR SERVICE

All repair work will be guaranteed/warranted for a period of warranty**. **insert commercial

b. REPAIR PARTS/SPARE PARTS

All parts, furnished either as spares or repairs parts will be guaranteed/warranted for a period **insert commercial warranty**.

12. INVOICES AND PAYMENTS

a. Maintenance Service

(1) Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

(2) Payment for maintenance service of less than one month's duration shall be prorated at 1/30th of the monthly rate for each calendar day.

b. Repair Service and Repair Parts/Spare Parts

Invoices for repair service and parts shall be submitted by the Contractor as soon as possible after completion of work. Payment under blanket purchase agreements will be made quarterly or monthly, except where cash payment procedures are used. Invoices shall be submitted separately to each ordering activity office ordering services under the contract.

The cost of repair parts shall be shown as a separate item on the invoice, and shall be priced in accordance with paragraph #10, above. PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

1. SCOPE
 - a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT/IAM 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/IAM 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

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS—COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS—COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I—OCT 2008) (DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts 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/IAM Professional Services.

9. INDEPENDENT CONTRACTOR

All IT/IAM 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/IAM 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/IAM PROFESSIONAL SERVICES AND PRICING

Refer to GSA Pricing Section

**USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS**

PREAMBLE

Next Phase Solutions, LLC 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 insure 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:

David Godiksen, President

Next Phase Solutions, LLC

1221 East Broadway Street, Suite 1001, Oviedo, FL 32765

Office: 407-592-3076

Email: David.Godiksen@npsols.com

Fax: 407-440-1411

**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

_____ Date

Ordering Activity

_____ Date

Contractor

BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

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:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

(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:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

(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 of 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 customer’s 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.

GSA PRICE LIST

SIN 132-8 Purchase of New Equipment & 132 12 Maintenance of Equipment, Repair Services and/or Repair/Spare Parts

SIN	MANUFACTURER NAME	MFR PARTNO	PRODUCTNAME	PRODUCT DESCRIPTION	GSA PRICE (inclusive of the .75% IFF)
132-8	Canon	9704B007AA	Scan-tini Personal Document Scanner	Scan-tini Personal Document Scanner	\$150.37
132-8	Canon	9705B007AB	Scan-tini Personal Document Scanner	Scan-tini Personal Document Scanner	\$225.94
132-8	Canon	9706B002AB	Office Document Scanner	Office Document Scanner	\$339.29
132-8	Canon	9707B002AB	Office Document Scanner	Office Document Scanner	\$414.86
132-8	Canon	0651C002AB	Office Document Scanner	Office Document Scanner	\$600.75
132-8	Canon	5482B002AE	Office Document Scanner	Office Document Scanner	\$827.45
132-8	Canon	0114T27902	Office Document Scanner	Office Document Scanner	\$903.02
132-8	Canon	2405C002AB	Office Document Scanner	Office Document Scanner	\$903.02
132-8	Canon	9392B002AA	Office Document Scanner	Office Document Scanner	\$1,658.69
132-8	Canon	3801B002BD	Office Document Scanner	Office Document Scanner	\$2,187.65
132-8	Canon	1255C002AD	Networked Document Scanner	Networked Document Scanner	\$1,507.55
132-8	Canon	1255C012AA	Networked Document Scanner	Networked Document Scanner	\$1,809.82
132-8	Canon	4624B002AD	Production Document Scanner	Production Document Scanner	\$3,018.89
132-8	Canon	8073B002AB	Production Document Scanner	Production Document Scanner	\$6,797.22
132-8	Canon	8074B002AB	Production Document Scanner	Production Document Scanner	\$4,530.22
132-8	Canon	2260C001AA	Production Document Scanner	Production Document Scanner	\$13,598.23
132-8	Canon	1722C001AA	Check Scanner	Check Scanner	\$751.88
132-8	Canon	2693C001AA	Check Scanner	Check Scanner	\$789.67
132-8	Canon	1721C001AA	Check Scanner	Check Scanner	\$978.58
132-8	Canon	0132T237	Check Scanner	Check Scanner	\$819.89
132-8	Canon	0132T236	Check Scanner	Check Scanner	\$1,046.59
132-8	Canon	109C002AA	Check Scanner	Check Scanner	\$2,263.22
132-12	Canon	5350B005	Advanced Exchange Program for P-208II 1YR	Advanced Exchange Program for P-208II 1YR	\$21.76
132-12	Canon	5350B006	Advanced Exchange Program for P-208II 2YR	Advanced Exchange Program for P-208II 2YR	\$38.99
132-12	Canon	5351B011	Advanced Exchange Program for P-215II 1YR	Advanced Exchange Program for P-215II 1YR	\$27.20
132-12	Canon	5351B012	Advanced Exchange Program for P-215II 2YR	Advanced Exchange Program for P-215II 2YR	\$48.96
132-12	Canon	5351B015	Advanced Exchange Program for DR-C225/C225W 1YR	Advanced Exchange Program for DR-C225/C225W 1YR	\$62.56
132-12	Canon	5351B2016	Advanced Exchange Program for DR-C225/C225W 2YR	Advanced Exchange Program for DR-C225/C225W 2YR	\$112.44
132-12	Canon	5351B017	Advanced Exchange Program for DR-C240 1YR	Advanced Exchange Program for DR-C240 1YR	\$74.35
132-12	Canon	5351B018	Advanced Exchange Program for DR-C240 2YR	Advanced Exchange Program for DR-C240 2YR	\$134.20



SIN	MANUFACTURER NAME	MFR PARTNO	PRODUCTNAME	PRODUCT DESCRIPTION	GSA PRICE (inclusive of the .75% IFF)
132-12	Canon	5351B021	Advanced Exchange Program for DR-M140 1YR	Advanced Exchange Program for DR-M140 1YR	\$77.07
132-12	Canon	5351B022	Advanced Exchange Program for DR-M140 2YR	Advanced Exchange Program for DR-M140 2YR	\$138.74
132-12	Canon	5352B011	Advanced Exchange Program for DR-M160II 1YR	Advanced Exchange Program for DR-M160II 1YR	\$80.70
132-12	Canon	5352B012	Advanced Exchange Program for DR-M160II 2YR	Advanced Exchange Program for DR-M160II 2YR	\$145.08
132-12	Canon	5352B015	Advanced Exchange Program for DR-M1060 1YR	Advanced Exchange Program for DR-M1060 1YR	\$267.50
132-12	Canon	5352B016	Advanced Exchange Program for DR-M1060 2YR	Advanced Exchange Program for DR-M1060 2YR	\$481.51
132-12	Canon	5352B013	Advanced Exchange Program for DR 6010 1YR	Advanced Exchange Program for DR 6010 1YR	\$380.85
132-12	Canon	5352B014	Advanced Exchange Program for DR 6010 2YR	Advanced Exchange Program for DR 6010 2YR	\$685.54
132-12	Canon	5353B021	Advanced Exchange Program for DR 6030 1YR	Advanced Exchange Program for DR 6030 1YR	\$403.52
132-12	Canon	5353B022	Advanced Exchange Program for DR 6030 2YR	Advanced Exchange Program for DR 6030 2YR	\$726.34
132-12	Canon	5353B023	Advanced Exchange Program for DR 6030 9Mth	Advanced Exchange Program for DR 6030 9Mth	\$302.87
132-12	Canon	5353B024	Advanced Exchange Program for DR 6030 9Mth+1YR	Advanced Exchange Program for DR 6030 9Mth+1YR	\$635.66
132-12	Canon	5353B025	On-Site Service Program for DR-G1100 1YR	On-Site Service Program for DR-G1100 1YR	\$902.26
132-12	Canon	5353B026	On-Site Service Program for DR-G1100 2YR	On-Site Service Program for DR-G1100 2YR	\$1,624.08
132-12	Canon	5353B027	On-Site Service Program for DR-G1100 9Mth	On-Site Service Program for DR-G1100 9Mth	\$675.56
132-12	Canon	5353B028	On-Site Service Program for DR-G1100 9Mth + 1YR	On-Site Service Program for DR-G1100 9Mth + 1YR	\$1,420.95
132-12	Canon	5353B029	On-Site Service Program for DR-G1100 1YR+1PM	On-Site Service Program for DR-G1100 1YR+1PM	\$1,070.93
132-12	Canon	5353B030	On-Site Service Program for DR-G1100 2YR+2PM	On-Site Service Program for DR-G1100 2YR+2PM	\$1,961.41
132-12	Canon	5353B031	On-Site Service Program for DR-G1100 9Mth+1 PM	On-Site Service Program for DR-G1100 9Mth+1 PM	\$845.13
132-12	Canon	5353B032	On-Site Service Program for DR-G1100 9Mth+ 1YR+1PM	On-Site Service Program for DR-G1100 9Mth+ 1YR+1PM	\$1,758.28
132-12	Canon	5353B033	On-Site Service Program for DR-G1130 1YR	On-Site Service Program for DR-G1130 1YR	\$1,156.17
132-12	Canon	5353B034	On-Site Service Program for DR-G1130 2YR	On-Site Service Program for DR-G1130 2YR	\$2,081.10
132-12	Canon	5353B035	On-Site Service Program for DR-G1130 9Mth	On-Site Service Program for DR-G1130 9Mth	\$866.90
132-12	Canon	5353B036	On-Site Service Program for DR-G1130 9Mth+ 1YR	On-Site Service Program for DR-G1130 9Mth+ 1YR	\$1,820.85
132-12	Canon	5353B037	On-Site Service Program for DR-G1130 1YR+1PM	On-Site Service Program for DR-G1130 1YR+1PM	\$1,324.83
132-12	Canon	5353B038	On-Site Service Program for DR-G1130 2YR+2PM	On-Site Service Program for DR-G1130 2YR+2PM	\$2,418.43
132-12	Canon	5353B039	On-Site Service Program for DR-G1130 9Mth+1PM	On-Site Service Program for DR-G1130 9Mth+1PM	\$1,035.56
132-12	Canon	5353B040	On-Site Service Program for DR-G1130 9Mth+1YR+2PM	On-Site Service Program for DR-G1130 9Mth+1YR+2PM	\$2,158.18
132-12	Canon	5354B033	On-Site Service Program for DR-X10CII 1YR	On-Site Service Program for DR-X10CII 1YR	\$2,171.78
132-12	Canon	5354B034	On-Site Service Program for DR-X10CII 2YR	On-Site Service Program for DR-X10CII 2YR	\$3,909.21
132-12	Canon	5354B035	On-Site Service Program for DR-X10CII 9Mth	On-Site Service Program for DR-X10CII 9Mth	\$1,628.61



SIN	MANUFACTURER NAME	MFR PARTNO	PRODUCTNAME	PRODUCT DESCRIPTION	GSA PRICE (inclusive of the .75% IFF)
132-12	Canon	5354B036	On-Site Service Program for DR-X10CII 9Mth+1YR	On-Site Service Program for DR-X10CII 9Mth+1YR	\$3,420.45
132-12	Canon	5354B037	On-Site Service Program for DR-X10CII 1Yr+1PM	On-Site Service Program for DR-X10CII 1Yr+1PM	\$2,605.23
132-12	Canon	5354B038	On-Site Service Program for DR-X10CII 2YR+2PMs	On-Site Service Program for DR-X10CII 2YR+2PMs	\$4,775.21
132-12	Canon	5354B039	On-Site Service Program for DR-X10CII 9Mth+1PM	On-Site Service Program for DR-X10CII 9Mth+1PM	\$2,062.06
132-12	Canon	5354B040	On-Site Service Program for DR-X10CII 9Mth+1YR+2PMs	On-Site Service Program for DR-X10CII 9Mth+1YR+2PMs	\$4,286.44
132-12	Canon	5355B011	Advanced Exchange Program for SF-400 1YR	Advanced Exchange Program for SF-400 1YR	\$216.72
132-12	Canon	5355B012	Advanced Exchange Program for SF-400 2YR	Advanced Exchange Program for SF-400 2YR	\$389.92
132-12	Canon	5356B009	Advanced Exchange Program for CR-120/120msr 2YR	Advanced Exchange Program for CR-120/120msr 2YR	\$225.79
132-12	Canon	5356B011	Advanced Exchange Program for CR-150/150 msr 1YR	Advanced Exchange Program for CR-150/150 msr 1YR	\$175.91
132-12	Canon	5356B012	Advanced Exchange Program for CR-150/150 msr 2YR	Advanced Exchange Program for CR-150/150 msr 2YR	\$293.80
132-12	Canon	5356B014	Advanced Exchange Program for CR-120N 1YR	Advanced Exchange Program for CR-120N 1YR	\$142.36
132-12	Canon	5356B015	Advanced Exchange Program for CR-120N 2YR	Advanced Exchange Program for CR-120N 2YR	\$236.67
132-12	Canon	5356B016	Advanced Exchange Program for CR-120N 1Mth	Advanced Exchange Program for CR-120N 1Mth	\$19.04
132-12	Canon	5357B005	Advanced Exchange Program for CR-190iil 1YR	Advanced Exchange Program for CR-190iil 1YR	\$361.81
132-12	Canon	5357B006	Advanced Exchange Program for CR-190iil 2YR	Advanced Exchange Program for CR-190iil 2YR	\$688.26

SIN 132-51 IT Professional Services

No.	SIN	LABOR CATEGORIES	GSA rate (w/IFF)
1	132-51	Implementation Consultant	\$179.56
2	132-51	Project Manager	\$189.02
3	132-51	Custom Solution Consultant	\$203.19

Item	SIN(s)	Labor Category	Minimum Education	Minimum Years of Experience	Labor Category Description
1	132-51	Implementation Consultant	BS	4	Responsible for providing implementation services that include: creating the software database, licensing of all modules purchased, installation of the software, configuration of the solution, upgrading to the current version, and training on configuration and use of the software and purchased modules.
2	132-51	Project Manager	BS	5	Responsible for project management services that include directing, coordinating and supporting successful implementation of information technology solutions. Additional project management duties may include: project planning, coordination of resources, maintaining project documentation, status reports, reviews, retrospectives, overseeing training, end user acceptance testing support and go-live support. Project manager is responsible for addressing customer business and technical consulting needs.
3	132-51	Custom Solution Consultant	BS	6	Responsible for providing custom solution services that includes: application requirements definition, application development, pre-processor development, providing real-time two way integrations between a specific solution and other enterprise systems, API script development, API consultation, WorkView data import, and other custom solutions or integrations.

EXPERIENCE & DEGREE SUBSTITUTION

The above describes the functional responsibilities and education and experience requirements for each labor category services. These requirements are a guide to the types of experience and educational background of typical personnel in each labor category services. Due to the availability or limitation of education, occasionally substitution of experience as referenced below for a professional labor type with additional years of experience will be provided per the approval of the federal agency acquiring the service.

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education. Successful completion of higher education which has not yet resulted in a degree may be counted as 1 year of experience for each year of college completed.

Degree / Experience Equivalence

Bachelors: Associate Degree + 2 years relevant experience, or 4 years relevant experience

Masters: Bachelors + 2 years relevant experience, Associates + 4 years relevant experience; or 6 years relevant experience