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

54151S --- Information Technology Professional Services -- SUBJECT TO COOPERATIVE PURCHASING

OLM --- Order Level Materials – SUBJECT TO COOPERATIVE PURCHASING

541611 --- Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

541330ENG --- Engineering Services

**CONTRACT No:** 47QTCA19D00ER

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at [www.gsa.gov](http://www.gsa.gov)

**Technology Project Managers, Inc.**

13006 Disney LN

Silver Spring MD 20906-3212

202-374-2700

[https://techpromangers.com](https://techpromangers.com)

**Period Covered by Contract:** July 8, 2019 Through July 7, 2024

Effective with Mass Mod A812

**General Services Administration**

Federal Supply Service
CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Numbers (SINs): 54151S; OLM; 541611; 541330ENG

1b. Lowest Priced Model Number and Price For Each SIN: N/A

2. Maximum Order: 54151S - $500,000; OLM - $250,000; 541611 and 541330ENG - $1,000,000

3. Minimum Order: $100.00

4. Geographic Coverage: 48 contiguous states, Alaska, Hawaii, Washington D.C., Puerto Rico, U.S. Territories, and to a port or consolidation point within the aforementioned locations for orders that are received from overseas activities.

5. Point of Production: Not Applicable

6. Discount from List Prices: GSA Net Prices are shown on the attached GSA Pricelist. Negotiated discount has been applied and the IFF has been added.

7. Quantity Discounts: None for labor categories

7a. Volume Discounts: Additional 1.00% on orders over $1,000,000.00

8. Prompt Payment Discount: 1.00% 10 Days/Net 30

9. Government Purchase Cards will be accepted for payment less than, equal to and above the micro purchase threshold however no additional discounts will apply.

10. Foreign Items: Foreign items are being offered on this contract.

11a. Time of Delivery: As negotiated ARO

11b. Expedited Delivery: Call Contractor

11c. Overnight and 2-Day Delivery: Call Contractor

11d. Urgent Requirements: Agencies can contact the Contractor’s representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB Point: Destination

13a. Ordering Address:
13006 Disney LN
Silver Spring MD 20906-3212

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

14. Payment Address:
13006 Disney LN
Silver Spring MD 20906-3212
15. **Warranty/Guarantee Provision:** N/A

16. **Export Packing Charges:** Not Applicable

17. **List of Participating Dealers:** Not Applicable

18. **Environmental Attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A

19. **Section 508 Compliance:** Yes

20. **Liability For Injury or Damage:** The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

21. **Data Universal Numbering System (DUNS) Number:** 079360844

21a. **Taxpayer Identification Number (TIN):** 46-5321364

21b. **Business Size:** Small Business

21c. **CAGE Code:** 744M1

21d. **System for Award Management (SAM):** Technology Project Manager, Inc. is currently registered within the System for Award Management (SAM) database.

22. **Trade Agreements Act of 1979, as Amended:** All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

23. **Ordering Procedures for Federal Supply Schedule Contracts:** Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

23a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.

23b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

24. **Federal Information Technology Telecommunications Standards Requirements:** Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STD), which are cited by ordering activities, shall be responded to promptly by the Contractor.

25. **Federal Information Processing Standards Publications (FIPS PUBS):** Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and...
orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

26. **Federal Telecommunication Standards (FED-STDS):** Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L’Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

27. **Contractor Tasks/Special Requirements (C-FSS-370) (NOV 2003):**

(a) **Security Clearances:** The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) **Travel:** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

(c) **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) **Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) **Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor’s participation in such order may be restricted in accordance with FAR Part 9.5.

(g) **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency’s order.

(h) **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency’s order.

(i) **Government-Furnished Property:** As specified by the agency’s order, the Government may provide property, equipment, materials or resources as necessary.
Availability of Funds: Many Government agencies’ operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government’s obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

28. Contract Administration for Ordering Activities: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity’s convenience, and (m) Termination for Cause (See 52.212-4)

29. GSA Advantage!: GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

1. Manufacturer;
2. Manufacturer's Part Number; and
3. Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: Netscape). The Internet address is http://www.gsaadvantage.gov

30. Purchase of Open Market Items: Note: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, only if-

1. All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
2. The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
3. The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
4. All clauses applicable to items not on the Federal Supply Schedule are included in the order.

31. Contractor Commitments, Warranties and Representations:

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

1. Time of delivery/installation quotations for individual orders;
(2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

32. **Oversea Activities:** The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

None

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

33. **Blanket Purchase Agreements (BPAs):** The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

34. **Contractor Team Arrangements:** Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

35. **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 received 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 requirements 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 33411.

36. **Prime Contractor Ordering from Federal Supply Schedules:** Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order—
(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from _______ dated _______. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.


(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

   (1) For such period as the laws of the State in which this contract is to be performed prescribe; or

   (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

38. Software Interoperability: Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item’s interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at http://www.core.gov.

39. Advance Payments: A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)
1. SCOPE

a. The prices, terms and conditions stated under Special Item Number 54151S 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 travel rates for Contractor travel.
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-

a. (1) Cancel the stop-work order; or

b. (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


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
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) (DEVIAITON 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

Position Descriptions
TPM, a technical solutions company, provides IT project management services, migration services, systems analysis,
design, implementation and programming, among other professional services in relation to information technology
systems (as described in 29 CFR 541.400) life cycle support, at all skill levels. The following paragraphs provide a
description of the functional skills and provide the differentiating characteristics and qualifications of the consultant
services to be provided.

CONSULTANT 24 – Sr. Systems Engineering SME

Minimum Experience and Education

BA/BS & 15

Complexity: This position has Unique skills / credentials which are applied to Complex and
Critical efforts and has Executive Level Interaction. Credentials often include
Program Level and/or Complex Project Certification / Industry recognition as a
reliable source. This person Advises Executive Leadership in: IT system related
matters as well as Programmatic/ Managerial (Work Standards, Policy Mgt, Cross
Functional Teams, etc.)
Functional Duties General:

The following discriminators generally reflect the seniority and skill level for consultant level:

- Job Knowledge – Has an Executive-level knowledge of the types of duties and overall Industry which can be applied to the customer/work.
- Application and Productivity – Provides executive level oversight to development, completion and control of repeatable processes.
- Planning and Organization Skills – Executive Level planning and organizing skills.
- Originality and Initiative – Provides Executive Level Leadership to process improvements.
- Dependability and Responsibility – Provides the highest level of Executive Level support, accountability and responsibility.
- Cooperation – Executive Level of Interpersonal Interaction with others in a professional capacity at the Enterprise Level

Functional Duties Detail:

Functionality covers Integrated Business Program Support Services, Strategic Planning for Technology Programs/Activities, Concept Development and Requirements Analysis, System Design, Engineering and Integration, Test and Evaluation, and Acquisition and Life Cycle Support (as applies to IT project management; Migration services (of all kinds); Network services; Programming; Resources and facilities management; Systems analysis, design, and implementation; etc.) Develops and directs the strategic planning of multiple projects. Oversees coordination of personnel and resources required to successfully complete projects. Oversight may involve the design of products such as engines, instruments, controls, robots, machines, etc. and include fabrication, operation, application, installation, and/or repair of mechanical products. Other oversight duties may include Design, development, and test of electrical equipment, components, or systems. Oversight may also be to apply mathematical and engineering principles and methods to electrical system designs. Typically reports to top management. Manages a departmental sub-function within a broader departmental function. Creates functional strategies and specific objectives for the sub-function and develops budgets/policies/procedures to support the functional infrastructure. Deep knowledge of the managed sub-function and solid knowledge of the overall departmental function.

Additional Duties may include:

- Oversight of Project management office (PMO): set up, project plans, tools definitions, selections, setup
- Oversight of Schedule management: schedule management plan, schedule development and maintenance, performance analysis.
- Oversight of Cost management: cost estimations, cost assessments, cost planning, cost analysis, project performance, IBRs and key project lifecycle reviews and resources management.
- Oversight of Risk management: risk management plan, risk identification, mitigation strategies, quantitative risk analysis
- Oversight of Integration and Analytics: scope, cost, schedule and risk integrated analysis; planning and re-planning throughout project lifecycle.
- Oversight of Organizational change management: stakeholders analysis, as-is vs. future analysis, change mgt planning, strategic communication planning.
- Oversight of Business and Project Strategy: market feasibility studies, business plans, operational reviews, re-engineering, strategic planning.
- Oversight of Training: content development, course delivery
- Oversight of Process Improvement: business process definition, mission architecture definition, improvement plan, performance metrics and assessments.
Experience and Education Substitution
A clause addressing substitution of years of experience, education and certifications can be found at the end of this section.

CONSULTANT 21 – IT Systems Engineering Professional

Minimum Experience and Education

Minimum Experience BA/BS & 10
and Education:

Complexity: This person has an Accomplished Broad-based knowledge which is applied to Level 2 Large Complex project(s) and is the Primary client contract manager. He/she also assists Sr. PMs. They are a Recognized source on a Program Level and/or Complex Project and act as Liaison between executive management and lower level managers. They often Formulate and administer: Cost Mgt., Work Standards, Schedule Mgt., Supervision, Policy Mgt, Cross Functional Teams.

Functional Duties General:
The following discriminators generally reflect the seniority and skill level for consultant level:

- Job Knowledge – Has an exceptional-level of knowledge of the types of duties required. Very limited job specific guidance is required for Level 2 Large Scale Complex Programs and Projects.
- Application and Productivity – Provides oversight to development, completion and control of repeatable processes in accordance with a routine schedule.
- Planning and Organization Skills – Senior-Level planning and organizing skill for Level 2 Large Scale Complex Programs and Projects. Ability to Work Independently is Senior-Level on Large Scale Complex Programs and Projects. Requires infrequent supervisory guidance.
- Originality and Initiative – Provides Very Senior Leadership to process improvements and has strong potential and drive to expand skills and contributions to the next level
- Dependability and Responsibility - Repeatable and new processes are typically error free. Infrequent supervision oversight of routine duties may be required.
- Cooperation – Executive Level of Interpersonal Interaction with others in a professional capacity at the Program/Project/Task Level.

Functional Duties Detail:
Functionality covers Integrated Business Program Support Services, Strategic Planning for Technology Programs/Activities, Concept Development and Requirements Analysis, System Design, Engineering and Integration, Test and Evaluation, and Acquisition and Life Cycle Support (as applies to IT project management; Migration services (of all kinds); Network services; Programming; Resources and facilities management; Systems
analysis, design, and implementation; etc.)

Plans and directs all design engineers (of various disciplines), drafters, and technical engineers working on specific projects.

Manages the development, implementation, and evaluation of complex designs.

Oversees product construction and testing in order to ensure completion of projects as efficiently and effectively as possible.

Ensures all engineering projects, initiatives, and processes are in conformance with organization's established policies and objectives.

Work may involve the design of products such as engines, instruments, controls, robots, machines, etc. and include fabrication, operation, application, installation, and/or repair of mechanical products.

Other duties may include Design, development, and test of electrical equipment, components, or systems.

May also apply mathematical and engineering principles and methods to electrical system designs.

Evaluates and approves changes that substantially impact the scope, budget, or schedule of a project.

Monitors progress and performance against the project plan

Typically reports to a head of a unit/department.

Typically manages through subordinate managers and professionals in larger groups of moderate complexity. Provides input to strategic decisions that affect the functional area of responsibility.

May give input into developing the budget.

Capable of resolving escalated issues arising from operations and requiring coordination with other departments.

Additional Duties may include:

- Supervision of Project management office (PMO): set up, project plans, tools definitions, selections, setup
- Supervision of Schedule management: schedule management plan, schedule development and maintenance, performance analysis.
- Supervision of Cost management: cost estimations, cost assessments, cost planning, cost analysis, performance, IBRs and key project lifecycle reviews and resources management.
- Supervision of Risk management: risk management plan, risk identification, mitigation strategies, quantitative risk analysis
- Supervision of Integration and Analytics: scope, cost, schedule and risk integrated analysis; planning and re-planning throughout project lifecycle.
- Supervision of Organizational change management: stakeholders analysis, as-is vs. future analysis, change mgt planning, strategic communication planning.
- Supervision of Business and Project Strategy: market feasibility studies, business plans, operational reviews, re-engineering, strategic planning.
- Supervision of Training: content development, course delivery
- Supervision of Process Improvement: business process definition, mission architecture definition, improvement plan, performance metrics and assessments.
Experience and Education Substitution
A clause addressing substitution of years of experience, education and certifications can be found at the end of this section.

CONSULTANT 20 – IT Systems Engineering Administrator

Minimum Experience and Education

Minimum Experience and Education: BA/BS & 10

Complexity: This person has an Accomplished Broad-based knowledge which is applied to Level 1 Large Complex project(s) and is the Primary client contract manager who also assists Sr. PMs. They are a Recognized source on a Program Level and/or Complex Project and act as a Liaison between executive management and lower level managers. The person often Formulates and administers: Cost Mgt., Work Standards, Schedule Mgt., Supervision, Policy Mgt, Cross Functional Teams.

Functional Duties General:
The following discriminators generally reflect the seniority and skill level for consultant level:

- Job Knowledge – Has an exceptional-level of knowledge of the types of duties required. Very limited job specific guidance is required for Level 1 Large Scale Complex Programs and Projects
- Application and Productivity – Provides oversight to development, completion and control of repeatable processes in accordance with a routine schedule.
- Planning and Organization Skills – Senior-Level planning and organizing skill for Level 1 Large Scale Complex Programs and Projects. Ability to Work Independently is Senior-Level on Large Scale Complex Programs and Projects. Requires infrequent supervisory guidance.
- Originality and Initiative – Provides Senior Leadership to process improvements and has strong potential and drive to expand skills and contributions to the next level
- Dependability and Responsibility - Repeatable and new processes are typically error free. Infrequent supervision oversight of routine duties may be required.
- Cooperation – High Level of Interpersonal Interaction with others in a professional capacity at the Program/Project/Task Level.
Functional Duties Detail:

Functionality covers Integrated Business Program Support Services, Strategic Planning for Technology Programs/Activities, Concept Development and Requirements Analysis, System Design, Engineering and Integration, Test and Evaluation, and Acquisition and Life Cycle Support (as applies to IT project management; Migration services (of all kinds); Network services; Programming; Resources and facilities management; Systems analysis, design, and implementation; etc.)

Plans and designs an organization's systems infrastructure, including the implementation and design of hardware and software.

Work may involve the design of products such as engines, instruments, controls, robots, machines, etc. and include fabrication, operation, application, installation, and/or repair of mechanical products.

Other duties may include Design, development, and test of electrical equipment, components, or systems.

May also apply mathematical and engineering principles and methods to electrical system designs.

Conducts research to produce design solutions, improvements, and new products. Demonstrates expertise in a variety of the field's concepts, practices, and procedures to junior engineer.

Analyzes, develops, modifies, tests and maintains the system.

Verifies and validates systems and meets internal and external requirements.

Diagnoses problems and provides recommendations for improvement on existing and new systems. Typically reports to a manager.

A specialist on complex technical and business matters

Work is highly independent. May assume a team lead role for the work group

Additional Duties may include:

- Lead Role for Project management office (PMO): set up, project plans, tools definitions, selections, setup
- Lead Role for Schedule management: schedule management plan, schedule development and maintenance, performance analysis.
- Lead Role for Cost management: cost estimations, cost assessments, cost planning, cost analysis, performance, IBRs and key project lifecycle reviews and resources management.
- Lead Role for Risk management: risk management plan, risk identification, mitigation strategies, quantitative risk analysis
- Lead Role for Integration and Analytics: scope, cost, schedule and risk integrated analysis; planning and re-planning throughout project lifecycle.
- Lead Role for Organizational change management: stakeholders analysis, as-is vs. future analysis, change mgt planning, strategic communication planning.
- Lead Role for Business and Project Strategy: market feasibility studies, business plans, operational reviews, re-engineering, strategic planning.
- Lead Role for Training: content development, course delivery
- Lead Role for Process Improvement: business process definition, mission architecture definition, improvement plan, performance metrics and assessments.
Experience and Education Substitution
A clause addressing substitution of years of experience, education and certifications can be found at the end of this section.

CONSULTANT 19 – Sr. IT Systems Engineering Consultant

Minimum Experience and Education

Minimum Experience and Education:  
BA/BS & 9

Complexity:  
The position functions on Level 2 Multi-disciplinary programs and provides Expert support and interaction. They are the Client point of contact and provide oversight of PMs / senior staff. They have Direct responsibility for lower level management and staff target objectives accomplishment. Often Supports Executive PMs in oversight of: Cost Mgt., Work Standards, Schedule Mgt., Supervision, Policy Mgt, Cross Functional Teams

Functional Duties General:

The following discriminators generally reflect the seniority and skill level for consultant level:

- Job Knowledge – Has an exceptional-level of knowledge of the types of duties required. Very limited job specific guidance is required for Level 2 Multi-disciplinary Complex Programs and Projects
- Application and Productivity – Provides oversight to development, completion and control of repeatable processes in accordance with a routine schedule.
- Planning and Organization Skills – Senior-Level planning and organizing skill for Level 2 Multi-disciplinary complex programs / projects. Ability to Work Independently is Senior-Level on Multi-disciplinary Complex Programs and Projects. Requires infrequent supervisory guidance.
- Originality and Initiative – Provides Senior Leadership to process improvements and has strong potential and drive to expand skills and contributions to the next level
- Dependability and Responsibility - Repeatable and new processes are typically error free. Infrequent supervision oversight of routine duties may be required.
- Cooperation – Substantial Level of Interpersonal Interaction with others in a professional capacity at the Program/Project/Task Level.

Functional Duties Detail:

Functionality covers Integrated Business Program Support Services, Strategic Planning for Technology Programs/Activities, Concept Development and Requirements Analysis, System Design, Engineering and
Integration, Test and Evaluation, and Acquisition and Life Cycle Support (as applies to IT project management; Migration services (of all kinds); Network services; Programming; Resources and facilities management; Systems analysis, design, and implementation; etc.)

Plans and designs an organization's systems infrastructure, including the implementation and design of hardware and software.

Work may involve the design of products such as engines, instruments, controls, robots, machines, etc. and include fabrication, operation, application, installation, and/or repair of mechanical products.

Other duties may include Design, development, and test of electrical equipment, components, or systems.

May also apply mathematical and engineering principles and methods to electrical system designs.

Conducts research to produce design solutions, improvements, and new products. Demonstrates expertise in a variety of the field's concepts, practices, and procedures to junior engineer.

Analyzes, develops, modifies, tests and maintains the system.

Verifies and validates systems and meets internal and external requirements.

Diagnoses problems and provides recommendations for improvement on existing and new systems. Typically reports to a manager.

A specialist on complex technical and business matters

Work is highly independent. May assume a team lead role for the work group

Additional Duties may include:

- Lead Role for Project management office (PMO): set up, project plans, tools definitions, selections, setup.
- Lead Role for Schedule management: schedule management plan, schedule development and maintenance, performance analysis.
- Lead Role for Cost management: cost estimations, cost assessments, cost planning, cost analysis, performance, IBRs and key project lifecycle reviews and resources management.
- Lead Role for Risk management: risk management plan, risk identification, mitigation strategies, quantitative risk analysis
- Lead Role for Integration and Analytics: scope, cost, schedule and risk integrated analysis; planning and re-planning throughout project lifecycle.
- Lead Role for Organizational change management: stakeholders analysis, as-is vs. future analysis, change mgt planning, strategic communication planning.
- Lead Role for Business and Project Strategy: market feasibility studies, business plans, operational reviews, re-engineering, strategic planning.
- Lead Role for Training: content development, course delivery
- Lead Role for Process Improvement: business process definition, mission architecture definition, improvement plan, performance metrics and assessments.

**Experience and Education Substitution**

A clause addressing substitution of years of experience, education and certifications can be found at the end of this section.
CONSULTANT 15 – Mid. IT Systems Engineering Functional Specialist

Minimum Experience and Education

<table>
<thead>
<tr>
<th>Minimum Experience</th>
<th>BA/BS &amp; 6</th>
</tr>
</thead>
</table>

Complexity: This position works on Level 2 Moderate complexity programs / complex projects and provides Analytic leadership & support. They are the Mid-level Prog. / Proj. client point of contact and may perform staff management. This person Leads accomplishment of one or more moderate level tasks. Evaluates user requirements for system design, performs functional analysis. Provides guidance to consultants, systems analysts and technicians. Uses structured analyses, design methodologies and tools. They often provide Program / project leadership in implementation of targets for: Cost Mgt., Work Standards, Schedule Mgt., Supervision, Policy Mgt, Cross Functional Teams.

Functional Duties General:

The following discriminators generally reflect the seniority and skill level for consultant level:

- **Job Knowledge** – Has a Very Senior-level of knowledge of the types of duties required. Very limited job specific guidance is required for Level 2 Moderate Complexity Programs and Complex Projects.
- **Application and Productivity** – Develops, completes and controls repeatable processes in accordance with a routine schedule.
- **Planning and Organization Skills** – Very Senior-Level planning and organizing skill for Moderate Level Complexity Programs and Complex Projects. Ability to Work Independently is Mid-Level on Moderate Complexity Programs. Responsibility Level is High on Complex Projects. Requires infrequent supervisory guidance.
- **Originality and Initiative** – Provides Senior Leadership to process improvements and has strong potential and drive to expand skills and contributions to the next level
- **Dependability and Responsibility** - Repeatable and new processes are typically error free. Infrequent supervision oversight of routine duties may be required.
- **Cooperation** – Substantial Level of Interpersonal Interaction with others in a professional capacity at the Program/Project/Task Level.

Functional Duties Detail:

Functionality covers Integrated Business Program Support Services, Strategic Planning for Technology Programs/Activities, Concept Development and Requirements Analysis, System Design, Engineering and Integration, Test and Evaluation, and Acquisition and Life Cycle Support (as applied to IT project management; Migration services (of all kinds); Network services; Programming; Resources and facilities management; Systems analysis, design, and implementation; etc.). Provides expert judgment and analysis for the design, development and implementation of technical products and systems. Resolves highly complex technical issues and conducts advanced
research. Recommends alterations to development and design to improve quality of products and/or procedures. Work may involve the design of products such as scripts, databased, networks, etc. and include coding, deployment, installation, and/or repair of IT systems.

Other duties may include Design, development, and test of electrical equipment, components, or systems. May also apply mathematical and engineering principles and methods to IT system designs. Has extensive IT systems engineering knowledge and is considered an expert in one or more IT specialties. Typically reports to a supervisor or manager. A specialist on complex IT technical and business matters. Work is highly independent. May assume a team lead role for the work group.

Additional Duties may include:

- Conducting Project management office (PMO): set up, project plans, tools definitions, selections, setup
- Conducting Schedule management: schedule management plan, schedule development and maintenance, performance analysis.
- Conducting Cost management: cost estimations, cost assessments, cost planning, cost analysis, performance, IBRs and key project lifecycle reviews and resources management.
- Conducting Risk management: risk management plan, risk identification, mitigation strategies, quantitative risk analysis
- Conducting Integration and Analytics: scope, cost, schedule and risk integrated analysis; planning and re-planning throughout project lifecycle.
- Conducting Organizational change management: stakeholders analysis, as-is vs. future analysis, change mgt planning, strategic communication planning.
- Conducting Business and Project Strategy: market feasibility studies, business plans, operational reviews, re-engineering, strategic planning.
- Conducting Training: content development, course delivery
- Conducting Process Improvement: business process definition, mission architecture definition, improvement plan, performance metrics and assessments.

**Experience and Education Substitution**

A clause addressing substitution of years of experience, education and certifications can be found at the end of this section.

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**CONSULTANT 13 – Sr. IT Systems Engineering Specialist**

**Minimum Experience and Education**

| Complexity: | BA/BS & 8 |

This position is Task Focused on Low to Moderate Complexity Projects. They are a Mid-Level, 1st Level Professional Contributor at the Project / task level. They operate at a Staff level of personnel interaction and supervision. Responsibility includes Project / task level interaction. Performs Low to Moderate Level of business analysis and process improvement duties, functional analyses, operational analyses, supports QA and CM efforts. Uses structured analyses, design methodologies and tools. Often provides Project/task level adherence to goals for: Cost Mgt., Work Standards, Schedule Mgt., Supervision, Policy Mgt, Cross Functional Teams.
Functional Duties General:
The following discriminators generally reflect the seniority and skill level for consultant level:

- **Job Knowledge** – Has a Mid-level of knowledge of the types of duties required. Limited job specific guidance is required.
- **Application and Productivity** – Completes and controls repeatable processes in accordance with a routine schedule.
- **Planning and Organization Skills** – Senior-Level (1st Level Professional Contributor) planning and organizing skills. Ability to Work Independently is High- on Moderate Complexity Projects. Responsibility Level is Moderate on Complex Projects. Requires infrequent supervisory guidance.
- **Originality and Initiative** – Contributes to process improvements and has strong potential and drive to expand skills and contributions to the next level
- **Dependability and Responsibility** - Repeatable and new processes are typically error free. Infrequent supervision oversight of routine duties may be required.
- **Cooperation** – Substantial Level of Interpersonal Interaction with others in a professional capacity at the Project/Task Level.

**Functional Duties Detail:**

Functionality covers Integrated Business Program Support Services, Strategic Planning for Technology Programs/Activities, Concept Development and Requirements Analysis, System Design, Engineering and Integration, Test and Evaluation, and Acquisition and Life Cycle Support. Researches, analyzes, and modifies programming systems including encoding, testing, debugging, and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. Work may involve the design of products such as engines, instruments, controls, robots, machines, etc. and include fabrication, operation, application, installation, and/or repair of mechanical products.

Other duties may include Design, development, and test of electrical equipment, components, or systems. May also apply mathematical and engineering principles and methods to electrical system designs. Writes documentation to describe program development, logic, coding, and corrections. Works on complex projects and problems. Typically reports to a manager or head of a unit/department. A specialist on complex technical and business matters. Work is highly independent. May assume a team lead role for the work group

Additional Duties may include:


**Experience and Education Substitution**

A clause addressing substitution of years of experience, education and certifications can be found at the end of this section.
CONSULTANT 12 – Mid. IT Systems Engineering Specialist

Minimum Experience and Education

Minimum Experience and Education:

BA/BS & 5

Complexity:

This position is Task Focused on Low to Moderate Complexity Projects. They are a 1st Level Professional Contributor at the Project / task level. They operate at a Staff level of interaction and supervision. Responsibility level is at a Project / task level and they Perform Low to Moderate Level of business analysis and process improvement duties, functional analyses, operational analyses, supports QA and CM efforts. They use structured analyses, design methodologies and tools.

Functional Duties General:

The following discriminators generally reflect the seniority and skill level for consultant level:

- Job Knowledge – Has a Mid-level of knowledge of the types of duties required. Limited job specific guidance is required.

- Application and Productivity – Completes and controls repeatable processes in accordance with a routine schedule.

- Planning and Organization Skills – Mid-Level planning and organizing skills. Ability to Work Independently is High- on Moderate Complexity Projects. Responsibility Level is Moderate on Complex Projects. Requires infrequent supervisory guidance.

- Originality and Initiative – Contributes to process improvements and has strong potential and drive to expand skills and contributions to the next level

- Dependability and Responsibility - Repeatable and new processes are typically error free. Infrequent supervision oversight of routine duties may be required.

- Cooperation – Substantial Level of Interpersonal Interaction with others in a professional capacity at the Project/Task Level.
Functional Duties Detail:


Researches, analyzes, and modifies programming systems including encoding, testing, debugging, and installing to support an organization's application systems.

Consults with users to identify current operating procedures and to clarify program objectives. Work may involve the design of products such as engines, instruments, controls, robots, machines, etc. and include fabrication, operation, application, installation, and/or repair of mechanical products.

Other duties may include Design, development, and test of electrical equipment, components, or systems.

May also apply mathematical and engineering principles and methods to electrical system designs.

Writes documentation to describe program development, logic, coding, and corrections.

Works on complex projects and problems.

Typically reports to a manager or head of a unit/department.

A specialist on complex technical and business matters.

Work is highly independent.

May assume a team lead role for the work group.

Additional Duties may include:

- Supporting Project management office (PMO): set up, project plans, tools definitions, selections, setup
- Supporting Schedule management: schedule management plan, schedule development and maintenance, performance analysis.
- Supporting Cost management: cost estimations, cost assessments, cost planning, cost analysis, performance, IBRs and key project lifecycle reviews and resources management.
- Supporting Risk management: risk management plan, risk identification, mitigation strategies, quantitative risk analysis
- Supporting Integration and Analytics: scope, cost, schedule and risk integrated analysis; planning and re-planning throughout project lifecycle.
- Supporting Organizational change management: stakeholders analysis, as-is vs. future analysis, change mgt planning, strategic communication planning.
- Supporting Business and Project Strategy: market feasibility studies, business plans, operational reviews, re-engineering, strategic planning.
- Supporting Training: content development, course delivery
Experience and Education Substitution

A clause addressing substitution of years of experience, education and certifications can be found at the end of this section.

CONSULTANT 10 - IT Systems Technician

Minimum Experience and Education

Minimum Experience and Education:

BA/BS & 2

and Education:

Complexity: This is a Mid-Level position which Supports 1st Level Supervisor or Manager. Performs as a Senior-Level Technical Specialist person. Takes direction and follows generalized guidance on tasks in a multi-threaded manner. Assists in Project/task level adherence to goals for: Cost Mgt., Work Standards, Schedule Mgt., Supervision, Policy Mgt, Cross Functional Teams.

Functional Duties General:

The following discriminators generally reflect the seniority and skill level for consultant level:

- Job Knowledge – Has a moderate level of knowledge of the types of duties required. Limited job specific guidance is required.
- Application and Productivity – Completes and controls repeatable processes in accordance with a routine schedule.
- Planning and Organization Skills – Mid-Level planning and organizing skills. Ability to Work Independently is Mid-Level. Requires intermittent supervisory guidance.
- Originality and Initiative – Contributes to process improvements and has strong potential and drive to expand skills and contributions to the next level
- Dependability and Responsibility - Repeatable and new processes are typically error free. Limited supervision oversight of routine duties may be required.
- Cooperation – Moderate Level of Interpersonal Interaction with others in a
professional capacity.

Functional Duties Detail:


Researches, analyzes, and modifies programming systems including encoding, testing, debugging, and installing to support an organization's application systems.

Consults with users to identify current operating procedures and to clarify program objectives. Work may involve the design of products such as engines, instruments, controls, robots, machines, etc. and include fabrication, operation, application, installation, and/or repair of mechanical products.

Other duties may include Design, development, and test of electrical equipment, components, or systems.

May also apply mathematical and engineering principles and methods to electrical system designs.

Writes documentation to describe program development, logic, coding, and corrections.

Works on complex projects and problems.

Typically reports to a manager or head of a unit/department.

A specialist on complex technical and business matters.

Work is highly independent.

May assume a team lead role for the work group.

Additional Duties may include:

- Supporting Project management office (PMO): set up, project plans, tools definitions, selections, setup
- Supporting Schedule management: schedule management plan, schedule development and maintenance, performance analysis.
- Supporting Cost management: cost estimations, cost assessments, cost planning, cost analysis, performance, IBRs and key project lifecycle reviews and resources management.
- Supporting Risk management: risk management plan, risk identification, mitigation strategies, quantitative risk analysis
- Supporting Integration and Analytics: scope, cost, schedule and risk integrated analysis; planning and re-planning throughout project lifecycle.
- Supporting Organizational change management: stakeholders analysis, as-is vs. future analysis, change mgmt planning, strategic communication planning.
- Supporting Business and Project Strategy: market feasibility studies, business plans, operational reviews, re-engineering, strategic planning.
- Supporting Training: content development, course delivery
- Supporting Process Improvement: business process definition, mission architecture definition, improvement
Experience and Education Substitution

A clause addressing substitution of years of experience, education and certifications can be found at the end of this section.

CONSULTANT 9 - IT Systems Engineering Analyst

Minimum Experience and Education

Minimum Experience

BA/BS & 1

and Education:

Complexity: This is a Moderate level of complexity position which Supports 1st Level Supervisor or Manager. This Mid-Level Technical Specialist person takes direction and follows generalized guidance on tasks in a multi-threaded manner. Assists in Project/task level adherence to goals for: Cost Mgt., Work Standards, Schedule Mgt.

Functional Duties General:

The following discriminators generally reflect the seniority and skill level for consultant level:

- Job Knowledge – Has a moderate knowledge of the types of duties required. Limited job specific guidance is required.
- Application and Productivity – Completes and controls repeatable processes in accordance with a routine schedule.
- Planning and Organization Skills – Moderate-Level planning and organizing skills. Ability to Work Independently is a Moderate- Level. Requires intermittent supervisory guidance.
- Originality and Initiative – Contributes to process improvements and has strong potential and drive to expand skills and contributions to the next level
- Dependability and Responsibility - Repeatable and new processes are typically error free. Limited supervision oversight of routine duties may be required.
- Cooperation – Moderate Level of Interpersonal Interaction with others in a professional capacity.
Functional Duties Detail:


Researches, analyzes, and modifies programming systems including encoding, testing, debugging, and installing to support an organization's application systems.

Consults with users to identify current operating procedures and to clarify program objectives. Work may involve the design of products such as engines, instruments, controls, robots, machines, etc. and include fabrication, operation, application, installation, and/or repair of mechanical products.

Other duties may include Design, development, and test of electrical equipment, components, or systems.

May also apply mathematical and engineering principles and methods to electrical system designs.

Writes documentation to describe program development, logic, coding, and corrections.

Works on complex projects and problems.

Typically reports to a manager or head of a unit/department.

A specialist on complex technical and business matters.

Work is highly independent.

May assume a team lead role for the work group.

Additional Duties may include:

- Supporting Project management office (PMO): set up, project plans, tools definitions, selections, setup
- Supporting Schedule management: schedule management plan, schedule development and maintenance, performance analysis.
- Supporting Cost management: cost estimations, cost assessments, cost planning, cost analysis, performance, IBRs and key project lifecycle reviews and resources management.
- Supporting Risk management: risk management plan, risk identification, mitigation strategies, quantitative risk analysis
- Supporting Integration and Analytics: scope, cost, schedule and risk integrated analysis; planning and re-planning throughout project lifecycle.
- Supporting Organizational change management: stakeholders analysis, as-is vs. future analysis, change mgt planning, strategic communication planning.
- Supporting Business and Project Strategy: market feasibility studies, business plans, operational reviews, re-engineering, strategic planning.
- Supporting Training: content development, course delivery
- Supporting Process Improvement: business process definition, mission architecture definition, improvement
Experience and Education Substitution

Generally four years of additional relevant experience may be substituted for a bachelors degree.

A Masters Degree may be substituted for generally two years of experience.

A Doctoral Degree may be substituted for generally four years of experience.

Other qualifying education equivalents may include combinations of years of experience/education toward degree, associates degree or technical certification, specialized training and other qualifications. Intensity of experience in related projects at lower positions with demonstrated skills may also be deemed equivalent to years of experience. Such equivalents will be supported by the TPM staff level or the equivalent if support is provided by a consultant or subcontractor, with appropriate discounts depending on volume and skill level supplied. The TPM PM will provide resumes whenever equivalent qualifications are proposed.

Labor Category Descriptions for SIN’s 541611 and 541330ENG:

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Minimum Education</th>
<th>Education Fields</th>
<th>Years of Experience</th>
<th>Additional Experience Requirements</th>
<th>Function / Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering SME</td>
<td>BA</td>
<td>Engineering, management, computer science, business, mathematics, or other relevant discipline.</td>
<td>10</td>
<td>10 years management experience in overseeing mid to large complex tasks related to professional engineering.</td>
<td>Subject Matter Expert with a deep understanding of a particular topic and can help improve products, solve problems, or meet technical challenges. Provides discipline specific or system specific support on systems, elements, interfacing systems, components, devices and processes. Possesses in-depth technical and theoretical knowledge in specific scientific or engineering discipline. Develops system architecture and design including software, hardware, communications and interface requirements. Leads definition, trade-off and design activities. Works independently or on a team to solve technical problems. Supports entire system life cycle. Prepares, reviews, and evaluates system documentation, specifications, test plans and procedures. Conducts analysis to define, analyze and allocate requirements. Supports test programs and analyzes test data. Conducts requirements analysis and performs audits to ensure functionality, operations and performance requirements are met. May provide daily management of staff and projects.</td>
</tr>
<tr>
<td>Sr Principal Systems Consultant (Engineer)</td>
<td>BA</td>
<td>Engineering, management, computer science, business, mathematics, or other relevant discipline.</td>
<td>9</td>
<td>9 years management experience in overseeing mid to large complex tasks related to professional engineering.</td>
<td>Responsible for requirements of definition and overall integration of complex engineering tasks. Must identify requirements for tasks, develop concepts, perform trade and sensitivity studies, and select optimum design concepts. Direct lead discipline engineers in developments of design concepts. Integrate engineering disciplines into final coordinated design concept.</td>
</tr>
<tr>
<td>Position</td>
<td>Degree</td>
<td>Experience</td>
<td>Education</td>
<td>Years of Experience</td>
<td>Relevant Experience and Skills</td>
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<tr>
<td>Senior Engineer</td>
<td>BA</td>
<td>8</td>
<td>Engineering, management, computer science, business, mathematics, or other relevant discipline.</td>
<td>8 years management experience in overseeing mid to large complex tasks related to professional engineering.</td>
<td>Provides discipline specific or system specific support on systems, elements, interfacing systems, components, devices and processes. Possesses in-depth technical and theoretical knowledge in specific scientific or engineering discipline. Develops system architecture and design including software, hardware, communications and interface requirements. Leads definition, trade-off and design activities. Works independently or on a team to solve technical problems. Supports entire system life cycle. Prepares, reviews, and evaluates system documentation, specifications, test plans and procedures. Conducts analysis to define, analyze and allocate requirements. Supports test programs and analyzes test data. Conducts requirements analysis and performs audits to ensure functionality, operations and performance requirements are met. May provide daily management of staff and projects.</td>
</tr>
<tr>
<td>Project Engineer</td>
<td>BA</td>
<td>6</td>
<td>Engineering, management, computer science, business, mathematics, or other relevant discipline.</td>
<td>6 years management experience in overseeing mid to large complex tasks related to professional engineering.</td>
<td>Oversee all aspects of electrical engineering tasks. Senior position responsible to perform advanced and complex engineering tasks and to oversee moderate tasks performed by the engineering and project staff.</td>
</tr>
<tr>
<td>Associate Engineer</td>
<td>BA</td>
<td>N/A</td>
<td>N/A</td>
<td>1 year experience in the use of CAD tools is highly desired for candidates who will be assigned to design tasks.</td>
<td>Provides one or more of the following: system design support; system analysis and performance evaluation; assistance with systems engineering tasks; support system fabrication, integration, and test. Knowledge, training, and some experience in aerospace, mechanical, electrical, or controls engineering support activities identified herein.</td>
</tr>
<tr>
<td>Principal Program Management</td>
<td>BA</td>
<td>10</td>
<td>Engineering, engineering management, computer science, business, mathematics, or other relevant discipline.</td>
<td>10 years experience in area of expertise</td>
<td>Recognized expert in a specific scientific, engineering or other relevant professional technical field required to support engineering services tasks. Principal Program Managers provide primary interface with client management personnel regarding strategic issues. This position directs the completion of Program Management projects within estimated time frames and budget constraints, coordinates parties’ efforts on tasks, and reviews work products for completeness and adherence to applicable regulations and customer requirements. Principals also deliver, present, and lead strategic-level client meetings. Recognized world class authority in the niche area they are being retained to address.</td>
</tr>
<tr>
<td>Position</td>
<td>Degree</td>
<td>Experience</td>
<td>Responsibilities</td>
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<tr>
<td>Project Director</td>
<td>BA</td>
<td>10 years</td>
<td>Performs business requirements and operations analyses, program control, and contract management. Responsible for coordinating and facilitating work assignments, staffing requirements, budget control, risk management, and quality assurance of the products being developed. Responsible for formulating and enforcing work standards, assigning project schedules, reviewing work discrepancies, supervising project personnel and communicating policies, purposes, and goals of the organization to subordinates. Capable of managing multiple and complex projects simultaneously.</td>
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</tr>
<tr>
<td>Project/Program Manager II</td>
<td>BA</td>
<td>5 years</td>
<td>Performs business requirements and operations analyses, program control, and contract management. Responsible for coordinating and facilitating work assignments, staffing requirements, budget control, risk management, and quality assurance of the products being developed. Responsible for formulating and enforcing work standards, assigning project schedules, reviewing work discrepancies, supervising project personnel and communicating policies, purposes, and goals of the organization to subordinates. Capable of managing multiple and complex projects simultaneously.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Management Specialist II</td>
<td>BA</td>
<td>8 years</td>
<td>Responsible for coordinating and facilitating work assignments, staffing requirements, budget control, risk management and quality assurance of the products being developed. Responsible for formulating and enforcing work standards, assigning project schedules, reviewing work discrepancies, supervising project personnel and communicating policies, purposes, and goals of the organization to subordinates.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Management Specialist</td>
<td>BA</td>
<td>3 years</td>
<td>Responsible for analysis of project requirements for the purpose of designing, developing process improvements to support implementation of engineering related projects.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PRICING LIST:

TPM PROPOSED GSA PRICES BY YEAR CLIENT AND CONTRACTOR SITE (Including IFF) FOR SIN 541511:

<table>
<thead>
<tr>
<th>LABOR CATEGORY</th>
<th>BASE YR 1 Customer Facility</th>
<th>BASE YR 1 Contractor Facility (TPM)</th>
<th>BASE YR 2 Customer Facility</th>
<th>BASE YR 2 Contractor Facility (TPM)</th>
<th>BASE YR 3 Customer Facility</th>
<th>BASE YR 3 Contractor Facility (TPM)</th>
<th>BASE YR 4 Customer Facility</th>
<th>BASE YR 4 Contractor Facility (TPM)</th>
<th>BASE YR 5 Customer Facility</th>
<th>BASE YR 5 Contractor Facility (TPM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-9 IT SYS ENGRG PROJ ANALYST</td>
<td>$61.84</td>
<td>$62.10</td>
<td>$63.39</td>
<td>$63.65</td>
<td>$64.97</td>
<td>$65.24</td>
<td>$66.59</td>
<td>$66.87</td>
<td>$68.26</td>
<td>$68.55</td>
</tr>
<tr>
<td>C-10 IT SYS ENGRG TECHNICIAN</td>
<td>$83.99</td>
<td>$80.58</td>
<td>$86.09</td>
<td>$82.59</td>
<td>$88.24</td>
<td>$84.66</td>
<td>$90.45</td>
<td>$86.78</td>
<td>$92.71</td>
<td>$88.95</td>
</tr>
<tr>
<td>C-12 MID IT SYS ENGRG SPEC</td>
<td>$95.52</td>
<td>$99.75</td>
<td>$97.91</td>
<td>$102.24</td>
<td>$100.36</td>
<td>$104.80</td>
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<td>$107.42</td>
<td>$105.44</td>
<td>$110.11</td>
</tr>
<tr>
<td>C-13 SR IT SYS ENGRG SPEC</td>
<td>$108.85</td>
<td>$125.68</td>
<td>$111.57</td>
<td>$128.82</td>
<td>$114.36</td>
<td>$132.04</td>
<td>$117.22</td>
<td>$135.34</td>
<td>$120.15</td>
<td>$138.73</td>
</tr>
<tr>
<td>C-15 MID IT SYS ENGRG FUNCTIONAL SPEC</td>
<td>$124.37</td>
<td>$145.63</td>
<td>$127.48</td>
<td>$149.27</td>
<td>$130.67</td>
<td>$153.00</td>
<td>$133.93</td>
<td>$156.83</td>
<td>$137.28</td>
<td>$160.75</td>
</tr>
<tr>
<td>C-19 SR IT SYS ENGRG CONSULTANT</td>
<td>$167.70</td>
<td>$159.60</td>
<td>$171.89</td>
<td>$163.59</td>
<td>$176.19</td>
<td>$167.68</td>
<td>$180.59</td>
<td>$171.87</td>
<td>$185.11</td>
<td>$176.17</td>
</tr>
<tr>
<td>C-20 IT SYS ENGRG ADMINISTRATOR</td>
<td>$177.53</td>
<td>$169.57</td>
<td>$181.97</td>
<td>$173.81</td>
<td>$186.52</td>
<td>$178.15</td>
<td>$191.18</td>
<td>$182.61</td>
<td>$195.96</td>
<td>$187.17</td>
</tr>
<tr>
<td>C-21 IT SYS ENGRG PROFESSIONAL</td>
<td>$195.21</td>
<td>$179.55</td>
<td>$200.09</td>
<td>$184.04</td>
<td>$205.09</td>
<td>$188.64</td>
<td>$210.22</td>
<td>$193.36</td>
<td>$215.48</td>
<td>$198.19</td>
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<tr>
<td>C-24 SR IT SYS ENGRG SME</td>
<td>$264.56</td>
<td>$253.69</td>
<td>$271.17</td>
<td>$260.03</td>
<td>$277.95</td>
<td>$266.53</td>
<td>$284.90</td>
<td>$273.20</td>
<td>$292.02</td>
<td>$280.03</td>
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</table>

For SIN’s 541611 and 541330ENG:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>YEAR 4</th>
<th>YEAR 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611; 541330ENG - CUSTOMER FACILITY</td>
<td>Engineering SME</td>
<td>$274.76</td>
<td>$281.63</td>
<td>$288.67</td>
<td>$295.88</td>
<td>$303.28</td>
</tr>
<tr>
<td>541611; 541330ENG - CUSTOMER FACILITY</td>
<td>Sr Principle Systems Consultant (Engineer)</td>
<td>$238.29</td>
<td>$244.25</td>
<td>$250.35</td>
<td>$256.61</td>
<td>$263.03</td>
</tr>
<tr>
<td>541611; 541330ENG - CUSTOMER FACILITY</td>
<td>Senior Engineer</td>
<td>$220.53</td>
<td>$226.05</td>
<td>$231.70</td>
<td>$237.49</td>
<td>$243.43</td>
</tr>
<tr>
<td>541611; 541330ENG - CUSTOMER FACILITY</td>
<td>Project Engineer</td>
<td>$169.05</td>
<td>$173.28</td>
<td>$177.61</td>
<td>$182.05</td>
<td>$186.60</td>
</tr>
<tr>
<td>541611; 541330ENG - CUSTOMER FACILITY</td>
<td>Associate Engineer</td>
<td>$86.54</td>
<td>$88.70</td>
<td>$90.92</td>
<td>$93.20</td>
<td>$95.53</td>
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<tr>
<td>541611; 541330ENG - CUSTOMER FACILITY</td>
<td>Principal Program Management</td>
<td>$289.27</td>
<td>$296.50</td>
<td>$303.91</td>
<td>$311.51</td>
<td>$319.30</td>
</tr>
<tr>
<td>541611; 541330ENG - CUSTOMER FACILITY</td>
<td>Project Director</td>
<td>$249.37</td>
<td>$255.60</td>
<td>$261.99</td>
<td>$268.54</td>
<td>$275.26</td>
</tr>
<tr>
<td>541611; 541330ENG - CUSTOMER FACILITY</td>
<td>Project/Program Manager II</td>
<td>$179.55</td>
<td>$184.04</td>
<td>$188.64</td>
<td>$193.35</td>
<td>$198.19</td>
</tr>
<tr>
<td>541611; 541330ENG - CUSTOMER FACILITY</td>
<td>Project Management Specialist II</td>
<td>$127.43</td>
<td>$130.61</td>
<td>$133.88</td>
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<td>$140.66</td>
</tr>
<tr>
<td>541611; 541330ENG - CUSTOMER FACILITY</td>
<td>Project Management Specialist</td>
<td>$89.77</td>
<td>$92.02</td>
<td>$94.32</td>
<td>$96.68</td>
<td>$99.09</td>
</tr>
<tr>
<td>541611: 541330ENG - CONTRACTOR FACILITY</td>
<td>Engineering SME</td>
<td>$296.74</td>
<td>$304.16</td>
<td>$311.76</td>
<td>$319.55</td>
<td>$327.54</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>----------------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>541611: 541330ENG - CONTRACTOR FACILITY</td>
<td>Sr Principle Systems Consultant (Engineer)</td>
<td>$257.35</td>
<td>$263.79</td>
<td>$270.38</td>
<td>$277.14</td>
<td>$284.07</td>
</tr>
<tr>
<td>541611: 541330ENG - CONTRACTOR FACILITY</td>
<td>Senior Engineer</td>
<td>$238.18</td>
<td>$244.13</td>
<td>$250.23</td>
<td>$256.49</td>
<td>$262.90</td>
</tr>
<tr>
<td>541611: 541330ENG - CONTRACTOR FACILITY</td>
<td>Project Engineer</td>
<td>$182.58</td>
<td>$187.14</td>
<td>$191.82</td>
<td>$196.62</td>
<td>$201.53</td>
</tr>
<tr>
<td>541611: 541330ENG - CONTRACTOR FACILITY</td>
<td>Associate Engineer</td>
<td>$93.46</td>
<td>$95.80</td>
<td>$98.20</td>
<td>$100.65</td>
<td>$103.17</td>
</tr>
<tr>
<td>541611: 541330ENG - CONTRACTOR FACILITY</td>
<td>Principal Program Management</td>
<td>$312.41</td>
<td>$320.22</td>
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<td>$336.43</td>
<td>$344.84</td>
</tr>
<tr>
<td>541611: 541330ENG - CONTRACTOR FACILITY</td>
<td>Project Director</td>
<td>$269.32</td>
<td>$276.05</td>
<td>$282.95</td>
<td>$290.03</td>
<td>$297.28</td>
</tr>
<tr>
<td>541611: 541330ENG - CONTRACTOR FACILITY</td>
<td>Project/Program Manager II</td>
<td>$193.91</td>
<td>$198.76</td>
<td>$203.73</td>
<td>$208.82</td>
<td>$214.04</td>
</tr>
<tr>
<td>541611: 541330ENG - CONTRACTOR FACILITY</td>
<td>Project Management Specialist II</td>
<td>$137.62</td>
<td>$141.06</td>
<td>$144.59</td>
<td>$148.20</td>
<td>$151.91</td>
</tr>
<tr>
<td>541611: 541330ENG - CONTRACTOR FACILITY</td>
<td>Project Management Specialist</td>
<td>$96.96</td>
<td>$99.38</td>
<td>$101.86</td>
<td>$104.41</td>
<td>$107.02</td>
</tr>
</tbody>
</table>
USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS

PREAMBLE

Technology Project Managers, Inc. 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 (Rodolfo J. Lavaque, phone: 202-374-2700; rlavaque@techpromangers.com).
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>
</thead>
<tbody>
<tr>
<td>_______________________</td>
<td>___________________________</td>
</tr>
<tr>
<td>_______________________</td>
<td>___________________________</td>
</tr>
</tbody>
</table>

2. Delivery:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>DELIVERY SCHEDULES / DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________</td>
<td>_________________________</td>
</tr>
<tr>
<td>____________</td>
<td>_________________________</td>
</tr>
</tbody>
</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>
</tr>
</thead>
<tbody>
<tr>
<td>____________</td>
<td>_________________________</td>
</tr>
<tr>
<td>____________</td>
<td>_________________________</td>
</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.
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.

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 a 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.