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.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.
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LABOR CATEGORY DESCRIPTIONS ...................................................................................................................................... 13

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1a. Table of Awarded Special Item Number(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>SUB-SIN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151 S</td>
<td>-</td>
<td>Information Technology (IT) Professional Services</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: See attached labor category pricing.

1c. Description of commercial job titles, experience, functional responsibility and education: See attached labor category descriptions.

2. Maximum Order: $500,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery area): Domestic

5. Point(s) of Production: Same as company address


7. Quantity Discounts: None

8. Prompt Payment Terms: .01 Net 10 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 up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will accept over $2,500
10. Foreign Items (list items by country of origin): None

11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

11c. Overnight and 2-Day Delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

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

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

13a. Ordering Address(es): Same as Contractor

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

14. Payment Address(es): Same as company address

15. Warranty Provision: N/A.

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

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

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

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

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

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

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

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

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

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.)

The EIT standards can be found at: www.Section508.gov/

25. Data Universal Numbering System (DUNS) number: 016619534

26. Notification regarding registration in System for Award Management (SAM) database: Registered and up-to-date
**The phrase, “Information Technology (IT) Professional Services/Identity Access Management (IAM) Professional Services” in the following paragraphs may need to be revised in order to be consistent with the Offeror’s proposal; e.g., if only IT Professional Services are offered, all references to IAM Services should be deleted.**

**NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately. Further, non-professional labor categories shall be offered under SIN 132 100 only.**

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.

   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.

   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.

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.

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.

(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.


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

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.

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.

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.

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

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.

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.

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

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

c. The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor’s Degree in Computer Science
Excelous, LLC is committed to performing all work issued under this GSA Schedule with only the most qualified IT staff capable of serving in the following labor categories:

- Sr. Lead Engineer
- Sr. Support Engineer
- Organizational Change Management
- Manager Sr. Organizational Change
- Management Analyst Business Analyst
- Sr. Systems Engineer
- Systems Engineer
- Project Manager
- Technical Project Manager
The balance of this subsection contains the prices and complete position descriptions for each of these categories, the majority of which have multiple levels based on staff years of experience.

**Final Pricing:**

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

<table>
<thead>
<tr>
<th>Item</th>
<th>SIN</th>
<th>Awarded Labor Category</th>
<th>Site</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>54151S</td>
<td>Sr. Lead Engineer</td>
<td>Both</td>
<td>$209.70</td>
</tr>
<tr>
<td>2</td>
<td>54151S</td>
<td>Sr. Support Engineer</td>
<td>Both</td>
<td>$195.72</td>
</tr>
<tr>
<td>3</td>
<td>54151S</td>
<td>Organizational Change Management Manager</td>
<td>Both</td>
<td>$172.42</td>
</tr>
<tr>
<td>4</td>
<td>54151S</td>
<td>Sr. Organizational Change Management Analyst</td>
<td>Both</td>
<td>$139.80</td>
</tr>
<tr>
<td>5</td>
<td>54151S</td>
<td>Business Analyst</td>
<td>Both</td>
<td>$83.88</td>
</tr>
<tr>
<td>6</td>
<td>54151S</td>
<td>Sr. Systems Engineer</td>
<td>Both</td>
<td>$139.80</td>
</tr>
<tr>
<td>7</td>
<td>54151S</td>
<td>Systems Engineer</td>
<td>Both</td>
<td>$77.08</td>
</tr>
<tr>
<td>8</td>
<td>54151S</td>
<td>Project Manager</td>
<td>Both</td>
<td>$102.52</td>
</tr>
<tr>
<td>9</td>
<td>54151S</td>
<td>Technical Project Manager</td>
<td>Both</td>
<td>$149.12</td>
</tr>
</tbody>
</table>
Title: **Program Manager**

*Minimum Education Requirement:* Bachelor’s Degree or equivalent experience (Associates Degree and 10 Years)

*Experience Requirement:* 8+ years Program or Project Management

**Functional Description:**
Provides executive level management of IT projects involving basic and applied research and development, strategic planning, system design, prototypes, test and evaluation, cost estimating and analysis, integrated logistics support, systems maintenance and acquisition and life cycle management. Provides executive level technical advice, and services to Executives, Program Managers and customers. Ensures overall corporate technical management on large, complex systems, contracts and delivery orders. Plans and manages complex tasks under cost and schedule constraints.

Title: **Technical Project Manager**

*Minimum Education Requirement:* Bachelor’s Degree or equivalent experience (Associates Degree and 10 Years)

*Experience Requirement:* 8+ years of successful strategic project management experience in cloud mitigation and or change management

**Functional Description**
- Plan and manage IT projects by identifying tasks, resources delivery timelines and success metrics.
- Manage program scope, schedule, budget and resources to successfully fulfill business technical requirements with high customer satisfaction.
- Facilitate technical support as needed including but not limited to architectural reviews, compliance reviews and various project artifacts.
- Manage project issues and risks to prevent potential barriers to project success.
- Review with client management project schedules and milestone dates.
- Interface with technical teams, agency executives and vendors.
- Create and maintain relevant project documentation such as project plans, status reports and operational checklists.
- Provide presentations as necessary to project management.
- Ensure deployed solutions are compliant with client’s security standards.
- Lead project meetings with customer stakeholders and project teams on a regular basis.

Title: **Project Manager (Non-Technical)**

*Minimum Education Requirement:* Bachelor’s Degree or equivalent experience (Associates Degree and 7 Years)

*Experience Requirement:* 5+ years of successful strategic project management experience
**Functional Descriptions**: This leadership position is where team management experience serves as the basis for managing the large and complex IT efforts, provide assistance in working with the government contracting officer, management personnel, and customer agency representatives. The Program Manager would:

- Be responsible for overall contract performance including deliverable management, schedule definition and management, performance management, cost management, and risk management.
- Supervising team personnel and policies.
- Managing and participating in task analysis, design, implementation, and operational support.
- Provide expertise in the management and control of funds and resources using various reporting mechanisms.
- Facilitate technical support as needed including but not limited to architectural reviews, compliance reviews and various project artifacts.

**Title**: Organizational Change Management Manager

**Minimum Education Requirement**: Bachelor’s Degree

Requirement: BA or BS Degree in Business Administration, Organizational Development, Organizational Behavior, or equivalent years of Experience (Associate Degree plus 10 Years of experience in Organizational Development, Organizational Behavior,

**Experience Requirement** 8+ years of experience in organizational change management program design and implementation, and Enterprise Wide System Implementation and System Development Life Cycle (SDLC), AGILE and Waterfall Methodology
**Functional Descriptions:** Organizational Change Management Manager will focus on the people side of change, for IT projects including changes to business processes, systems, and technologies, with an emphasis on onsite and technology-related security awareness programs.

- Lead and implement change initiatives related to business processes and technologies.
- Drive adoption and proficiency of changes within the organization in compliance with client’s Change Management methodologies.
- Develop project strategies and plans, including stakeholder assessment, communications, leadership alignment, organization transition, change readiness, capability transfer, and end-user training.
- Oversee team execution in accordance with project plans, tools, and methods, and support resource planning and acquisition.
- Develop short and long-term goals, KPIs, and objectives, and develop and execute against annual operational plan.
- Lead/facilitate meetings with client to ensure an understanding of the current company culture, and jointly develop a change adoption plan.
- Provide direct support and coaching to front-line managers and supervisors as they help their direct reports through transitions.
- Facilitate change management activities with cross-functional team members and stakeholders to understand and ensure adoption of the Enterprise Business Transformation.
- Must be a leader who can influence stakeholders in written and oral communications.

**Title:** Organizational Change Management Analyst

**Minimum Education Requirement:** Bachelor’s Degree-BS or BA degree in Business or any related field or equivalent experience (Associates Degree and 5 years)

**Experience Requirements:** 3 years of experience in communications, human resources and/or training to impacted audience

**Functional Descriptions:** This role develops and executes IT solutions around the people side of change to ensure organizational readiness, acceptance, and adoption of large change initiatives. Be responsible for overall contract performance including deliverable management, schedule definition and management, performance management, cost management, and risk management.

- Collaborate with project team to support delivery of change deliverables (i.e., training or communications content) to impacted audience
- Lead meetings with business stakeholders to ensure buy-in and support for the initiative throughout the project lifecycle
- Responsible for identifying and resolving problems within established guidelines
• Expected to use some initiative but refer more complex problems to supervisors/experts
• Develop plans to reinforce changes with business leadership and support execution
• Support cross-program strategic assessments to understand overall change portfolio health and plan against existing risks

Title: **Business Analyst**

*Minimum Education Requirement:* Bachelor’s Degree Bachelor’s Degree in Software Development, Business, Computer Engineering or related field and equivalent experience (5 years)

*Minimum Experience:* 3 years of experience in technology, business, development and deployment

**Functional Descriptions:** primary objective is helping businesses implement technology solutions in a cost-effective way by determining the requirements of a project or program, and communicating them clearly to stakeholders, facilitators and partners.

- Define configuration specifications and business analysis requirements
- Gather intelligence from corporate executives and middle managers about needs and future growth
- Partner with application directors and creators to ensure each project meets a specific need and resolves successfully
- Perform quality assurance
- Define reporting and alarming requirements
- Own and develop relationship with partners, working with them to optimize and enhance our integration
- Help design, document and maintain system processes
- Report common sources of technical issues or questions and make recommendations to product team
- Communicate key insights and findings to product team
- Constantly be on the lookout for ways to improve monitoring, discover issues and deliver better value to the customer

Title: **Senior Systems Engineer**

*Minimum Education Requirement:* Bachelor’s Degree or equivalent experience. (Associates Degree and 5 years experience in Software Development, Business, Computer Engineering or related field and equivalent experience) 

*Experience Requirement:* Minimum 8 years

**Functional Descriptions:** Manages long-term IT engineering projects. Performs engineering design evaluations and works to complete projects within budget and scheduling restraints. Develops, implements, and monitors information system (including cloud) policies and controls to ensure data accuracy, security, and regulatory compliance. Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to determine
and address problems.

- Perform client consultation: plan, design, implement, and support the voice infrastructure
- Develop and implement the technical architecture and physical design of the network: analyze existing voice and data networks and recommend solutions
- Troubleshoot, maintain, upgrade, and provide solutions to complex hardware/software problems
- Create and execute test plans to meet project requirements for assigned components
- Strong Understanding of networking concepts including TCP/IP, VPN, LAN/WAN, Routing, Switching and Firewalls
- Experience with Identity and access management solutions (SSO, Dual factor authentication)

**Title: Systems Engineer**

*Minimum Education Requirement:* Bachelor’s Degree or equivalent experience (Associates Degree and 10 years)

*Experience Requirement:* Minimum 5 years in Engineering, Networking, Communications

**Functional Descriptions:** Performs a variety of IT systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, cloud, budgetary, and support facilities and/or equipment.

**Title: Senior Support Engineer**

*Minimum Education Requirement:* Bachelor’s Degree or equivalent experience (Associates Degree and 10 years)

*Experience Requirement:* 8 years of end-user support in engineering, business, computer science or related field

**Functional Descriptions:** is responsible for providing high-quality information technology technical support. This person will also work on other programming and documentation projects as required. Support Engineers deliver effective technical customer support to our rapidly growing customer base, delivering solutions to both technical and non-technical end users while also supporting a wide range of technologies.

- Taking ownership of technical issues, and working with the Development group to resolve more advanced issues when necessary
- Resolving escalated customer complaints without the need for team lead intervention
- Documenting troubleshooting and problem resolution steps
- Participation in providing training to customers as required
Labor Descriptions Statement:
"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 requiring the service.

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Minimum Education</th>
<th>Substituted Years of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Manager</td>
<td>Bachelor’s Degree</td>
<td>Associates Degree and 10 Years</td>
</tr>
<tr>
<td>Technical Project Manager</td>
<td>Bachelor’s Degree</td>
<td>Associates Degree and 10 Years</td>
</tr>
<tr>
<td>Project Manager (Non-Technical)</td>
<td>Bachelor’s Degree</td>
<td>Associates Degree and 7 Years</td>
</tr>
<tr>
<td>Organizational Change Management Manager</td>
<td>Bachelor’s Degree Requirement: BA or BS Degree in Organizational Development, Organizational Behavior</td>
<td>Associates Degree plus 10 Years of experience in Organizational Development, Organizational Behavior,</td>
</tr>
<tr>
<td>Organizational Change Management Analyst</td>
<td>Bachelor’s Degree-BS or BA in business or any related field</td>
<td>Associates Degree and 5 years</td>
</tr>
<tr>
<td>Business Analyst</td>
<td>Bachelor’s Degree Bachelor’s Degree in Software Development, Business, Computer Engineering or related field and equivalent experience</td>
<td>Associates Degree and 5 years experience in Software Development, Business, Computer Engineering or related field and equivalent experience</td>
</tr>
<tr>
<td>Senior Systems Engineer</td>
<td>Bachelor’s Degree</td>
<td>Associates Degree and 10 years</td>
</tr>
<tr>
<td>Systems Engineer</td>
<td>Bachelor’s Degree</td>
<td>Associates Degree and 8 years</td>
</tr>
<tr>
<td>Senior Lead Engineer</td>
<td>Bachelor’s Degree</td>
<td>Associates Degree and 10 years</td>
</tr>
<tr>
<td>Senior Support Engineer</td>
<td>Bachelor’s Degree</td>
<td>Associates Degree and 10 years</td>
</tr>
</tbody>
</table>
The use of Blanket Purchase Agreements under the Federal Supply Schedule Program have been permitted for a long time. Check Federal Acquisition Regulation (FAR) 13.203-1(f): "BPA's may also be established with Federal Supply Schedule contracts...".

For BPA's, agencies are empowered and encouraged to seek further price reductions.

Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with FAR 9.6. Teaming Arrangement may be incorporated into your BPA!

It is suggested that Offerors include the Sample BPA in their pricelist.

**FEDERAL SUPPLY SCHEDULES**

**BLANKET PURCHASE AGREEMENT**

The use of Blanket Purchase Agreements under the Federal Supply Schedule Program have been permitted for a long time. Check Federal Acquisition Regulation (FAR) 13.203-1(f): "BPA's may also be established with Federal Supply Schedule contracts...".

For BPA's, agencies are empowered and encouraged to seek further price reductions.

Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with FAR 9.6. Teaming Arrangement may be incorporated into your BPA!

It is suggested that Offerors include the Sample BPA in their pricelist.

**Simplified Acquisition Procedures**

**Blanket Purchase Agreements**

FAR 13.2 provides the following procedures for establishing a BPA under the Simplified Acquisition Procedures:

The Contracting Officer may use a BPA when there is:

- A need for a wide variety of items, but the exact items, quantities and delivery requirements are not known in advance.

- A need for commercial sources of supply for one or more offices that do not have purchase authority exists.

- To reduce the administrative burden of writing numerous purchase orders.

  - Contracting Officers must contact Vendors to negotiate the terms and conditions of the BPA.
Suggested Format

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE
(INSERT CUSTOMER NAME)

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

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as a search for sources and the development of technical documents, solicitations and the evaluation of bids and offers. Teaming Arrangements are permitted with Federal Supply Schedule contractors in accordance with Federal Acquisition Regulation (FAR) Part 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 Government that works better and costs less.

Signatures:

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>DATE</th>
<th>CONTRACTOR</th>
<th>DATE</th>
</tr>
</thead>
</table>

Excelous, LLC
Contract No. 47QSMD20R0001
September, 2019
BPA Number __________

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule contract number(s)________________, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

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>DELIVERY</th>
<th>DESTINATION SCHEDULE/DATES</th>
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<tbody>
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3. The Government 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.