



Federal Supply Service  
Authorized Federal Supply Schedule  
Information Technology Schedule Pricelist  
General Purpose Commercial Information Technology Services

## Information Technology (IT)

### Special Item No. 54151S - Information Technology (IT) Professional Services

FPDS Code D302 IT Systems Development Services  
FPDS Code D306 IT Systems Analysis Services  
FPDS Code D307 Automated Information Systems Design and Integration Services  
FPDS Code D308 Programming Services  
FPDS Code D310 IT Backup  
FPDS Code D311 IT Data  
FPDS Code D316 IT Network Management Services  
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

- Note 1:** **Evurge Solutions**, has chosen to participate under the Cooperative Purchasing program. All awarded SINs are available to state and local government.
- Note 2:** For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

**Contract Number: 47QTCA20D007A**

**Contract Period: March 17, 2020 through March 16, 2025**

**Evurge Solutions**  
8181 Professional Place  
Suite 250  
Hyattsville, MD 20785  
Phone: 240-770-5360  
POC: Devin Hall  
[www.evurge.com](http://www.evurge.com)  
Business size - Small

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



**TABLE OF CONTENTS**

INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS ..... 3

EVURGE SOLUTIONS’s GSA AUTHORIZED PRICING..... 3

EVURGE SOLUTIONS’s GSA LABOR CATEGORY DESCRIPTIONS..... 9

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S) ..... 16

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS ..... 21

BLANKET PURCHASE AGREEMENT (BPA)..... 22

BPA FORMAT GUIDELINES..... 23

CONTRACTOR TEAM ARRANGEMENTS ..... 25



## CUSTOMER INFORMATION

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**1a. Table of Awarded Special Item Numbers**

Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SIN: 54151S Information Technology (IT) Professional Services

**1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.**

N/A.

**1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided.**

See Attachment A for **Labor Category Descriptions**.

**Customer Site**

SIN(s)	Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
54151S	Telcom Technician I	\$61.32	\$63.16	\$65.05	\$67.00	\$69.01
54151S	Telcom Technician II	\$71.54	\$73.68	\$75.89	\$78.17	\$80.52
54151S	Telcom Technician III	\$80.97	\$83.40	\$85.90	\$88.48	\$91.13
54151S	Lead Telecommunications	\$91.98	\$94.74	\$97.58	\$100.51	\$103.52
54151S	Program Manager	\$183.42	\$188.92	\$194.59	\$200.43	\$206.44
54151S	Project Manager	\$143.17	\$147.47	\$151.89	\$156.45	\$161.14
54151S	CAD Engineer	\$85.28	\$87.84	\$90.47	\$93.19	\$95.98
54151S	Design Specialist	\$110.59	\$113.91	\$117.32	\$120.84	\$124.47



54151S	SME-Telecommunications	\$162.92	\$167.81	\$172.84	\$178.03	\$183.37
54151S	Quality Control Specialist	\$105.53	\$108.70	\$111.96	\$115.32	\$118.78
54151S	Assistant	\$37.52	\$38.65	\$39.81	\$41.00	\$42.23
54151S	Technical Writer/Editor	\$60.23	\$62.04	\$63.90	\$65.82	\$67.79
54151S	Help Desk Support	\$65.91	\$67.89	\$69.93	\$72.03	\$74.19
54151S	Senior System Analyst	\$171.48	\$176.62	\$181.92	\$187.38	\$193.00

**2. Maximum Order**

1. The Maximum Order value for Special Item Number (SIN) 54151S is \$500,000.

**3. Minimum Order**

1. The Minimum Order value for all offered Special Item Numbers (SINs) is \$100

**4. Geographic Coverage**

*Domestic delivery* within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories.

**5. Points of Production**

N/A

**6. Discount from List Prices**

Prices shown are NET Prices; Basic Discounts have been deducted.

**7. Quantity Discounts**

.5% discount for orders equal to or greater than \$1,000,000.00



**8. Prompt Payment Terms**

.5% NET 15; NET 30

**9a. Notification that Government purchase cards are acceptable at or below the micro-purchase threshold**

Government purchase cards are accepted at or below the micro-purchase threshold.

**9b. Notification whether that Government purchase cards are accepted or not accepted above the micro-purchase threshold**

Government purchase cards are accepted above the micro-purchase threshold.

**10. Foreign items (list items by country of origin)**

N/A

**11a. Time of delivery**

30 days ARO.

**11b. Expedited Delivery**

Contact the Contractor's representative to affect a faster delivery.

**11c. Overnight and 2-day delivery**

Contact the Contractor's representative to affect a faster delivery.

**11d. Urgent Requirements**

Contact the Contractor's representative to affect a faster delivery.

**12. FOB Point(s)**

Destination



**13a. Ordering Address**

**Evurge Solutions**  
8181 Professional Place  
Suite 250  
Hyattsville, MD 20785

**13b. Ordering Procedures**

Ordering activities shall use the ordering procedures, information on Blanket Purchase Agreements, and a sample EPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

**14. Payment Address**

**Evurge Solutions**  
8181 Professional Place  
Suite 250  
Hyattsville, MD 20785

**For Electronic Payment:**

Routing Number is **052001633**

Account Number is **446037546939**

**15. Warranty Provision**

N/A

**16. Export Packing Charges**

N/A

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

N/A



**18. Terms and conditions of rental, maintenance, and repair**

N/A

**19. Terms and conditions of installation**

N/A

**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices**

N/A

**20a. Terms and conditions for any other services**

N/A

**21. List of service and distribution points**

N/A

**22. List of participating dealers**

N/A

**23. Preventive maintenance**

N/A

**24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants)**

N/A

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

N/A



**25. Data Universal Number System (DUNS) number**

080417353

**26. Notification regarding registration in System for Award Management database**

**Evurge Solutions** SAM registration is current.



## LABOR CATEGORY DESCRIPTIONS SINs 54151S

### Evurge Solutions LABOR CATEGORY DESCRIPTIONS

Labor Category	Functional Responsibility	Minimum Educational Requirements	Minimum Years of Experience
<b>Telecom Technician I</b>	Provides infrastructure support, installation, maintenance, testing, troubleshooting, and repairing of switches, cables, and other telecommunications equipment. Be familiar with a variety of the field's concepts, practices, and procedures to ensure and support all existing and new telecommunications. Ensure wiring and patching is properly installed and labeled in accordance with guidelines and standards. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks uninterrupted power supplies (UPS), switches, routers, and servers. Works under general supervision.	Masters	0
		Bachelors	0
		High School Diploma	2
		No Degree	3
<b>Telecom Technician II</b>	Provides infrastructure support, installation, maintenance, testing, troubleshooting, and repairing of switches, cables, and other telecommunications equipment. Be familiar with a variety of the field's concepts, practices, and procedures to ensure and support all existing and new telecommunications. Ensure wiring and patching is properly installed and labeled in accordance with guidelines and standards. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks uninterrupted power supplies (UPS), switches, routers, and servers. Works under general supervision.	Masters	0
		Bachelors	0
		High School Diploma	4
		No Degree	5



Labor Category	Functional Responsibility	Minimum Educational Requirements	Minimum Years of Experience
<b><u>Telecom Technician III</u></b>	Provides infrastructure support, installation, maintenance, testing, troubleshooting, and repairing of switches, cables, and other telecommunications equipment. Be familiar with a variety of the field's concepts, practices, and procedures to ensure and support all existing and new telecommunications. Ensure wiring and patching is properly installed and labeled in accordance with guidelines and standards. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks uninterrupted power supplies (UPS), switches, routers, and servers. Works under general supervision. A certain degree of creativity and latitude is required.	Masters	1
		Bachelors	3
		High School Diploma	6
<b><u>Lead Telecommunications</u></b>	Coordinates infrastructure support, installation, maintenance, testing, troubleshooting, and repairing of switches, cables, and other telecommunications equipment. Be familiar with a variety of the field's concepts, practices, and procedures to ensure and support all existing and new telecommunications. Ensure wiring and patching is properly installed and labeled in accordance with guidelines and standards. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks uninterrupted power supplies (UPS), switches, routers, and servers. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.	Bachelors	2
		Associates Degree	5
		High School Diploma	6



Labor Category	Functional Responsibility	Minimum Educational Requirements	Minimum Years of Experience
<p><b>Program Manager</b></p>	<p>Coordinates and monitors the scheduling, pricing, and technical performance of programs. Duties include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain Degree of creativity and latitude is required. Typically reports to a unit/department head.</p>	Masters	8
		Bachelors	10
		High School Diploma	12
		No Degree	



Labor Category	Functional Responsibility	Minimum Educational Requirements	Minimum Years of Experience
<b>Project Manager</b>	Responsible for the overall project management of multi-task IT contracts. Plans, organizes, and manages groups of employees engaged in various technical duties. Provides administrative and technical direction to personnel; Has the corporate authority to recruit, hire, terminate personnel and commit corporate resources; coordinates approved task order; establishes improved procedures and controls, to ensure that all services meet schedule and/or production; Provides the customer the status and activities of personnel covered under contract; responds to administrative or technical requests from the customer representative; and applies continuous evaluation and control measures; Works without supervision.	Masters	5
		Bachelors	8
		High School Diploma	10
<b>CAD Operator</b>	Develops network engineering drawings using computer based drawing packages. Must be familiar with current automatic computer aided design software packages and have a thorough working knowledge of blueprints and drawings relative to network design. Must have the ability to interpret and apply engineering drawing symbols. Must have the ability to develop block diagrams, floor plans, and logic flow charts	Masters	1
		Bachelors	3
		High School Diploma	5
		No Degree	6



Labor Category	Functional Responsibility	Minimum Educational Requirements	Minimum Years of Experience
<p><b><u>Design Engineer</u></b></p>	<p>Responsibilities include performing a variety of network engineering tasks, either independently or under limited supervision. Designs telecommunication networks for commercial and military customers. Analyzes configurations and develops feasibility studies and provides recommendations for updating systems to meet modern technologies.</p>	Masters	2
		Bachelors	5
		High School Diploma	7
		No Degree	8
<p><b><u>SME-Telecommunications</u></b></p>	<p>Design or configure voice, video, and data communications systems. Supervise installation and post-installation data communications service and maintenance. Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others.</p>	Masters	7
		Bachelors	10
		High School Diploma	12
		No Degree	



Labor Category	Functional Responsibility	Minimum Educational Requirements	Minimum Years of Experience
<p><b>Quality Control Specialist</b></p>	<p>Establish processes or procedures for evaluating systems and applicable documents to ensure total compliance with the contract. Conducts quality assurance inspections on material received and stored in accordance with the contract Bill of Materials. Maintains all quality assurance records and files in accordance with ISO 9001. Reviews all contracts and tasking orders and assists in the development of the Bill of Materials. Reviews all material receipts and compliance statements in accordance with specifications and standards. Reviews all inventory inspection results to ensure proper adherence to contract or task order requirements</p>	Masters	5
		Bachelors	7
		High School Diploma	10
		No Degree	
<p><b>Assistant</b></p>	<p>Administrative Assistant duties and responsibilities include providing technical administrative support to managers and employees through a variety of tasks related to specific projects. Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices and procedures. Ability to effectively communicate via phone and email ensuring that all technical duties are completed accurately and delivered with high quality and in a timely manner. May direct and lead the work of others. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department. Security + or any other related certification is required for particular projects. The Assistant must also be proficient utilizing software such as Word, Excel, PowerPoint, etc.</p>	Bachelors	0
		Associates	1
		High School Diploma	
		No Degree	4



Labor Category	Functional Responsibility	Minimum Educational Requirements	Minimum Years of Experience
<b>Technical Writer/Editor</b>	Using multiple software applications, resolves assigned data discrepancy cases within prescribed time limits. Casework includes a full case analysis, resolution of the issue, and closure with the customer. Coordinates with other analysts for transfer of more complex cases. Plan and onboard all new application added to the Customer Contact Center ensure project planning and procedures are in place for all new application's conduct planning meetings to ensure smooth transition of all new application's and releases.	Masters	0
		Bachelors	0
		High School Diploma	2
		No Degree	4
<b>Help Desk Support</b>	Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks and monitors the problem to ensure a timely resolution.	Bachelors	0
		Associates Degree	4
		High School Diploma	5
		No Degree	6
<b>Senior Systems Analyst</b>	Supervises the overall integration, installation, and testing of installed network systems and certifies them operational. Must have the ability to troubleshoot network system software/hardware problems and provide remedial actions.	Masters	8
		Bachelors	10
		High School Diploma	12
		No Degree	3



## **TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM 54151S)**

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### **1. Scope**

- a. The prices, terms and conditions stated under Special Item Number apply exclusively to IT/EC 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/EC Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

#### **5. Stop-Work Order (FAR 52.242-15) (AUG 1989)**

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
  - (1) Cancel the stop-work order; or
  - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly.
  - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.



## **6. Inspection of Services**

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

## **7. Responsibilities of the Contractor**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

## **8. Responsibilities of the Ordering Activity**

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

## **9. Independent Contractor**

All IT/EC 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” refer 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/EC 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) 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 and will include an administrative fee. 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 Services and Pricing

- a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.
- 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

## USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

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**Evurge Solutions** 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 demonstrates our support for awarding contracts and subcontracts to small business concerns.

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

To ensure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts.

# BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

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**(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: \_\_\_\_\_

# (CUSTOMER NAME) BLANKET PURCHASE AGREEMENT

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Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

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

**MODEL NUMBER/PART NUMBER**

**\*SPECIAL BPA DISCOUNT/PRICE**

\_\_\_\_\_  
\_\_\_\_\_

- (2) Delivery:

**DESTINATION**

**DELIVERY SCHEDULE/DATES**

\_\_\_\_\_  
\_\_\_\_\_

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

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

**OFFICE**

**POINT OF CONTACT**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

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

- (a) Name of Contractor.
- (b) Contract Number.
- (c) BPA Number.
- (d) Model Number or National Stock Number (NSN).
- (e) Purchase Order Number.
- (f) Date of Purchase.

- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

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

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

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

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

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

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

Here is a general outline on how it works:

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