



GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

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

CORPORATE GSA CONTRACT GS-00F-0017L

Management, Organization, and Business Improvement Services (MOBIS)

- 874 1 Consulting Services
- 874 2 Facilitation Services
- 874 3 Survey Services
- 874 4 Training Services: Instructor Led Training, Web Based Training and Education, Course Development and Test Administration
- 874 6 Acquisition Management Support
- 874 7 Program and Project Management
- 874 8 DAU and FAI Certified DAWIA and FAC Acquisition Workforce Training for GS-1102 and non-1102 Personnel

Professional Engineering Services (PES)

- 871 1 Strategic Planning for Technology Programs/Activities
- 871 2 Concept Development and Requirement Analysis
- 871 3 Systems Design, Engineering and Integration
- 871 4 Test and Evaluation
- 871 5 Integrated Logistics Support
- 871 6 Acquisition and Life Cycle Management
- 871 7 Construction Management

Logistics Support Services

- 874 501 Supply and Value Chain Management
- 874 503 Distribution and Transportation Logistics Services
- 874 504 Deployment Logistics Services
- 874 505 Logistics Training Services
- 874 507 Operations & Maintenance Logistics Management and Support Services

**J. M. Waller Associates, Inc.
11325 Random Hills Rd., Suite 210
Fairfax, VA 22030-6043
Phone: 703-912-2903
Fax: 703-564-3682
www.jmwaller.com**

OTHER THAN SMALL BUSINESS

Period Covered by Contract: January 16, 2011 through March 31, 2016

Pricelist current through Modification # A125, Dated 31 March 2011. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

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CUSTOMER INFORMATION

INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage! ä on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage! ä and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. Geographic Coverage:

The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico.

2. Minimum/Maximum Order Amounts: (All dollar amounts are exclusive of any discount for prompt payment.)

a. Minimum Dollar: **\$50.00** .

b. Maximum Dollar:

ii. Management, Organization, and Business Improvement Services
(**MOBIS**).

Special Item Number: 874.

The maximum dollar value per order is **\$1,000,000**

iii. Professional Engineering Services (**PES**)

Special Item Number: 871

The maximum dollar value per order is **\$750,000**



iv. Logistics Support Services (**LOGWORLD**)
Special Item Number: 874 V
The maximum dollar value per order is **\$1,000,000**

3. 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.

4. Point(s) of Production: Not Applicable

5. Pricing and Payment Terms:

- a. **Prices** shown are **NET** Prices; Basic Discounts have been deducted.
- b. Prompt Payment: **Net 30 Days**
- c. Quantity Discount: **None**
- d. FOB: **Destination**

6. Contractors' Ordering and Payment Information:

Payments and Orders may be sent to:

J. M. Waller Associates, Inc.
11325 Random Hills Rd., Suite 210
Fairfax, VA 22030-6043
Phone: 703-912-2903
Fax: 703-564-3682

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number can be used by ordering activities to obtain technical and/or ordering assistance: Contracts Manager/Administrator at 703-912-2903 or by e-mailing to contracting@jmwaller.com.

7. Delivery Schedule

TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER DELIVERY TIME (Days ARO)

C R706 C R425, C R425A, AS REQUIRED BY TASK ORDER

The contractor will deliver or perform services in accordance with the terms negotiated in the agency's order. The contractor will not propose in excess of his standard commercial delivery or performance times to agencies without giving notice to the Ordering Officer of his intent to do so.

- a. **EXPEDITED DELIVERY:** Items available for expedited delivery are noted in this price list. The ordering agency may contact the Contractor for specific requirements.
- b. **OVERNIGHT and 2-DAY DELIVERY:** Available when required and requested by the ordering agency. The ordering agency may contact the Contractor for rates for overnight and 2-day delivery.
- c. **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

8. 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.



9. 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.

10. Statistical Data for Government Ordering Office Completion of Department of Standard Form 279 (SF 279) and Defense Form 350 (DD 350)

SF 279, Federal Procurement Data System (FPDS) Individual Contract Action Report

Block 9 KIND OF CONTRACT ACTION: **G** Order/Modification Under Federal Schedule

Block 15 CONTRACTOR NAME: **J. M. Waller Associates, Inc.**

Block 16 CONTRACTOR ID NUMBER (DUNS): **62-7009152**

Block 30 TYPE OF CONTRACTOR: **A Service Disabled Veteran Owned Business (SDVOB)**

Block 31 WOMAN-OWNED SMALL BUSINESS: **No**

Block 32 HUBZONE SMALL BUSINESS CONCERN: **No**

Block 36 CONTRACTOR'S TAXPAYER IDENTIFICATION NUMBER (TIN): **54-1661762**

Block 37 CONTRACTOR'S TIN: **54-1661762**

Block 40 VETERAN-OWNED BUSINESS: **Yes**

CAGE Code: **0R019** (zero, R, zero, one, nine).

Contractor has registered with the Central Contractor Registration Database.

DD 350, Individual Contracting Action Report

B5, CONTRACTOR IDENTIFICATION INFORMATION

B5A Data Universal Numbering System (DUNS) Number: **62-7009152**

B5D CONTRACTOR NAME AND DIVISION NAME:

J. M. Waller Associates, Inc.

B5E CONTRACTOR ADDRESS:

11325 Random Hills Rd, Suite 210

Fairfax, VA 22030-6043

B5F TAXPAYER IDENTIFICATION NUMBER: **54-1661762**

Use of Federal Supply Service Information Technology Schedule Contracts. In accordance with FAR 8.404

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering activities need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5.

GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering activity has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the ordering activity's needs.

- a. Orders placed at or below the micro-purchase threshold. Ordering activities can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering activities should consider reasonably available information about the supply or service offered under MAS contracts by using the GSA Advantage! on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the deli very and other options available under the schedule that meets the ordering activity's needs. In selecting the supply or service representing the best value, the ordering activity may consider--
 0. Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
 1. Trade-in considerations;
 2. Probable life of the item selected as compared with that of a comparable item;
 3. Warranty considerations;
 4. Maintenance availability;
 5. Past performance; and
 6. Environmental and energy efficiency considerations.
- c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering activity to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering activities shall--
 - d. Review additional Schedule Contractors'
 0. Catalogs/pricelists or use the GSA Advantage! on-line shopping service;
 1. Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
 2. After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering activity determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

3. Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
 4. Offer the lowest price available under the contract; or
 5. Decline the order (orders must be returned in accordance with FAR 52.216-19).
- e. Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering activities may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.
- f. Price reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering activities will find it advantageous to request a price reduction. For example, when the ordering activity finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering activity the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order.
- g. Small business. For orders exceeding the micro-purchase threshold, ordering activities should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- h. Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an ordering activity requirement, in excess of the micro-purchase threshold, is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering activity shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the ordering activity's needs.

12. Federal Information Technology/Telecommunication 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-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

12.1 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.

12.2 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 Supply 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.

13. Security Requirements:

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual ordering activity policy; however, the burden of administering the security requirements shall be with the ordering activity. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.

14. 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 C.1.)

15. 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:

- a. Manufacturer;
- b. Manufacturer's Part Number; and
- c. 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.fss.gsa.gov/>.

16. 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. 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.

17. Overseas 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:

Not Applicable

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.

18. Blanket Purchase Agreements (BPAs):

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as a simplified method of filling anticipated repetitive needs for supplies or



services by establishing charge accounts' with qualified sources of supply. The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

BPA's may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract.

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up accounts with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

19. Contractor Teaming 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, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

20. Installation, Deinstallation, Reinstallation

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

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the

ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

21. 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.

22. 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.

23. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK) (G-FCI-920)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence .

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering activity using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

When ordering services, ordering activities shall

0. Prepare a Request (Request for Quote or other communication tool):

i. A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed,

location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

ii. The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering activity makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the prices in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

iii. The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

iv. The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses.

1. Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and price lists, the ordering activity should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

- i. The request shall be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.
- ii. For proposed orders exceeding the maximum order threshold, the request should be provided to an appropriate number of additional contractors that offer services that will meet the ordering activity's needs.

- iii. In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.
- iv. Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

2. Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

a. The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall

0. Inform contractors in the request (based on the ordering activity's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

i. **SINGLE BPA:** Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

ii. **MULTIPLE BPAs:** When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing multiple BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the BPA holder that represents the best value.

1. **Review BPAs Periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

- b. The ordering activity should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- c. When the ordering activity's requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contract or that represents the best value. (See FAR 8.404)
- d. The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

24. 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 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.

25. Performance of Services

The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

- a. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- b. 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.
- c. 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.

26. Inspection of Services

The Inspection of Services Fixed Price (AUG 1996) 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) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

27. 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 Rights in Data General, may apply.

28. 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.

29. 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.

30. Organizational Conflicts of Interest

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.

- a. 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.

31. 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.

32. 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 (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 2002) (Alternate II (FEB 2002)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

33. Resumes

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

34. 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.

35. 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.

36.

MOBIS, and PES Labor Categories

Principal Professional VI: Plans, conducts, and supervises projects of major significance, necessitating advance knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advise and counsel to other professionals. Master Degree or equivalent, 35 years or more experience. Must be an officer or Stockholder of the Company.

Principal Professional V: Plans, conducts, and supervises projects of major significance, necessitating advance knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advise and counsel to other professionals. Master Degree or equivalent, 30 years or more experience. ~~Must be an Officer or Stockholder of the Company.~~ Must be a Director with 0-2 or more years service to the Company.



Principal Professional IV: Plans, conducts, and supervises projects of major significance, necessitating advance knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advise and counsel to other professionals. Master Degree or equivalent, 25 years or more experience. ~~Must be an Officer or Stockholder of the Company.~~

Principal Professional III: Plans, conducts, and supervises projects of major significance, necessitating advance knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advise and counsel to other professionals. Master Degree or equivalent, 22 years or more experience. ~~Must be an Officer of the Company.~~

Principal Professional II: Plans, conducts, and supervises projects of major significance, necessitating advance knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advise and counsel to other professionals. Master Degree or equivalent, 20 years or more experience.

Principal Professional I: Plans, conducts, and supervises projects of major significance, necessitating advance knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advise and counsel to other professionals. Master Degree or equivalent, 15 years or more experience. ~~Must be a Director with 0-2 years of service to the Company.~~

Senior Professional VI: Plans, conducts, and supervises projects of significance, necessitating advance knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advise and counsel to other professionals. Master Degree or equivalent, 25 years or more experience. Registration or an additional 5 years experience required where applicable (Engineers PE, Scientist, in their related field).

Senior Professional V: Plans, conducts, and supervises projects of significance, necessitating advance knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advise and counsel to other professionals. Master Degree or equivalent, 22 years or more experience. Registration or an additional 5 years experience required where applicable (Engineers PE, Scientist, in their related field).

Senior Professional IV: Plans, conducts, and supervises projects of significance, necessitating advance knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advise and counsel to other professionals. Master Degree or equivalent, 19 years or more experience. Registration or an additional 5 years experience required where applicable (Engineers PE, Scientist, in their related field).

Senior Professional III: Plans, conducts, and supervises projects of significance,



necessitating advance knowledge and the ability to originate and apply new and unique methods and procedures. Oversees projects, reviews progress and evaluates results. Supplies technical advise and counsel to other professionals. Master Degree or equivalent, 16 years or more experience. EIT registration for engineers or registration for scientist in a related field including REM, or trained project manager, or an additional 3 years experience.

Senior Professional II: Plans, conducts, and supervises projects of significance, necessitating advance knowledge and the ability to originate and apply new and unique methods and procedures. Oversees projects, reviews progress and evaluates results. Supplies technical advice and counsel to other professionals. Master Degree, 13 years or more experience.

Senior Professional I: Plans, conducts, and supervises projects of significance, necessitating advance knowledge and the ability to originate and apply new and unique methods and procedures. Masters Degree, 10 years or more experience.

Professional VI: Plans and conducts assignments. Estimates and schedules work to meet completion dates. Bachelor degree and 20 years or more experience.

Professional V: Plans and conducts assignments. Estimates and schedules work to meet completion dates. Bachelor degree, 15 years or more experience.

Professional IV: Plans and conducts assignments. Estimates and schedules work to meet completion dates. Bachelor degree, 10 years or more experience.

Professional III: Plans and conducts assignments. Estimates and schedules work to meet completion dates. Bachelor degree, 5 years or more experience.

Professional II: Plans and conducts assignments. Estimates and schedules work to meet completion dates. Bachelor degree, 2 years or more experience.

Professional I: Entry-level classification. Plans and conducts assignments. Estimates and schedules work to meet completion dates. Bachelor degree, 0 - 2 years experience.

Senior Associate: Plans, conducts, and supervises projects of significance, necessitating advance knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advise and counsel to other professionals. 25 years or more experience.

Technician/Analyst VI: Carries out assignments associated with projects. Translates technical guidance received from supervisor into usable data applicable to the particular assignment. Work assignments are varied and require originality and ingenuity. Bachelor degree or demonstrated specialized experience in job description area, 20 years or more experience.

Technician/Analyst V: Carries out assignments associated with projects. Translates

technical guidance received from supervisor into usable data applicable to the particular assignment. Work assignments are varied and require originality and ingenuity. Bachelor degree or demonstrated specialized experience in job description area, 16 years or more experience.

Technician/Analyst IV: Work assignments are varied and require originality and ingenuity. 12 years or more experience required.

Technician/Analyst III: Work assignments are varied and require originality and ingenuity. 8 years or more experience required.

Technician/Analyst II: Works under close supervision of supervisor. Gathers and correlates basic data and performs routine tasks. 4 years or more experience.

Technician/Analyst I: Works under close supervision of supervisor. Gathers and correlates basic data and performs routine tasks. 0 - 4 years experience.

Secretary/Clerk VI: Executive Secretary working for senior management. Work assignments are varied and require originality and ingenuity. Determined on a case-by-case basis by the CEO.

Secretary/Clerk V: Executive Secretary working for senior management. Work assignments are varied and require originality and ingenuity. Determined on a case-by-case-basis by the CEO.

Secretary/Clerk IV: Work assignments are varied and require originality and ingenuity. Bachelors degree or higher required. 12 or more years experience required.

Secretary/Clerk III: Work assignments are varied and require originality and ingenuity. Associate degree preferred, but not required. 8 years or more experience required.

Secretary/Clerk II: Works under close supervision of supervisor. Gathers and correlates basic data and performs routine tasks. Associate degree or training preferred, but not required. 4 years or more experience.

Secretary/Clerk I: Entry-level classification. Works under close supervision of supervisor. Gathers and correlates basic data and performs routine tasks. 0 - 4 years experience.

***Exceptions:**

- a. Bachelor degree can be substituted for 2 years experience for labor categories where not required.
- b. Master degree or PhD may be substituted for 3 years experience where not required.
- c. Professional Registration may be substituted for 2 years experience for labor categories where not required.

LOGWORLD Labor Categories

Senior Professional V: Plans, and supervises projects necessitating advance knowledge and the ability to originate and apply new and unique procedures. Master Degree, 22 years or more experience. Registration or an additional 5 years experience required where applicable

Senior Professional IV: Plans, and supervises projects necessitating advance knowledge and the ability to originate and apply new and unique procedures. Master Degree or equivalent, 20 years or more experience. Registration or an additional 5 years experience required where applicable.

Senior Professional III: Plans, and supervises projects necessitating advance knowledge and the ability to originate and apply new and unique procedures. Master Degree, 16 years or more experience. EIT registration for engineers or registration for scientist in a related field including REM, or trained project manager, or an additional 3 year's experience.

Senior Professional II: Plans, and supervises projects necessitating advance knowledge and the ability to originate and apply new and unique procedures. Master Degree, 13 years or more experience.

Senior Professional I: Plans, and supervises projects necessitating advance knowledge and the ability to originate and apply new and unique procedures. Masters Degree, 10 years or more experience.

Professional IV: Plans and conducts assignments. Estimates and schedules work to meet completion dates. Bachelor degree, 10 years or more experience.

Professional III: Plans and conducts assignments. Estimates and schedules work to meet completion dates. Bachelor degree, 5 years or more experience.

Professional II: Plans and conducts assignments. Estimates and schedules work to meet completion dates. Bachelor degree, 2 years or more experience.

Professional I: Plans and conducts assignments. Estimates and schedules work to meet completion dates. Bachelor degree, 0 - 2 years experience.

Engineer VI: Plans and conducts assignments. Estimates and schedules work to meet completion dates. Bachelor degree in an engineering/architect field and 20 years or more experience.

Engineer V: Plans and conducts assignments. Estimates and schedules work to meet completion dates. Bachelor degree in an engineering/architect field and 15 years or more experience.



Engineer IV: Plans and conducts assignments. Estimates and schedules work to meet completion dates. Bachelor degree in an engineering/architect field and 10 years or more experience.

Engineer III: Plans and conducts assignments. Estimates and schedules work to meet completion dates. Bachelor degree in an engineering/architect field and 5 years or more experience.

Engineer II: Plans and conducts assignments. Estimates and schedules work to meet completion dates. Bachelor degree in an engineering/architect field and 2 years or more experience.

Engineer I: Plans and conducts assignments. Estimates and schedules work to meet completion dates. Bachelor degree in an engineering/architect field and 0-2 years experience.

Acquisition Specialist VI: Provides analysis, development, or administration of acquisition strategies, plans, or procedures. Bachelor's degree and 7 years of experience.

Acquisition Specialist V: Provides analysis, development, or administration of acquisition strategies, plans, or procedures. Bachelor's degree and 5 years experience.

Acquisition Specialist IV: Provides analysis, development, or administration of acquisition strategies, plans, or procedures. Bachelor's degree and 4 years of experience.

Acquisition Specialist III: Provides analysis, development, or administration of acquisition strategies, plans, or procedures. Bachelor's degree and 3 years of experience.

Acquisition Specialist II: Provides analysis, development, or administration of acquisition strategies, plans, or procedures. Bachelor's degree.

Acquisition Specialist I: Provides analysis, development, or administration of acquisition strategies, plans, or procedures. 2 years experience in acquisitions.

Configuration Specialist VI: Provide configuration/data management, data modeling and configuration control. Bachelor's degree and 6 years of experience.

Configuration Specialist V: Provide configuration/data management, data modeling and configuration control. Bachelor's degree and 4 years of experience.

Configuration Specialist IV: Provide configuration/data management, data modeling and configuration control. Bachelor's degree and 2 years of experience.

Configuration Specialist III: Provide configuration/data management, data modeling and configuration control. Bachelor's degree.



Configuration Specialist II: Provide configuration/data management, data modeling and configuration control. Associate's degree and 2 years of experience.

Configuration Specialist I: Provide configuration/data management, data modeling and configuration control. 2 years of experience in configuration/data management and/or data modeling.

Engineering Technician VI: Performs selecting and adapting plans, techniques, designs, or layouts; contacting personnel to resolve problems. Bachelor's degree and 7 years of experience.

Engineering Technician V: Performs selecting and adapting plans, techniques, designs, or layouts; contacting personnel to resolve problems. Bachelor's degree and 5 years experience.

Engineering Technician IV: Performs selecting and adapting plans, techniques, designs, or layouts; contacting personnel to resolve problems. Bachelor's degree and 4 years experience.

Engineering Technician III: Performs selecting and adapting plans, techniques, designs, or layouts; contacting personnel to resolve problems. Bachelor's degree and 3 years experience.

Engineering Technician II: Performs selecting and adapting plans, techniques, designs, or layouts; contacting personnel to resolve problems. Bachelor's degree

Engineering Technician I: Performs selecting and adapting plans, techniques, designs, or layouts; contacting personnel to resolve problems. 2 years experience.

Secretary/Clerk IV: Work assignments are varied and require originality and ingenuity. Bachelors degree required. 12 or more years experience required.

Secretary/Clerk III: Work assignments are varied and require originality and ingenuity. Associates degree preferred, 8 years or more experience required.

Secretary/Clerk II: Work assignments are varied and require originality and ingenuity. Associate degree or training preferred, 4 years or more experience.

Secretary/Clerk I: Work assignments are varied and require originality and ingenuity. 0 - 4 years experience.

Technician/Analyst NEC VI: Translates technical guidance received into usable data applicable to the particular assignment NEC. Bachelor degree or demonstrated specialized experience in job description area, 20 years or more experience.



Technician/Analyst NEC V: Translates technical guidance received into usable data applicable to the particular assignment NEC. Bachelor degree or demonstrated specialized experience in job description area, 16 years or more experience.

Technician/Analyst NEC IV: Translates technical guidance received into usable data applicable to the particular assignment NEC. 12 years or more experience required.

Technician/Analyst NEC III: Translates technical guidance received into usable data applicable to the particular assignment NEC. 8 years or more experience required.

Technician/Analyst NEC II: Translates technical guidance received into usable data applicable to the particular assignment NEC. 4 years or more experience.

Technician/Analyst NEC I: Translates technical guidance received into usable data applicable to the particular assignment NEC. 0-4 years experience.

SCA MATRIX

The labor categories that fall under the requirements of the Service Contract Act (SCA) (i.e., non-exempt labor categories) are identified in the matrix below. All prices for these labor categories meet or exceed the requirements in the SCA Wage Determination.

	GSA Labor Category (874-MOBIS)	SCA Occupational Code and Labor Category	Wage Determination
TA1	Technician/Analyst VI	14074 - Computer Programmer IV	05-2103
TA2	Technician/Analyst VI	14045 - Computer Operator V	05-2103
TA3	Technician/Analyst IV	14044 - Computer Operator IV	05-2103
TA4	Technician/Analyst III	14043 - Computer Operator III	05-2103
TA5	Technician/Analyst III	14042 - Computer Operator II	05-2103
TA6	Technician/Analyst I	14041 - Computer Operator I	05-2103
SC6	Secretary/Clerk VI	01313 - Secretary III	05-2103
SC5	Secretary/Clerk VI	01312 - Secretary II	05-2103
SC4	Secretary/Clerk IV	01311 - Secretary I	05-2103
SC3	Secretary/Clerk III	01113 - General Clerk III	05-2103
SC2	Secretary/Clerk III	01112 - General Clerk II	05-2103
SC1	Secretary/Clerk I	01111 - General Clerk I	05-2103



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

PREAMBLE

J. M. Waller Associates, 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 J. M. Waller's Contracts Manager/Administrator by calling 703-912-2903 or by e-mailing: contracts@jmwaller.com; Faxes may be sent to 703-912-2905. Send all written correspondence to J. M. Waller Associates, Inc., 11325 Random Hills Rd., Fairfax, VA 22030-6043



BEST VALUE

BLANKET PURCHASE AGREEMENT

FEDERAL SUPPLY SCHEDULE

J. M. WALLER ASSOCIATES, INC.

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and **J. M. Waller Associates, Inc.** 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 GS-00F-0017L

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

(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number GS-00F-0017L, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (**ordering activity**):

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

MODEL NUMBER/PART NUMBER *SPECIAL BPA DISCOUNT/PRICE

(2) Delivery:

DESTINATION DELIVERY SCHEDULES / DATES

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

(4) This BPA does not obligate any funds.

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

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

OFFICE POINT OF CONTACT

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

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

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

(d) Model Number or National Stock Number (NSN);

(e) Purchase Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

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

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



BASIC GUIDELINES FOR USING

CONTRACTOR TEAM ARRANGEMENTS

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

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

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

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors. Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

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

COOPERATIVE PURCHASING

Section 211 of the E-Government Act of 2002 amended the Federal Property and Administrative Services Act to allow for cooperative purchasing. Cooperative Purchasing authorizes State and local government entities to purchase Information Technology (IT) products and services from the GSA's Schedule 70 and the Corporate Schedule contracts containing information technology (IT) Special Item Numbers (SINs). Cooperative Purchasing is limited to the purchase of Information Technology (IT) [automated data processing] equipment (including firmware), software, supplies, support equipment, and services.

State and local government entities means: the states of the United States, counties, municipalities, cities, towns, townships, tribal governments, public authorities (including public or Indian housing agencies under the United States Housing Act of 1937), school districts, colleges and other institutions of higher education, council of governments (incorporated or not), regional or interstate government entities, or any agency or instrumentality of the preceding entities (including any local educational agency or institution of higher education), and including legislative and judicial departments.

Professional Engineering Services (PES) Rates



Award Labor Category		GSA Corporate PES Rates					
L/C Code		With 3% Escalation OPTION 1 2011	With 2% Escalation OPTION 2 2012	With 2% Escalation OPTION 2 2013	With 2% Escalation OPTION 2 2014	With 2% Escalation OPTION 2 2015	With 2% Escalation OPTION 2 2016
Principal Professional							
PP6	Principal Professional VI	\$227.13	\$231.67	\$236.30	\$241.03	\$245.85	\$250.77
PP5	Principal Professional V	\$181.15	\$184.77	\$188.47	\$192.24	\$196.08	\$200.00
PP4	Principal Professional IV	\$174.18	\$177.66	\$181.22	\$184.84	\$188.54	\$192.31
PP3	Principal Professional III	\$160.24	\$163.44	\$166.71	\$170.05	\$173.45	\$176.92
PP2	Principal Professional II	\$132.38	\$135.03	\$137.73	\$140.48	\$143.29	\$146.16
PP1	Principal Professional I	\$117.05	\$119.39	\$121.78	\$124.21	\$126.70	\$129.23
Senior Professional							
SP6	Senior Professional VI	\$128.20	\$130.76	\$133.38	\$136.05	\$138.77	\$141.54
SP5	Senior Professional V	\$111.47	\$113.70	\$115.97	\$118.29	\$120.66	\$123.07
SP4	Senior Professional IV	\$104.51	\$106.60	\$108.73	\$110.91	\$113.12	\$115.39
SP3	Senior Professional III	\$93.36	\$95.23	\$97.13	\$99.07	\$101.06	\$103.08
SP2	Senior Professional II	\$89.18	\$90.96	\$92.78	\$94.64	\$96.53	\$98.46
SP1	Senior Professional I	\$78.03	\$79.59	\$81.18	\$82.81	\$84.46	\$86.15
Professional							
P6	Professional VI	\$82.21	\$83.85	\$85.53	\$87.24	\$88.99	\$90.77
P5	Professional V	\$75.25	\$76.75	\$78.29	\$79.86	\$81.45	\$83.08
P4	Professional IV	\$72.46	\$73.91	\$75.39	\$76.89	\$78.43	\$80.00
P3	Professional III	\$66.88	\$68.22	\$69.58	\$70.97	\$72.39	\$73.84
P2	Professional II	\$58.52	\$59.69	\$60.88	\$62.10	\$63.34	\$64.61
P1	Professional I	\$37.62	\$38.37	\$39.14	\$39.92	\$40.72	\$41.53
Technician/Analyst							
TA6	Technician/Analyst VI	\$61.31	\$62.54	\$63.79	\$65.06	\$66.36	\$67.69
TA5	Technician/Analyst V	\$52.95	\$54.01	\$55.09	\$56.19	\$57.31	\$58.46
TA4	Technician/Analyst IV	\$44.59	\$45.48	\$46.39	\$47.32	\$48.27	\$49.23
TA3	Technician/Analyst III	\$41.80	\$42.64	\$43.49	\$44.36	\$45.25	\$46.15
TA2	Technician/Analyst II	\$37.62	\$38.37	\$39.14	\$39.92	\$40.72	\$41.53
TA1	Technician/Analyst I	\$33.44	\$34.11	\$34.79	\$35.49	\$36.20	\$36.92
Secretary/Clerk							
SC6	Secretary/Clerk VI	\$50.16	\$51.16	\$52.19	\$53.23	\$54.29	\$55.38
SC5	Secretary/Clerk V	\$47.38	\$48.33	\$49.29	\$50.28	\$51.29	\$52.31
SC4	Secretary/Clerk IV	\$43.20	\$44.06	\$44.95	\$45.84	\$46.76	\$47.70
SC3	Secretary/Clerk III	\$36.23	\$36.95	\$37.69	\$38.45	\$39.22	\$40.00
SC2	Secretary/Clerk II	\$33.44	\$34.11	\$34.79	\$35.49	\$36.20	\$36.92
SC1	Secretary/Clerk I	\$30.66	\$31.27	\$31.90	\$32.54	\$33.19	\$33.85

Mission Oriented Business Integrated Services (MOBIS) Rates



Award Labor Category		GSA Corporate MOBIS Rates					
L/C Code		With 3% Escalation OPTION 1 2011	With 2% Escalation OPTION 2 2012	With 2% Escalation OPTION 2 2013	With 2% Escalation OPTION 2 2014	With 2% Escalation OPTION 2 2015	With 2% Escalation OPTION 2 2016
Senior Professional							
SP6	Senior Professional VI	\$135.96	\$138.68	\$141.46	\$144.29	\$147.17	\$150.12
SP5	Senior Professional V	\$104.20	\$106.29	\$108.41	\$110.58	\$112.79	\$115.05
SP4	Senior Professional IV	\$97.41	\$99.36	\$101.35	\$103.37	\$105.44	\$107.55
SP3	Senior Professional III	\$92.58	\$94.44	\$96.33	\$98.25	\$100.22	\$102.22
SP2	Senior Professional II	\$89.78	\$91.58	\$93.41	\$95.28	\$97.19	\$99.13
SP1	Senior Professional I	\$78.21	\$79.77	\$81.37	\$83.00	\$84.66	\$86.35
Professional							
P6	Professional VI	\$80.64	\$82.25	\$83.90	\$85.57	\$87.29	\$89.03
P5	Professional V	\$73.55	\$75.02	\$76.52	\$78.05	\$79.62	\$81.21
P4	Professional IV	\$71.72	\$73.15	\$74.61	\$76.11	\$77.63	\$79.18
P3	Professional III	\$66.12	\$67.44	\$68.79	\$70.16	\$71.57	\$73.00
P2	Professional II	\$57.56	\$58.72	\$59.89	\$61.09	\$62.31	\$63.56
P1	Professional I	\$37.44	\$38.19	\$38.95	\$39.73	\$40.53	\$41.34
Technician/Analyst							
TA3	Technician/Analyst III	\$73.14	\$74.60	\$76.09	\$77.62	\$79.17	\$80.75
TA2	Technician/Analyst II	\$61.26	\$62.48	\$63.73	\$65.01	\$66.31	\$67.63
TA1	Technician/Analyst I	\$46.71	\$47.65	\$48.60	\$49.57	\$50.56	\$51.57
Secretary/Clerk							
SC2	Secretary/Clerk II	\$40.35	\$41.15	\$41.98	\$42.82	\$43.67	\$44.55
SC1	Secretary/Clerk I	\$34.86	\$35.56	\$36.27	\$36.99	\$37.73	\$38.49

Logistics Worldwide Contractor Site Rates



Award Labor Category		GSA Corporate LOGWORLD (Contractor Site)					
L/C Code		With 3.18% 2011 rates	With 2% Escalation 2012 rates	With 2% Escalation 2013 rates	With 2% Escalation 2014 rates	With 2% Escalation 2015 rates	With 2% Escalation 2016 rates
Senior Professional							
SP5	Senior Professional V	\$89.35	\$91.14	\$92.96	\$94.82	\$96.71	\$98.65
SP4	Senior Professional IV	\$84.96	\$86.65	\$88.39	\$90.16	\$91.96	\$93.80
SP3	Senior Professional III	\$80.55	\$82.16	\$83.80	\$85.48	\$87.19	\$88.93
SP2	Senior Professional II	\$76.15	\$77.67	\$79.22	\$80.81	\$82.42	\$84.07
SP1	Senior Professional I	\$68.32	\$69.69	\$71.08	\$72.51	\$73.96	\$75.44
Professional							
P4	Professional IV	\$75.98	\$77.50	\$79.05	\$80.63	\$82.24	\$83.89
P3	Professional III	\$63.62	\$64.89	\$66.19	\$67.52	\$68.87	\$70.24
P2	Professional II	\$51.88	\$52.92	\$53.97	\$55.05	\$56.16	\$57.28
P1	Professional I	\$42.01	\$42.85	\$43.71	\$44.58	\$45.48	\$46.38
Engineer							
E6	Engineer VI	\$117.35	\$119.70	\$122.09	\$124.53	\$127.02	\$129.56
E5	Engineer V	\$92.66	\$94.51	\$96.40	\$98.33	\$100.30	\$102.30
E4	Engineer IV	\$81.53	\$83.16	\$84.83	\$86.52	\$88.25	\$90.02
E3	Engineer III	\$70.41	\$71.81	\$73.25	\$74.71	\$76.21	\$77.73
E2	Engineer II	\$59.92	\$61.12	\$62.34	\$63.59	\$64.86	\$66.16
E1	Engineer I	\$50.65	\$51.66	\$52.69	\$53.75	\$54.82	\$55.92
Acquisition Specialist							
AS6	Acquisition Specialist VI	\$68.35	\$69.72	\$71.11	\$72.53	\$73.98	\$75.46
AS5	Acquisition Specialist V	\$68.09	\$69.45	\$70.84	\$72.26	\$73.71	\$75.18
AS4	Acquisition Specialist IV	\$60.18	\$61.38	\$62.61	\$63.86	\$65.14	\$66.44
AS3	Acquisition Specialist III	\$59.66	\$60.86	\$62.08	\$63.32	\$64.58	\$65.87
AS2	Acquisition Specialist II	\$48.64	\$49.61	\$50.61	\$51.62	\$52.65	\$53.70
AS1	Acquisition Specialist I	\$40.19	\$40.99	\$41.81	\$42.65	\$43.50	\$44.37
Configuration Specialist							
CS6	Configuration Specialist VI	\$70.66	\$72.08	\$73.52	\$74.99	\$76.49	\$78.02
CS5	Configuration Specialist V	\$63.85	\$65.13	\$66.43	\$67.76	\$69.12	\$70.50
CS4	Configuration Specialist IV	\$63.54	\$64.82	\$66.11	\$67.43	\$68.78	\$70.16
CS3	Configuration Specialist III	\$56.25	\$57.37	\$58.52	\$59.69	\$60.88	\$62.10
CS2	Configuration Specialist II	\$48.51	\$49.48	\$50.47	\$51.48	\$52.51	\$53.56
CS1	Configuration Specialist I	\$40.19	\$40.99	\$41.81	\$42.65	\$43.50	\$44.37
Engineering Technician							
ET6	Engineering Technician VI	\$66.17	\$67.49	\$68.84	\$70.22	\$71.62	\$73.05
ET5	Engineering Technician V	\$65.68	\$66.99	\$68.33	\$69.70	\$71.09	\$72.51
ET4	Engineering Technician IV	\$61.21	\$62.43	\$63.68	\$64.95	\$66.25	\$67.58
ET3	Engineering Technician III	\$56.12	\$57.24	\$58.39	\$59.55	\$60.74	\$61.96
ET2	Engineering Technician II	\$49.49	\$50.48	\$51.49	\$52.52	\$53.57	\$54.64
ET1	Engineering Technician I	\$38.85	\$39.63	\$40.42	\$41.23	\$42.05	\$42.90
Secretary/Clerk							
SC4	Secretary/Clerk IV	\$46.95	\$47.88	\$48.84	\$49.82	\$50.82	\$51.83
SC3	Secretary/Clerk III	\$42.01	\$42.85	\$43.71	\$44.58	\$45.48	\$46.38
SC2	Secretary/Clerk II	\$31.86	\$32.49	\$33.14	\$33.81	\$34.48	\$35.17
SC1	Secretary/Clerk I	\$26.14	\$26.67	\$27.20	\$27.74	\$28.30	\$28.86
Technician/Analyst NEC							
TA6	Technician/Analyst NEC VI	\$66.80	\$68.13	\$69.50	\$70.89	\$72.30	\$73.75
TA5	Technician/Analyst NEC V	\$54.86	\$55.95	\$57.07	\$58.22	\$59.38	\$60.57
TA4	Technician/Analyst NEC IV	\$49.55	\$50.54	\$51.55	\$52.58	\$53.64	\$54.71
TA3	Technician/Analyst NEC III	\$44.84	\$45.74	\$46.65	\$47.58	\$48.54	\$49.51
TA2	Technician/Analyst NEC II	\$39.54	\$40.34	\$41.14	\$41.97	\$42.80	\$43.66
TA1	Technician/Analyst NEC I	\$19.76	\$20.15	\$20.56	\$20.97	\$21.39	\$21.82

Logistics Worldwide Government Site Rates



Award Labor Category		GSA Corporate LOGWORLD (Government Site)					
L/C Code		With 3.18% 2011 rates	With 2% Escalation 2012 rates	With 2% Escalation 2013 rates	With 2% Escalation 2014 rates	With 2% Escalation 2015 rates	With 2% Escalation 2016 rates
Senior Professional							
SP5	Senior Professional V	\$65.47	\$66.78	\$68.11	\$69.48	\$70.87	\$72.28
SP4	Senior Professional IV	\$62.24	\$63.48	\$64.75	\$66.05	\$67.37	\$68.72
SP3	Senior Professional III	\$59.02	\$60.20	\$61.41	\$62.63	\$63.89	\$65.16
SP2	Senior Professional II	\$55.79	\$56.91	\$58.05	\$59.21	\$60.39	\$61.60
SP1	Senior Professional I	\$50.06	\$51.06	\$52.08	\$53.12	\$54.18	\$55.27
Professional							
P4	Professional IV	\$55.67	\$56.78	\$57.92	\$59.08	\$60.26	\$61.46
P3	Professional III	\$46.62	\$47.55	\$48.50	\$49.47	\$50.46	\$51.47
P2	Professional II	\$38.01	\$38.77	\$39.54	\$40.33	\$41.14	\$41.96
P1	Professional I	\$30.78	\$31.39	\$32.02	\$32.66	\$33.32	\$33.98
Engineer							
E6	Engineer VI	\$85.98	\$87.70	\$89.45	\$91.24	\$93.06	\$94.93
E5	Engineer V	\$67.89	\$69.24	\$70.63	\$72.04	\$73.48	\$74.95
E4	Engineer IV	\$59.73	\$60.93	\$62.15	\$63.39	\$64.66	\$65.95
E3	Engineer III	\$51.58	\$52.62	\$53.67	\$54.74	\$55.84	\$56.95
E2	Engineer II	\$43.91	\$44.78	\$45.68	\$46.59	\$47.52	\$48.48
E1	Engineer I	\$37.11	\$37.85	\$38.61	\$39.38	\$40.16	\$40.97
Acquisition Specialist							
AS6	Acquisition Specialist VI	\$50.08	\$51.08	\$52.10	\$53.14	\$54.21	\$55.29
AS5	Acquisition Specialist V	\$49.89	\$50.89	\$51.91	\$52.95	\$54.01	\$55.09
AS4	Acquisition Specialist IV	\$44.09	\$44.97	\$45.87	\$46.79	\$47.73	\$48.68
AS3	Acquisition Specialist III	\$43.72	\$44.59	\$45.49	\$46.39	\$47.32	\$48.27
AS2	Acquisition Specialist II	\$35.63	\$36.35	\$37.07	\$37.82	\$38.57	\$39.34
AS1	Acquisition Specialist I	\$29.45	\$30.04	\$30.64	\$31.25	\$31.88	\$32.52
Configuration Specialist							
CS6	Configuration Specialist VI	\$51.77	\$52.81	\$53.86	\$54.94	\$56.04	\$57.16
CS5	Configuration Specialist V	\$46.78	\$47.72	\$48.67	\$49.65	\$50.64	\$51.65
CS4	Configuration Specialist IV	\$46.55	\$47.48	\$48.43	\$49.40	\$50.39	\$51.40
CS3	Configuration Specialist III	\$41.21	\$42.04	\$42.88	\$43.74	\$44.61	\$45.50
CS2	Configuration Specialist II	\$35.55	\$36.26	\$36.98	\$37.72	\$38.48	\$39.25
CS1	Configuration Specialist I	\$29.45	\$30.04	\$30.64	\$31.25	\$31.88	\$32.52
Engineering Technician							
ET6	Engineering Technician VI	\$48.48	\$49.44	\$50.43	\$51.44	\$52.47	\$53.52
ET5	Engineering Technician V	\$48.12	\$49.09	\$50.07	\$51.07	\$52.09	\$53.13
ET4	Engineering Technician IV	\$44.84	\$45.74	\$46.65	\$47.58	\$48.54	\$49.51
ET3	Engineering Technician III	\$41.12	\$41.94	\$42.78	\$43.63	\$44.50	\$45.39
ET2	Engineering Technician II	\$36.26	\$36.99	\$37.73	\$38.48	\$39.25	\$40.03
ET1	Engineering Technician I	\$28.46	\$29.03	\$29.61	\$30.20	\$30.81	\$31.42
Secretary/Clerk							
SC4	Secretary/Clerk IV	\$34.39	\$35.08	\$35.78	\$36.50	\$37.23	\$37.97
SC3	Secretary/Clerk III	\$30.78	\$31.39	\$32.02	\$32.66	\$33.32	\$33.98
SC2	Secretary/Clerk II	\$23.34	\$23.81	\$24.29	\$24.77	\$25.27	\$25.77
SC1	Secretary/Clerk I	\$19.16	\$19.54	\$19.93	\$20.33	\$20.74	\$21.15
Technician/Analyst NEC							
TA6	Technician/Analyst NEC VI	\$48.94	\$49.92	\$50.91	\$51.93	\$52.97	\$54.03
TA5	Technician/Analyst NEC V	\$40.19	\$41.00	\$41.82	\$42.65	\$43.51	\$44.38
TA4	Technician/Analyst NEC IV	\$36.30	\$37.03	\$37.77	\$38.53	\$39.30	\$40.08
TA3	Technician/Analyst NEC III	\$32.86	\$33.51	\$34.18	\$34.87	\$35.56	\$36.27
TA2	Technician/Analyst NEC II	\$28.98	\$29.56	\$30.15	\$30.75	\$31.37	\$31.99
TA1	Technician/Analyst NEC I	\$14.48	\$14.77	\$15.06	\$15.36	\$15.67	\$15.98