



# Professional Services Schedule (PSS)

Contract Period: November 1, 2001 through October 31, 2021

Last Modification Accepted: PO-0018

**Economic Systems Inc.**  
3120 Fairview Park Drive, Suite 500  
Falls Church, VA 22042  
Tel: 703.642.5225  
Fax: 703.642.5595  
[www.econsys.com](http://www.econsys.com)

**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:

<http://www.GSAAdvantage.gov>.

**Contract Information**

Contractor: Economic Systems Inc.  
Address: 3120 Fairview Park Drive, Suite 500  
Address: Falls Church, VA 22042  
Website: <http://www.econsys.com>  
Contract Period: 11/01/2011 - 10/31/2021

**Contact Information**

Ali Sayer, Vice President  
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**PSS Information**

Federal Supply Group: 874  
Contract Number: GS-10F-0042M  
DUNS: 038798468

**Business Size**

Small

For more information on ordering from Federal Supply Schedules, click on the FSS button at:

<http://www.fss.gsa.gov>

Our GSA-PSS Contract offers government agencies support to improve their management and organizational effectiveness through the use of specialized consulting. The awarded Special Item Number (SIN) under this contract include:

**SIN 874-1 – Integrated Consulting Services:** Services may include providing expert advice and assistance in support of an agency’s mission-oriented business functions. Services covered by this SIN include:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services
- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, development; Survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

**Customer Information**

**1a. Table of awarded special item number(s)( SINS).**

<b>SIN</b>	<b>Description</b>
874-1	Consulting Services
874-1RC	Consulting Services

**1b. Identification of the lowest priced model number and lowest unit price for that model:**  
N/A – “Not applicable”

**1c. Hourly rates:** Please see our descriptions of labor categories and hourly rates beginning on page 12 of this document.

**2. Maximum order:** \$1,000,000.00 (SIN 874-1)

**3. Minimum order:** \$100.00

**4. Geographic coverage (delivery area):** Dest - CONUS, AK, HI, PR

**5. Point(s) of production (city, county, and State or foreign country):** Falls Church, Fairfax County, Virginia

**6. Discount from list prices or statement of net price:** Prices shown are NET Prices; Basic Discounts have been deducted. Prices are listed on page 12 of this document.

**7. Quantity discounts:** There are no quantity discounts for this contract

**8. Prompt payment terms:**

Net 15: 1% discount.

0% - 30 days from receipt of invoice or date of acceptance, whichever is later.

**9a. Government purchase cards are accepted at or below the micro-purchase threshold.**

**9b. Government purchase cards are not accepted above the micro-purchase threshold.**

**10. Foreign items (list items by country of origin):** N/A – “Not applicable”

**11a. Time of delivery:** Time of delivery will be agreed upon during ordering process

**11b. Expedited Delivery:** N/A – “Not applicable”

**11c. Overnight and 2-day delivery:** N/A – “Not applicable”

**11d. Urgent Requirements:** For urgent delivery requirements, please contact our main point of contact listed on page 2 of this document.

**12. F.O.B. point(s):** Destination

**13a. Ordering address(es):** Same as Contractor Address listed on page 2 of this document

- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. Payment address(es):** Same as Contractor Address listed on page 2 of this document
- 15. Warranty provision:** N/A – “Not applicable”
- 16. Export packing charges, if applicable:** N/A – “Not applicable”
- 17. Terms and conditions of Government purchase card acceptance:** This Contract does not accept government purchase cards above the micro-purchase threshold
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A – “Not applicable”
- 19. Terms and conditions of installation (if applicable):** N/A – “Not applicable”
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A – “Not applicable”
- 20a. Terms and conditions for any other services (if applicable):** Terms and conditions are shown beginning on page 13 of this document
- 21. List of service and distribution points (if applicable):** N/A – “Not applicable”
- 22. List of participating dealers (if applicable):** N/A – “Not applicable”
- 23. Preventive maintenance (if applicable):** N/A – “Not applicable”
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A – “Not applicable”
- 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/).
- 25. Data Universal Number System (DUNS) number:** 03-879-8468
- 26. Notification regarding registration in Central Contractor Registration (CCR) database:** Currently registered in CCR
- 27. Uncompensated Overtime.** At EconSys we have two categories of staff:
- Professional Staff – This category includes corporate officers, managers, analysts, programmers, marketing staff, research assistants, program managers, human resource specialists, and subject matter experts. All professional staff employees are classified as exempt from the Fair Labor Standards Act (FLSA) and are not entitled to overtime compensation.

Support Staff – This category includes administrative support functions. All support staff employees are classified as non-exempt from the Fair Labor Standards Act (FLSA) and are entitled to overtime compensation.

Accurate charging of employee time to the accounting system is of paramount importance at EconSys. It is EconSys' goal to record all time recorded on the employees' time sheets into the accounting system. All hours worked are to be recorded on timesheets. EconSys uses total time accounting.

Being that EconSys has government contracts (e.g., cost reimbursable, fixed price and time and material) as well as commercial contracts, we are required to have a job cost system within our accounting system. Direct, overhead, G&A, holiday, vacation, sick and other leave hours written on the employee timesheets for all employees are allocated to the expense accounts set up within QuickBooks. All EconSys employees are paid on an hourly/salary basis. All direct labor hours are tracked by contract within the job cost system for all hours worked. All direct labor hours are tracked by contract within the job cost system in QuickBooks. This is accomplished by coding all employee direct time indicated on his/her timesheet to job(s) in the job cost system. All hourly basis employee hours are expensed in the categories noted above by multiplying the employees' hourly rate by the hours worked from their timesheets. All hours for salaried employees are expensed in the categories noted above by dividing the employees' monthly salary by the hours worked from their time sheets to establish the effective hourly rate for that employee. The effective hourly rate are then be multiplied by the hours worked from their timesheets. Each payroll, there is a labor distribution report generated from the system which identifies all hours and dollars by job(s). This report is kept with all time sheets for that period. Billings are based upon these labor distribution reports along with the other direct cost reports.

#### **CORPORATE OVERVIEW:**

Economic Systems Incorporated (EconSys) is a management and retirement benefits consulting firm located in Falls Church, Virginia. For over 25 years, EconSys has been providing high quality analysis, information management services, and management consulting to both public and private sector organizations. We conduct studies and develop decision support software in a wide variety of strategic management areas. Much of our work has focused on supporting the efforts of senior executives or managers in their strategic decision-making, customer profiling, optimization of resource allocation and performance measurement. EconSys also has considerable expertise in the real estate decision support and retirement benefits areas. We bring clients an unbiased perspective, the cutting edge of technology, and a commitment to obtaining useful results.

#### **SERVICES:**

##### **Management Consulting:**

EconSys brings a decidedly quantitative approach to management challenges for both government and private sector organizations. The EconSys team supports strategic decision-making, planning, and program and policy evaluation. The management consultant team utilizes

econometric analysis, operations research including process and project evaluation and improvement, cost-benefit analysis, software applications, and information management.

**Retirement Benefits Support:**

EconSys builds state-of-the-art software and provides quality services to support Federal agencies' efforts to deliver retirement services to their employees. EconSys software systems are designed to capture the latest rules and regulations on Federal retirement, facilitate user interface, provide for easy tracking of employee cases, and improve the efficiency of retirement service delivery.

**Software Solutions:**

EconSys places heavy corporate emphasis on the development of software tools for management which are user friendly and take advantage of the latest technological advances. These tools are designed for hands-on use by managers and analysts and in some cases are customized to meet the specific requirements of the client. Many of the software programs are computer models which have a financial focus.

**Sample of Current and Former Clients:**

Government Agencies:

- Department of Veterans Affairs
- Department of Housing and Urban Development
- Department of Health and Human Services
- Office of Personnel Management
- Department of Education
- Social Security Administration
- Department of Interior
- U.S. Postal Service
- U.S. House of Representatives
- U.S. General Accounting Office
- Internal Revenue Service
- Federal Deposit Insurance Corporation
- Congressional Research Service
- Department of Defense
- Central Intelligence Agency

Private Organizations:

- American Telephone and Telegraph Corporation
- Bank of America
- Citibank

- Cellular One
- Charles Schwab & Co., Inc.
- First USA Bank
- Hartford Insurance
- Liberty Greenfield
- Sears
- KPMG
- Microsoft Corporation
- Hay Management Consultants
- Quantum Corporation
- JCPenney
- The Wyatt Company
- The Conference Board

**LABOR CATEGORIES:**

Position	Duties/Qualifications	Education
Senior Professional/Project Director	<p>At least 6 years of professional experience planning, conducting and participating in short-term studies, the design, review and evaluation of management and administrative systems and the provisions of management support.</p> <p>At least some of the experience must include scheduling work to meet completion dates, estimating manpower needs, reviewing project progress and making changes in methodology where necessary.</p> <p>Capabilities of supplying technical advice and counsel to other professionals and generally operated with wide latitude for un-reviewed action.</p>	At least a master's degree or 10 years of relevant experience
Mid Professional	<p>At least 4 years of professional experience participating in short-term studies, the design, review and evaluation of management and administrative systems, and the provision of management support.</p> <p>Receive assignments associated with projects from the senior professional/project director, translating technical guidance received into usable data applicable to the particular assignment.</p>	At least a bachelor's degree or 7 years of relevant experience
Junior Professional	<p>At least 2 years of professional experience participating in short-term studies, the design, review and evaluation of management and administrative systems, and the provision of management support.</p> <p>Able to gather and correlate basic data, as well as, perform routine analyses. Work on less complicated assignments where little evaluation is required.</p>	At least a bachelor's degree or 5 years of relevant experience
Subject Matter Expert	<p>At least 10 years of professional experience in the identified field of study or specialization.</p> <p>Provides extremely high-level subject matter expertise in a particular area. Applies principles, methods, and knowledge of specific functional areas of expertise to specific requirements. Provides advice on esoteric problems which require extensive knowledge of the subject matter. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order.</p>	At least a master's degree or 13 years of relevant experience

Position	Duties/Qualifications	Education
Project Manager	<p>At least 3 years of experience in supervising or directly managing and coordinating projects through all phases.</p> <p>Responsible for conducting the project in a timely manner, ensuring the quality of work products, maintaining financial soundness of the project, managing interactions, and reporting progress and issues.</p>	At least a bachelor's degree or 6 years of relevant experience
Senior Functional Expert	<p>At least 3 years of experience and expertise in system design, development, and analysis.</p> <p>Direct the analysis of the requirements for information systems, as well as, direct the design of adaptations to software. Additionally, direct analyses of training, conversion, and interface requirements.</p> <p>Knowledgeable in process analysis techniques such as flowcharting, process mapping, benchmarking, and activity-based costing. May have specific expertise in business or functional areas such as financial management, accounting, procurement, maintenance management system integration, maintenance engineering analysis, maintenance management consulting, and maintenance effectiveness review procedures.</p>	At least a bachelor's degree or 6 years of relevant experience
Functional Expert	<p>At least 2 years of experience, expertise, knowledge, and insight in a particular area.</p> <p>Provide business and analytical expertise in support of the project. Has an understanding of the client's objectives and has extensive knowledge of typical core processes.</p> <p>Prepare the overall designs and detailed specifications for system components. Offer knowledge, experience, and insight in a particular area, such as facilitation.</p>	At least a bachelor's degree or 4 years of relevant experience
Application Development Team Leader	<p>At least 2 years of experience. Provide technical direction to personnel performing systems and analyses and system development tasks. Coordinate and perform logical and physical systems designs.</p> <p>Review and prepare system documents or specifications. Prepare reports, studies and documentation, deliver presentations, and participate in meetings.</p>	At least a bachelor's degree or 4 years of relevant experience
Senior Client/Server Developer	<p>At least 3 years of experience. Create fully tested and operational software components. Responsible for ensuring that each part of the system is constructed to specifications and that quality is built throughout. Assemble software</p>	At least a bachelor's degree or 5 years of

Position	Duties/Qualifications	Education
	components into a working system.	relevant experience
Senior Systems Programmer/ Developer	<p>At least 3 years of experience. Analyze programs and outlines for such factors as type and extent of information to be transferred from storage units, sorting, and format of final results. Confer with technical and analytical personnel, and design detailed programs, flow charts, and diagrams.</p> <p>Translate design into coded instructions, verify accuracy and validity of programs by preparing sample data and testing, correct program errors and modify the program as required by revising instructions. Review and/or prepare system documents and specifications.</p>	At least a bachelor's degree or 5 years of relevant experience
Systems Programmer/ Developer	<p>At least 2 years of experience. Analyze requirements and design specifications. Develop block diagrams, logic flow charts, and coding structures. Translate detailed design into computer program coded instructions.</p> <p>Test, debug and refine the computer program to produce the product required by the written specifications. Document procedures used throughout the program to allow the program to be run as a part of a system, and make changes as may be required.</p>	At least a bachelor's degree or 4 years of relevant experience
Analyst/ Programmer	At least 1 year of experience. Design, code and test software. Perform software troubleshooting and correct errors in software and operating procedures. Conduct system analysis and programming tasks. Test data, and test and debug programs, prepare documentation of programs and user procedures and assist in installing and operating system.	At least a bachelor's degree or 3 years of relevant experience
Technical Expert	<p>At least 3 years of experience. Provide expertise in application and systems software. Perform performance tuning; undertake analyses of complex hardware, software, and telecommunications issues.</p> <p>Possess a high degree of technical experience and performance. May have expertise in maintenance and engineering systems design, development, assessment, and analysis.</p>	At least a bachelor's degree or 5 years of relevant experience
Technical Specialist	<p>At least 2 years of experience. Provide expertise in application and systems software. Perform performance tuning; undertake analyses of complex hardware, software, and telecommunications issues.</p> <p>Experience in development of software and technical</p>	At least a bachelor's degree or 4 years of relevant

<b>Position</b>	<b>Duties/Qualifications</b>	<b>Education</b>
	operations analyses.	experience
Documentation Specialist	<p>At least 1 year of experience. Prepare and edit system documentation that incorporated information provided by the user, specialist, analyst, and programmer personnel. Write, edit and prepare reports, studies, and preparation material of technical information for both technical and non-technical audiences.</p> <p>Interpret technical documentation standards and prepare documentation according to the standards. May provide graphic support.</p>	At least a bachelor's degree or 3 years of relevant experience
Senior Business Systems Consultant	<p>At least 3 years of experience. Experience in systems analyses. Provide leadership or analytical expertise to analysts.</p> <p>Operate with substantial independence and initiative. Undertake analyses and user consultation tasks at all phases of design and implementation of an application.</p>	At least a bachelor's degree or 5 years of relevant experience
Business Systems Analyst	<p>At least 2 years of experience. Perform functional and technical analysis, assessment, and development tasks. Participate in requirements analyses, data gathering, interviews, and facilitated sessions. Provide analytical skills in design, testing, training, and implementation activities.</p>	At least a bachelor's degree or 4 years of relevant experience
Research Analyst	<p>At least 1 year of experience. Assist with data collection, analysis and collation. Research technologies, access electronic media for literature searched, prepare summations of findings and assist with data analysis and deliverable preparation. Provide support for project financial administration.</p>	At least a bachelor's degree or 3 years of relevant experience
Administrative Support	Entry Level	High school diploma

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**LABOR RATES:**

<b>Labor Category</b>	<b>Hourly Rate</b>
Senior Professional/Project Director	\$161.80
Mid Professional	\$93.85
Junior Professional	\$64.71
Subject Matter Expert	\$310.22
Project Manager	\$103.55
Senior Functional Expert	\$129.46
Functional Expert	\$97.07
Application Development Team Leader	\$110.02
Senior Client/Server Developer	\$97.07
Senior Systems Programmer/ Developer	\$90.61
Systems Programmer/Developer	\$77.66
Analyst/Programmer	\$71.17
Technical Expert	\$84.13
Technical Specialist	\$67.31
Documentation Specialist	\$80.90
Senior Business Systems Consultant	\$97.35
Business Systems Analyst	\$71.05
Research Analyst	\$58.24
Administrative Support**	\$45.29

*\* Rates include .75% Industrial Funding Fee.*

*\*\*Indicates SCA eligible categories. See the SCA Matrix following the price list for additional information regarding these labor categories.*

**INFORMATION ON SERVICE CONTRACT ACT (SCA):**

<b>SCA MATRIX</b>		
<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code - Title</b>	<b>WD Number</b>
Administrative Support	01020 - Administrative Assistant	05-2103

“The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.”

## **TERMS AND CONDITIONS**

### **INFORMATION FOR ORDERING OFFICES 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!™ on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://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 Scope of Contract:**

The geographic scope of contract is the 48 contiguous states and the District of Columbia.

#### **2. Contractor's Ordering Address and Payment Information:**

Ordering and Payment Address:           Economic Systems Inc.  
                                                          3120 Fairview Park Drive, Suite 500  
                                                          Falls Church, VA 22042

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will not 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(s) can be used by ordering agencies to obtain technical and/or ordering assistance: (703) 642-5225

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to Government personnel or damage to Government 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.

4. Statistical Data for Government Ordering Office Completion of Standard Form 279:

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: **03-879-8468**

Block 30: Type of Contractor - **B. Other Small Business**

Block 31: Woman-Owned Small Business - **No**

Block 36: Contractor's Taxpayer Identification Number (TIN): **54-1568943**

a. CAGE Code: **1U142**

b. Contractor **has** registered with the Central Contractor Registration Database.

5. F.O.B. Points: Destination

6. DELIVERY SCHEDULE

a. 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)
<b>874-1</b>	<b>As agreed upon</b>

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies 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 agency, 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.

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

8. 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.

9. Statement Concerning Availability of Export Packing:

**Outside the scope of this contract.**

10. Small Requirements: The minimum dollar value of orders to be issued is **\$100**.

11. Maximum Order (All dollar amounts are exclusive of any discount for prompt payment.)

The Maximum Order value for the following Special Item Numbers (SINs) is \$1,000,000:

12. USE OF FEDERAL SUPPLY SERVICE PSS 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 offices 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 office 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 Government's needs.

a. Orders placed at or below the micro-purchase threshold. Ordering offices 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 offices 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 delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider--

- (1) 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;
- (2) Trade-in considerations;
- (3) Probable life of the item selected as compared with that of a comparable item;
- (4) Warranty considerations;
- (5) Maintenance availability;
- (6) Past performance; and
- (7) 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 office 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 offices shall--Review additional Schedule Contractors'

- (1) catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
- (2) 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
- (3) 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 office determines that it is appropriate.

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

- (1) 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);
- (2) Offer the lowest price available under the contract; or
- (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

d. 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 offices 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.

e. Price reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office 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 office 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 agency for a specific order.

f. Small business. For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

g. 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 agency 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 office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

### 13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

REQUIREMENTS: Federal departments and agencies 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 offices, shall be responded to promptly by the Contractor.

13.1 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.

13.2 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.

14. 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 agency policy; however, the burden of administering the security requirements shall be with the ordering agency. 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.

15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES: Any ordering office, 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 Government's convenience, and (m) Termination for Cause (See C.1.)

16. GSA Advantage!

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

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

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

#### 17. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

#### 18. 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 incumpos items not currently covered by the GSA Schedule contract.

#### 19. YEAR 2000 WARRANTY—COMMERCIAL SUPPLY ITEMS

a. As used in this clause, "Year 2000 compliant" means, with respect to information technology, that the information technology accurately processes date/time data (including, but not limited to, calculating, comparing and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000, and leap year calculations, to the extent that other information technology used in combination with the information technology being acquired, properly exchanges date/time data with it.

b. The Contractor shall warrant that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the Contractor, provided that all products (e.g. hardware,

software, firmware) used in combination with products properly exchange date time data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those products as a system. The duration of this warranty and the remedies available under this warranty shall include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing within ninety (90) days after acceptance (installation is considered acceptance). The Contractor may offer an extended warranty to the Government to include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing at any time prior to June 1, 2000, or for a period of 6 months following acceptance (installation is considered acceptance) whichever is later. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

## 20. 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:

"BPAs 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.

## 21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, 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.

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

PREAMBLE

(Name of Company) provides commercial products and services to the Federal Government. 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 Federal Government contracts. To accelerate potential opportunities please contact **Mr. Ali Sayer, (703) 333-2193; e-mail: [asayer@econsys.com](mailto:asayer@econsys.com); Fax (703) 642-5595.**



BPA NUMBER \_\_\_\_\_

**(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT**

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

(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 a customer agency 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.