

Advanced Sciences and Technologies, LLC



AUTHORIZED FEDERAL SUPPLY SERVICE
PROFESSIONAL ENGINEERING SERVICES SCHEDULE PRICELIST

SPECIAL ITEM NO. 871 PROFESSIONAL ENGINEERING SERVICES

SIN 871-1 STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS/ACTIVITY

SIN 871-2 CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS

SIN 871-3 SYSTEM DESIGN, ENGINEERING AND INTEGRATION

SIN 871-4 TEST AND EVALUATION

SIN 871-5 INTEGRATED LOGISTICS SUPPORT

SIN 871-6 ACQUISITION AND LIFE CYCLE MANAGEMENT

Note 1: All non-professional labor categories must be incidental to and used solely to support professional engineering services, and cannot be purchased separately

Note 2: See page two for more detailed descriptions of each SIN

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AS&T is a Small Business Concern

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General Services Administration
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For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at

www.fss.gsa.gov/



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1. SPECIAL ITEM NO. 871 PROFESSIONAL ENGINEERING SERVICES DETAIL

1.1 SIN 871-1 Strategic Planning For Technology Programs/Activity

Services required under this SIN involve the definition and interpretation of high-level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, requirements analysis, organizational performance assessment, special studies and analysis, training, privatization and consulting.

1.2 SIN 871-2 Concept Development and Requirements Analysis

Services required under this SIN involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development of enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include, but are not limited to requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, regulator compliance support, technology/system conceptual designs, training, and consulting

1.3 SIN 871-3 System Design, Engineering and Integration

Services required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis, mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to computer-aided design, design studies and analysis, high level detailed specification preparation, configuration, management and document control, fabrication, assembly and simulation, modeling, training, and consulting.

1.4 SIN 871-4 Test and Evaluation

Services required under this SIN involve the application of various techniques demonstrating that a prototype system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Typical associated tasks include, but are not limited to testing of a prototype and first article(s) testing, environmental testing, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system, quality assurance, physical testing of the product system, training, and consulting.

1.5 SIN 871-5 Integrated Logistics Support

Services required under this SIN involves the analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their lifecycles, excluding those systems associated with real property. Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, long-term reliability and maintainability, training, and consulting.



1.6 SIN 871-6 Acquisition and Life Cycle Management

Services required under this SIN involve all of the planning, budgetary, contract and systems/program management functions required to procure and or/produce, render operational and provide life cycle support (maintenance, repair, supplies, engineering specific logistics) to (technology based) systems, activities, subsystems, projects, etc. Typical associated tasks include, but are not limited to operation and maintenance, program/project management, technology transfer/insertion, training and consulting.



2. FREQUENTLY ASKED QUESTIONS

What is a GSA Multiple Award Schedule (MAS) Contract?

Also referred to as GSA Schedule and Federal Supply Schedule contracts, are indefinite delivery, indefinite quantity (IDIQ) contracts that are available for use by federal agencies worldwide. GSA awards and administers MAS contracts pursuant to 40 U.S.C. 501, Services for Executive Agencies. Under the MAS Program, GSA enters into governmentwide contracts with commercial firms to provide over 11 million commercial supplies and services. Agencies place orders directly with MAS contractors. Interagency agreements are not required when placing orders against MAS contracts. The Economy Act does not apply when placing orders against MAS contracts.

Who is eligible to use GSA Schedule Contracts?

GSA Order ADM 4800.2E, [Eligibility to Use GSA Sources of Supply and Services](http://www.gsa.gov/Portal/gsa/ep/contentView.do?P=FCOC&contentId=8128&contentType=GSA_BASIC), (http://www.gsa.gov/Portal/gsa/ep/contentView.do?P=FCOC&contentId=8128&contentType=GSA_BASIC) provides detailed information regarding those agencies, activities, and organizations that have been determined to be eligible to use GSA Schedule contracts.

How do I know I am getting the best price?

GSA Schedule contracts are negotiated with the intent of achieving the contractors' "most favored customer" pricing/discounts under similar conditions. In order to ensure that they receive the best value at the lowest overall cost when using GSA Schedule contracts, agencies are encouraged and empowered to seek price reductions, not only for orders over the maximum order threshold, but also when circumstances warrant (see FAR 8.405-4).

What are the documentation requirements when placing orders against GSA Schedule Contracts?

The documentation requirements for placing orders against GSA Schedule contracts are outlined in FAR 8.405-1(e) and 8.405-2(e). Documentation should contain the following basic information:

- The Schedule contracts considered, noting the contractor from which the service was purchased;
- A description of the service purchased;
- The amount paid;
- If applicable, the circumstances and rationale for limiting consideration of Schedule contractors to fewer than required in the Ordering Procedures for Services Requiring a Statement of Work (see FAR 8.405-6);
- The evaluation methodology used in selecting the contractor to receive the order;
- The rationale for any tradeoffs in making the selection;
- The fair and reasonable price determination required by FAR 8.405-2(d); and
- If applicable, the rationale for using other than a firm-fixed price order or a performance-based order.



Can I use GSA Advantage!® to Order GSA Schedule Contract Supplies and Services Electronically?

The [GSA Advantage!®](#) online shopping and ordering system includes supplies and services under all of the GSA Schedules. With over 11 million supplies and services currently available, electronic ordering through GSA Advantage!® allows a customer to send an order directly to the Schedule contractor, creating a direct customer-contractor relationship. For services that require a statement of work, [e-Buy](#), a component of GSA Advantage!®, provides a convenient way to publicize and disseminate the SOW and solicit quotations among GSA Schedule contractors. Federal agencies (buyers) may generate purchase orders through e-Buy using governmentwide commercial purchase cards, or they may create purchase orders separate from e-Buy using their own internal systems. For additional convenience, orders generated using e-Buy will be recorded in the buyer's GSA Advantage!® order history.

What is e-Buy?

[e-Buy](#) is an online Request for Quotation (RFQ) tool designed to facilitate the request for submission of quotations for a wide range of commercial supplies and services offered by GSA Schedule contractors who are on [GSA Advantage!®](#).

e-Buy allows federal agencies (buyers) to maximize their buying power by leveraging the power of the Internet to increase Schedule contractor participation in order to obtain quotations that will result in a best value purchase decision. e-Buy provides Schedule contractors (sellers) with greater opportunities to offer quotations and increase business volume for supplies and services provided under their Schedule contracts. e-Buy streamlines the buying process with point-and-click functionality by allowing RFQs and responses to be exchanged electronically between federal agencies and GSA Schedule contractors. In short, e-Buy provides both agencies and contractors with a tool that will result in savings of both time and money.

What is a Blanket Purchase Agreement (BPA) Under a GSA Schedule Contract?

A [GSA Schedule BPA](#) is an agreement established by a customer with a GSA Schedule contractor to fill repetitive needs for supplies or services (FAR 8.405-3). It simplifies the filling of recurring needs, while leveraging a customer's buying power by taking advantage of quantity discounts, saving administrative time, and reducing paperwork.

A multi-agency BPA is also permitted if the BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

A BPA may be established under a Contractor Team Arrangement

What is meant by “the maximum dollar value per order for all services will be \$1,000,000”?

If a customer/ordering activity places an order that exceeds the maximum order identified in the contractors catalog (\$1,000,000), the customer/ordering activity can ask for a better discount/price reduction.



When I place an order under a GSA Schedule contract, does it meet the Competition in Contracting Act of 1984 (CICA) requirements?

In accordance with FAR 6.102(d)(3), use of the GSA Schedules Program is considered a "competitive procedure" under CICA when the GSA Schedule ordering procedures are followed—i.e., the [Ordering Procedures for Supplies, and Services Not Requiring a Statement of Work](#) (FAR 8.405-1) or the [Ordering Procedures for Services Requiring a Statement of Work](#) (FAR 8.405-2).

May I place Time-and-Materials or Labor-Hour orders under GSA Schedule Contracts?

Yes, but only under certain circumstances. A firm-fixed price quotation 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 time-and-materials (including labor-hour) quotation may be requested. A time-and-materials order must include a ceiling price. Contractors exceeding the ceiling price do so at their own risk.

What must I do when administering a Time-and-Materials Order under a GSA Schedule Contract?

Prior to placing a time-and-materials order, the ordering activity must ensure that it has and will maintain appropriate order administration capabilities to give the government reasonable assurances that efficient methods and effective cost controls are being used by the Schedule contractor. The contractor's accounting system should support the ability to closely track funding expenditures, since hours worked equate to hours to be paid.

Particular attention should be paid to ensure that services are performed by those persons belonging to the appropriate labor categories with specified qualifications, as stipulated in the order, and that the billing accurately reflects the correct rates.

A ceiling price must be established at the time of order placement. Contractors exceeding the ceiling price do so at their own risk. Any subsequent changes to the ceiling price must be justified and documented.

Where can I obtain more information regarding GSA Schedules?

To view a wealth of information on GSA Schedules, visit the [Center for Acquisition Excellence](http://cae.gsa.gov/KView/CustomCodeBehind/Login/Login.aspx) (<http://cae.gsa.gov/KView/CustomCodeBehind/Login/Login.aspx>)



3. BASIC CONTRACTING INFORMATION

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 micro purchase 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.gsaadvantage.gov).

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

3.1 Contractor's Ordering Address and Payment Information:

Advanced Sciences and Technologies, LLC
20 East Taunton Rd., Suite 301
Berlin, NJ 08009

Payment Terms are net 30

The following telephone number(s) can be used by ordering agencies to obtain technical and/or ordering assistance: (856) 719-9001

3.2 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.

3.3 FOB Destination

3.4 Discounts

Prices shown are NET Prices; Basic Discounts have been deducted. Advanced Sciences & Technologies, LLC does not offer additional discounts. Government Educational Institutions are offered the same prices as other Government customers.



3.5 Small Requirements

The minimum dollar value of orders to be issued is \$100.00.

3.6 Maximum Order

Special Item Number 871 - Professional Engineering Services

The maximum dollar value per order for all services will be \$1,000,000.

3.7 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 lesser.

3.8 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.)

3.9 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. Agencies can browse GSA Advantage at www.gsaadvantage.gov.

3.10 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.

3.11 Contractor Commitments, Warranties and Representations

1. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
 - a. Time of delivery/installation quotations for individual orders;
 - b. 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.



- c. Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
2. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

3.12 Overseas Activities

The terms and conditions of this contract shall apply to all orders for services listed in the pricelist within the 48 contiguous states and the District of Columbia. Pricing can be provided for all work outside of the 48 contiguous states and the District of Columbia.

3.13 Blanket Purchase Agreements (BPA's)

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPA's) 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 13.202(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.

3.14 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. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules.



4. CONTRACTING WITH GSA

4.1 SCOPE

1. The prices, terms and conditions stated under Special Item Number 871 are within the scope of this Professional Engineering Services Schedule.
2. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

4.2 Ordering Procedures

4.2.1 Procedures for Professional Engineering Services Priced on GSA Schedule at Hourly Rates

1. 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 professional engineering services (SIN 871) that are priced on schedule at hourly rates. These special ordering procedures which are outlined herein take precedence over the procedures in FAR 8.404.
2. The GSA has determined that the rates for professional engineering services contained in this pricelist are fair and reasonable. However, the ordering office 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.
3. When ordering professional engineering services the ordering agency shall:
 - a. Prepare a Request for Quotation:
 - i. A statement of work 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. A request for quotation should be prepared which includes the statement of work and requests the contractors 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 office 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 hourly rates 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 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 Joint Travel Regulations. A ceiling price must be established for labor hour and time and material orders.

- iii. The request for quotation 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 acceptability of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (ii) (A) below, the request for quotations shall notify the contractors that will be the case.

b. Transmit the Request for Quotation to Contractors:

- i. Based upon an initial evaluation of catalogs and pricelists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate). When buying professional engineering services under SIN 871, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.
- ii. The request for quotation should be to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for proposals for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement.

c. Evaluate proposals and select the contractor to receive the order:

After responses have been evaluated against the factors identified in the request for quotation, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.



4. The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPA's) for recurring services is permitted when the procedures outlined herein are followed. All BPA's 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 BPA's, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPA's ordering offices shall:
 - a. Inform contractors in the request for quotation (based on the agency's requirement) if a single BPA or multiple BPA's will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPA's.
 - i. SINGLE BPA: Generally, a single BPA should be established when the ordering office 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 and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.
 - ii. MULTIPLE BPA's: When the ordering office determines multiple BPA's are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPA's. When multiple BPA's are established, the authorized users must follow the procedure in (3)(ii)(B) above, and then place the order with the schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.
 - b. Review BPA's 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 (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.
5. The ordering office 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.
6. When the ordering office's requirement involves professional engineering services, the ordering office should total the prices for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.



7. The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, 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 agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of schedule contractors' proposals 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.

4.2.2 Ordering Procedures for Other Services Available on Schedule at Fixed Prices for Specifically Defined Services or Tasks.

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.

1. **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.
2. **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 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 service representing the best value, the ordering office may consider— (i) special features of the service that are required in effective program performance and that are not provided by a comparable service; and (ii) past performance.
3. **Orders exceeding the maximum order threshold.** Each schedule contract has an established maximum order threshold. This threshold represents the point where the ordering office may 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:
 - a. Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage" on-line shopping service;



- b. Based upon the initial evaluation, seek price reductions, if necessary, from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- c. After price reductions have been sought, place the order with the Schedule Contractor that provides the best value. 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:

- i. 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);
 - ii. Offer the lowest price available under the contract; or
 - iii. Decline the order (orders must be returned in accordance with FAR 52.216-19).
4. **Blanket purchase agreements (BPA's).** The establishment of Federal Supply Schedule BPA's is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPA's to establish accounts with Contractors to fill recurring requirements. BPA's should address the frequency of ordering and invoicing, discounts, and delivery locations and times.
5. **Price reductions.** In addition to the circumstances outlined in paragraph (3), 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 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.
6. **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.
7. **Documentation.** Orders should be documented, at a minimum, by identifying the Contractor, the service purchased, and the amount paid.

4.3 Order

- 1. Agencies may use written 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.

2. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4.4 Performance of Services

1. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.
2. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.
3. The Agency 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.
4. Any Contractor travel required in the performance of Professional Engineering Services must comply with the 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.

4.5 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.

4.6 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.

4.7 Responsibilities of the Government

Subject to security regulations, the ordering office shall permit Contractor access to all facilities necessary to perform the requisite Professional Engineering Services.

4.8 Independent Contractor

All Professional Engineering 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 Government.



4.9 Organizational Conflicts of Interest

1. 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 Government contract, without some restriction on 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.
2. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices 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.

4.10 Invoices

Invoices shall be submitted monthly for recurring services performed during the preceding month.

4.11 Payments

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 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

4.12 Resumes

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

4.13 Incidental Support Costs

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR.



4.14 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.

4.15 DESCRIPTION OF SERVICES AND PRICING

4.15.1 Labor Category Descriptions

Listed below is a description and requirement of each labor category available under this GSA schedule.

Subject Matter Expert (A & B)

The Subject Matter Expert is that individual who exhibits the highest level of expertise in performing a specialized job, task. Directs guides and performs advanced theoretical studies and/or laboratory experiments of a highly complex nature in a variety of scientific/engineering fields to discover concepts, techniques and applications that will advance the state-of-the-art and ultimately contribute to profitable systems development and/or new business acquisitions. The individual holding this position works with no direct supervision and provides full direction and guidance to lower level professional/technical personnel in an array of engineering disciplines. Incumbent exercises maximum judgment and initiative in solving problems and performing technical tasks of extreme complexity. Employee will spend a great deal of time working closely with customers and management of other companies. Employee should have experience as project leader. Employee should have full professional recognition and be accepted by peers and supervisors as an expert in areas of technical specialty.

SME A: requires a bachelor's degree in an associated discipline or the *equivalent* a HS diploma plus 8 years experience. In addition, a Subject Matter Expert A requires a minimum of 20 years experience.

SME B: requires a bachelor's degree in an associated discipline or the *equivalent* a HS diploma plus 8 years experience. In addition, a Subject Matter Expert B requires a minimum of 16 years experience.

Chief Scientist (A – E)

A Chief scientist directs guides and performs advanced theoretical studies and/or laboratory experiments of a highly complex nature in a variety of scientific/engineering fields to discover concepts, techniques and applications that will advance the state-of-the-art and ultimately contribute to profitable systems development and/or new business acquisitions. The individual holding this position works with no direct supervision and provides full direction and guidance to lower level professional/technical personnel in an array of engineering disciplines. Incumbent exercises maximum judgment and initiative in solving problems and performing technical tasks of extreme complexity. Position is associated with those projects having the greatest visibility and monetary impact on the company, and which are technically unique in nature. Incumbent will spend a great deal of time working closely with customers and management of other companies. Employee should have experience as project leader. Employee should have full professional recognition and be accepted by peers and supervisors as an authority in areas of technical specialty.



Chief Scientist A - requires a master's degree and bachelor's degree in an associated discipline. In addition, a Chief Scientist A requires a minimum of 20 years experience.

Chief Scientist B - requires a master's degree and bachelor's degree in an associated discipline. In addition, a Chief Scientist B requires a minimum of 16 years experience.

Chief Scientist C - requires a master's degree and bachelor's degree in an associated discipline. In addition, a Chief Scientist C requires a minimum of 12 years experience.

Chief Scientist D - requires a bachelor's degree in an associated discipline or the *equivalent* a HS diploma plus 8 years experience. In addition, a Chief Scientist D requires a minimum of 16 years experience.

Chief Scientist E - requires a bachelor's degree in an associated discipline or the *equivalent* a HS diploma plus 8 years experience. In addition, a Chief Scientist E requires a minimum of 12 years experience.

Sr. Principal Engineer/Scientist (A – C)

Coordinates, directs or performs advanced theoretical studies and/or laboratory experiments of an extremely complex nature in a variety of scientific/engineering fields to discover concepts, techniques and applications that will advance the state-of-the-art and ultimately contribute to profitable systems development and/or new business acquisitions. The individual holding this position works with no direct supervision and provides full direction and guidance to lower level professional/technical personnel in a variety of engineering disciplines. Incumbent exercises excellent judgment and initiative in solving problems and performing technical tasks of the highest degree of complexity. Position is associated with those projects having the greatest visibility and monetary impact on the company, and which are technically unique in nature. Incumbent will generally spend a great deal of time working closely with customers and contractors. Employee should have experience as task leader. Employee should have full professional recognition and be accepted by peers and supervisors as an authority in areas of technical specialty.

Sr. Principal Engineer/Scientist A - requires a bachelor's degree in an associated discipline or the *equivalent* a HS diploma plus 8 years experience. In addition, a Sr. Principal Engineer/Scientist A requires a minimum of 20 years experience.

Sr. Principal Engineer/Scientist B - requires a bachelor's degree in an associated discipline or the *equivalent* a HS diploma plus 8 years experience. In addition, a Sr. Principal Engineer/Scientist B requires a minimum of 16 years experience.

Sr. Principal Engineer/Scientist C - requires a bachelor's degree in an associated discipline or the *equivalent* a HS diploma plus 8 years experience. In addition, a Sr. Principal Engineer/Scientist C requires a minimum of 12 years experience.

Principal Engineer/Scientist (A & B)

Performs and/or directs advanced theoretical studies and/or laboratory experiments of a very highly complex nature in many scientific/engineering. Fields to discover concepts, techniques and applications that will advance the state-of-the-art and ultimately contribute to profitable systems development and/or new business acquisitions. The individual holding this position



works with minimal supervision and provides moderate technical direction and guidance to lower level professional/technical engineering personnel in several areas of engineering. Incumbent exercises very good judgment and initiative in solving problems and performing technical tasks of very highest complexity. Position is normally associated with those projects having great visibility and monetary impact on the company, and which are technically unique in the industry. Individual may act as task or proposal leader. Incumbent will generally spend a great deal of time advising the supervisor on problems of a high technical level. Working closely with customers, incumbent may have a definite impact on future business from these customers. Employee should have experience as task leader and must be capable of solving problems of a very highly complex nature.

Principal Engineer/Scientist A – requires a bachelor’s degree in an associated discipline or the *equivalent* a HS diploma plus 8 years experience. In addition, a Principal Engineer/Scientist A requires a minimum of 16 years experience.

Principal Engineer/Scientist B – requires a bachelor’s degree in an associated discipline or the *equivalent* a HS diploma plus 8 years experience. In addition, a Principal Engineer/Scientist B requires a minimum of 12 years experience

Senior Principal Engineer (A & B)

Performs and/or directs advanced theoretical studies and/or laboratory experiments of a very highly complex nature in many scientific/engineering fields to discover concepts, techniques and applications that will advance the state-of-the-art and ultimately contribute to profitable systems development and/or new business acquisitions. The individual holding this position works with minimal supervision and provides moderate technical direction and guidance to lower level professional/technical personnel in several areas of engineering. Incumbent exercises good judgment and initiative in solving problems and performing technical tasks of highest complexity. Position is normally associated with those projects having the highest visibility and monetary impact on the company, and which are technically advanced in the industry. Individual may act as task or proposal leader. Incumbent will generally spend a great deal of time advising the supervisor on problems of a very highly technical level. Working closely with customers, incumbent may have an impact on future business from these customers. Employee should have experience as task leader and be capable of solving problems of a very highly complex nature.

Senior Principal Engineer A - requires a bachelor’s degree in an associated discipline or the *equivalent* a HS diploma plus 8 years experience. In addition, a Senior Principal Engineer A requires a minimum of 14 years experience.

Senior Principal Engineer B - requires a bachelor’s degree in an associated discipline or the *equivalent* a HS diploma plus 8 years experience. In addition, a Senior Principal Engineer B requires a minimum of 12 years experience.

Principal Engineer (A & B)

Performs advanced theoretical studies and/or laboratory experiments of a very highly complex nature in many scientific/engineering fields to discover concepts, techniques and applications that will advance the state-of-the-art and ultimately contribute to profitable systems development and/or new business acquisitions. The individual holding this position works with minimal supervision and provides moderate technical direction and guidance to lower level



professional/technical engineering personnel. Incumbent exercises good judgment and initiative in solving problems and performing technical tasks of very high complexity. Position is normally associated with those projects having the highest visibility and monetary impact on the company, and which are technically advanced in the industry. Individual may act as task or proposal leader. Incumbent will generally spend a great deal of time advising the supervisor on problems of a high technical level. Working with customers, incumbent may have an impact on future business from these customers. Employee should have experience as task leader and be capable of solving problems of a complex nature.

Principal Engineer A- requires a bachelor's degree in an associated discipline or the *equivalent* a HS diploma plus 8 years experience. In addition, a Principal Engineer A requires a minimum of 10 years experience.

Principal Engineer B- requires a bachelor's degree in an associated discipline or the *equivalent* a HS diploma plus 8 years experience. In addition, a Principal Engineer B requires a minimum of 8 years experience.

Senior Engineer (A & B)

Performs the more difficult engineering assignments for important segments of a project or projects involving the research, design, development and modification of existing systems and subsystems. Individual holding this position requires occasional guidance and provides moderate technical supervision to one or more professional technical personnel on an assigned project. Participation is generally at all levels in systems analysis and design definition. Judgment and creativity are regularly exercised in solving highly complex, major technical problems and providing proper advice and recommendations. Individual may act as task. At this level, individual normally works closely with customers. Interfaces with non-technical sources as necessary.

Senior Engineer A - requires a bachelor's degree in an associated discipline or the *equivalent* a HS diploma plus 8 years experience. In addition, a Senior Engineer A requires a minimum of 8 years experience.

Senior Engineer B - requires a bachelor's degree in an associated discipline or the *equivalent* a HS diploma plus 8 years experience. In addition, a Senior Engineer B requires a minimum of 6 years experience.

Engineer C

Performs highly complex engineering activities generally specific to one engineering area relative to the research, design, development and modification of existing and planned systems and subsystems. Individual holding this position requires general supervision and exercises good judgment and initiative in performing routine duties and related problem solving. Contributes to complex problem solving with moderate supervision and guidance. Incumbent may partially direct the work of one or more lower level technical personnel on routine projects.

Engineer C - requires a bachelor's degree in an associated discipline or the *equivalent* a HS diploma plus 8 years experience. In addition, a minimum of 4 years experience.



Jr. Engineer D

This individual will work under close supervision in performing routing engineering assignments related to the research, design, development, and modification of complex systems and subsystems. Individual will maintain contact and interface with other operating areas concerned with technical assignments. Individual will exercise minimal supervision for one or more non-professional employees on a project, as required.

Jr. Engineer D - requires a bachelor's degree in an associated discipline or the *equivalent* a HS diploma plus 8 years experience. In addition, a minimum of 2 years experience.

Program Planning and Control Analyst A

Co-ordinates, monitors and participates in the preparation of Advanced Sciences and Technologies, LLC proposals and the generation of contract/business performance data and reports, including budgets and schedules. Position involves support directly associated with proposal efforts and in-house program control. Incumbent functions in direct support of a Division head and/or Program Management. Supervision received is occasional and the incumbent is expected to provide partial supervision to program operations personnel. Work is not subject to detailed review prior to utilization. Position involves frequent interface with program technical personnel and company management. Incumbent handles non-routine problem solving and provides analytical services highlighting and resolving significant cost manpower and performance problems.

Program Planning and Control Analyst A - requires a bachelor's degree in an associated discipline or the *equivalent* a HS diploma plus 8 years experience. In addition, a minimum of 5 years of experience is required.

Administrative Assistant (A & B)

Performs administrative duties of a semi-professional nature, directly related to management policies, general business operations, customers or prospective customers in support of assigned department. Requires general supervision in performing duties. Incumbent may provide guidance to lower level administrative personnel. Position requires close liaison with managers and directors.

Administrative Assistant A - requires a High School diploma. In addition, an Administrative Assistant A requires minimum of 4 years experience.

Administrative Assistant B - requires a High School diploma. In addition, an Administrative Assistant B requires minimum of 2 years experience.



4.15.2 GSA Price List

ADVANCED SCIENCES & TECHNOLOGIES, LLC
20 EAST TAUNTON RD., SUITE 301
BERLIN, NJ 08009
(856) 719-9001

ADP SERVICES PRICE LIST

SIN #871

TITLE	PLANT/ SITE	AS&T/HR. FIXED RATE
Subject Matter Expert A	Plant	\$187.26
Subject Matter Expert A	Site	\$174.63
Subject Matter Expert B	Plant	\$177.03
Subject Matter Expert B	Site	\$165.08
Chief Scientist A	Plant	\$162.98
Chief Scientist A	Site	\$151.97
Chief Scientist B	Plant	\$152.73
Chief Scientist B	Site	\$142.41
Chief Scientist C	Plant	\$141.44
Chief Scientist C	Site	\$131.89
Chief Scientist D	Plant	\$131.42
Chief Scientist D	Site	\$122.54
Chief Scientist E	Plant	\$120.69
Chief Scientist E	Site	\$112.55
Sr. Principal Engineer/Scientist A	Plant	\$109.94
Sr. Principal Engineer/Scientist A	Site	\$102.51
Sr. Principal Engineer/Scientist B	Plant	\$101.87
Sr. Principal Engineer/Scientist B	Site	\$95.00
Sr. Principal Engineer/Scientist C	Plant	\$94.29
Sr. Principal Engineer/Scientist C	Site	\$87.92
Principal Engineering/Scientist A	Plant	\$88.97
Principal Engineering/Scientist A	Site	\$82.97
Principal Engineering/Scientist B	Plant	\$84.64
Principal Engineering/Scientist B	Site	\$76.62
Sr. Principal Engineer A	Plant	\$80.37
Sr. Principal Engineer A	Site	\$74.94
Sr. Principal Engineer B	Plant	\$75.03
Sr. Principal Engineer B	Site	\$69.96



TITLE	PLANT/ SITE	AS&T/HR. FIXED RATE
Principal Engineer A	Plant	\$72.88
Principal Engineer A	Site	\$67.95
Principal Engineer B	Plant	\$67.57
Principal Engineer B	Site	\$63.01
Senior Engineer A	Plant	\$64.25
Senior Engineer A	Site	\$59.91
Senior Engineer B	Plant	\$59.96
Senior Engineer B	Site	\$55.90
Engineer C	Plant	\$54.54
Engineer C	Site	\$50.86
Jr. Engineer D	Plant	\$49.17
Jr. Engineer D	Site	\$45.85
Program Planning & Control Analyst A	Plant	\$58.16
Program Planning & Control Analyst A	Site	\$54.22
Program Planning & Control Analyst B	Plant	\$48.94
Program Planning & Control Analyst B	Plant	\$45.65
Administrative Assistant A	Plant	\$39.92
Administrative Assistant A	Site	\$37.02
Administrative Assistant B	Plant	\$34.94
Administrative Assistant B	Site	\$30.12



5. BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act

 (Agency) and AS&T enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) GS-10F-0103U.

Federal Supply Schedule contract BPA's 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 **Government that works better and costs less.**

SIGNATURES

AGENCY

DATE

CONTRACTOR

DATE



6. BLANKET PURCHASE AGREEMENT

BPA NUMBER _____

(CUSTOMER NAME)

Pursuant to GSA Federal Supply Schedule Contract Number(s) GS-10F-0103U, 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 SCHEDULE/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 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) Purchase Order Number;
 - (e) Date of Purchase;
 - (f) 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
- (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.



7. 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). BPA’s are permitted under all Federal Supply Schedule contracts.

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

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

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

Here is a general outline on how it works:

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