

WORLDWIDE FEDERAL SUPPLY SCHEDULE



Contract No. GS-10F-0129J

Authorized

Management, Organizational, Business Improvement Services (MOBIS)

Schedule Price List

Prices Shown Herein are Net (discount deducted)



4032 Linden Avenue ● Dayton, OH 45432

Phone (937) 252-9199 ● Fax (937) 252-2351 ●

**General Services Administration
Federal Supply Service**

**Management, Organizational, Business Improvement
Services (MOBIS)**

Supplement No.	GSA Contract/ Mod/Amend No.	Effective Date	Description
001	PA099	30 Dec 00	Deletes and adds contract clauses.
002	PS100	18 Sep 02	Incorporates Clause 52.232-7, Alt II.
003	FX-03	15 Jul 03	Reduces IFF to 0.75% effective 1 Jan 04. Revises the IFF and Sales Reporting clause.
004	FX-04	5 Dec 03	Deletes and adds contract clauses.
005	PO01	25 May 04	Exercises Option Period 1 and extends contract period until 14 June 2009
006	FX-11	26 May 05	Schedule 874 Refresh 9
007	FX-21	14 Feb 06	Schedule 874 Refresh 10
008	FX-38	24 July 06	Schedule 874 Refresh 11

Note: This pricelist includes reduced prices IAW GSA Modification FX-03, IFF Reduction, and are effective as of 1 January 2004.

General Services Administration

Federal Supply Service

Authorized Federal Supply Schedule Price List

On line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!TM, a menu-driven database system. The INTERNET address for GSA Advantage!TM is: <http://www.fss.gsa.gov>.

Title: Management, Organizational, Business Improvement Services (MOBIS)

Schedule: 874

Class: R -- Professional, administrative, and management support services

Contract Number: GS-10F-0129J

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

Contract Period: 15 Jun 99 – 14 Jun 09

Contractor: MTC Technologies, Inc.
4032 Linden Avenue
Dayton, Ohio 45432-3006
Ph: (937) 252-9199
Fax: (937) 258-3863

Website: <http://www.mtctechnologies.com>

Business Size: Large

Original Catalog: 15 June 1999
Catalog Revision 1: 1 January 2004
Catalog Revision 2: 13 September 2006

**GSA/FSS
Management, Organizational, Business Improvement Services (MOBIS)**

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**GSA/FSS
Management, Organizational, Business Improvement Services (MOBIS)**

CUSTOMER INFORMATION

1a. Table of Awarded Special Item Numbers	SIN 874-1 Consulting Services SIN 874-2 Facilitation Services SIN 874-3 Survey Services SIN 874-6 Privatization Support Services and Documentation (A-76)
1b. Identification of lowest priced model number:	N/A
1c. Description of corresponding commercial job titles:	N/A
2. Maximum Order:	None
3. Minimum Order:	\$300.00 per task order
4. Geographic Coverage:	Domestic and Overseas
5. Point(s) of Production:	Consulting services performed either at the Government site with support services provided from any of the MTC Office Locations or entirely at any MTC Office Location
6. Discount from List Prices or Statement of Net Price:	N/A
7. Quantity Discounts:	N/A
8. Prompt Payment Terms:	Net 30 days
9a. Government Purchase Cards are accepted <u>below</u> the Micropurchase Threshold	
9b. Government Purchase Cards are accepted <u>above</u> the Micropurchase Threshold	
10. Foreign Items:	None
11a. Time of Delivery:	As specified on individual Task Order
11b. Expedited Delivery:	To be negotiated
11c. Overnight and 2-Day Delivery:	Available (Rates available upon request)
11d. Urgent Requirements:	Note Urgent Requirements Clause
12. F.O.B. Points:	Destination

- 13a. Ordering Address:** MTC Technologies, Inc
4032 Linden Avenue
Dayton, Ohio 45432-3006
- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. Payment Address:** MTC Technologies, Inc.
4032 Linden Avenue
Dayton, Ohio 45432-3006
- 15. Warranty Provision:** N/A
- 16. Export Packing Charges:** N/A
- 17. Terms and Conditions of Government Purchase Card Acceptance:** N/A
- 18. Terms and Conditions of rental, maintenance, and repair:** N/A
- 19. Terms and Conditions of installation:** N/A
- 20. Terms and Conditions of repair parts:** N/A
- 20a. Terms and Conditions for any other services:** N/A
- 21. List of service and distribution points:** N/A
- 22. List of participating dealers:** N/A
- 23. Preventative maintenance:** N/A
- 24a. Special attributes such as environmental attributes:** N/A
- 24b. Section 508 compliance information available:** N/A
- 25. Data Universal Number System (DUNS) Number:** 110341133
- 26. Notification Regarding Registration in Central Contractor Registration (CCR) Database:** MTC is registered in the CCR
- 27. Uncompensated Overtime:** Not Used
- 28. MTC Website:** <http://www.mtctechnologies.com>

GSA/FSS
Management, Organizational, Business Improvement Services (MOBIS)

MTC Technologies Inc. (MTC) is an experienced Federal Government contractor with the knowledge and expertise to effectively respond to the unique requirements of Government organizations. Over the last 23 years, MTC has provided services to many Federal agencies and has received numerous commendation letters, awards, and accolades from these clients.

MTC KEY SERVICE AREAS

Environmental

Compliance
Air/Water Quality Mgmt.
HAZMAT Pharmacy Ops.
Hazardous Materials
Pollution Prevention
Site Assessments
Health & Safety
Analytical Data Support

Information Systems

Software Design
Network Eng. & Admin.
Telecommunications
Database Design
Data Migration
System Interface Designs
Database Management
Software Development

Program Management

Acquisition Support
Logistics Sustainability Analysis
Integrated Logistics Support
Force Modernization
Engineering Management
Technical Documentation
Outsourcing & Privatization
Quality Assurance

Engineering

Marine Engineering
Construction Mgmt.
Civil/Mech./Electrical
Remedial Design
Air, Water & Wastewater
Process Design
Geotechnical Investigation

MTC Services Offered On This GSA MOBIS Schedule	
❖ SIN 874-1 Consulting Services	❖ Strategic Planning Services ❖ Business Process Reengineering ❖ Management/Technical Studies ❖ Organizational Reengineering
	❖ Change Management ❖ Technical Reports ❖ Quality Management
	❖ Process Modeling ❖ Leadership Development ❖ Benchmarking
❖ SIN 874-2 Facilitation Services	❖ Strategic Decision Making ❖ Group Facilitation
	❖ Problem Solving ❖ IPT Selection
	❖ IPT Management ❖ Administrative Support
❖ SIN 874-3 Survey Services	❖ Design Surveys ❖ Sampling
	❖ Reliability ❖ Validity Verification
	❖ Perform Surveys ❖ Data Collection
❖ SIN 874-6 Privatization Support Services (A-76 Competitive Sourcing)	❖ Performance Based Documents ❖ Quality Assurance ❖ Quality Control ❖ Most Efficient Organization ❖ Government Cost Estimates
	❖ Technical Performance Plans ❖ Transition Plans ❖ Source Selection ❖ Transition Assistance ❖ Civilian Position Descriptions
	❖ Best Value Engineering ❖ Project Scheduling ❖ Modeling ❖ Contingency Planning ❖ Acquisition Support

**Schedule Pricelist
MTC MOBIS Contract No. GS-10F-0129J**

IFF of 0.75% Incorporated as of 1 Jan 2004

SIN 874-1 (Consulting Services), SIN 874-2 (Facilitation Services), SIN 874-3 (Survey Services), SIN 874-6 (Privatization Support Services and Documentation)						
Base Period Hourly Labor Rates						
	IFF of 1% Included					IFF of .75% Included
Labor Category	Year 1 6/15/99 – 6/14/00	Year 2 6/15/00 – 6/14/01	Year 3 6/15/01 – 6/14/02	Year 4 6/15/02 – 6/14/03	Year 5 6/15/03 – 12/31/03	Year 5 1/1/04 – 6/14/04
	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly
Program Manager	\$80.15	\$82.71	\$85.36	\$88.09	\$90.68	\$90.46
Project Manager	\$72.90	\$75.23	\$77.64	\$80.12	\$82.47	\$82.27
Principal Analyst	\$68.46	\$70.65	\$72.91	\$75.24	\$77.46	\$77.26
Senior Analyst	\$62.32	\$64.31	\$66.37	\$68.49	\$70.50	\$70.33
Lead Analyst	\$55.10	\$56.86	\$58.68	\$60.56	\$62.34	\$62.19
Analyst	\$48.12	\$49.66	\$51.25	\$52.89	\$54.44	\$54.31
Junior Analyst	\$43.14	\$44.52	\$45.94	\$47.41	\$48.81	\$48.69
Associate Analyst	\$40.08	\$41.36	\$42.68	\$44.05	\$45.35	\$45.23
Technician II	\$37.29	\$38.48	\$39.71	\$40.98	\$42.18	\$42.08
Technician I	\$33.94	\$35.03	\$36.15	\$37.31	\$38.40	\$38.31
Administration	\$27.71	\$28.60	\$29.52	\$30.46	\$31.35	\$31.27

**Schedule Pricelist
MTC MOBIS Contract No. GS-10F-0129J**

IFF of 0.75% Incorporated as of 1 Jan 2004

SIN 874-1 (Consulting Services), SIN 874-2 (Facilitation Services), SIN 874-3 (Survey Services), SIN 874-6 (Privatization Support Services and Documentation)					
Option Period Hourly Labor Rates					
Labor Category	Year 6 6/15/04 – 6/14/05	Year 7 6/15/05 – 6/14/06	Year 8 6/15/06 – 6/14/07	Year 9 6/15/07 – 6/14/08	Year 10 6/15/08 – 6/14/09
	Hourly	Hourly	Hourly	Hourly	Hourly
Program Manager	\$93.59	\$96.58	\$99.67	\$102.86	\$106.16
Project Manager	\$85.12	\$87.84	\$90.66	\$93.56	\$96.55
Principal Analyst	\$79.94	\$82.50	\$85.14	\$87.86	\$90.68
Senior Analyst	\$72.77	\$75.09	\$77.50	\$79.98	\$82.55
Lead Analyst	\$64.34	\$66.40	\$68.52	\$70.71	\$72.98
Analyst	\$56.19	\$57.99	\$59.84	\$61.76	\$63.73
Junior Analyst	\$50.38	\$51.99	\$53.66	\$55.37	\$57.15
Associate Analyst	\$46.80	\$48.30	\$49.85	\$51.44	\$53.09
Technician II	\$43.54	\$44.94	\$46.37	\$47.86	\$49.40
Technician I	\$39.63	\$40.90	\$42.21	\$43.55	\$44.95
Administration	\$32.36	\$33.40	\$34.46	\$35.57	\$36.71

GSA/FSS

**MANAGEMENT, ORGANIZATIONAL, BUSINESS IMPROVEMENT
SERVICES (MOBIS)**

LABOR CATEGORY DESCRIPTIONS

**LABOR CATEGORY DESCRIPTIONS AND QUALIFICATIONS ARE
NOT REQUIRED FOR SIN 874-1, SIN 874-2, SIN 874-3, AND SIN 874-6.**

GSA/FSS
Management, Organizational and Business Improvement (MOBIS)
INFORMATION FOR ORDERING OFFICES

MTC provides management services for the implementation of quality management and other related system change processes needed to meet the requirements described in the GSA/FSS Management, Organizational and Business Improvement (MOBIS) schedule. Specific tasks are described in relation to each SIN. Any non-professional services requested must be incidental to and in direct support of the proposed professional services.

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Numbers 874-1, 874-2, 874-3, and 874-6 to the Services within the scope of this MOBIS GSA Schedule.
- b. 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.

2. STATISTICAL DATA

For Government Ordering Office Completion of Standard Form 279:

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Contractor Establishment Code (DUNS): 19-405-3971

Block 30: Type Contractor - C. Large Business

Block 31: Woman-Owned Small Business - No

Block 34: RESERVED

Block 36: Contractor's Taxpayer Identification Number: (TIN) 31-1221011

3. CAGE CODE: 0J8L5

4. ORDERING PROCEDURES

ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)

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

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

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering 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.

(a) When ordering services, ordering offices shall—

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

- (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
- (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering 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 quote may be requested. The firm-fixed price shall be based on the prices in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other direct charges related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.
- (iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
- (iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses.

(2) Transmit the Request to Contractors:

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

- (i) The request shall be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.
- (ii) For proposed orders exceeding the maximum order threshold, the request shall be provided to an appropriate number of additional contractors that offer services that will meet the agency's needs.
- (iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.

- (iv) Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

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

- (b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall—
 - (1) Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.
 - (i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering 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 should be awarded the BPA. (See FAR 8.404)
 - (ii) **MULTIPLE BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing multiple BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the BPA holder that represents the best value.
 - (2) **Review BPAs Periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)
- (c) 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.
- (d) When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

Procedures for Ordering Other Services Available on schedule at Fixed Prices for Specifically Defined Services or Tasks:

The ordering procedures set forth at FAR 8.404 should be used for those services based on fixed prices. The Contractor is advised that based on the specific task identified at the task order level, it may use Clause 552.238-76, Price Reduction, to provide a proposed fixed price to the agency to more accurately reflect the actual work required.

- I. 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 service offered under MAS contracts by using the "GSA Advantage!TM" 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.

- 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--

- (i) Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage!TM" on-line shopping service;
 - (ii) 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
 - (iii) 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:

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

(1) 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.

(2) 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.

(3) 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.

(4) 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.

Special Provisions for Task Orders:

Agencies may incorporate provisions in their task order that are essential to their requirements (e.g., security clearances, hazardous substances, special handling, key personnel, etc.). These provisions, when

required, will be included in individual task orders. Any cost necessary for the contractor to comply with the provision(s) will be included in the task order proposal, unless otherwise prohibited by law.

5. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

6. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for financial services. Progress payments may be authorized by the ordering office on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

7. PAYMENTS

For firm-fixed price orders the Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

8. RESUMES

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

9. 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.

10. 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.

11. BLANKET PURCHASE AGREEMENTS (BPAs)

Federal Acquisition Regulation (FAR) 13.201(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 13.202(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.

12. 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. See the additional information regarding Contractor Team Arrangements in this Schedule Pricelist.

**Federal Supply Schedules
Blanket Purchase Agreement**

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

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

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

**SIMPLIFIED ACQUISITION PROCEDURES
BLANKET PURCHASE AGREEMENTS**

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

The Contracting Officer may use a BPA when there is:

- A need for a wide variety of items, but the exact items, quantities and delivery requirements are not known in advance.
- A need for commercial sources of supply for one or more offices that do not have purchase authority exists.
- To reduce the administrative burden of writing numerous purchase orders.
- Contracting Officers must contact Vendors to negotiate the terms and conditions of the BPA.

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 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 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 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.