

**General Services Administration
Federal Acquisition Service
Authorized Federal Acquisition Schedule Price List**

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

Mission Oriented Business Integrated Services (MOBIS)

FSC Group: 874

Contract Number: GS-10F-0158N

For more information on ordering from Federal Supply Schedules, click here: [For Federal Agency Customers - Ordering From Schedules](#).

Contract Period: 12/19/2002 – 12/18/2017



**IM. Systems Group, Inc.
3206 Tower Oaks Boulevard, Suite 300
Rockville, MD 20852-4220
Telephone: (240) 833-1889
Fax: (240) 833-4880
www.imsmsg.com**

Business Size / Status: Other than Small

Prices shown herein are NET (discount deducted).

Pricelist current through Modification #PS-0017 dated December 19, 2012



Contract Holder



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GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs): (Please refer to [GSA eLibrary](#) for detailed SIN descriptions)

- 874-1 Consulting Services

1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on [Page #3](#).

1c. Labor Category Descriptions: Please refer to [Page #4](#).

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage: The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska and Hawaii and such overseas locations as may be determined and agreed to on an order-by-order basis.

5. Points of Performance: MSG locations or Government Sites, as specified in negotiated delivery or task orders.

6. Discount from List Price: All Prices Herein are Net

7. Quantity Discounts: Not Applicable

8. Prompt Payment Terms: Net 30 days

9a. Government Purchase Card *is* accepted at or below the micro-purchase threshold.

9b. Government Purchase Card *is not* accepted above the micro-purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: To Be Negotiated with Ordering Agency

11b. Expedited Delivery: Items available for expedited delivery are noted in this price list.

11c. Overnight and 2-Day Delivery: Not Available

11d. Urgent Requirement: To Be Negotiated with Ordering Agency

12. F.O.B. Point: Destination

13a. Ordering Address: I.M. Systems Group, Inc.
Attn: Patricia Porter / GSA Orders
3206 Tower Oaks Boulevard, Suite 300
Rockville, MD 20852-4220

13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address: I.M. Systems Group, Inc.
Attn: Accounts Receivable
3206 Tower Oaks Boulevard, Suite 300
Rockville, MD 20852-4220

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| 15. Warranty Provision: | Standard Commercial Warranty |
| 16. Export Packing Charges: | Not Applicable |
| 17. Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level): | Government Purchase Card is not accepted above the micro-purchase threshold. |
| 18. Terms and conditions of rental, maintenance, and repair: | Not Applicable |
| 19. Terms and conditions of installation (if applicable): | Not Applicable |
| 20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: | Not Applicable |
| 20a. Terms and conditions for any other services (if applicable): | Not Applicable |
| 21. List of service and distribution points (if applicable): | Not Applicable |
| 22. List of participating dealers (if applicable): | Not Applicable |
| 23. Preventative maintenance (if applicable) | Not Applicable |
| 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): | Not Applicable |
| 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at www.Section508.gov/ . | Contact Contract Administrator for more information. |
| 25. Data Universal Number System (DUNS) Number: | 622827525 |
| 26. I.M. Systems Group, Inc. is registered in the System for Award Management (SAM) database. | |

**HOURLY RATES FOR SERVICES
SIN 874-1**

Labor Category	GSA Rate (Government Site)	GSA Rate (IMSG Site)
Program Manager/Chief, Member Professional Staff - Level III	\$ 115.90	\$ 128.24
Program Manager/Chief, Member Professional Staff - Level II	\$ 91.75	\$ 101.51
Chief, Member Professional Staff - Level I	\$ 81.50	\$ 90.18
Principal Subject Matter Expert	\$ 150.36	\$ 166.71
Senior Subject Matter Expert	\$ 107.43	\$ 118.85
Subject Matter Expert - Level III	\$ 81.87	\$ 90.57
Subject Matter Expert - Level II	\$ 61.38	\$ 67.92
Subject Matter Expert - Level I	\$ 40.91	\$ 45.27
Principal Consultant - Level III	\$ 82.10	\$ 90.86
Principal Consultant - Level II	\$ 75.32	\$ 83.35
Principal Consultant - Level I	\$ 68.50	\$ 75.80
Senior Consultant - Level III	\$ 64.30	\$ 71.13
Senior Consultant - Level II	\$ 57.25	\$ 63.35
Senior Consultant - Level I	\$ 51.73	\$ 57.23
Consultant/Analyst - Level III	\$ 47.27	\$ 52.30
Consultant/Analyst - Level II	\$ 43.98	\$ 48.66
Consultant/Analyst - Level I	\$ 40.56	\$ 44.87
Junior Analyst - Level III	\$ 37.81	\$ 41.83
Junior Analyst - Level II	\$ 35.16	\$ 38.91
Junior Analyst - Level I	\$ 32.14	\$ 35.57
Associate Analyst - Level III	\$ 29.83	\$ 33.01
Associate Analyst - Level II	\$ 27.03	\$ 29.93
Associate Analyst - Level I	\$ 22.51	\$ 24.89

LABOR CATEGORY DESCRIPTIONS

I.M. Systems Group, Inc. (IMSG)'s commercial practices include the education / experience substitutions identified below. In order to be consistent with commercial practices, IMSG incorporates their commercial education / experience substitution methodology to all GSA labor categories.

Experience/Education Substitutions Methodology:

Required	Substitution
Associates Degree	High School Diploma + 2 years additional relevant experience
Bachelors Degree	High School Diploma + 4 years additional relevant experience
Masters Degree	Bachelors Degree + 2 years additional relevant experience
Ph.D.	Masters Degree + 3 years additional relevant experience

The absolute minimum for experiential substitution that IMSG will entertain is a single level below, with the required additional relevant years of experience, the stated educational requirement. When a Bachelors Degree is required, both an Associates Degree and a high school diploma are considered to be one educational level below as an Associates Degree is not a pre-requisite for a Bachelors Degree. The additional years of relevant experience will equal the amount of years necessary to complete the required degree for each position.

Program Manager/Chief, Member Professional Staff – Level III
General Experience: This position requires twenty five (25) years analytical experience, including at least eight (8) years of project management experience. Advanced degrees may be substituted for direct experience using a year to year equivalence.
Functional Responsibility: Includes, but is not limited to, project/task management of the review, analysis, evaluation, development, documentation, communication, implementation and/or support of the business/analytical area specified in the order. Responsible for establishing/enforcing plans, schedules, budgets, and project/task performance.
Education: Master's Degree

Program Manager/Chief, Member Professional Staff – Level II
General Experience: This position requires twenty (20) years directly related analytical experience, including at least five (5) years of project/organization management experience. Advanced degrees may be substituted for experience using a year to year equivalence.
Functional Responsibility: Includes, but is not limited to, project/task management of the review, analysis, evaluation, development, documentation, communication, implementation and/or support of the business / analytical area specified in the order. Responsible for establishing/enforcing plans, schedules, budgets, and project/task performance.
Education: Master's Degree

Chief, Member Professional Staff – Level I
General Experience: This position requires fifteen (15) years directly related analytical experience, including at least five years of project/organizational management experience. Advanced degrees may be substituted for experience using a year to year equivalence.
Functional Responsibility: Includes, but not limited to project/task management of the review, analysis, evaluation, development, documentation, communication, implementation and/or support of the business / analytical area specified in the order. Responsible for establishing/enforcing plans, schedules, budgets, and project/task performance.
Education: Master's Degree

Principal Subject Matter Expert – *Specific Subject Matter Area*

General Experience: This is a highly qualified specific subject matter specialist. This position requires a of fifteen (15) years of general business/analytical experience including eight (8) years direct experience in the *Specific Subject Matter Area*.

Functional Responsibility: This is a specific subject matter specialist in a specific business/analytical area. Responsibilities include, but are not limited to, the analysis, evaluation, implementation, and/or support of the *Specific Subject Matter Area* specified in the order.

Education: Master's Degree

Senior Subject Matter Expert – *Specific Subject Matter Area*

General Experience: This is a specific subject matter specialist. This position requires ten (10) years of general business/analytical experience including five (5) years direct experience in the *Specific Subject Matter Area*.

Functional Responsibility: This is a specific subject matter specialist in a specific business/analytical area. Responsibilities include, but are not limited to, the analysis, evaluation, implementation, and/or support of the *Specific Subject Matter Area* specified in the order.

Education: Master's Degree

Subject Matter Expert III – *Specific Subject Matter Area*

General Experience: This is a specific subject matter specialist. This position requires eight (8) years direct experience in the *Specific Subject Matter Area*. Advanced degrees may be substituted for direct experience using a year to year equivalence.

Functional Responsibility: This is a specific subject matter specialist in a specific business/analytical area. Responsibilities include, but are not limited to, the analysis, evaluation, implementation, and/or support of the *Specific Subject Matter Area* specified in the order.

Education: Bachelor's Degree.

Subject Matter Expert II – *Specific Subject Matter Area*

General Experience: This is a specific subject matter specialist. This position requires five (5) years direct experience in the *Specific Subject Matter Area*. Advanced degrees may be substituted for direct experience using a year to year equivalence.

Functional Responsibility: This is a specific subject matter specialist in a specific business/analytical area. Responsibilities include, but are not limited to, the analysis, evaluation, implementation, and/or support of the *Specific Subject Matter Area* specified in the order.

Education: Bachelor's Degree

Subject Matter Expert I – *Specific Subject Matter Area*

General Experience: This is a specific subject matter specialist. This position requires four (4) year of direct experience or specific academic preparation in the *Specific Subject Matter Area*. Advanced degrees may be substituted for direct experience using a year to year equivalence.

Functional Responsibility: This is a specific subject matter specialist in a specific business/analytical area. Responsibilities include, but are not limited to, the analysis, evaluation, implementation, and/or support of the *Specific Subject Matter Area* specified in the order.

Education: Bachelor's Degree

Principal Consultant – Level III

General Experience: This position requires twelve (12) years direct business/analytical experience, of which at least eight (8) must be specialized. Specialized experience includes demonstrated experience in areas specifically relevant to the order's tasks. Must have served as a team leader in directly related business/analytical areas.

Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, implementation, and/or support of business/analytical projects. Responsible for establishing and enforcing technical approaches and standards in the business/analytical process, and the application of automated support tools.

Education: Master's Degree

Principal Consultant – Level II

General Experience: This position requires ten (10) years direct business/analytical experience, of which at least eight (6) must be specialized. Specialized experience includes demonstrated experience in business/analytical area specifically relevant to the order's tasks. Must have served as a team leader in directly related experience areas.

Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, implementation, and/or support of business/analytical projects. Responsible for establishing and enforcing technical approaches and standards in the business/analytical process, and the application of automated support tools.

Education: Master's Degree

Principal Consultant – Level I

General Experience: This position requires eight (8) years direct business/analytical experience, of which at least five (5) must be specialized. Specialized experience includes demonstrated experience in business/analytical areas specifically relevant to the order's tasks. Must have served as a team leader in directly related business/analytical areas.

Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, implementation, and/or support of business/analytical projects. Responsible for establishing and enforcing technical approaches and standards in the business/analytical process, and the application of automated support tools.

Education: Master's Degree

Senior Consultant – Level III

General Experience: This position requires eleven (11) years direct business/analytical experience, of which at least seven (7) must be specialized. Specialized experience includes demonstrated experience in areas specifically relevant to the order's tasks. Must have served as a team leader in directly related business/analytical areas. Advanced degrees may be substituted for direct experience using a year to year equivalence.

Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, implementation, and/or support of business/analytical projects.

Education: Bachelor's Degree

Senior Consultant – Level II

General Experience: This position requires nine (9) years direct business/analytical experience, of which at least five (5) must be specialized. Specialized experience includes demonstrated experience in areas specifically relevant to the order's tasks. Must have served as a team leader in directly related business/analytical areas. Advanced degrees may be substituted for direct experience using a year to year equivalence.

Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, implementation, and/or support of business/analytical projects.

Education: Bachelor's Degree.

Senior Consultant – Level I

General Experience: This position requires seven (7) years direct business/analytical experience, of which at least four (4) must be specialized. Specialized experience includes demonstrated experience in areas specifically relevant to the order's tasks. Must have served as a team leader in directly related business/analytical areas. Advanced degrees may be substituted for direct experience using a year to year equivalence.

Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, design, development, implementation, and/or support of business/analytical projects.

Education: Bachelor's Degree

Consultant/Analyst – Level III

General Experience: This position requires five (5) years direct business/analytical experience relevant to the order. Advanced degrees may be substituted for direct experience using a year to year equivalence, or a bachelor's degree in a specifically relevant business/analytical area or technical area such as computer science/engineering, or mathematics may be substituted for one (1) year of experience.

Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, implementation, and/or support of business/analytical projects.

Education: Bachelor's Degree

Consultant/Analyst – Level II

General Experience: This position requires three (3) years direct business/analytical experience in areas relevant to the order. Advanced degrees may be substituted for direct experience using a year to year equivalence, or a bachelor's degree in a specifically relevant business/analytical area or technical area such as computer science/engineering or mathematics may be substituted for one (1) year of experience.

Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, implementation, and/or support of business/analytical projects.

Education: Bachelor's Degree

Consultant/Analyst – Level I

General Experience: This is an entry-level position requiring one (1) year direct business/analytical experience in areas relevant to the order. Advanced degrees may be substituted for direct experience using a year to year equivalence or a bachelor's degree in a specifically relevant business/analytical area or technical area such as computer science/engineering or mathematics may be substituted for one (1) year of experience.

Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, implementation, and/or support of business/analytical projects.

Education: Bachelor's Degree

Junior Analyst – Level III

General Experience: This position requires five (5) years direct business/analytical experience. Additional academic work may be substituted for direct experience using a year to year equivalence.

Functional Responsibility: Includes, but is not limited to, assisting in the analysis, evaluation, implementation, and/or support of business/analytical projects.

Education: Associates Degree

Junior Analyst – Level II

General Experience: This position requires three (3) years direct business/analytical experience. Additional academic work may be substituted for direct experience using a year to year equivalence.

Functional Responsibility: Includes, but is not limited to, assisting in the analysis, evaluation, implementation, and/or support of business/analytical projects.

Education: Associates Degree

Junior Analyst – Level I

General Experience: This is an entry-level technical support position requiring one (1) year direct PC systems and application experience. Additional academic work may be substituted for direct experience using a year to year equivalence.

Functional Responsibility: Includes, but is not limited to, supporting and assisting in the analysis, evaluation, implementation, and/or support of business/analytical projects.

Education: Associates Degree

Associate Analyst – Level III

General Experience: This is a support position requiring five (5) years directly relevant business/analytical support experience. Additional academic work may be substituted for direct experience using a year to year equivalence.

Functional Responsibility: Includes, but is not limited to, providing administrative and other technical support functions assisting technical personnel in the analysis, evaluation, implementation, and/or support of business / analytical projects. Analyzes and reviews program administrative operating plans and procedures.

Education: High School Diploma

Associate Analyst – Level II

General Experience: This is a support position requiring three (3) years directly relevant business/analytical support experience. Additional academic work may be substituted for direct experience using a year to year equivalence.

Functional Responsibility: Includes, but is not limited to, providing administrative and other technical support functions assisting technical personnel in the analysis, evaluation, implementation, and/or support of business / analytical projects.

Education: High School Diploma

Associate Analyst – Level I

General Experience: This is an entry-level support position requiring one (1) year familiarity with PC applications and systems.

Functional Responsibility: Includes, but is not limited to, providing administrative and other technical support functions assisting technical personnel in the analysis, evaluation, implementation, and/or support of business / analytical projects.

Education: High School Diploma

CONTRACT OVERVIEW

GSA awarded I.M. Systems Group, Inc. (IMSG) a GSA Federal Supply Schedule contract for Mission Oriented Business Integrated Services (MOBIS), Contract Number GS-10F-0158N. IMSG's first option period was completed on December 18, 2012. GSA has exercised option period two from December 19, 2012 – December 18, 2017 with one additional 5-year option period remaining. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR

Patricia Porter, Senior Contracts Manager
I.M. Systems Group, Inc.
3206 Tower Oaks Boulevard, Suite 300
Rockville, MD 20852-4220
Telephone: (240) 833-1889
Fax Number: (240) 833-4880
Email: porterp@img.com

TECHNICAL POINT OF CONTACT

Paul Chan, Chief Operating Officer
I.M. Systems Group, Inc.
3206 Tower Oaks Boulevard, Suite 300
Rockville, MD 20852-4220
Telephone: (240) 833-1889, ext. 110
Fax Number: (240) 833-4880
Email: chanp@img.com

BRIEF COMPANY OVERVIEW

I. M. Systems Group, Inc. (IMSG) is a business with a proven track record of successfully supporting our clients' needs by providing professional management services to projects with significant schedule and technical challenges. IMSG has an outstanding record of consistent project successes and client satisfaction.

IMSG was established in 1987 as a Maryland corporation, focused on resolving corporate and project performance difficulties. IMSG's qualifications are based upon the availability of a highly qualified team of senior personnel that have the experience and background to successfully support the toughest problems. Our company, and its personnel, have a broad experience base, and are recognized as a superior performance team.

The quality of our firm is reflected in the experience and accomplishments of our staff and our consulting associates. We maintain a cadre of permanent high quality staff, and senior Consulting Associates that offers the depth and high degrees of specialization, not normally available to similar firms. This approach allows us to offer our clients and ordering activities the flexibility of quick responses to critical management and technology needs. Our staff provides detailed experience in all areas of professional management services, as well as the seniority and maturity to recognize the criticality of the problem and its importance to our client's operations.

Equally as important as our technical expertise, is our staff's understanding of the factors influencing its introduction and application in a client environment. This aspect of our qualifications ensures that we can effectively support critical task requirements that cross organizational boundaries, thereby ensuring "best value" solutions to our clients' needs.

In summary, IMSG offers significant benefits in satisfying critical time-sensitive requirements involving difficult technical and managerial challenges. The proof is in our clients' response: In May 1999 our staff received Vice President Gore's "Hammer Award" for innovation and reinvention of Government. Our focus on client support resulted in our 1995 nomination by the Air Force as "Small Business Prime Contractor of the Year", and our receipt of the Small Business Administration's "Administrator's Award of Excellence" in May of the following year.



CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Environmental Services, for worldwide use. Executive agencies, other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. I.M. Systems Group, Inc. has been awarded a contract by GSA to provide services under the following SINs:

- 874-1, Consulting Services

OVERVIEW OF SERVICES PROVIDED

As a professional services firm, IMSG specializes in providing the highest quality of Mission-Oriented Business Integrated Services (MOBIS) in the areas of:

- Strategic, Business and Action Planning
- Systems Alignment
- High Performance Work
- Process and Productivity Improvement
- Organizational Assessments

These services focus on the following tasks, as representative of our capabilities: Systems Integration; Expert Consultation; Schedule and Quality Improvements; Independent Verification and Validation; Project/Program Analysis and Turnarounds; Web-based Training Deployment; and Courseware Development; among others.

These services are provided under ISO 9001 quality guidelines.

The initial establishment and evolution of IMSG has focused on the satisfaction of those specific organization or project needs that required the rapid and innovative application of technology and/or process improvement practices for the successful achievement of the client's objectives. This client-centered performance base has required our firm's establishment of an operating philosophy that is centered on organizational flexibility and rapid response to our clients' needs. This has been implemented through a flexible and dynamic infrastructure that is designed to quickly apply senior-level, highly-qualified resources, that understand both the technological requirements and the management/organizational factors that drive a project's needs.

This corporate philosophy and resulting infrastructure ensures an important capability that may be utilized by ordering activities to quickly and effectively respond to critical and/or difficult to resolve MOBIS requirements.

INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that I.M. Systems Group meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide MOBIS services, follow these simple steps:

Orders under the Micro-Purchase Threshold (\$3,000)
<ul style="list-style-type: none"> Select the contractor best suited for your needs and place the order.
Orders in-between the Micro-Purchase Threshold (\$3,000) and the Simplified Acquisition Threshold (\$150,000)
<ul style="list-style-type: none"> Prepare a SOW or Performance Work Statement (PWS) in accordance with FAR 8.405-2(b). Prepare and send the RFQ (including SOW and evaluation criteria) to at least three GSA Schedule contractors. Evaluate, then make a "Best Value" determination. <p>Note: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>
Orders over the Simplified Acquisition Threshold (\$150,000)
<ul style="list-style-type: none"> Prepare the RFQ (including the SOW and evaluation criteria) and post on eBuy to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least three contractors. Seek price reductions. Evaluate all responses and place the order, or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)). <p>Note: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>

Developing a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and

Special standards and any special requirements, where applicable.

Preparing a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

For more information related to ordering services, go to <http://www.gsa.gov/schedules-ordering> and click "Ordering Information". Also see summary guidelines in the [Multiple Award Schedule \(MAS\) Desk Reference Guide, Ordering Procedures.](#)

REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- 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
- 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 (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

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

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs: The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.