Contract Number: GS-10F-055BA

CollabraLink Technologies, Inc.
8405 Greensboro Drive, Suite 600
McLean, VA 22102
Phone: (703) 639-1780
Fax: (703) 639-1787
www.collabraLink.com
POC for Contract Administration: Rahul Pandhi, rpandhi@collabraLink.com

Business Size / Status: Other than Small Business

Period Covered by Contract: 12/16/2013 - 12/15/2023

Pricelist current through Modification A821, dated June 15, 2020

Online 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 GSAAAdvantage.gov.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSTOMER INFORMATION</td>
<td>1</td>
</tr>
<tr>
<td>GSA PROFESSIONAL SERVICES LABOR CATEGORIES - SIN 541611 / 541611 RC</td>
<td>3</td>
</tr>
<tr>
<td>GSA PROFESSIONAL SERVICES PRICELIST</td>
<td>8</td>
</tr>
<tr>
<td>USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS</td>
<td>9</td>
</tr>
<tr>
<td>BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE</td>
<td>10</td>
</tr>
<tr>
<td>BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”</td>
<td>12</td>
</tr>
</tbody>
</table>
CUSTOMER INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):
   Please refer to GSA eLibrary (www.gsaelibrary.gsa.gov) for detailed SIN descriptions
   SIN 541611 / 541611 RC, Management and Financial Consulting, Acquisition and Grants
   Management Support, and Business Program and Project Management Services
   SIN OLM / OLM RC / OLM STLOC, Order Level Materials (OLM)

1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on page #8

1c. Labor Category Descriptions: Please refer to page #3

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage: Domestic and overseas

5. Point of Production: Not Applicable

6. Discount from List Price: All prices herein are net

7. Quantity Discounts: None offered

8. Prompt Payment Terms: Net 30 days
   Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in
   exchange for other concessions

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

9b. Government Purchase Card is accepted above the micro-purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: As negotiated with Ordering Agency

11b. Expedited Delivery: Contact contractor for availability

11c. Overnight and 2-Day Delivery: Contact contractor for availability

11d. Urgent Requirement: Contact contractor for availability

12. F.O.B. Point: Destination

13a. Ordering Address: CollabraLink Technologies, Inc.
    Attn: Rahul Pandhi
    8405 Greensboro Drive, Suite 600
    McLean, VA 22102
    Phone: (703) 639-1780
    Fax: (703) 639-1787

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket
    Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address:  
CollabraLink Technologies, Inc.  
Attn: Accounting  
8405 Greensboro Drive, Suite 600  
McLean, VA 22102  
Phone: (703) 639-1780  
Fax: (703) 639-1787

15. Warranty Provision:  
Contractor’s 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):  
Governmentwide purchase card is accepted on orders in excess of 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 Contractor for more information.

25. Data Universal Number System (DUNS) Number:  
143739998

26. CollabraLink Technologies, Inc. is registered in the System for Award Management (SAM).
1. **Business Analyst I**

Minimum Experience/General Experience: Must have two (2) years of experience in the appropriate area. May have expert credentials or be recognized as an authority.

Functional Responsibility: Provides general functional expertise necessary to interpret requirements, ensure responsiveness, and achieve successful performance. Assists in leading the information technology teams with understanding business requirements and the analysis, evaluation, and implementation of systems and other relevant tasks.

Minimum Education:
- B.A. or B.S. degree in Business, Finance, Management, Information Systems or another applicable field.
- An additional four (4) years of experience and an Associate’s degree or an additional 8 years of experience and a high school diploma or GED may be substituted for a Bachelor’s degree.

2. **Business Analyst II**

Minimum Experience/General Experience: Must have at least four (4) years of experience in the appropriate area. May have expert credentials or be recognized as an authority.

Functional Responsibility: Provides task unique functional expertise necessary to interpret requirements, ensure responsiveness, and achieve successful performance. May include subject matter and unique technical knowledge. Leads information technology teams with understanding business requirements and the analysis, evaluation, and implementation of systems and other relevant tasks.

Minimum Education:
- B.A. or B.S. degree in Business, Finance, Management, Information Systems or another applicable field.
- An additional four (4) years of experience and an Associate’s degree or an additional 8 years of experience and a high school diploma or GED may be substituted for a Bachelor’s degree.
- Post graduate degree may be substituted for two (2) years of experience.

3. **Business Analyst III**

Minimum Experience/General Experience: Must have at least six (6) years of experience in the appropriate area. May have expert credentials or be recognized as an authority.

Functional Responsibility: Provides task unique functional expertise necessary to interpret requirements, ensure responsiveness, and achieve successful performance. May include subject matter and unique technical knowledge. Leads information technology teams with understanding business requirements and the analysis, evaluation, and implementation of systems and other relevant tasks.

Minimum Education:
- B.A. or B.S. degree in Business, Finance, Management, Information Systems or another applicable field.
- An additional eight (8) years of experience and an Associate’s degree or an additional 12 years of experience and a high school diploma or GED may be substituted for a Bachelor’s degree.
- Post graduate degree may be substituted for two (2) years of experience.

4. **Communication / Outreach Support**

Minimum Experience/General Experience: Must have four (4) years of experience in the appropriate area.

Functional Responsibility: Develops, executes, and manages comprehensive strategic communications plans; Reviews clients’ existing images, messages, strategies, plans, programs and/or “products” and delivers them through appropriate medium (e.g., print, broadcast, etc.); Selects the most appropriate mix of media - print,
broadcast, and Internet to achieve desired objectives of the client; Prepares communication audits for clients with recommendations, solutions for future projects and/or more successful outcomes; Manages multiple promotional/outreach and PR programs through detailed communication goals, targets, budgets, media utilization and marketing messages; Reviews, revises or develops client branding and promotional material and information kits to distribute to target populations; Defines and achieves the correct style and tone for written pieces with close attention to quality control of spelling, grammar and punctuation; Prepares interview talking points or speeches delivered by client or other spokesperson. Has an in-depth understanding of the issue as well as the speaker's style, strengths and limitations to effectively write material for him/her that is plausible and deliverable; Conducts follow-up evaluation of outreach efforts and event outcomes utilizing various resources (tracking sigma encoding, press clipping services, surveys, follow-up phone calls) to improve future outreach efforts.

Minimum Education:

- B.A. or B.S. degree in an applicable field.
- An additional four (4) years of experience and an Associate's degree or an additional 8 years of experience and a high school diploma or GED may be substituted for a Bachelor's degree.
- Post graduate degree may be substituted for two (2) years of experience.

5. Environmental Analyst

Minimum Experience/General Experience: Must have four (4) years of experience in a related field.

Functional Responsibility: Performs environmental tests and performs analysis. Makes structured observations and evaluates results. Makes recommendations for maintaining compliance with regulatory requirements. Familiar with analytical concepts, practices, and procedures within a related field. Relies on experience and judgment to plan and accomplish goals.

Minimum Education:

- B.A. or B.S. degree in an applicable field.
- An additional four (4) years of experience and an Associate's degree or an additional 8 years of experience and a high school diploma or GED may be substituted for a Bachelor's degree.
- Post graduate degree may be substituted for two (2) years of experience.

6. Financial Analyst

Minimum Experience/General Experience: Must have four (4) years of experience in the appropriate area.

Functional Responsibility: Participates in the development of budgets. Determines cost of operations by establishing standard costs and collecting operational data. Develops forecasts and determines financial status by comparing and analyzing actual results with plans and forecasts. Establishes and enforces financial policies and procedure. Improves financial status by analyzing results, monitoring variances, identifying trends, and recommending actions to management. Reconciles transactions by comparing and correcting data.

Minimum Education:

- B.A. or B.S. degree in an applicable field.
- An additional four (4) years of experience and an Associate’s degree or an additional 8 years of experience and a high school diploma or GED may be substituted for a Bachelor’s degree.
- Post graduate degree may be substituted for two (2) years of experience.

7. Management Analyst

Minimum Experience/General Experience: Must have two (2) years of experience in the appropriate area. May have expert credentials or be recognized as an authority.

Functional Responsibility: Gathers and organizes information on problems or procedures. Analyzes data gathered and develops solutions or alternative methods of proceeding. Works with the client to ensure
successful functioning of newly implemented systems or procedures. Develops reports and consults with management and users about format, distribution, and purpose, and to identify problems and improvements. Interviews personnel and conducts on-site observations to ascertain unit functions and work performed and methods, equipment, and personnel used. Documents findings of study and prepares recommendations for implementation of new systems, procedures, or organizational changes. Prepares manuals and trains workers in use of new forms, reports, procedures or equipment, according to organizational policy. Designs, evaluates, recommends, and approves changes to documents and reports. Plans studies of work problems and procedures, such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis.

Minimum Education:
- B.A. or B.S. degree in Business, Finance, Management, Information Systems or another applicable field.
- An additional four (4) years of experience and an Associate’s degree or an additional 8 years of experience and a high school diploma or GED may be substituted for a Bachelor’s degree.

8. Program Analyst I
Minimum Experience/General Experience: Must have one (1) year of experience in the appropriate area. May have expert credentials or be recognized as an authority.

Functional Responsibility: Under the supervision of a Program Analyst, plans, coordinates, and develops comprehensive reports to improve the overall development and execution of organizational programs. This includes quantitative or qualitative analysis and evaluation of programs and providing management with information about improving initiatives and strategic plans. Implements new policies, allocates needed resources, and oversees the development of facilities, systems, and financial budgets for the program.

Minimum Education:
- B.A. or B.S. degree in Business, Finance, Management, Information Systems or another applicable field.
- An additional four (4) years of experience and an Associate’s degree or an additional 8 years of experience and a high school diploma or GED may be substituted for a Bachelor’s degree.

9. Program Analyst II
Minimum Experience/General Experience: Must have four (4) years of experience in the appropriate area. May have expert credentials or be recognized as an authority.

Functional Responsibility: Plans, coordinates, and develops comprehensive reports to improve the overall development and execution of organizational programs. This includes quantitative or qualitative analysis and evaluation of programs and providing management with information about improving initiatives and strategic plans. Implements new policies, allocates needed resources, and oversees the development of facilities, systems, and financial budgets for the program.

Minimum Education:
- B.A. or B.S. degree in Business, Finance, Management, Information Systems or another applicable field.
- An additional four (4) years of experience and an Associate’s degree or an additional 8 years of experience and a high school diploma or GED may be substituted for a Bachelor’s degree.

Post graduate degree may be substituted for two (2) years of experience.

10. Project Administrator
Minimum Experience/General Experience: Must have two (2) years of experience in the appropriate area.

Functional Responsibility: Responsible for project budget development, project financial management, analysis of project documentation, compilation of invoices, and submission of required supporting documentation. Maintains and updates the project schedule. Under direction of project leaders, assists in data collection, analysis, and writing.
Minimum Education:
- B.A. or B.S. degree in an applicable field.
- An additional four (4) years of experience and an Associate’s degree or an additional 8 years of experience and a high school diploma or GED may be substituted for a Bachelor’s degree.
- Post graduate degree may be substituted for two (2) years of experience.

11. Project Manager I
Minimum Experience/General Experience: Must have two (2) years of experience required specializing in management, resource allocation, or information technology.

Functional Responsibility: Manage projects, tasks, and/or subtasks. Advise and assist project staff on execution of specific project requirements. May be responsible for management of complete project or specific task elements. Implements directives and schedules necessary to ensure effective project management. Possesses knowledge of concepts, practices, and procedures in several technical and management fields.

Minimum Education:
- B.A. or B.S. degree in an applicable field.
- An additional four (4) years of experience and an Associate’s degree or an additional 8 years of experience and a high school diploma or GED may be substituted for a Bachelor’s degree.
- Post graduate degree may be substituted for two (2) years of experience.

12. Project Manager II
Minimum Experience/General Experience: Must have four (4) years of experience required specializing in management, resource allocation, or information technology, including full cycle software/web development and/or implementation knowledge.

Functional Responsibility: Manage projects, tasks, and/or subtasks. Advise and assist project staff on execution of specific project requirements. May be responsible for management of complete project or specific task elements. Implements directives and schedules necessary to ensure effective project management. Possesses a detailed knowledge of concepts, practices, and procedures in several activity, technical, and management fields.

Minimum Education:
- B.A. or B.S. degree in an applicable field.
- An additional four (4) years of experience and an Associate’s degree or an additional 8 years of experience and a high school diploma or GED may be substituted for a Bachelor’s degree.
- Post graduate degree may be substituted for two (2) years of experience.

13. Project Manager III
Minimum Experience/General Experience: Nine (9) years of experience required specializing in management, resource allocation, or information technology, including full cycle software/web development and/or implementation expertise.

Functional Responsibility: Manage projects, tasks, and/or subtasks. Advise and assist project staff on execution of specific project requirements. May be responsible for management of complete project or specific task elements. Implements directives and schedules necessary to ensure effective project management. Possesses a detailed knowledge of concepts, practices, and procedures in several activity, technical, and management fields. Provides technical consulting on complex projects and provides detailed guidance and direction to project staff.

Minimum Education:
- B.A. or B.S. degree in an applicable field.
- An additional four (4) years of experience and an Associate’s degree or an additional 8 years of experience and a high school diploma or GED may be substituted for a Bachelor’s degree.
- Post graduate degree may be substituted for two (2) years of experience.

14. Subject Matter Expert (SME) I
Minimum Experience/General Experience: Must have five (5) years of experience in the appropriate area.

Functional Responsibility: Provides expert support, analysis, and research into especially complex problems and processes under broad direction. Provides technical direction, interprets requirements, and performs analysis of alternatives. Thinks independently and demonstrates superior written and oral communications skills. Possesses a complete understanding and wide experience in the application of relevant principles, theories, and concepts. Independently develops solutions. Expertise is in a particular domain or area of Information Technology.

Minimum Education:
- B.A. or B.S. degree in an applicable field.
- An additional four (4) years of experience and an Associate’s degree or an additional 8 years of experience and a high school diploma or GED may be substituted for a Bachelor’s degree.
- Post graduate degree may be substituted for two (2) years of experience.

15. Subject Matter Expert (SME) II
Minimum Experience/General Experience: Must have ten (10) years of experience in the appropriate area.

Functional Responsibility: Provides expert support, analysis, and research into exceptionally complex problems and processes with minimal direction. Provides technical direction, interprets requirements, and performs analysis of alternatives. Thinks independently and demonstrates exceptional written and oral communications skills. May function in a leadership role. Possesses expertise and wide experience in the application of relevant principles, theories, and concepts. Solves complex problems that require the regular use of ingenuity and creativity. Expertise is in a particular domain or area of Information Technology.

Minimum Education:
- B.A. or B.S. degree in an applicable field.
- An additional four (4) years of experience and an Associate’s degree or an additional 8 years of experience and a high school diploma or GED may be substituted for a Bachelor’s degree.
- Post graduate degree may be substituted for two (2) years of experience.

16. Subject Matter Expert (SME) III
Minimum Experience/General Experience: Must have ten (10) years of experience in the appropriate area.

Functional Responsibility: Provides expert support, analysis, and research into exceptionally complex problems and processes. Serves as technical expert providing technical direction, interprets requirements, and performs analysis of alternatives. Thinks independently and demonstrates exceptional written and oral communications skills. Understands and applies advanced principles, theories, and concepts. May function in a leadership role. Solves exceptionally complex problems that require solutions which are highly innovative. Expertise is in a particular domain or area of Information Technology.

Minimum Education:
- M.A. or M.S. degree in an applicable field.
- Doctorate degree may substitute for two (2) years of experience.
### GS-10F-055BA

#### GSA PROFESSIONAL SERVICES PRICELIST

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>GSA Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Business Analyst I</td>
<td>$74.89</td>
</tr>
<tr>
<td>541611</td>
<td>Business Analyst II</td>
<td>$98.14</td>
</tr>
<tr>
<td>541611</td>
<td>Business Analyst III</td>
<td>$111.32</td>
</tr>
<tr>
<td>541611</td>
<td>Communication / Outreach Support</td>
<td>$110.16</td>
</tr>
<tr>
<td>541611</td>
<td>Environmental Analyst</td>
<td>$123.73</td>
</tr>
<tr>
<td>541611</td>
<td>Financial Analyst</td>
<td>$88.22</td>
</tr>
<tr>
<td>541611</td>
<td>Management Analyst</td>
<td>$73.56</td>
</tr>
<tr>
<td>541611</td>
<td>Program Analyst I</td>
<td>$137.04</td>
</tr>
<tr>
<td>541611</td>
<td>Program Analyst II</td>
<td>$163.39</td>
</tr>
<tr>
<td>541611</td>
<td>Project Administrator</td>
<td>$77.87</td>
</tr>
<tr>
<td>541611</td>
<td>Project Manager I</td>
<td>$127.64</td>
</tr>
<tr>
<td>541611</td>
<td>Project Manager II</td>
<td>$137.76</td>
</tr>
<tr>
<td>541611</td>
<td>Project Manager III</td>
<td>$167.44</td>
</tr>
<tr>
<td>541611</td>
<td>Subject Matter Expert (SME) I</td>
<td>$204.13</td>
</tr>
<tr>
<td>541611</td>
<td>Subject Matter Expert (SME) II</td>
<td>$239.89</td>
</tr>
<tr>
<td>541611</td>
<td>Subject Matter Expert (SME) III</td>
<td>$278.20</td>
</tr>
</tbody>
</table>

**Service Contract Labor Standards:** CollabraLink uses no SCLS/SCA-eligible labor in the execution of these programs. The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and/or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

CollabraLink Technologies, Inc. provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact:

Rahul Pandhi, Chief Executive Officer
Phone: 703-639-1780
E-mail: rpandhi@collabralink.com
(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and CollabraLink Technologies, Inc, enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract GS-10F-055BA.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity  Date  CollabraLink Technologies, Inc.  Date
BPA NUMBER______________

(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number GS-10F-055BA, Blanket Purchase Agreements, CollabraLink Technologies, Inc. agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

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

<table>
<thead>
<tr>
<th>MODEL NUMBER/PART NUMBER</th>
<th>SPECIAL BPA DISCOUNT/PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______________________</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

(2) Delivery:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>DELIVERY SCHEDULES / DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>___________</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

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

(4) This BPA does not obligate any funds.

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

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

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>POINT OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______</td>
<td>___________________</td>
</tr>
</tbody>
</table>

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

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

Orders under a Team Arrangement are subject to terms and conditions 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.