



Contract Holder

CONTRACT GS-23F-0046K

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 is available through **GSA Advantage!**®, a menu-driven database system. The INTERNET address for **GSA Advantage!** ® is **GSA.Advantage.gov**.

PROFESSIONAL ENGINEERING SERVICES

FSC Group 87, FSC Class 871

Special Item Numbers: 871-1 through 871-4

Recovery Purchasing (RC) Special Item Numbers 871-1RC, 871-2RC, 871-3RC, 871-4RC

Contract GS-23F-0046K

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Period covered by Contract: November 26, 2014 through November 25, 2019



Amtec Corporation

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**Pricelist current through
Supplemental Modification PS-0015, Effective Date: November 26, 2014
Prices shown herein are net (discount deducted)**

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CUSTOMER INFORMATION**1a. Table of Awarded Special Item Numbers**

Special Item Number	Page
871-1 Strategic Planning for Technology Programs/Activities	8
871-2 Concept Development and Requirements Analysis	8
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1b. Identification of the lowest price model number and lowest unit price for that model for was special item number awarded in the contract. N/A

1c. Hourly rates by work site, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees can be found at pages 18 through 28.

2. Maximum Order: \$1,000,000.00. The Maximum Order threshold is a dollar value that serves two purposes: First, although Amtec Corporation is required to accept any order between the minimum and maximum values, we are not required to accept orders over the maximum value. Should Amtec elect not to accept an order over the maximum value, the order will be returned to the ordering activity within five workdays after Amtec has received it. Second, while ordering activities are encouraged to seek price reductions for any order value, they are required to seek reductions if a requirement exceeds the maximum value. A delivery order for quantities that exceed the maximum order may be placed with the contractor selected in accordance with FAR 8.404. The order will be placed under the current contract.

3. Minimum Order

The minimum order that may be placed under this contract is \$100.00.

4. Geographic coverage (delivery area): The geographic scope of this contract is the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and US territories. This also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas.

5. Point(s) of production (city, county, and state or foreign country): Huntsville, Madison, Alabama.

6. Discount from list prices or statement of net price: Government net prices (discount deducted).

7. Quantity discounts: Additional 5% discount shall be applied to all labor rates for any task orders initially issued in excess \$1,000,000.00.

8. Prompt payment terms: 2%, 10 days, Net 30.

9a. Notification whether Government purchase cards are accepted at or below the micro-purchase threshold: Yes.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items: None

11a. Time of Delivery: Specified on the Task Order.

11b. Expedited Delivery: Items available for expedited delivery are noted in this price list.
None

11c. Overnight and 2-day delivery: Overnight and 2-day delivery is not available. However, if circumstances warrant, the schedule customer may contact Amtec.

11d. Urgent Requirements: This contract contains the clause titled Urgent Requirements (I-FSS-140-B, Urgent Requirements (Jan 1994))“When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.”

12. F.O.B Points(s): Destination

13a. Ordering address:

For Mailed Orders:
Amtec Corporation
Attention: Ms. Kelly Joiner
654-A Discovery Drive
Huntsville, AL 35806-2802

For Facsimile Orders:
(256) 722-7212
Mark “To the Attention of Ms. Kelly Joiner”
Email: kjoiner@servus-corp.com

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:

Amtec Corporation
Attention: Accounts Receivable
654-A Discovery Drive
Huntsville, AL 35806-2802

15. **Warranty Provision:** N/A
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of government purchase card acceptance:** Contact Amtec
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Special attributes, such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **Section 508 compliance is not applicable to this contract.**
25. **Data Universal Numbering System (DUNS) number:** 196595607
26. Amtec is registered in the Central Contractor Registration (CCR)/System for Award Management (SAM) database.
27. **Training** – Free GSA Schedules training is available by accessing the Center for Acquisition Excellence at www.gsa.gov/centerforacquisitionexcellence

AMTEC CORPORATE OVERVIEW

Amtec Corporation is a privately owned company headquartered in Huntsville, Alabama, located in the Southeastern Region of the United States of America. Founded in 1988, Amtec has more than twenty five (25) years of corporate experience in delivering professional engineering services to federal government agencies and commercial entities. Amtec currently has approximately 40 employees, of which 76% are engineers or technicians. Our culture is based on integrity, trust and a commitment to excellence and each other – we are a family. We believe in good work ethics balanced with family life at home. We thrive on interesting, challenging work and providing solutions to our customers' requirements.

Amtec specializes in providing services and support contracting solutions, including professional engineering services, for customer mission requirements both as a prime contractor and valued teammate. Since 1988, Amtec has successfully executed numerous prime and sub contracts valued over \$600M for customers across the Departments of Defense (DoD), Army, Navy, and Air Force, Office of the Director of National Intelligence (ODNI), Missile Defense Agency (MDA), NASA, and other organizations in the Defense, Aerospace and commercial market segments.

Amtec has extensive experience supporting the US ARMY, Army Test and Evaluation Command (ATEC), Redstone Test Center (RTC) in Huntsville, AL for over 25 years. Since 1988, Amtec has held 15 prime contracts and multiple subcontracts at RTC. Amtec's engineering staff has demonstrated outstanding capabilities supporting the different directorates and divisions at RTC including the System Engineering Directorate (SED) for Test Planning Evaluation and Documentation (TPED), the Environmental and Component Test Directorate (ECTD) for Electromagnetic Environmental Effects (E³), Component & Surveillance, Subsystem, Climatic, Dynamic test support, and Missile and Sensors Test Directorate (MSTD) for Missile Flight Test, Sensors, Telemetry, and Propulsion Test division support for weapon system development.

Amtec has provided direct contract support to the Weapons Development and Integration (WDI) directorate at the US Army Aviation, Missile, Research, Development and Engineering Center (AMRDEC) in Huntsville, AL for over 10 years. Amtec has provided support with full time on-site engineering, on-site technicians, and on-site production support, to a full complement of design and fabrication staff when needed for specialized testing or fabrication requirements. This includes engineering design, analysis and construction of the TOW Missile Recycling capability (MRC). Amtec and government demilitarized over 100,000 TOW missiles on the MRC. Amtec Engineers are supporting the design, development and fabrication of additional DEMIL facilities. Amtec has provided design, engineering, and integration of Special Test Equipment (STE), Automatic Test Equipment (ATE), and advanced test instrumentation for RTC, NASA, U. S. Navy, and 11 Project Offices at AMCOM. This included support for Foreign Military Sales (FMS) cases and direct sales of STE to several foreign countries under contract to Rockwell, Lockheed, and Boeing.

Amtec has provided support for the Missile Defense Agency (MDA) National Missile Defense (NMD) Program Office for over 10 years. Amtec performed System Engineering and Technical Assistance (SETA) support for the planning, conduct and evaluation of hardware-in-the-loop (HWIL) simulations and pre-flight ground testing. Amtec also supported development of the

Test and Evaluation Master Plan (TEMP) and other critical T&E documentation. Amtec also provided engineering and fabrication support for the Targets Management Office (TMO).

Amtec has successfully provided a wide variety of professional engineering services to a wide range of government customers supporting the design, analysis, fabrication, integration, test and evaluation of complex systems and processes. These services include: Program/Project Management, engineering design and analysis, systems engineering, modeling and simulation, test and evaluation, electrical and mechanical design and fabrication. Amtec's modeling and simulation (M&S) experience includes Hardware-in-the-Loop (HWIL) and Six-Degree of Freedom (6-DOF) Simulations, and Model Based Design using the Mathworks family of products (Matlab and Simulink) and COMSOL Multiphysics. Amtec developmental test and evaluation, and test range support experience includes program management and staffing solutions; test management, planning, execution, analysis, and reporting; safety and risk management; test instrumentation and telemetry; test data collection, management, analysis and reporting; and test technology development and management for environmental and component test; missiles and sensors test; and aviation flight test.

Amtec provides support services that are responsive, flexible, cost efficient, safe, and environmentally compliant. Amtec is committed to our customer's success, our employee family, and the communities in which we work and live. We invite you to contact us to find out more about Amtec Corporation and our commitment to customer satisfaction.

PROFESSIONAL ENGINEERING SERVICE AREAS

Amtec Corporation has been approved for the following Special Item Number (SIN) FSS items:

871-1, 871-1RC STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS/ACTIVITIES

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

Example: The evaluation and preliminary definition of new and/or improved performance goals for an air defense weapons system – such as deployment procedures and costs, multi-user capability, useful service life, accuracy and resistance to natural and man-made electronic interference.

871-2, 871-2RC CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS

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

Example: The development and analysis of the total mission profile and life cycle of the new air defense system including examination of performance and cost tradeoffs.

871-3, 871-3RC SYSTEM DESIGN, ENGINEERING AND INTEGRATION

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

Example: The air defense weapons system concept produced in the preceding stage will be converted to a detailed engineering design package, performance will be computer simulated and a working model will be built for testing and design verification.

871-4, 871-4RC TEST AND EVALUATION

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

Example: The air defense weapons system working model will be subjected to a series of tests which may simulate and ultimately duplicate its operational environment.

LABOR DISCIPLINES APPROVED BY GSA

Amtec Corporation has been approved by GSA for the Primary Engineering Disciplines (PEDs) for the following Special Item Numbers:

Special Item Number	Electrical Engineering	Mechanical Engineering
SIN 871-1, 871-1RC	APPROVED	APPROVED
SIN 871-2, 871-2RC	APPROVED	APPROVED
SIN 871-3, 871-3RC	APPROVED	APPROVED
SIN 871-4, 871-4RC	APPROVED	APPROVED

The GSA definitions of these Approved Principal Engineering Disciplines are:

• **Electrical Engineering (EE):** Planning, design, development, evaluation and operation of electrical principles, models and processes. It includes, but is not limited to, the design, fabrication, measurement and operation of electrical devices, equipment and systems (e.g., signal processing; telecommunication; sensors, microwave, and image processing; micro-fabrication; energy systems and control; micro- and nano-electronics; plasma processing; laser and photonics; satellites, missiles and guidance systems, space vehicles, fiber optics, robotics, etc.). Within the electrical engineering discipline, there are several specialties within the scope of this work; a partial listing follows:

Aerospace and Electronic Systems	Nuclear and Plasma Sciences
Antennas and Propagation	Magnetics
Broadcast Technology	Industry Applications
Circuits and Systems	Neural Networks Council
Communications	Instrumentation and Measurement
Components Packaging, and Manufacturing Technology	Reliability
Computer*	Power Engineering
Consumer Electronics	Microwave Theory and Techniques
Dielectrics and Electrical Insulation	Solid-State Circuits
Education	Robotics & Automation
Control Systems	Oceanic Engineering
Geoscience & Remote Sensing	Vehicular Technology
Engineering Management	Systems, Man, and Cybernetics
Electromagnetic Compatibility	Professional Communication
Information Theory	Signal Processing on Social Implications of Technology
Industrial Electronics	Ultrasonics, Ferroelectrics, and Frequency Control
Engineering in Medicine and Biology	Other Electrical Engineering Specialties not listed in the "Services not Included Paragraph"
Lasers & Electro-Optics	
Intelligent Transportation Systems	

• **Mechanical Engineering (ME):** Planning, development, evaluation and control of systems and components involving the production and transfer of energy and with the conversion of one form of energy to another. It includes, but is not limited to, planning and evaluation of power plants, analysis of the economical combustion of fuels, conversion of

heat energy into mechanical energy, use of mechanical energy to perform useful work, analysis of structures and motion in mechanical systems, and conversion of raw materials into a final product, etc. (e.g., thermodynamics, mechanics, fluid mechanics, jets, rocket engines, internal combustion engines, steam and gas turbines, continuum mechanics, dynamic systems, dynamics fluid mechanics, heat transfer, manufacturing, materials, solid mechanics, reactors, etc.). Within the mechanical engineering discipline, there are several specialties within the scope of this work; a partial listing follows:

ASME Heat Transfer/K16	Nuclear Engineering
Advanced Energy Systems	Ocean Engineering
Aerospace Engineering	Materials Handling Engineering*
Applied Mechanics	Petroleum
Bioengineering	Plant Engineering and Maintenance
Design Engineering*	Non-Destructive Evaluation Engineering
Dynamic Systems and Control	Pressure Vessels and Piping
Electrical and Electronic Packaging	Process Industries
Environmental Engineering*	Offshore Mechanics and Arctic
Fluids Engineering	Engineering
Fluids Power Systems and Technology	Safety Engineering and Risk Analysis
Systems	Solar Energy
Fuels and Combustion Technologies	Rail Transportation
Heat Transfer	Technology and Society
Information Storage and Processing	Textile Engineering
Systems	Power
Internal Combustion Engine	Solid Waste Processing
International Gas Turbine	Tribology
Materials	Other Mechanical Engineering
Manufacturing Engineering *	Specialties not listed in the
Microchannel flow and heat transfer	"Services not Included Paragraph"
Noise Control and Acoustics	
Management	

***Services Not Included:**

The following services are not currently being solicited. However, GSA reserves the sole right to include these services under PES at a future time during the period of performance. If GSA exercises this right, it will refresh the solicitation and consider offers from all eligible sources.

- 1. Construction and Architect-Engineering services** as set forth in FAR Part 36 (including construction, alteration or repair (including dredging, excavating and painting) of buildings, structures, or other real property). Offerors interested in providing these services may contact GSA's Public Buildings Service (PBS) for additional information.
- 2. Computer Engineering and Information Technology.** Offerors interested in providing computer/software engineering and information technology services are directed to

contact GSA's Group 70 Schedule for Information Technology for additional information.

3. Environmental Advisory Services as listed below are not currently being solicited:

- Environmental Planning Services & Documentation (i.e., environmental impact statements; endangered species, wetlands, watersheds and other natural resource management plans, studies and consultations; archeological, historic and other cultural resources management plans, studies, and consultations; economic, technical, and risk analyses in support of environmental needs)
- Environmental compliance services (i.e., environmental compliance audits; compliance management planning; pollution prevention surveys;
- Environmental/occupational training services specific to environmental planning and environmental compliance as discussed above (i.e., conventional course development and presentation; customized courses to meet specific needs; computer-based interactive course development)
- Waste management services (i.e., data collection, data development, analyses of comments, regulatory and economic analyses, feasibility analyses, hazard assessments, exposure assessments, and risk analyses. Examples include, but are not limited to development of waste characterization studies and recommendations for management strategy including identification of recycling options. Assessments might include studies relating to collection and transfer of waste, source reduction, and evaluation of energy/fuel options. Services could include data collection, data development, analyses of comments, regulatory and economic analyses, feasibility analyses, hazard assessments, exposure assessments and risk analyses.
- Hazardous materials management advisory services (i.e., furnishing of Material Safety Data Sheets (MSDS) by compact disc, on-line via Internet, mail or facsimile (FAX); reporting and compliance software, hazardous materials tracking software and other related software/services.
- Telephone advisory services (i.e., telephone assistance with hazardous material spills, poisons, MSDS, and other related services).

Offerors interested in providing environmental advisory services are directed to contact GSA's group 899 Schedule for additional information.

4. Foundations and Landscaping Engineering. Offerors interested in providing foundations and landscaping engineering are directed to contact GSA's PBS for additional information.

5. Heating, Ventilation and Air-Conditioning (HVAC) related to buildings, structures, or other real property set forth for Construction and Architect-Engineering services governed by FAR Part 36. Offerors interested in providing these services are directed to contact GSA's PBS for additional information. Please note that HVAC related to the manufacture, production, furnishing, construction, alteration, repair, processing or assembling of vessels, aircraft, or other kinds of personal property IS included and solicited within the scope of PES.

6. Research and Development as set forth in FAR Part 35.

7. Products/materials already solicited under other Federal Supply Service (FSS)

Schedule contracts (e.g., information technology, paper, chemicals, pharmaceuticals, laboratory instruments, etc.). However, PES contractors may team across FSS Schedules to provide a total solution to agency requirements.

SERVICE CONTRACT ACT (SCA) MATRIX

SCA Eligible Contract Labor	SCA Equivalent Code	Title	WD Number
Administrative Support	01020	Administrative Assistant	05-2007
Junior Mechanical Technician	30081	Engineering Technician I	05-2007
Mechanical Technician	30082	Engineering Technician II	05-2007
Senior Mechanical Technician	30083	Engineering Technician III	05-2007
Master Mechanical Technician	30084	Engineering Technician IV	05-2007
Junior Electrical Technician	30081	Engineering Technician I	05-2007
Electrical Technician	30082	Engineering Technician II	05-2007
Senior Electrical Technician	30083	Engineering Technician III	05-2007
Master Electrical Technician	30084	Engineering Technician IV	05-2007

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

ORDERING PROCEDURES

Procedures for services priced on GSA schedules at hourly rates.

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 (SIN) within a Schedule. GSA has established special ordering procedures for services that are priced on Schedule at hourly rates. These special ordering procedures take precedence over the procedures in FAR 8.404.

The GSA has determined that the rates 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 specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

When ordering services, ordering offices shall –

1. Prepare a Request for Quotes:

- I. A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

- II. A request for quotes should be prepared which includes the performance-based statement of work and requests 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 hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders. The request for quotes should include a notice to vendors to include all incidentals/other direct costs in their proposal. On July 15, 1999, GAO ruled in the matter of the Pyxis Corporation, Decision B-282469.2, that “an agency may no longer rely on the “incidentals” test to justify of non-FSS items in connection with an FSS buy; where an agency buys non-FSS items; it must follow applicable acquisition regulations.” This means cumulative incidentals exceeding the micro purchase threshold of \$2,500 that are not part of the

Federal Supply Schedule contract must be procured in accordance with applicable acquisition regulations (the Competition in Contracting Act).

- III. The request for quotes may request 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 for quotes shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses.

2. Transmit the Request for Quotes to Contractors:

- I. 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, hourly rates and other factors such as contractors' locations, as appropriate).
- II. The request for quotes should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotes should be provided to additional contractors that offer services that will meet the agency's needs. 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 quotes and select the contractor to receive the order:

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

The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPA) 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 inform contractors in the request for quotes (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 and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

- 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 multiple BPAs are established, the authorized users must follow the procedures in II.B above, and then place the order with the Schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

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 (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

4. Small Business

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.

5. Task Records and Documentation

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

6. Special Provisions for Task Orders

Agencies may incorporate provisions in their task order that are essential to their requirements (e.g., security provisions, 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. Contractors are strongly encouraged to price all items in the contract, to the maximum extent practicable.

LABOR CATEGORY DESCRIPTIONS

1. Sr. Program Manager

Minimum/General Experience: Twenty (20) years experience, with Ten (10) years experience in the management of projects or programs, contracts and resources.

Functional Responsibilities: Responsible for the overall contract or program performance. Serves as the customer point of contact for contractual matters and is the contract (or project) manager for complex or large projects. Responsible for formulating and enforcing work packages, assigning schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, objectives, and goals of the organization to subordinates. Accomplishes project objectives evaluating project activities and working with program manager and technical personnel as needed in establishing plans to meet objectives of the contract/task order.

Minimum Education: Master's degree in science, engineering or management.

2. Program Manager

Minimum/General Experience: Fifteen (15) years experience, with Ten (10) years experience in the management of projects or programs, contracts and resources.

Functional Responsibilities: Plans, directs, and coordinates activities of designated contract to ensure goals or objectives of contracts are accomplished within prescribed time frame and funding parameters by performing duties personally or through subordinate project managers and/or task order leads. Ensures that the quality of the program, project or task deliverable meets the established standards or metrics May direct the activities of administrative, program and technical personnel as needed to support the contract/task order.

Minimum Education: B.S. degree in Engineering or Physics.

3. Senior Project Engineer

Minimum/General Experience: Ten (12) years of combined engineering and technical experience with Five (5) of those years in management experience.

Functional Responsibilities: Advise program manager on technical issues affecting program or project cost, schedule and/or performance. Responsible for formulation of the opinions, decisions, and ultimate performance of the task specified in the statement of work contained in the task order. May serve as the Task Order or Project Lead. Will perform detailed and complex calculations necessary to assess advanced system concepts, assess specifications and perform system integration. Develop and implement technical solutions to complex discipline-specific problems.

Minimum Education: B.S. degree in Engineering or Physics, from an accredited college.

4. Project Engineer

Minimum/General Experience: Seven (7) years of combined engineering and technical experience with Two (2) of those years in project experience.

Functional Responsibilities: Responsible for formulation of the opinions, decisions, and ultimate performance of the task specified in the statement of work contained in the task order. Will perform detailed and complex calculations necessary to assess advanced system concepts, assess specifications and perform system integration. Develop and implement technical solutions to complex discipline-specific problems.

Minimum Education: B.S. Degree in Engineering or related field.

5. Senior Administrative Support

Minimum/General Experience: Eight (8) years experience in providing administrative support to technical or engineering personnel office and/or clerical experience.

Functional Responsibilities: Prepares reports for management, responds to inquiries and provide information in accordance with policies and procedures. According to requirements of contract, may perform diversified clerical, administrative and general office duties in support of various engineering tasks. This position requires knowledge of applicable policies and organization and technical skills using automation tools provided.

Minimum Education: High School or equivalency.

6. Administrative Support

Minimum/General Experience: Two (2) years administrative support.

Functional Responsibilities: Performs clerical, administrative and general office duties in support of various office and engineering tasks according to requirements listed in contract. Under supervision, may provide reports to management as requested. This position requires knowledge of applicable policies, organization, and technical skills using automation tools provided.

Minimum Education: High School or equivalency.

7. Senior Electrical Designer

Minimum/General Experience: Ten (10) years of experience in electrical engineering design and Four (4) years CAD experience.

Functional Responsibilities: The individual shall possess the ability to apply knowledge of electrical/material sciences, fabrication techniques, and engineering practices to convert sketches, engineering functional or conceptual descriptions to complete specification packages which are ready for integration and fabrication by skilled trades workers. May evaluate task order/contract requirements and provide guidance to others on how to accomplish required tasks. Designs are produced using CAD equipment and software such as AutoCAD, LabVIEW etc. Designer shall be knowledgeable of appropriate standards and quality requirements.

Minimum Education: B.S. in Electronics or Electrical Engineering.

8. Electrical Designer

Minimum/General Experience: Two (2) years technical training in electrical design. Training may be at an Armed Forces School, Technical School, or a college/university.

Functional Responsibilities: The individual shall possess the ability to apply knowledge of electrical/material sciences, fabrication techniques, and engineering practices to convert sketches, engineering functional or conceptual descriptions to complete specification packages which are ready for integration and fabrication by skilled trades workers. Designs are produced using CAD equipment and software such as AutoCAD, LabVIEW etc. Designer shall be knowledgeable of appropriate standards and quality requirements.

Minimum Education: High School or equivalency.

9. Senior Electrical Engineer

Minimum/General Experience: Ten (10) years of experience, following receipt of degree related to instrumentation, data acquisition, signal processing and analysis, modeling/simulation, electromagnetics, radio frequency (RF) and radar technologies, computer systems/operations, or automated computer controlled systems and testing of electronic hardware.

Functional Responsibilities: Provides professional, highly technical expertise and guidance for solving engineering problems on projects relating to new developments, system modifications or analysis. Performs all phases of development, integration/implementation, test and evaluation. Develops standards and guidelines for tasks being performed. Interfaces with customer personnel at multiple levels and locations. Formulates and reviews project engineering requirements, schedules, and studies, and ensures conformance to work standards. Assist Program Manager in developing estimates, schedules, material lists, specification, design concepts, design drawings and other project documentation per customer and corporate guidelines. Interfaces with management, technical, and customer personnel as needed.

Minimum Education: B.S. Degree in Electronics or Electrical Engineering.

10. Electrical Engineer

Minimum/General Experience: Five (5) years of experience, following receipt of degree, related to instrumentation, data acquisition, signal processing and analysis, modeling/simulation, electromagnetics, radio frequency (RF) and radar technologies, computer systems/operations, or automated computer controlled systems and testing of electronic hardware.

Functional Responsibilities: Responsible for formulation of the opinions, decisions, and ultimate performance of the task specified in the statement of work contained in the task order. Confer with engineers, customer personnel and others to discuss solutions to complex discipline-specific problems. Performs work in any combination of analysis, research, development, integration/implementation, test and evaluation. Implements standards and guidelines for tasks being performed. Interfaces with management, technical, and customer personnel as needed.

Minimum Education: B.S. Degree in Electronics or Electrical Engineering.

11. Jr. Electrical Engineer

Minimum/General Experience: One (1) year experience.

Functional Responsibilities: Will provide engineering and technical support to the program for the design, analysis and specification of systems and components. Requires minimal to extensive supervision based upon job assignment and previous experience base. Interfaces with management, technical, and customer personnel as needed.

Minimum Education: B.S. degree in Electronics in Electrical Engineering.

12. Sr. Mechanical Designer

Minimum/General Experience: Twelve (12) years of experience in mechanical engineering design and Four (4) years CAD experience.

Functional Responsibilities: Apply expertise of material sciences, fabrication techniques, and engineering practices to convert sketches, engineering functional or conceptual descriptions to complete specification packages which are ready for machining and fabrication by skilled trades workers. May evaluate task order/contract requirements and provide guidance to others on how to accomplish required tasks. Produce designs using CAD equipment and software such as AutoCAD, SolidWorks etc. Designer shall be knowledgeable of appropriate standards and quality requirements.

Minimum Education: B.S. in Mechanical Engineering

13. Mechanical Designer

Minimum/General Experience: One (1) year experience.

Functional Responsibilities: Under direct supervision and using guidelines provided, utilize knowledge of material sciences, fabrication techniques, and engineering practices to convert sketches, engineering functional or conceptual descriptions to complete specification packages which are ready for machining and fabrication by skilled trades workers. May assist in designs produced using CAD equipment and software such as AutoCAD, SolidWorks etc. Shall be knowledgeable of appropriate standards and quality requirements.

Minimum Education: B.S. in Mechanical Engineering.

14. Senior Mechanical Engineer

Minimum/General Experience: Ten (10) years experience, following receipt of degree, directly related to designing test fixtures, test setups, and test support equipment, with Three (3) of these years specialized in laboratory dynamic testing including vibration, shock, and acceleration testing.

Functional Responsibilities: Provides professional, highly technical expertise and guidance for solving engineering problems on projects relating to new developments, system modifications or analysis. Performs all phases of development, integration/implementation and evaluation. Develops standards and guidelines for tasks being performed. Interfaces with customer personnel at multiple levels and locations. Formulates and reviews project engineering requirements, schedules, and studies, and ensures conformance to work standards. Assist Program Manager in developing estimates, schedules, material lists, specification, design concepts, design drawings and other project documentation per customer and corporate guidelines.

Minimum Education: B.S. degree in Mechanical Engineering.

15. Mechanical Engineer

Minimum/General Experience: Five (5) years experience, following receipt of degree, directly related to designing test fixtures, test setups, and test support equipment. Three (3) of these years shall be specialized in laboratory dynamic testing including vibration, shock, and acceleration testing.

Functional Responsibilities: Responsible for formulation of the opinions, decisions, and ultimate performance of the task specified in the statement of work contained in the task order. Will perform detailed and complex calculations necessary to assess advanced system concepts, assess specifications and perform system integration. Design and implement technical solutions to complex discipline-specific problems. Interfaces with management, technical, and customer personnel as needed.

Minimum Education: B.S. degree in Mechanical Engineering from an accredited college.

16. Junior Mechanical Engineer

Minimum/General Experience: One (1) year experience

Functional Responsibilities: Will provide engineering and technical support to the program for the design, analysis, and specification of systems and components. Requires minimal to extensive supervision based upon job assignment and previous experience base. Interfaces with management, technical and customer personnel as needed.

Minimum Education: B.S. degree in Mechanical Engineering.

17. Master Mechanical Technician

Minimum/General Experience: Seven (7) years experience as a technician.

Functional Responsibilities: Performs non-routine assignments of substantial variety and complexity. Receiving technical advice from supervisor or engineer, will provide technical expertise and apply mechanical theory and related knowledge, to perform functional and performance testing, including setup, operation and maintenance, of mechanical equipment/components and hardware/software such as the following: dynamometer, tensile test machines, hydraulic and pneumatic test stands/soles, hydraulic fluid flow meters, pressure gauges and load cells. This position may be assisted by lower level technicians.

Minimum Education: Bachelors Degree.

18. Senior Mechanical Technician

Minimum/General Experience: Ten (10) years experience as a technician.

Functional Responsibilities: Performs assignments that are not completely standardized or prescribed. Receives initial instructions, equipment requirements and advice from supervisor or engineer as needed. Following specific layout and diagrams, independently performs functional and performance testing, including setup, operation and maintenance, of mechanical equipment/components and hardware/software such as the following: dynamometer, tensile test machines, hydraulic and pneumatic test stands/soles, hydraulic fluid flow meters, pressure gauges and load cells.

Minimum Education: High School or equivalency.

19. Mechanical Technician

Minimum/General Experience: Five (5) years experience as technician.

Functional Responsibilities: Utilizing standard work methods, and following guidelines, will perform functional and performance testing, including setup, operation and maintenance, of mechanical equipment/components and hardware/software such as

the following: dynamometer, tensile test machines, hydraulic and pneumatic test stands/consoles, hydraulic fluid flow meters, pressure gauges and load cells.

Minimum Education: High School or equivalency.

20. Junior Mechanical Technician

Minimum/General Experience: One (1) year experience as technician.

Functional Responsibilities: Under close supervision, performs simple or routine testing, including setup, operation and maintenance, of mechanical equipment/components and hardware/software such as the following: dynamometer, tensile test machines, hydraulic and pneumatic test stands/consoles, hydraulic fluid flow meters, pressure gauges and load cells.

Minimum Education: High School or equivalency.

21. Master Electronic Technician

Minimum/General Experience: Fifteen (15) years experience as an electronic technician.

Functional Responsibilities: Performs non-routine assignments of substantial variety and complexity. Receiving technical advice from supervisor or engineer, will provide technical expertise and related knowledge to assemble and maintain / repair electrical and electronic systems and hardware/software components to include reading and understanding technical documentation as required. Will be required to operate electronic test equipment such as meters, power supplies, oscilloscopes and other advanced hardware/software. This position may be assisted by lower level technicians.

Minimum Education: High School or equivalency.

22. Senior Electronic Technician

Minimum/General Experience: Ten (10) years experience as a technician.

Functional Responsibilities: Performs assignments that are not completely standardized or prescribed. Receives initial instructions, equipment requirements and advice from supervisor or engineer as needed. Will be proficient at assembly and maintenance/repair of electrical and electronic systems and hardware/software components to include reading and understanding technical documentation as required. Will be required to operate electronic test equipment such as meters, power supplies, oscilloscopes and other advanced hardware/software.

Minimum Education: High School or equivalency.

23. Electronic Technician

Minimum/General Experience: Five (5) years experience as a technician.

Functional Responsibilities: Utilizing standard work methods, and following guidelines, will assemble and maintain / repair electrical and electronic systems and hardware/software components to include reading and understanding technical documentation as required. Will be required to operate electronic test equipment such as meters, power supplies, oscilloscopes and other advanced hardware/software. May operate with minimal supervision.

Minimum Education: High School or equivalency.

24. Junior Electronic Technician

Minimum/General Experience: One (1) year experience as a technician.

Functional Responsibilities: Under close supervision and using established guidelines and methods, will assemble and maintain / repair electrical and electronic systems and hardware/software components to include reading and understanding technical documentation as required. May be required to operate electronic test equipment such as meters, power supplies, oscilloscopes and other advanced hardware/software as needed.

Minimum Education: High School or equivalency.

25. Subject Matter Expert

Minimum/General Experience: Ten (10) years experience.

Functional Responsibilities: Lead and provide technical direction on discipline-related projects; provide guidance and direction for accomplishment of multiple, complex and interrelated projects; design and implement programs, projects or tasks; lead/manage multi-task projects of high complexity while providing primary interface with client management personnel regarding strategic issues; ensure completion of programs, projects or tasks within estimated time frames and budget constraints; coordinate with all parties to tasks; review work products for completeness, and adherence to customer requirements; brief and lead strategic level internal or client meetings. Provides technical leadership, guidance, and management to program and project personnel.

Minimum Education: B.S. or B.A. degree

Education / Experience substitution policy is:

Degree	Degree and Experience Substitution	Experience Substitution
Associates	2 years	2 years
Bachelor's	Associates + 2 years	4 years
Master's	Bachelor's + 2 years	6 years
Doctorate	Master's + 4 years	10 years

GSA LABOR RATE TABLES

	Option 3				
	Yr. 16 rates 11/26/14 11/25/15	Yr. 17 rates 11/26/15 11/25/16	Yr. 18 rates 11/26/16 11/25/17	Yr. 19 rates 11/26/17 11/25/18	Yr. 20 rates 11/26/18 11/25/19
Labor Category	Customer Site Rates				
Senior Program Manager	\$181.88	\$185.52	\$189.23	\$193.02	\$196.88
Program Manager	\$122.87	\$125.33	\$127.83	\$130.39	\$133.00
Senior Project Engineer	\$118.14	\$120.51	\$122.92	\$125.38	\$127.88
Project Engineer	\$108.62	\$110.79	\$113.01	\$115.27	\$117.57
Senior Administrative Support	\$47.36	\$48.30	\$49.27	\$50.25	\$51.26
Administrative Support***	\$39.87	\$40.66	\$41.48	\$42.31	\$43.15
Senior Electrical Designer	\$91.92	\$93.76	\$95.63	\$97.54	\$99.50
Electrical Designer	\$36.55	\$37.28	\$38.02	\$38.78	\$39.56
Senior Electrical Engineer	\$98.44	\$100.41	\$102.41	\$104.46	\$106.55
Electrical Engineer	\$86.39	\$88.12	\$89.89	\$91.68	\$93.52
Junior Electrical Engineer	\$76.09	\$77.61	\$79.17	\$80.75	\$82.37
Senior Mechanical Designer	\$103.31	\$105.38	\$107.48	\$109.63	\$111.83
Mechanical Designer	\$65.95	\$67.27	\$68.62	\$69.99	\$71.39
Senior Mechanical Engineer	\$98.48	\$100.44	\$102.45	\$104.50	\$106.59
Mechanical Engineer	\$67.48	\$68.83	\$70.21	\$71.61	\$73.05
Junior Mechanical Engineer	\$65.95	\$67.27	\$68.62	\$69.99	\$71.39
Master Mechanical Technician***	\$73.29	\$74.76	\$76.25	\$77.78	\$79.34
Senior Mechanical Technician***	\$49.82	\$50.81	\$51.83	\$52.86	\$53.92
Mechanical Technician***	\$42.85	\$43.70	\$44.58	\$45.47	\$46.38
Junior Mechanical Technician***	\$36.35	\$37.07	\$37.82	\$38.57	\$39.34
Master Electronic Technician***	\$73.29	\$74.76	\$76.25	\$77.78	\$79.34
Senior Electronic Technician***	\$49.82	\$50.81	\$51.83	\$52.86	\$53.92
Electronic Technician***	\$42.85	\$43.70	\$44.58	\$45.47	\$46.38
Junior Electronic Technician***	\$36.35	\$37.07	\$37.82	\$38.57	\$39.34
Subject Matter Expert	\$108.56	\$110.73	\$112.94	\$115.20	\$117.50

***** indicates SCA applicable labor categories**

Labor Category	Option 3				
	Yr. 16 rates 11/26/14 11/25/15	Yr. 17 rates 11/26/15 11/25/16	Yr. 18 rates 11/26/16 11/25/17	Yr. 19 rates 11/26/17 11/25/18	Yr. 20 rates 11/26/18 11/25/19
	Contractor Site Rates				
Senior Program Manager	\$232.19	\$236.83	\$241.57	\$246.40	\$251.33
Program Manager	\$156.80	\$159.94	\$163.14	\$166.40	\$169.73
Senior Project Engineer	\$150.81	\$153.83	\$156.91	\$160.05	\$163.25
Project Engineer	\$138.66	\$141.43	\$144.26	\$147.15	\$150.09
Senior Administrative Support	\$60.47	\$61.68	\$62.92	\$64.18	\$65.46
Administrative Support***	\$50.88	\$51.89	\$52.93	\$53.99	\$55.07
Senior Electrical Designer	\$117.28	\$119.62	\$122.02	\$124.46	\$126.95
Electrical Designer	\$46.66	\$47.59	\$48.54	\$49.51	\$50.50
Senior Electrical Engineer	\$125.60	\$128.11	\$130.68	\$133.29	\$135.96
Electrical Engineer	\$110.28	\$112.48	\$114.73	\$117.03	\$119.37
Junior Electrical Engineer	\$97.11	\$99.05	\$101.03	\$103.05	\$105.11
Senior Mechanical Designer	\$131.83	\$134.47	\$137.16	\$139.90	\$142.70
Mechanical Designer	\$84.18	\$85.86	\$87.58	\$89.33	\$91.12
Senior Mechanical Engineer	\$125.67	\$128.18	\$130.74	\$133.36	\$136.03
Mechanical Engineer	\$86.13	\$87.86	\$89.61	\$91.41	\$93.23
Junior Mechanical Engineer	\$84.17	\$85.86	\$87.57	\$89.32	\$91.11
Master Mechanical Technician***	\$93.56	\$95.44	\$97.34	\$99.29	\$101.28
Senior Mechanical Technician***	\$63.56	\$64.84	\$66.13	\$67.45	\$68.80
Mechanical Technician***	\$54.69	\$55.78	\$56.89	\$58.03	\$59.19
Junior Mechanical Technician***	\$46.40	\$47.32	\$48.27	\$49.24	\$50.22
Master Electronic Technician***	\$93.56	\$95.43	\$97.34	\$99.29	\$101.27
Senior Electronic Technician***	\$63.56	\$64.84	\$66.13	\$67.45	\$68.80
Electronic Technician***	\$54.69	\$55.78	\$56.89	\$58.03	\$59.19
Junior Electronic Technician***	\$46.40	\$47.32	\$48.27	\$49.24	\$50.22
Subject Matter Expert	\$138.51	\$141.28	\$144.11	\$146.99	\$149.93

*** indicates SCA applicable labor categories

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

PREAMBLE

Amtec Corporation provides commercial services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

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

Dr. Nathaniel Albritton
Amtec Corporation
654-A Discovery Drive
Huntsville, AL 35806-2802
Telephone (256) 722-7200, Fax: (256) 722-7212
Email: nalbritton@amtec-corp.com

BLANKET PURCHASE AGREEMENTS (BPAs)

This contract contains the clause titled Blanket Purchase Agreements, (I-FSS-646, Blanket Purchase Agreements (May 2000)). Blanket Purchase Agreements (BPA's) can reduce costs and save time because individual orders and invoices are not required for each procurement but can instead be documented on a consolidated basis. The Contractor agrees to enter into BPA's with ordering activities provided that:

- (a) The period of time covered by such agreements shall not exceed the period of the contract including option year period(s);
- (b) Orders placed under such agreements shall be issued in accordance with all applicable regulations and the terms and conditions of the contract; and
- (c) BPAs may be established to obtain the maximum discount (lowest net price) available in those schedule contracts containing volume or quantity discount arrangements

In accordance with [Federal Acquisition Regulation \(FAR\) 8.405-3](#), ordering activities may establish Blanket Purchase Agreements (BPAs) under any GSA Schedule contract. [GSA Schedules](#) simplify the filling of recurring needs for supplies and services, while leveraging ordering activities' buying power by taking advantage of quantity discounts, saving administrative time, and reducing paperwork.

For more information on the benefits of and how to establish a BPA, please refer to the following link: <http://www.gsa.gov/portal/content/199353> for more information.

BASIC GUIDELINES FOR USING CONTRACTOR TEAM AGREEMENTS

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see www.gsa.gov/contractorteamarrangements) to provide solutions when responding to an ordering activity’s 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 the GSA link indicated above for specific details on Team Arrangements.

Here is a general outline on how it works:

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

PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order:

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement: This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

NOTE: Open Market Items are also known as incidental items, non-contract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

For administrative convenience, an ordering activity contracting activity may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting activity has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.