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

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

Professional Services Schedule (PSS)

Contract Number: GS-23F-0124L

For more information on ordering from Federal Supply Schedules click here: http://www.gsa.gov/schedules-ordering

Contract Period: March 1, 2001 to February 28, 2021

a.i solutions, Inc.
4500 Forbes Blvd., Suite 300
Lanham, MD 20706
Telephone: 301-306-1756
www.ai-solutions.com

Contact for contract administration:
Christopher E. Montgomery, Director of Contracts
christopher.montgomery@ai-solutions.com
Phone: (301) 306-1756, ext. 192

Business Size/Status: Small

Prices shown herein are NET (discount deducted).

Pricelist current through modification # PA-0030 dated March 21, 2016
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Customer Information

1a. This contract covers the following Special Item Numbers:

- 871-1 / 871-1RC Strategic Planning for Technology Programs/Activities
- 871-2 / 871-2RC Concept Development and Requirements Analysis
- 871-3 / 871-3RC System Design, Engineering and Integration
- 871-4 / 871-4RC Test and Evaluation
- 871-5 / 871-5RC Integrated Logistics Support
- 871-6 / 871-6RC Acquisition and Life Cycle Management

   Disciplines: Mechanical

1b. Please see Table 2 for Labor Rates by category for each contract year

1c. Descriptions of labor categories are provided in summary form in Table 3. More detailed text descriptions of the labor categories follow Table 3.

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage: Domestic Only

5. Point (s) of Production: Lanham, Prince George's County, Maryland (unless otherwise noted)

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

7. Quantity Discounts: Not Applicable

8. Prompt Payment Terms: 1% 10 days Net 30 days

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: Not applicable

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

11b. Expedited Delivery: To Be Negotiated with Ordering Agency

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

11d. Urgent Requirement: See contract clause I-FSS-14-B. Agencies can contact the contact for contract administration to obtain faster delivery.

12. F.O.B. Point(s): Destination
13a. Ordering Address: a.i. solutions, Inc.  
Attention: Contracts  
4500 Forbes Boulevard, Suite 300  
Lanham, MD 20706

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

14. Payment Address: a.i. solutions, Inc.  
4500 Forbes Boulevard, Suite 300  
Lanham, MD 20706

15. Warranty Provision: Not Applicable

16. Export Packing Charges: Not Applicable

17. Terms & Conditions of Government Purchase Card Acceptance: Contact Contract Administrator

18. Terms and conditions of rental, maintenance, and repair: Not Applicable

19. Terms and conditions of installation (if applicable): Not Applicable

20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: Not Applicable

20a. Terms and conditions for any other services (if applicable): Not Applicable

21. List of service and distribution points (if applicable): Not Applicable

22. List of participating dealers (if applicable): Not Applicable

23. Preventative maintenance (if applicable) Not Applicable

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not Applicable

24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/ Contact Contract Administrator for more information.

25. Data Universal Number System (DUNS) number: 015397631

26. a.i. solutions, Inc. is registered in the System for Award Management (SAM).
**Contract Overview**

GSA awarded a.i. solutions, Inc. a GSA Federal Supply Schedule contract for the Professional Services Schedule (PSS), Contract No. GS-23F-0124L. The current contract period is March 1, 2001 to February 28, 2021.

**Contract Administrator**

Christopher E. Montgomery  
a.i. solutions, Inc.  
4500 Forbes Blvd., Suite 300  
Lanham, MD 20706  
Telephone: 301-306-1756  
Email: christopher.montgomery@ai-solutions.com

**Marketing and Technical Point of Contact**

Marisa Achee  
a.i. solutions, Inc.  
4500 Forbes Blvd., Suite 300  
Lanham, MD 20706  
Telephone: 301-306-1756  
Email: Marisa.Achee@ai-solutions.com
Special Notice to Agencies

Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage on-line shopping service (http://www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage and the Federal Supply Service Home Page (http://www.gsaadvantage.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting price lists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.
a.i. solutions, Inc. Corporate Experience and Capabilities

We at a.i. solutions are passionate about taking smarter approaches to reach better solutions for our customers. Founded in 1996, a.i. solutions is a mature small business with a core focus on spacecraft mission support (engineering, planning, operations, and analysis), launch operations leadership, aerospace mission communications, and heritage systems integration and automation. We provide innovative, mission critical technical services and infrastructure that enables uninterrupted and reliable access to space. a.i. solutions has a “big-picture” perspective on the unique challenges facing the nation’s defense and civil agencies today.

Our products, services, and solutions span launch vehicle and missile systems engineering and operations, satellite ground system development and sustainment; pre-mission leadership, planning, and analysis; space operations, modeling and simulation; aerospace IT and Cybersecurity infrastructure; missile systems and launch vehicle engineering; and launch console support, as well as parts, materials and process, manufacturing, and reliability in support of the nation’s major space and defense agencies. We have supported the design, development, launch, and operations of more than 200 space missions and are the creators of FreeFlyer®, the widely used commercial spacecraft flight dynamics, analysis, and operations software.

As an ISO 9001:2008, AS9100 and CMMI Maturity Level 3 certified company, we have worked diligently to partner with aerospace industry partners to provide systems engineering, technology development, operations management, flight dynamics software and services, and innovative scientific Research & Development (R&D). We have an award winning reputation within the aerospace community having received recognition for remarkable performance.

<table>
<thead>
<tr>
<th>a.i. solutions Performance Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014 NASA Agency Small Business Prime Contractor of the Year</td>
</tr>
<tr>
<td>2014 NASA KSC Small Business Prime Contractor of the Year</td>
</tr>
<tr>
<td>2013 George M. Lowe Nominee</td>
</tr>
<tr>
<td>2013 Java Duke’s Choice</td>
</tr>
<tr>
<td>2010 NASA Agency Small Business Prime Contractor of the Year</td>
</tr>
<tr>
<td>2010 NASA GSFC Small Business Prime Contractor of the Year</td>
</tr>
<tr>
<td>2010 NASA Space Flight Awareness Award</td>
</tr>
</tbody>
</table>

a.i. solutions is headquartered in Lanham, Maryland with four regional offices located in Colorado, Florida, Texas and Alabama. From these locations, our employees provide products and services primarily to NASA (KSC, GSFC, MSFC, JSC), USAF at the GPSOC in Colorado Springs and to the JSpOC at Vandenberg Air Force Base (VAFB), and Missile Defense Agency (MDA) in Huntsville, AL. We have 400 staff on-site at multiple customer locations nationwide. a.i. solutions is a small business under NAICS Code 541712.
<table>
<thead>
<tr>
<th>Core Competency</th>
<th>Typical a.i. solutions Aerospace Products/Services</th>
<th>SIN 871-1</th>
<th>SIN 871-2</th>
<th>SIN 871-3</th>
<th>SIN 871-4</th>
<th>SIN 871-5</th>
<th>SIN 871-6</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program/Project Management</strong></td>
<td>Project planning, budgeting, cost analysis, scheduling, configuration management, system safety, quality control, logistics planning, and project reviews.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Mission Systems Engineering</strong></td>
<td>Mission planning, operations procedures development/simulation, link studies, coordination with end-users, science operations planning.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Flight Systems Engineering</strong></td>
<td>Conceptual design, feasibility studies, design reviews, margin/budget management, specification development/review, interface definition/control, and technology validation.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Multi-disciplinary Analysis</strong></td>
<td>Application of a comprehensive suite of modeling, design, simulation, and analysis tools, including trajectory design, orbital analysis, artificial intelligence and in-house development of analysis tools.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Guidance, Navigation &amp; Control</strong></td>
<td>Design, analysis, orbit maneuvers, orbit and attitude determination and estimation, ACS simulations, multi-body dynamics analyses and simulations, including separation mechanism kinematics, software specifications and interfaces, GN&amp;C algorithm development, technical monitoring and test support.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Integration &amp; Test</strong></td>
<td>Validation of flight dynamics systems for ground and flight applications</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Mission Operations</strong></td>
<td>Spacecraft flight operations, anomaly investigation and resolution, procedures development, operation of Remote Operations Development Lab for training and full simulation of flight operations.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
## Rates by Labor Category

**TABLE 2: LABOR RATES APPLICABLE TO ALL SPECIAL ITEM NUMBERS (SINS)**

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Year 16* 03/01/2016-02/28/2017</th>
<th>Year 17* 03/01/2017-02/28/2018</th>
<th>Year 18* 03/01/2018-02/28/2019</th>
<th>Year 19* 03/01/2019-02/29/2020</th>
<th>Year 20* 03/01/2020-02/28/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager</td>
<td>$171.15</td>
<td>$175.29</td>
<td>$179.53</td>
<td>$183.88</td>
<td>$188.33</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$134.30</td>
<td>$137.55</td>
<td>$140.88</td>
<td>$144.29</td>
<td>$147.78</td>
</tr>
<tr>
<td>Consulting Engineer</td>
<td>$180.85</td>
<td>$185.23</td>
<td>$189.71</td>
<td>$194.30</td>
<td>$199.01</td>
</tr>
<tr>
<td>Business Specialist II</td>
<td>$88.76</td>
<td>$90.90</td>
<td>$93.10</td>
<td>$95.36</td>
<td>$97.66</td>
</tr>
<tr>
<td>Business Specialist I</td>
<td>$81.48</td>
<td>$83.46</td>
<td>$85.48</td>
<td>$87.54</td>
<td>$89.66</td>
</tr>
<tr>
<td>Senior Engineer/Analyst</td>
<td>$127.76</td>
<td>$130.85</td>
<td>$134.02</td>
<td>$137.26</td>
<td>$140.58</td>
</tr>
<tr>
<td>Junior Engineer/Analyst</td>
<td>$91.24</td>
<td>$93.45</td>
<td>$95.71</td>
<td>$98.03</td>
<td>$100.40</td>
</tr>
<tr>
<td>Technician</td>
<td>$67.57</td>
<td>$69.20</td>
<td>$70.88</td>
<td>$72.59</td>
<td>$74.35</td>
</tr>
</tbody>
</table>

*Contractor Facility Rates
Engineering Services Labor Category Descriptions

Engineering services are performed by degreed engineers and other professionals (designer/analysts), supported by assistants/operators, with categories as shown in Table 3. Non-manufacturing engineering services are performed either at a.i. solutions' facilities or at customer facilities. As such, infrastructure support for these categories generally includes basic office space, furnishings, and equipment. Desktop computers and engineering workstations, and related general purpose and engineering software, are provided and charged separately at a fixed hourly rate per hour of actual computer use. Incidental use of some laboratory facilities is also included at no additional charge.

**TABLE 3: NON-MANUFACTURING LABOR CATEGORY SUMMARY**

Engineering and Technical Services (non-manufacturing)

<table>
<thead>
<tr>
<th>Labor Category Title</th>
<th>Minimum Qualifications Education / Years</th>
<th>Engineering &amp; Technical Disciplines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>BS + 10 yrs</td>
<td>Makes decisions and recommendations that are recognized as authoritative and have far-reaching impact on extensive engineering and related activities of the organization.</td>
</tr>
<tr>
<td>Consulting Engineer</td>
<td>BS + 15 yrs</td>
<td>Makes decisions and recommendations that are recognized as authoritative and have far-reaching impact on extensive engineering and related activities of the organization.</td>
</tr>
<tr>
<td>Senior Engineer/Analyst</td>
<td>BS + 10 yrs</td>
<td>Flight Systems Engineering, Multi-disciplinary Analysis, Guidance, Navigation and Control, Integration and Test, Mission Operations, Aerospace Systems Engineering</td>
</tr>
<tr>
<td>Junior Engineer/Analyst</td>
<td>BS + 3 yrs</td>
<td>Flight Systems Engineering, Multi-disciplinary Analysis, Guidance, Navigation and Control, Integration and Test, Mission Operations, Aerospace Systems Engineering</td>
</tr>
<tr>
<td>Technician</td>
<td>BS + 4 yrs</td>
<td>Integration and Test</td>
</tr>
<tr>
<td>Business Specialist II</td>
<td>BS + 6 yrs</td>
<td>Multi-disciplinary Analysis, Computer Systems/Science Project Support, Computer/MIS Support</td>
</tr>
<tr>
<td>Business Specialist I</td>
<td>BS + 4 yrs</td>
<td>Multi-disciplinary Analysis, Computer Systems/Science Project Support, Computer/MIS Support</td>
</tr>
</tbody>
</table>
Engineers at a.i. solutions all hold technical degrees from accredited universities, and have demonstrated experience in related applications of their specific field. a.i. solutions engineers represent nearly every aerospace discipline, as well as spacecraft, launch vehicle and instrument flight systems and mission/ground systems engineering specialties.

**Manager**

<table>
<thead>
<tr>
<th><strong>Summary</strong></th>
<th>Directs the performance of a variety of related projects which may be organized by technology, program or client. Oversees the technology development and/or application, marketing and resource allocation within program client base.</th>
</tr>
</thead>
</table>
| **Principle Duties and Responsibilities** | • Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items.  
  • Operates within client guidance, contractual limitations, and Company business and policy directives.  
  • Serves as focal point of contact with client regarding program activities.  
  • Ensures that all required resources including manpower, production standards, computer time, and facilities are available for program implementation.  
  • Manages program consisting of multiple projects including project identification, design, development and delivery.  
  • Maintains the development and execution of business opportunities based on broad, general guidance. Responsible for marketing new technology and follow-on business acquisitions  
  • Confers with project manager to provide technical advice and to assist with problem resolution.  
  • May perform other duties as assigned. |
| **Job Specifications** | Bachelor’s Degree or equivalent and 10 years of general experience.*  
  *Six (6) yrs of general experience is considered equivalent to a Bachelor’s Degree, Four (4) yrs of general experience + BS/BA is equivalent to a Master’s Degree. |
**Project Manager**

<table>
<thead>
<tr>
<th>Summary</th>
<th>Manages project operations. Ensures production schedules are met. Ensures system resources are used effectively.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principle Duties and Responsibilities</td>
<td>• Coordinates the resolution of production-related problems. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of information technology services. Provides users with computer output. Supervises staff operations.</td>
</tr>
<tr>
<td>Job Specifications</td>
<td>Bachelor’s Degree or equivalent and 10 years of general experience.*</td>
</tr>
<tr>
<td></td>
<td>*Six (6) yrs of general experience is considered equivalent to a Bachelor’s Degree, Four (4) yrs of general experience + BS/BA is equivalent to a Master’s Degree.</td>
</tr>
</tbody>
</table>

**Consulting Engineer**

<table>
<thead>
<tr>
<th>Summary</th>
<th>Makes decisions and recommendations that are recognized as authoritative and have far-reaching impact on extensive engineering and related activities of the organization.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principle Duties and Responsibilities</td>
<td>• Reviews and analyzes activities within areas of expertise, advises and serves as management and customer consultant on issues, opportunities, challenges, etc. for the most complex technical issues.</td>
</tr>
<tr>
<td>Job Specifications</td>
<td>Bachelor’s Degree or equivalent and 15 years of related experience.*</td>
</tr>
<tr>
<td></td>
<td>*Six (6) yrs of related experience is considered equivalent to a Bachelor’s Degree, Four (4) yrs of general experience + BS/BA is equivalent to a Master’s Degree.</td>
</tr>
</tbody>
</table>
### Senior Engineer/Analyst

<table>
<thead>
<tr>
<th>Summary</th>
<th>Performs a variety of engineering tasks, either independently or under supervision, which are broad in nature and are concerned with the design and implementation, including personnel, hardware, software and support facilities and/or other equipment. Supervises team of Engineers through project completion.</th>
</tr>
</thead>
</table>
| Principle Duties and Responsibilities | • Plans and performs engineering research, design development, and other assignments in conformance with design, engineering and customer specifications.  
• Supervises team of Engineers through project completion.  
• Responsible for major technical/engineering projects of higher complexity and importance than those normally assigned to lower level engineers.  
• Coordinates the activities of Engineers and Technicians assigned to specific engineering projects.  
• May perform other duties as required. |
| Job Specifications | Bachelor’s Degree or equivalent and 10 years of general experience.*  
*Six (6) yrs of general experience is considered equivalent to a Bachelor’s Degree, Four (4) yrs of general experience + BS/BA is equivalent to a Master’s Degree. |

### Junior Engineer/Analyst

<table>
<thead>
<tr>
<th>Summary</th>
<th>Under supervision, assist in defining and executing engineering activities within a project. These activities may consist of planning, performance management, capacity planning, testing and validation, benchmarking, engineering, and development and staffing of an engineering management plan.</th>
</tr>
</thead>
</table>
| Principle Duties and Responsibilities | • Performs engineering planning, performance management, capacity planning, testing and validation, benchmarking.  
• Development and staffing of an engineering management plan.  
• Supports project Engineers, as required.  
• Analyzes and develops technical documentation detailing the integration and system performance.  
• May perform other duties as assigned. |
| Job Specifications | Bachelor’s Degree or equivalent and 3 years of general experience.*  
*Six (6) yrs of general experience is considered equivalent to a Bachelor’s Degree, Four (4) yrs of general experience + BS/BA is equivalent to a Master’s Degree. |
**Technician**

<table>
<thead>
<tr>
<th><strong>Summary</strong></th>
<th>Works under supervision to perform a variety of engineering tasks which are broad in nature and are concerned with the design and implementation, including support facilities and/or equipment.</th>
</tr>
</thead>
</table>
| **Principle Duties and Responsibilities** | • Supports the planning and performance of engineering and customer specifications.  
• Supports the technical/engineering activities related to the development and integration of testing of a project assigned to higher level engineers.  
• May perform other duties as assigned. |
| **Job Specifications** | Bachelor’s Degree or equivalent and 4 years of general experience.*  
*Six (6) yrs of general experience is considered equivalent to a Bachelor’s Degree, Four (4) yrs of general experience + BS/BA is equivalent to a Master’s Degree. |

**Business Specialist I & II**

<table>
<thead>
<tr>
<th><strong>Summary</strong></th>
<th>Includes all labor efforts identified as business and finance in nature, including but not limited to project control, finance and accounting, project planning and scheduling, cost estimating.</th>
</tr>
</thead>
</table>
| **Principle Duties and Responsibilities** | • Performs complex evaluations of existing procedures, process, techniques, models, and/or systems related to management problems or contractual issues which would require a report and recommend solutions.  
• Duties may include but are not limited to: work breakdown structures, preparing charts, tables, graphs, and diagrams to assist in analyzing problems.  
• Provides daily supervision and direction to administrative staff. |
| **Job Specifications** | Business Specialist I: Bachelor’s Degree or equivalent.*  
Business Specialist II: Bachelor’s Degree or equivalent and 6 yrs of general experience.*  
*Six (6) yrs of general experience is considered equivalent to a Bachelor’s Degree, Four (4) yrs of general experience + BS/BA is equivalent to a Master’s Degree. |
a.i. solutions Special Facilities and Corporate Resources

a.i. solutions corporate headquarters are in Lanham, Maryland. Our facility includes 17,655 sq. ft. of office/engineering design space for the development and testing of software tools for the aerospace industry and commercial marketplace. In the Lanham headquarters space is provided for all aspects of mission design, launch vehicle integration and software development and implementation.
Ordering Procedures for Services

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

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

<table>
<thead>
<tr>
<th>Orders under the Micro-Purchase Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Select the contractor best suited for your needs and place the order.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Orders in-between the Micro-Purchase Threshold and the Simplified Acquisition Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Prepare a SOW or PWS in accordance with FAR 8.405-2(b).</td>
</tr>
<tr>
<td>• Prepare and send the RFQ (including SOW and evaluation criteria) to at least three GSA Schedule contractors.</td>
</tr>
<tr>
<td>• Evaluate, then make a &quot;Best Value&quot; determination.</td>
</tr>
</tbody>
</table>

**Note:** The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.

<table>
<thead>
<tr>
<th>Orders over the Simplified Acquisition Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Prepare the RFQ (including the SOW and evaluation criteria) and post on eBuy to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least three contractors.</td>
</tr>
<tr>
<td>• Seek price reductions.</td>
</tr>
<tr>
<td>• Evaluate all responses and place the order, or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)).</td>
</tr>
</tbody>
</table>

**Note:** The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.

Developing a Statement of Work (SOW)

In the SOW, include the following information:
- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

Preparing a Request for Quote (RFQ)

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

For more information related to ordering services, go to [http://www.gsa.gov/schedules-ordering](http://www.gsa.gov/schedules-ordering) and client “Ordering Information”. Also see summary guidelines in the [Multiple Award Schedule (MAS) Desk Reference Guide, Ordering Procedures](http://www.gsa.gov/schedules-ordering).
Blanket Purchase Agreement

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

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

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

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

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

Ordering from BPAs:

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

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

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

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

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

Review of BPAs:

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

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

The ordering activity shall document the results of its review.
Teaming Arrangements

Contractor Team Arrangement
And
Federal Supply Schedules

In the spirit of the Federal Acquisition Streamlining Act, all Federal agencies have been encouraged to facilitate innovative contracting/acquisition approaches. FAR Part 1.102 provides Guiding Principles on the Federal Acquisition System, outlining what the System will achieve --

- Satisfy the customer (cost, quality and timeliness of delivery)
- Maximize use of commercial products and services
- Consider contractor's past performance
- Promoting competition
- Minimize administrative costs
- Conduct business with integrity, fairness and openness
- Fulfill public policy objectives

The Federal Supply Schedule program is a source customers may use to achieve what the System has outlined for Acquisition Teams to follow.

Each member of the "Acquisition Team" is to exercise personal initiative and sound business judgment and is responsible for making acquisition decisions that deliver the best value product or service to meet the customers' needs. FAR 1.102-4 further empowers Government Team members to make acquisition decisions within their areas of responsibility including selection, negotiation and administration. The contracting officer has the authority to the maximum extent practical, to determine the applications of rules, regulations, and policies.

In light of these changes, Federal Supply Schedule customers may refer to FAR 9.6 - Contractors Team Arrangements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. Customers are encouraged to review this section and should note this is permissible after contract award. Team Arrangements combined with the Federal Supply Schedule Program provides Federal customers a powerful commercial acquisition strategy.
Basic Guidelines For Using
"Contractor Team Arrangements"

Federal Supply Schedule contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

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

Orders under a Team Arrangement are subject to terms and conditions of 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 customer’s needs or -
- Federal Supply Schedule contracts may submit a Schedules "Team Solution" to meet the customer's requirement.
- Customers make a best value selection.

Service Contract Act

The Service Contract Act (SCA) is applicable to this contract as it applies to the PSS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the contractor adds SCA labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.