

GENERAL SERVICES ADMINISTRATION (GSA)
Federal Supply Service



Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*[®], a menu-driven database system. The INTERNET address *GSA Advantage!*[®] is: GSAAdvantage.gov.

GSA SCHEDULE 70

SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

Contract Number: GS-35F-0037Y

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

Contract Period: October 31, 2011 through October 30, 2016

Pricelist current through Modification #PA-0004, dated 28-July-2014

Referentia Systems Incorporated
155 Kapalulu Place, Suite 200
Honolulu, HI 96819
(808) 840-8500 (Office)
(808) 423-1960 (Fax)
contracts@referentia.com
www.referentia.com

Small Disadvantaged Business



CUSTOMER INFORMATION

1a. **Table of awarded Special Item Number(s)** with appropriate cross-reference to item descriptions and awarded price(s).

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Labor Category	10/31/2011 -- 10/30/2012	10/31/2012 -- 10/30/2013	10/31/2013 -- 10/30/2014	10/31/2014 -- 10/30/2015	10/31/2015 -- 10/30/2016
SIN 132-51					
Computer Scientist	\$150.40	\$154.91	\$159.56	\$164.34	\$169.27
Computer Scientist Principal /Chief Scientist	\$231.49	\$238.43	\$245.58	\$252.95	\$260.53
IT Consultant	N/A	N/A	\$193.59	\$199.40	\$205.38
IT SME	N/A	N/A	\$263.00	\$270.89	\$279.02
Network Engineer	\$91.41	\$94.15	\$96.97	\$99.88	\$102.87
Network Engineer SR	\$125.80	\$129.58	\$133.47	\$137.47	\$141.59
Security Analyst	N/A	N/A	\$145.68	\$150.06	\$154.56
Security Analyst SR	N/A	N/A	\$190.42	\$196.13	\$202.02
Security Manager	N/A	N/A	\$247.50	\$254.92	\$262.57
Software Engineer	N/A	N/A	\$97.10	\$100.01	\$103.01
Software Engineer III	\$128.89	\$132.76	\$136.74	\$140.84	\$145.06
Software Engineer SR	\$171.51	\$176.65	\$181.95	\$187.42	\$193.04
Systems Administrator	\$100.36	\$103.38	\$106.48	\$109.67	\$112.97
Systems Analyst	N/A	N/A	\$106.49	\$109.68	\$112.98
Systems Analyst SR	N/A	N/A	\$144.73	\$149.07	\$153.54
Systems Engineer	N/A	N/A	\$150.53	\$155.04	\$159.70
Systems Engineer SR	\$191.63	\$197.38	\$203.30	\$209.40	\$215.68
SIN 132-100					
Program Manager	\$174.73	\$179.97	\$185.37	\$190.93	\$196.66
Program Manager SR	N/A	N/A	\$228.02	\$234.86	\$241.90
Project Control	\$75.62	\$77.88	\$80.22	\$82.63	\$85.11
Project Manager SR	\$179.91	\$185.31	\$190.87	\$196.59	\$202.49

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. [Not Applicable](#)

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services:

LABOR CATEGORY DESCRIPTIONS**SPECIAL ITEM NUMBER 132 51 - Information Technology Professional Services****COMPUTER SCIENTIST**

Participates in all phases of scientific and engineering projects such as research, analysis, collection, assessment, design, development, experimentation, testing modeling simulation, integration, installation, training documentation and implementation.

- Experience:
5 years of experience using computer tools to solve complex and scientific or engineering problems.
- Education:
PhD degree with a curriculum or major field of study that provides substantial knowledge in task related scientific, or engineering disciplines plus 3 years of experience. May be substituted with a Bachelor's degree plus 8 years of experience or Masters degree plus 6 years of experience.

COMPUTER SCIENTIST PRINCIPAL / CHIEF SCIENTIST

Provides technical knowledge and analysis of highly specialized applications and operational environment, high level functional system analysis, design, integration, documentation and implementation advice on exceptionally complex problems which require knowledge of the subject matter for effective implementation. Applies advanced higher level mathematical, engineering, or scientific principles and methods to complex technical problems. Responsible for all phases of complex scientific and engineering projects such as research, analysis, collection, assessment, design, development, experimentation, testing modeling simulation, integration, installation, training documentation and implementation.

- Experience:
10 years of experience using computer tools to solve complex and scientific or engineering problems.
- Education:
PhD degree with a curriculum or major field of study that provides substantial knowledge in task related scientific, or engineering disciplines plus 5 years of experience. May be substituted with a Bachelor's degree plus 10 years of experience or Masters degree plus 8 years of experience.

NETWORK ENGINEER

Tests and analyzes all elements of the network facilities including power, software, security feature, communication devices, lines, modems, and terminal and for the overall integration of the enterprise network. Monitors and controls the performance and status of the network resources. Utilizes software and hardware tools, identifies and diagnoses complex problems and factor affecting network performance.

- Experience:
3 years experience in Computer System/Network Engineering.
- Education:
Bachelor's degree in engineering computer science, mathematics-intensive discipline or an applicable training certificate from an accredited training institution.

NETWORK ENGINEER SR

Tests and analyzes all elements of the network facilities including power, software, security feature, communication devices, lines, modems, and terminal and for the overall integration of the enterprise network. Responsible for planning, design, installation, maintenance, management, and coordination of the network.

- Experience:
10 years experience in Computer System/Network Engineering.
- Education:
Bachelor's degree in engineering computer science, mathematics-intensive discipline or an applicable training certificate from an accredited training institution.

SOFTWARE ENGINEER III

Defines technical solutions to business problems through research and analysis to develop or modify moderately complex information systems. Researches and develops software engineering solutions throughout the development lifecycle, prepares detailed specifications. Designs, codes, tests, debugs, documents, and maintains programs.

- Experience:
2 years in developing software engineering solutions.
- Education:
Bachelor's degree in engineering computer science, mathematics-intensive discipline or an applicable training certificate from an accredited training institution.

SOFTWARE ENGINEER SR

Defines technical solutions to business problems through research and analysis to develop or modify moderately complex information systems. Formulates and designs system scope and objectives. Works at the highest technical level in all phases of activities. Researches and develops software engineering solutions throughout the development lifecycle, prepares detailed specifications. Leads team of software engineers on a specific project. Provides guidance and training to less experienced software engineers. Designs, codes, tests, debugs, documents, and maintains programs. Responsible for quality assurance review.

- Experience:
7 years in developing software engineering solutions.
- Education:
Bachelor's degree in engineering computer science, mathematics-intensive discipline or an applicable training certificate from an accredited training institution.

SYSTEMS ADMINISTRATOR

Provides systems administration of network, web and/or communication systems including LAN, WAN and website. Administers user accounts, password, email, etc and installs and maintains individual workstations, servers. Monitors network for performance, establishes backups and monitors site security.

- Experience:
1 year experience in assistance with systems administration and maintenance of workstations and servers.
- Education:
Bachelor's degree in computer science, information systems, engineering, mathematics-intensive discipline or applicable training certificate from an accredited training institution or equivalent experience.

SYSTEMS ENGINEER SR

Leads a variety of systems engineering tasks and activities which are concerned with systems design, integration, and implementation. Responsible for developing and implementing highly technical solutions based on customer requirements, translating technical requirements for the customer, and customer requirements to the technical team, leading system trade studies and analysis, and creating system level documentation. Duties include instructing, directing, and monitoring the work of other team members.

- **Experience:**
7 years in developing software engineering solutions.
- **Education:**
Bachelor's degree in engineering computer science, mathematics-intensive discipline or an applicable training certificate from an accredited training institution.

IT CONSULTANT

Provides expert consultation in one or more areas for the design, development and implementation of technical products and systems. Recognized as technical leader and resource. Recommends alterations and enhancements to improve quality of products and/or procedures. Responsible for all internal activities and product development. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. May report to an executive or a manager.

- ▶ **Experience:**
8+ years of experience in the field or in a related area.
- ▶ **Education:**
Bachelor's degree in engineering field or in a related area.

IT SME

Establishes, plans, and administers the overall policies and goals for the information technology department. Analyzes the needs of different departments and determines ways to meet business objectives by modifying existing or developing new information processing systems. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

- ▶ **Experience:**
10+ years of experience in the field or in a related area.
- ▶ **Education:**
Bachelor's degree in engineering field or in a related area.

SECURITY ANALYST

Provide input into the plans to protect, monitor, analyze, detect and respond to network attacks, intrusions, disruptions or other unauthorized actions that would compromise or cripple defense information systems and networks. Provides technical support and guidance in a wide range of security issues. Provides support in the creation of various test and assessment reports. Assists in efforts to develop and publish policies, standards for security and security risk management. Responsible for system/security requirements analysis, risk assessment, security design and system definition. Provide consultation to leadership or customers on best-practices and ongoing requirements. Expert knowledge of network security, systems, and operating environments. Understands system design and security controls implementation to develop security test procedures.

- ▶ **Experience:**
5+ years of experience in IT security.
- ▶ **Education:**
Bachelor's Degree in computer science, information systems, engineering mathematics-intensive discipline or applicable training certificate from an accredited training institution or equivalent experience.

SECURITY ANALYST SR

Provide consultation to customers on best-practices and ongoing requirements. Provides technical support and guidance in a wide range of security issues. Oversees the system/security requirements analysis, risk assessment, security design and system definition. Leads the plans to protect, monitor, analyze, detect and respond to network attacks, intrusions, disruptions or other unauthorized actions that would compromise or cripple defense information systems and networks. Expert knowledge of system design and security controls implementation to develop security test procedures. Expert knowledge of network security, systems, and operating environments. Provide support in the creation of various test and assessment reports.

- ▶ **Experience:**
8+ years of experience in IT Security.
- ▶ **Education:**
Bachelor's Degree in computer science, information systems, engineering mathematics-intensive discipline or applicable training certificate from an accredited training institution or equivalent experience.

SECURITY MANAGER

Management of a team responsible for securing a virtualized data center. Partner with internal customers to understand security requirements and translate requirements into technical solutions. Analyze, review, and alter programs to increase operating efficiency or adapt to new requirements. Central point of escalation for project members regarding security related questions and activities. Assist with development of processes and procedures. Provide metrics reporting to other teams and clients as needed.

- ▶ **Experience:**
The Security Manager must have the following experience within the last 10 years within the government or private sector:
 - A minimum of three (3) years' experience working in a lead role in Information Technology (IT) Security of a large organization or a large IT project.
 - A minimum of two (2) years of experience securing virtualized data centers.
 - A minimum of two (2) years of experience implementing solutions meeting the Payment Card Industry (PCI) security standard, or
 - A minimum of two (2) years of experience implementing solutions meeting the HIPAA security standards and regulations.
- ▶ **Education:**
None

SOFTWARE ENGINEER

Defines technical solutions to business problems through research and analysis to develop or modify moderately complex information systems. Formulates and designs system scope and objectives. Works at the highest technical level in all phases of activities. Researches and develops software engineering solutions throughout the development lifecycle, prepares detailed specifications. Leads team of software engineers on a specific project. Provides guidance and training to less experienced software engineers. Designs, codes, tests, debugs, documents, and maintains programs. Responsible for quality assurance review.

- ▶ **Experience:**
1-7 years in developing software engineering solutions.
- ▶ **Education:**
Bachelor's degree in engineering computer science, mathematics-intensive discipline or an applicable training certificate from an accredited training institution.

SYSTEMS ANALYST

Work with customers, application developers, architects, project management and team members to understand business requirements that drive the analysis and design of quality business solutions. Support job and project requirements so that projects are completed on time, in scope, within budget, and with minimal defects. May help to maintain documentation such as design documents, architecture, and flow diagrams. Assist with conducting security assessments for security programs and compliance requirements in regards to certification and accreditation standards. Coordinates closely with developers and DBAs to ensure proper implementation of program and system specifications. Contributions toward software application submission, testing, certification and deployment. Assesses quality of system deliveries, manages orders, coordinates system database input, and improves process for service execution. Accountable for compliance with required standards, policies, procedures and practices. Help with providing customer training and support.

- ▶ **Experience:**
1-5 years of system analysis, data gathering and development experience.
- ▶ **Education:**
Bachelor's degree in engineering computer science, mathematics-intensive discipline or an applicable training certificate from an accredited training institution.

SYSTEMS ANALYST SR

Work with customers, application developers, architects, project management and team members to understand business requirements that drive the analysis and design of quality business solutions. Manage job and project requirements so that projects are completed on time, in scope, within budget, and with minimal defects. May help to maintain documentation such as design documents, architecture, and flow diagrams. Responsible for conducting security assessments for security programs and compliance requirements in regards to certification and accreditation standards. Coordinates closely with developers and DBAs to ensure proper implementation of program and system specifications. Responsible for software application submission, testing, certification and deployment. Assesses quality of system deliveries, manages orders, coordinates system database input, and improves process for service execution. Responsible for the resolution of risks, defects and issues. Accountable for compliance with required standards, policies, procedures and practices. Responsible for providing customer training and support.

- ▶ **Experience:**
 - 5+ years of system analysis, data gathering and development experience
 - 5+ years working experience in business process engineering to include documentation techniques and facilitation techniques
 - 3+ years experience of communicating requirements and technical solutions to personnel ranging from novice users to expert technicians
- ▶ **Education:**
Bachelor's degree in engineering computer science, mathematics-intensive discipline or an applicable training certificate from an accredited training institution.

SYSTEMS ENGINEER

Leads a variety of systems engineering tasks and activities which are concerned with systems design, integration, and implementation. Responsible for developing and implementing highly technical solutions based on customer requirements, translating technical requirements for the customer, and customer requirements to the technical team, leading system trade studies and analysis, and creating system level documentation. Duties include instructing, directing, and monitoring the work of other team members.

- ▶ **Experience:**
1-5 years in developing software engineering solutions.
- ▶ **Education:**
Bachelor's degree in engineering computer science, mathematics-intensive discipline or an applicable training certificate from an accredited training institution.

LABOR CATEGORY DESCRIPTIONS**SPECIAL ITEM NUMBER 132 100 – Ancillary Supplies and / or Services****PROGRAM MANAGER**

Responsible for overall management of small contracts. Organizes, directs, and coordinates planning and production of all contract support activities. Meets with appropriate Government management personnel, other contractor managers, and client agency representatives. Formulates and reviews strategic plans, marketing plans, subcontracting, and deliverable items, determines contract costs, and ensures conformity with contract terms and conditions.

- **Experience:**
7 years of intensive and progressive experience in managing IT or engineering programs, which include: managing personnel involved in IT projects, complex organizations of which s/he had total responsibility for the financial success of the organizational unit, and a significant Government contract.
- **Education:**
Bachelor's degree in engineering, computer science, or mathematics-intensive discipline or an applicable training certificate from an accredited institution supported by business degree and/or experience.

PROJECT CONTROL

Supports Project and Program Managers in project operations, including financial, planning and scheduling support for contracts.

- **Experience:**
2 years experience in preparation of financial statements and project schedules.
- **Education:**
High school diploma or equivalent experience

PROJECT MANAGER SR

Leads project team on complex projects. Translates customer requirements into tasks. Initiates, plans, controls, executes, and closes tasks of project to produce deliverable solution. Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components. Serves as the primary interface and point of contact with the Program Manager, on technical program/project issues.

- **Experience:**
5 years of intensive and progressive experience demonstrating required proficiency levels related to task, including project development, information systems design, management, etc. Education may be substituted with 10 years of experience demonstrating the required proficiency levels related to tasks.
- **Education:**
Bachelor's degree in engineering, computer science, or business or an applicable training certificate from an accredited institution.

PROGRAM MANAGER SR

Responsible for overall management of small contracts. Organizes, directs, and coordinates planning and production of all contract support activities. Meets with appropriate Government management personnel, other contractor managers, and client agency representatives. Formulates and reviews strategic plans, marketing plans, subcontracting, and deliverable items, determines contract costs, and ensures conformity with contract terms and conditions.

- ▶ **Experience:**
10+ years of intensive and progressive experience in managing IT or engineering programs, which include: managing personnel involved in IT projects, complex organizations of which s/he had total responsibility for the financial success of the organizational unit, and a significant Government contract.
- ▶ **Education:**
Bachelor's degree in engineering, computer science, or mathematics-intensive discipline or an applicable training certificate from an accredited institution supported by business degree and/or experience.

2. **Maximum order:** The Maximum order value for Special Item Number 132-51 – Information Technology Professional Services is **\$500,000.00**.
3. **Minimum order:** The Minimum order value of orders to be issued is \$100.00.
4. **Geographic coverage (delivery area):** The Geographic coverage is **domestic delivery only**.

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

5. **Point(s) of production (city, county, and State or foreign country):** **Not Applicable to services**. The place of performance for Special Item Number 132-51 – Information Technology Professional Services will primarily be at its corporate offices in Honolulu Hawaii. Referentia also has satellite offices in San Diego California, Albuquerque New Mexico, and Sterling Virginia.
6. **Discount from list prices or statement of net price:** **Any discounts have already been included in the price schedule. No further discounts are available.**
7. **Quantity Discounts:** Not Applicable

- 8. **Prompt Payment Terms:** Net 30
- 9a. Government purchase cards are **not** accepted at or below the micro-purchase threshold.
- 9b. Government purchase cards are **not** accepted or not accepted above the micro-purchase threshold.
- 10. **Foreign Items (list items by country of origin):** **Not Applicable**
- 11a. **Time of Delivery:** **Delivery times are to be determined by each order.**
- 11b. **Expedited Delivery:** **Expedited delivery is available for all items upon negotiated for each order.**
- 11c. **Overnight and 2-day delivery:** **Not Applicable**
- 11d. **Urgent Requirements:** **Referentia's GSA Schedule 70 contract includes the Urgent Requirements clause and agencies can also contact the Contractor's representative to effect a faster delivery.**

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 activity, ordering activities 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 activity, 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. Point(s):** **Destination**
- 13a. **Ordering Address(es):**
 - Referentia Systems Incorporated
 - 155 Kapalulu Place, Suite 200
 - Honolulu, HI 96819
 - contracts@referentia.com
- 13b. **Ordering Procedures:** Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.
 - a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
 - b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

14. Payment address(es):

Referentia Systems Incorporated
155 Kapalulu Place, Suite 200
Honolulu, HI 96819

15. Warranty Provision:

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
 - (1) Time of delivery/installation quotations for individual orders;
 - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
 - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.
- c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

16. Export Packing Charges, if applicable: [Not Applicable](#)**17. Terms and Conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): [None. No thresholds above the micro-purchase level.](#)****18. Terms and conditions of rental, maintenance, and repair (if applicable): [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 (if applicable): [Not Applicable](#)****20a. Terms and Conditions for any other services (if applicable): [See "Terms and Conditions Applicable to Information Technology \(IT\) Professional Services \(Special Item Number 132-51\)" in this price list.](#)****21. List of service and distribution points (if applicable): [Not Applicable](#)****22. List of participating dealers (if applicable): [Not Applicable](#)****23. Preventive maintenance (if applicable): [Not Applicable](#)**

24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** None

24b. **Section 508 Compliance Information:** Referentia certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant.

The EIT standards can be found at: www.Section508.gov/.

25. **Data Universal Number System (DUNS) number:** 176527471

26. Notification regarding registration in Central Contractor Registration (CCR) database: Referentia Systems Incorporated is registered in the CCR database and in the System for Award Management (SAM) at www.sam.gov.

INFORMATION FOR ORDERING ACTIVITIES

APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. 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 micro-purchase 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 (www.gsadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.gsa.gov/fas) 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 pricelists for a best value determination.

For orders exceeding the micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT

See Customer Information Item #4.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

See Customer Information Item #13a, #13b, and 14.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

[\(808\) 840-8500](tel:8088408500)

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279

Block 9: G. Order/Modification Under Federal Schedule Contract
Block 16: Data Universal Numbering System (DUNS) Number: **176527471**
Block 30: Type of Contractor: **A - Small Disadvantaged Business**
Block 31: Woman-Owned Small Business - **No**
Block 37: Contractor's Taxpayer Identification Number (TIN): **99-0327742**
Block 40: Veteran Owned Small Business (VOSB): **No**

4a. CAGE Code: **1GUD0**

4b. Contractor has registered with the System for Award Management (SAM) at <https://www.sam.gov>, which was previously known as Central Contractor Registration Database.

5. FOB POINT

See Customer Information Item #12.

6. DELIVERY SCHEDULE**6a. TIME OF DELIVERY**

See Customer Information Item #11a.

6b. URGENT REQUIREMENTS

See Customer Information Item #11d.

7. DISCOUNTS

See Customer Information Item #6.

8. TRADE AGREEMENTS ACT OF 1979, as amended.

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. EXPORT PACKING

See Customer Information Item #16.

10. SMALL REQUIREMENTS

See Customer Information Item #3.

11. MAXIMUM ORDER

See Customer Information Item #2.

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

See Customer Information Item #13b.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

16. GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: Internet Explorer). The Internet address is <http://www.gsaadvantage.gov>.

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer 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 officer 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.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
 - (1) Time of delivery/installation quotations for individual orders;

- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.
- c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

None

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. 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 BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

23. SECTION 508 COMPLIANCE

See Customer Information Item #24b.

24. 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.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324).

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)****1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is

delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS-- COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I -OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

9. INDEPENDENT CONTRACTOR

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

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

12. PAYMENTS

For Firm-Fixed Price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For Time-and-Materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials orders placed under this contract. For Labor-Hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to Labor-Hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
 - (1) The offeror;
 - (2) Subcontractors; and/or
 - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

See Customer Information Item #1a for Pricing information and 1c for Labor Category Descriptions.

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

PREAMBLE

Referentia Systems Incorporated is an SBA-certified small disadvantaged business which provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Referentia's Contracts Manager, Ms. Faith Ka`upu, at (808) 840-8525; contracts@referentia.com.

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

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

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

- (4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);

- (e) Purchase Order Number;
 - (f) Date of Purchase;
 - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

**BASIC GUIDELINES FOR USING
“CONTRACTOR TEAM ARRANGEMENTS”**

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

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

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

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