



AUTHORIZED  
INFORMATION TECHNOLOGY SCHEDULE PRICELIST  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY  
EQUIPMENT, SOFTWARE AND SERVICES

<b>Special Item Number (SIN) 132-51 Information Technology (IT) Professional Services FPDS CODE(s)</b>	
<b>D301</b>	IT Facility Operation and Maintenance
<b>D302</b>	IT Systems Development Services
<b>D306</b>	IT Systems Analysis Services
<b>D308</b>	Programming Services
<b>D310</b>	IT Backup and Security Services
<b>D313</b>	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
<b>D316</b>	IT Network Management Services
<b>D399</b>	Other Information Technology Services, Not Elsewhere Classified

**Note 1:** All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

**Note 2:** Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

**Note 3:** This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

**J2 Associates, LLC**  
**4732 Wooded Ridge Road, Suite 515, Raleigh, NC 27606**  
**919-741-6000**  
**www.j2assoc.com**

Contract Number: **GS35f-004AA**

Period Covered by Contract: **1 June 2012 to 31 September 2017**

General Services Administration  
Federal Acquisition Service

Pricelist current through Modification #**30**, dated **February 13, 2012**

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsadvantage.gov>).



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## **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 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!<sup>TM</sup> on-line shopping service ([www.gsaadvantage.gov](http://www.gsaadvantage.gov)). The catalogs/pricelists, GSA Advantage!<sup>TM</sup> and the Federal Acquisition Service Home Page ([www.gsa.gov/fas](http://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 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.

### **1. GEOGRAPHIC SCOPE OF CONTRACT:**

*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.

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
- The Geographic Scope of Contract will be overseas delivery only.
- The Geographic Scope of Contract will be domestic delivery only.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

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### **2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:**

#### **PAYMENT ADDRESS:**

**J2 Associates, LLC  
900 S. Wilmington St. Suite 207  
Raleigh, North Carolina 27601**

**Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.**



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

**Attn: John Johnston**  
**Ph: 919-949-4707**  
**Fax: 1-866-264-5252**  
**E-mail: jjohnston@j2assoc.com**

When Authorized Dealers are allowed by the Contractor to bill ordering activities and accept payment, the order and/or payment must be in the name of the Contractor, in care of the Authorized Dealer.

**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

Block 16: Data Universal Numbering System (DUNS) Number: **826409679**

Block 30: Type of Contractor: **A. Small Disadvantaged Business**  
**B. Other Small Business**

Block 31: Woman-Owned Small Business: **No**

Block 37: Contractor's Taxpayer Identification Number (TIN): **26-2526146**

Block 40: Veteran Owned Small Business (VOSB): **A. Service Disabled Veteran Owned Small Business**

4a. CAGE Code: 53AS4

4b. Contractor has registered with the Central Contractor Registration Database.

**5. FOB DESTINATION**

**6. DELIVERY SCHEDULE**

a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
IT Services (132-51) – Expedited	As negotiated with Ordering Agency
IT Services (132-51) – Normal	As negotiated with Ordering Agency



b. **URGENT REQUIREMENTS:** 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.

c. i. SIN 132-54 and SIN 132-55, **ACCELERATED SERVICE DELIVERY** (7 calendar days or less): the time required for COMSATCOM services to be available after order award. Under Accelerated Service Task Orders, service acceptance testing, unless otherwise required by the satellite provider or host nation, shall be deferred until Ordering Activity operations permit.

ii. SIN 132-54 and SIN 132-55, **TIME-CRITICAL DELIVERY** (4 hours or less): the time required for COMSATCOM services to be available after order award. Under Time-Critical Task Orders, service acceptance testing unless otherwise required by the satellite provider or host nation shall be deferred until Ordering Activity operations permit. Time-Critical Delivery shall be predicated on the availability of COMSATCOM transponded capacity (contracted bandwidth and power, pre-arranged Host Nation Agreements, frequency clearance) or COMSATCOM subscription services (bandwidth, terminals, network resources, etc.).

iii. For SIN 132-54 and SIN 132-55, **EXTENDED SERVICE DELIVERY TIMES:** the time required under extenuating circumstances for COMSATCOM services to be available after order award. Such extenuating circumstances may include extended time required for host nation agreements or landing rights, or other time intensive service delivery requirements as defined in the individual requirement. Any such extended delivery times will be negotiated between the Ordering Activity and Contractor.

7. **DISCOUNTS:** Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: **3% - 15 days from receipt of invoice**  
**0% - 30 days from receipt of invoice**
- b. Quantity: **None**
- c. Dollar Volume: **On a case by case basis at the maximum dollar threshold**
- d. Other: **None**

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. **STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:**

10. **Small Requirements:** The minimum dollar value of orders to be issued is \$100.00.

11. **MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)**

- a. The Maximum Order for the following Special Item Numbers (SINs) is \$500,000:  
Special Item Number 132-51 - Information Technology Professional Services



## 12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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.

## 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.: NetScape). 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:



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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.**

I 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:

Yes

No

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product



Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL):

**www.j2assoc.com**  
**919-741-6050**

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

#### **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)



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

**\*\*\*\*NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.**

### **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**

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

**EXAMPLE:** Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science



## LABOR CATEGORY PRICING

<b>J2 Associates, LLC</b> <b>INFORMATION TECHNOLOGY SERVICES</b> <b>PRODUCTS &amp; SERVICES PRICE LIST</b> <b>SIN 132-51</b> <b>Base Period: June 1, 2012 – September 31, 2013</b>			
<b>Labor Category ID</b>	<b>J2 GSA Labor Categories</b>	<b>Client Site GSA Rate</b>	<b>J2 Site GSA Rate</b>
IT-001	Subject Matter Expert	\$ 172.10	\$ 208.24
IT-002	Program Manager	\$ 146.43	\$ 177.18
IT-003	Operations Manager	\$ 135.71	\$ 164.21
IT-004	System Architect	\$ 134.87	\$ 163.20
IT-005	Network Manager/Administrator	\$ 133.00	\$ 160.93
IT-006	Project/Task Order Manager	\$ 126.67	\$ 153.27
IT-007	System Security Engineer	\$ 114.00	\$ 137.94
IT-008	Network Engineer	\$ 104.50	\$ 126.45
IT-009	Computer Programmer	\$ 102.60	\$ 124.15
IT-010	Software Engineer	\$ 101.99	\$ 123.40
IT-011	Security Risk/Threat Specialist	\$ 96.90	\$ 117.25
IT-012	Database Specialist	\$ 93.10	\$ 112.65
IT-013	Information Engineer	\$ 85.80	\$ 103.82
IT-014	Systems Analyst	\$ 83.60	\$ 101.16
IT-015	Systems Engineer	\$ 83.42	\$ 100.94
IT-016	Network Technician	\$ 83.06	\$ 100.50
IT-017	Communications Manager	\$ 82.86	\$ 100.26
IT-018	Technical Writer	\$ 81.70	\$ 98.86
IT-019	Technical Training Specialist	\$ 80.36	\$ 97.24
IT-020	Communications Network Technician	\$ 76.00	\$ 91.96
IT-021	Program Security Specialist	\$ 73.31	\$ 88.71
IT-022	Financial Analyst	\$ 70.11	\$ 84.83
IT-023	Data Communications Control Technician	\$ 69.50	\$ 84.10
IT-024	Quality Specialist	\$ 67.15	\$ 81.26
IT-025	Electronics/Computer Technician	\$ 66.76	\$ 80.77
IT-026	Engineering Technician	\$ 66.50	\$ 80.47
IT-027	Systems Operator	\$ 49.78	\$ 60.24
IT-028	Administrative Assistant	\$ 45.95	\$ 55.60
IT-029	Administrative Support Specialist	\$ 39.90	\$ 48.28
IT-030	Data Specialist	\$ 34.56	\$ 41.81



**J2 Associates, LLC**  
**INFORMATION TECHNOLOGY SERVICES**  
**PRODUCTS & SERVICES PRICE LIST**  
**SIN 132-51**  
**Client Site**

**Base Period: September 1, 201X – September 31, 201Y**

<b>J2 GSA Labor Categories</b>	<b>Client Site GSA Rate Option YR 1</b>	<b>Client Site GSA Rate Option YR 2</b>	<b>Client Site GSA Rate Option YR 3</b>	<b>Client Site GSA Rate Option YR 4</b>	<b>Client Site GSA Rate Option YR 5</b>
Subject Matter Expert	\$178.12	\$184.36	\$190.81	\$197.49	\$204.40
Program Manager	\$151.56	\$156.86	\$162.35	\$168.04	\$173.92
Operations Manager	\$140.46	\$145.38	\$150.47	\$155.74	\$161.19
System Architect	\$139.59	\$144.48	\$149.54	\$154.77	\$160.19
Network Manager/Administrator	\$137.66	\$142.47	\$147.46	\$152.62	\$157.96
Project/Task Order Manager	\$131.10	\$135.69	\$140.44	\$145.35	\$150.44
System Security Engineer	\$117.99	\$122.12	\$126.39	\$130.82	\$135.40
Network Engineer	\$108.16	\$111.94	\$115.86	\$119.92	\$124.11
Computer Programmer	\$106.19	\$109.91	\$113.75	\$117.74	\$121.86
Software Engineer	\$105.55	\$109.25	\$113.07	\$117.03	\$121.13
Security Risk/Threat Specialist	\$100.29	\$103.80	\$107.43	\$111.19	\$115.09
Database Specialist	\$96.36	\$99.73	\$103.22	\$106.83	\$110.57
Information Engineer	\$88.80	\$91.91	\$95.13	\$98.46	\$101.90
Systems Analyst	\$86.53	\$89.55	\$92.69	\$95.93	\$99.29
Systems Engineer	\$86.34	\$89.36	\$92.49	\$95.72	\$99.07
Network Technician	\$85.96	\$88.97	\$92.08	\$95.31	\$98.64
Communications Manager	\$85.76	\$88.76	\$91.86	\$95.08	\$98.41
Technical Writer	\$84.56	\$87.52	\$90.58	\$93.75	\$97.03
Technical Training Specialist	\$83.18	\$86.09	\$89.10	\$92.22	\$95.45
Communications Network Technician	\$78.66	\$81.41	\$84.26	\$87.21	\$90.26
Program Security Specialist	\$75.88	\$78.53	\$81.28	\$84.13	\$87.07
Financial Analyst	\$72.56	\$75.10	\$77.73	\$80.45	\$83.27
Data Communications Control Technician	\$71.93	\$74.45	\$77.06	\$79.76	\$82.55
Quality Specialist	\$69.51	\$71.94	\$74.46	\$77.06	\$79.76
Electronics/Computer Technician	\$69.09	\$71.51	\$74.01	\$76.60	\$79.29
Engineering Technician	\$68.83	\$71.24	\$73.73	\$76.31	\$78.98
Systems Operator	\$51.52	\$53.33	\$55.19	\$57.13	\$59.13
Administrative Assistant	\$47.56	\$49.22	\$50.95	\$52.73	\$54.58



**J2 Associates, LLC**  
**INFORMATION TECHNOLOGY SERVICES**  
**PRODUCTS & SERVICES PRICE LIST**  
**SIN 132-51**  
**Client Site**

**Base Period: September 1, 201X – September 31, 201Y**

<b>J2 GSA Labor Categories</b>	<b>Client Site GSA Rate Option YR 1</b>	<b>Client Site GSA Rate Option YR 2</b>	<b>Client Site GSA Rate Option YR 3</b>	<b>Client Site GSA Rate Option YR 4</b>	<b>Client Site GSA Rate Option YR 5</b>
Administrative Support Specialist	\$41.30	\$42.74	\$44.24	\$45.79	\$47.39
Data Specialist	\$35.77	\$37.02	\$38.31	\$39.66	\$41.04

**J2 Associates, LLC**  
**INFORMATION TECHNOLOGY SERVICES**  
**PRODUCTS & SERVICES PRICE LIST**  
**SIN 132-51**  
**J2 Site**

**Base Period: September 1, 201X – September 31, 201Y**

<b>J2 GSA Labor Categories</b>	<b>J2 Site GSA Rate Option YR 1</b>	<b>J2 Site GSA Rate Option YR 2</b>	<b>J2 Site GSA Rate Option YR 3</b>	<b>J2 Site GSA Rate Option YR 4</b>	<b>J2 Site GSA Rate Option YR 5</b>
Subject Matter Expert	\$215.53	\$223.07	\$230.88	\$238.96	\$247.32
Program Manager	\$183.39	\$189.80	\$196.45	\$203.32	\$210.44
Operations Manager	\$169.96	\$175.91	\$182.07	\$188.44	\$195.04
System Architect	\$168.91	\$174.82	\$180.94	\$187.27	\$193.83
Network Manager/Administrator	\$166.56	\$172.39	\$178.43	\$184.67	\$191.13
Project/Task Order Manager	\$158.63	\$164.18	\$169.93	\$175.88	\$182.03
System Security Engineer	\$142.77	\$147.76	\$152.94	\$158.29	\$163.83
Network Engineer	\$130.87	\$135.45	\$140.19	\$145.10	\$150.18
Computer Programmer	\$128.49	\$132.99	\$137.64	\$142.46	\$147.45
Software Engineer	\$127.72	\$132.19	\$136.82	\$141.61	\$146.56
Security Risk/Threat Specialist	\$121.35	\$125.60	\$130.00	\$134.55	\$139.26
Database Specialist	\$116.59	\$120.67	\$124.90	\$129.27	\$133.79
Information Engineer	\$107.45	\$111.21	\$115.11	\$119.13	\$123.30
Systems Analyst	\$104.70	\$108.36	\$112.15	\$116.08	\$120.14
Systems Engineer	\$104.47	\$108.13	\$111.91	\$115.83	\$119.88
Network Technician	\$104.01	\$107.65	\$111.42	\$115.32	\$119.36
Communications Manager	\$103.76	\$107.40	\$111.15	\$115.05	\$119.07



**J2 Associates, LLC**  
**INFORMATION TECHNOLOGY SERVICES**  
**PRODUCTS & SERVICES PRICE LIST**  
**SIN 132-51**  
**J2 Site**  
**Base Period: September 1, 201X – September 31, 201Y**

<b>J2 GSA Labor Categories</b>	<b>J2 Site GSA Rate Option YR 1</b>	<b>J2 Site GSA Rate Option YR 2</b>	<b>J2 Site GSA Rate Option YR 3</b>	<b>J2 Site GSA Rate Option YR 4</b>	<b>J2 Site GSA Rate Option YR 5</b>
Technical Writer	\$102.32	\$105.90	\$109.60	\$113.44	\$117.41
Technical Training Specialist	\$100.64	\$104.17	\$107.81	\$111.59	\$115.49
Communications Network Technician	\$95.18	\$98.51	\$101.96	\$105.53	\$109.22
Program Security Specialist	\$91.81	\$95.02	\$98.35	\$101.79	\$105.36
Financial Analyst	\$87.80	\$90.88	\$94.06	\$97.35	\$100.76
Data Communications Control Technician	\$87.04	\$90.09	\$93.24	\$96.50	\$99.88
Quality Specialist	\$84.10	\$87.04	\$90.09	\$93.24	\$96.51
Electronics/Computer Technician	\$83.60	\$86.53	\$89.56	\$92.69	\$95.94
Engineering Technician	\$83.28	\$86.20	\$89.21	\$92.34	\$95.57
Systems Operator	\$62.34	\$64.53	\$66.78	\$69.12	\$71.54
Administrative Assistant	\$57.55	\$59.56	\$61.65	\$63.80	\$66.04
Administrative Support Specialist	\$49.97	\$51.72	\$53.53	\$55.40	\$57.34
Data Specialist	\$43.28	\$44.79	\$46.36	\$47.98	\$49.66

## LABOR CATEGORY DESCRIPTIONS

### DESCRIPTION OF IT PROFESSIONAL SERVICES LABOR CATEGORIES

**IT-001 Commercial Job Title:** Subject Matter Expert

**Minimum/General Experience:** Eight years direct experience, in the last ten years.

**Functional Responsibility:** Defines problems and analyzes and develops plans and requirements in the subject matter area for complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and system specifications in the following areas: Information Systems Architecture, Automation, Telecommunications, Networking, Communication Protocols, Software, Electronic Email, Modeling and Simulation, Data Storage and Retrieval, etc.

**Minimum Education:** Bachelor's Degree. With at least 15 years of general experience of which 12 years is directly related experience, a degree is not required.



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**IT-002 Commercial Job Title:** Program Manager

**Minimum/General Experience:** Fifteen years direct experience in the last 20 years.

**Functional Responsibility:** Accountable for all aspects of program performance. 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. Program areas typically represent more than three functional areas that may include engineering, systems analysis, quality control, administration, etc. Typically reports to a senior manager or corporate officer.

**Minimum Education:** Advanced degree in a relevant discipline. With at least 25 years of general experience of which 20 years is directly related experience, an advanced degree is not required.

**IT-003 Commercial Job Title:** Operations Manager

**Minimum/General Experience:** Five years direct experience in the last seven years.

**Functional Responsibility:** Supervises and administers computer operations. Schedules machine time and directs data entry efforts. Provides users with computer output. Ensures production schedules are met. Ensures computer system resources are used effectively. 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.

**Minimum Education:** Associate's degree in a relevant discipline. With at least ten years of general experience of which eight years is directly related experience, a degree is not required.

**IT-004 Commercial Job Title:** System Architect

**Minimum/General Experience:** Seven years direct experience in the last ten years.

**Functional Responsibility:** Plans and performs systems and networking engineering research, design development, and other assignments in conformance with system and network design, engineering, and customer specifications. Provides assistance and performs general technical tasks for computer/telephony integration. Performs general technical support in one or more specific areas of research associated with computer or telecommunications network interoperability or integration. Supervises teams of Senior Systems Engineers, Network Engineers, Senior Network Engineers, and Network Engineers through project completion and is considered a Subject Matter Expert (SME) in one or more specific areas of computer system design and networking. Responsible for highly complex technical/engineering projects. Independently performs a variety of system design and engineering tasks which are broad in nature and are concerned with design and implementation of major enterprise systems development and integration, including supporting personnel, hardware, software, and support facilities and/or equipment.

**Minimum Education:** Advanced degree in a related discipline. With at least 12 years of general experience of which nine years is directly related experience, an advanced degree is not required.



**IT-005 Commercial Job Title:** Network Manager/Administrator

**Minimum/General Experience:** Four years direct experience in the last five years.

**Functional Responsibility:** Responsible for developing, evaluating and maintaining the configuration and operation of Local Area Networks (LAN) and Wide Area Networks (WAN), and supporting telecommunications systems. Responsible for implementing, archiving, backup, and restoration procedures. Performs capacity analysis and optimization studies. Researches and evaluates new LAN and WAN products to determine to enhance network performance. Recommends purchase, configuration, and installation of hardware, software and telecommunication equipment. Manages LAN and WAN security and network performance. Establishes and implements LAN policies, procedures, and standards and ensures their conformance with information systems and client objectives. Develops and writes procedures for installation, use and solving problems of communications hardware and software. Instructs users in use of equipment. May oversee or assist in installation of communications hardware components. May oversee and participate in the design, creation and maintenance of Internet products and systems.

**Minimum Education:** Associate's Degree in a relevant discipline. With at least twelve years of general experience of which ten years is directly related experience, a degree is not required.

**IT-006 Commercial Job Title:** Project/Task Order Manager

**Minimum/General Experience:** Eight years direct experience in the last ten years.

**Functional Responsibility:** Accountable for all aspects of project or task order performance. Provides overall direction to all project level activity and personnel interfaces with client personnel. Ensures schedules are met. Monitors performance indicators such as cost, timing and manpower loading. Keeps management informed of project status and deviations. Demonstrates strong oral and written communication skills. Typically reports to the Program Manager or other senior management.

**Minimum Education:** Bachelor's Degree in a relevant discipline. With at least 15 years of general experience of which 12 years is directly related experience, a degree is not required.

**IT-007 Commercial Job Title:** System Security Engineer

**Minimum/General Experience:** Five years direct experience, in the last seven years.

**Functional Responsibility:** Advises customer and/or performs tasks to ensure cost-effective system design and development, with integrated/embedded security features that are compliant with required certification/accreditation standards. May be required to evaluate, develop, recommend, test, modify, and change software/hardware configurations in order to meet government service level computer security requirements. May supervise more junior System Security Engineers.

**Minimum Education:** Bachelor's Degree and formal AIS security training. With at least ten years of general experience of which eight years is directly related experience, a degree is not required.



**IT-008 Commercial Job Title:** Network Engineer

**Minimum/General Experience:** Five years direct experience in the last eight years.

**Functional Responsibility:** Performs a variety of network engineering tasks, either independently or under supervision, which are broad in nature and are concerned with the design and implementation of integrated networks, including personnel, hardware, software and support facilities and/or equipment. Supervises team of Network Engineers through project completion. Plans and performs network engineering research, design development, and other assignments in conformance with network design, engineering and customer specifications. Supervises Network Engineers through project completion. Responsible for major technical/engineering projects of higher complexity and importance than those normally assigned to lower level engineers. Performs with great latitude for unreviewed actions and decisions. Coordinates the activities of Network Engineers and Network Technicians assigned to specific network engineering projects. May perform other duties as assigned.

**Minimum Education:** Bachelor's Degree in a relevant discipline. With at least ten years of general experience of which eight years is directly related experience, a degree is not required.

**IT-009 Commercial Job Title:** Computer Programmer

**Minimum/General Experience:** Three years direct experience in the last five years.

**Functional Responsibility:** Analyzes business applications and design specifications. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs and refines the computer software to produce the required product. Resolves a variety of nonstandard operating problems. Prepares required documentation including program-level and system-level documentation. Prepares instructions for computer operators. Enhances software to reduce operating time or improve efficiency. Provides software conversion and implementation support to include continuing Y2K support. May provide technical direction to more junior programmers.

**Minimum Education:** Bachelor's Degree in a relevant discipline. With at least eight years of general experience of which six years is directly related experience, a degree is not required.

**IT-010 Commercial Job Title:** Software Engineer

**Minimum/General Experience:** Three years direct experience in the last five years.

**Functional Responsibility:** Works under supervision to support the activities of a more senior Systems/Programmer Analyst. Supports the development, maintenance and operating efficiency of a major subsystem, such as the teleprocessing network, database management systems, etc. Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software specifications, tests, debugs, and refines computer software to produce the required product. Codes, in accordance with specific design parameters, system software modules as directed by a more senior Systems/Programmer Analyst. Assists in the management of software development and support using formal specifications, data flow diagrams, other



accepted design techniques and Computer Aided Software Engineering (CASE) tools. Trains end-users. Prepares documentation, including both program level and user level documentation as required. Enhances software to reduce operating time or improve efficiency. Provides software conversion and implementation support to include millennium (Y2K) support. May be a technical lead for more junior Software Engineers.

**Minimum Education:** Bachelor's Degree in a relevant discipline. With at least eight years of general experience of which six years is directly related experience, a degree is not required.

**IT-011 Commercial Job Title:** Security Risk/Threat Specialist

**Minimum/General Experience:** Five years direct experience, in the last seven years.

**Functional Responsibility:** Conduct surveys of client processes, operations, and infrastructure to identify critical information that must be protected; identifies hostile threats to and vulnerabilities of client processes, operations and infrastructure; performs risk assessments of client activities using proprietary tools; and in the development and implementation of mitigation measures. Performs system security analyses on company and client networks and automated information systems (AIS); provides guidance, training, research, and recommendations on client networks and AIS; performs security audits, evaluations, and risk assessments of complex operational data processing communications systems and facilities and provides recommendations for countering detected vulnerabilities; conducts security and internal control reviews of sensitive applications software; conducts specific technical reviews to support non-standard operational requirements and systems; assist in the design, development, and maintenance of unique security tools and techniques for conducting computer and communications security evaluations and risk assessments; provide technical computer and communications security assistance; provide expert assistance and recommendations in the field of trusted computer systems and networks; conduct security tests, certifications, and evaluations of applications and systems processing sensitive or classified information; assist in the development of requirements and specifications for reviewing and approving procurement requests, major systems development activities, telecommunications and teleprocessing hardware and software, and hardware and software encryption techniques on the basis of security concerns; and assess technology to ensure that security vulnerabilities are identified and countered. May supervise the activities of more junior Security Risk/Threat Specialists assigned to the project.

**Minimum Education:** Bachelor's Degree in a relevant discipline. With at least ten years of general experience of which eight years is directly related experience, a degree is not required.

**IT-012 Commercial Job Title:** Database Specialist

**Minimum/General Experience:** Three years direct experience in the last five years.

**Functional Responsibility:** Provides technical expertise in the use of Database Management Systems (DBMS). Defines file organization, indexing methods, and security procedures for specific user applications. Performs software engineering and systems analysis to support design, development, test, configuration, and integration of new or modified large-scale relational database systems. Analyzes and develops computer software processing a wide range of capabilities, including data warehouse technologies, business data model, Executive Information Management, and Decision Support System. Analyzes user interfaces, maintain hardware and software performance tuning, analyzes workload and computer usage, maintains interfaces with outside systems, analyzes proposed system modifications, upgrades and new commercial-off-



the-shelf (COTS) products. Prepares required documentation, including both program-level and user-level documentation. Performs database administration (DBA) services including installation, configuration, administration, performance monitoring, tuning, backup, and disaster recovery strategies for operational and developmental databases. Provides database design, client/server integration, database modeling, and support for systems under development. Coordinates functional design and system architecture issues between parties involved in the development process. Prepares required documentation, including both program-level and user-level documentation. May provide technical guidance to more junior Database Specialists.

**Minimum Education:** Bachelor's Degree in a relevant discipline. With at least eight years of general experience of which six years is directly related experience, a degree is not required.

**IT-013 Commercial Job Title:** Information Engineer

**Minimum/General Experience:** Five years direct experience in the last seven years.

**Functional Responsibility:** Performs systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. Applies an enterprise-wide set of disciplines for the planning, analysis, design and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise wide strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools, such as Integrated Computer-Aided Software Engineering (I-CASE) tools. Applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. Has experience with methodologies, e.g., IDEF 0 process modeling and IDEF 1X data modeling.

**Minimum Education:** Bachelor's Degree in a related discipline. With at least ten years of general experience of which eight years is directly related experience, a degree is not required.

**IT-014 Commercial Job Title:** Systems Analyst

**Minimum/General Experience:** Five years direct experience in the last seven years.

**Functional Responsibility:** Serves as computer systems expert on assignments that typically involve the establishment of a framework for new automated systems where concern is with overall structure involving life cycle involvement ranging from the conduct of feasibility studies to post-implementation evaluation; from a number of possible approaches. Projections are required from inconclusive workload data, technological advances are usually untried at the scale to which application is required; integration with existing systems is required. Design criteria must be established to accommodate changes in legislation, mission, or functional program requirements. Duties require a broad knowledge of data sources, data flow, system interactions, advanced computer equipment and software applications, and advanced systems design techniques to develop solutions to unyielding complex problems and to advise policy making officials on systems design and ADP forecasts.

**Minimum Education:** Bachelor's Degree in a related discipline. With at least ten years of general experience of which eight years is directly related experience, a degree is not required.



**IT-015 Commercial Job Title:** Systems Engineer

**Minimum/General Experience:** Four years direct experience in the last six years.

**Functional Responsibility:** Defines and executes systems engineering activities within a project. These activities may consist of systems planning, performance management, capacity planning, testing and validation, benchmarking, information engineering, and development and staffing of a systems engineering management plan. Supports a Senior Systems Engineer, as required. Analyzes and develops technical documentation detailing the integration and system performance. Performs with some latitude for unreviewed actions and decisions. Coordinates the activities of Systems Engineers and Junior Systems Engineers assigned to specific systems engineering projects. May perform other duties as assigned, such as ongoing Y2K support.

**Minimum Education:** Bachelor's Degree in a relevant discipline. With at least ten years of general experience of which eight years is directly related experience, a degree is not required.

**IT-016 Commercial Job Title:** Network Technician

**Minimum/General Experience:** Four years direct experience in the last five years, and applicable certifications such as those applicable to fiber optics cable.

**Functional Responsibility:** Performs a variety of network engineering tasks that are concerned with the design and implementation of integrated networks, including personnel, hardware, software and support facilities and/or equipment. Works under the supervision of a Network Engineer. Supports the planning and performance of network engineering research, design development, and other assignments in conformance with network design, engineering and customer specifications. Organizes, directs and participates in network installations and site surveys. Assesses and documents current site network configuration and user requirements. Prepares drawings and documents configuration changes. Prepares installation and test reports. Assesses and documents current network configuration and user requirements. Directs and leads preparation of engineering plans and installation. Directs and leads preparation of drawings documenting configuration changes. Designs and optimizes networks. Installs, removes, troubleshoots and repairs data communications lines and equipment. May function as a technical lead for more junior technicians.

**Minimum Education:** High school diploma with vocational training desirable.

**IT-017 Commercial Job Title:** Communications Manager

**Minimum/General Experience:** Four years direct experience in the last five years.

**Functional Responsibility:** Responsible for a wide variety of communications services. Oversees installation, monitoring and maintenance of communications equipment and lines such as data terminals, phone systems, Internet and network interface systems, etc. Responsible for appropriate upgrades including negotiating with vendors. Typically reports to the facilities manager and interfacing closely with personnel responsible for engineering, managing and operating networks and Internet systems.



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**Minimum Education:** Associate's Degree in a relevant discipline. With at least ten years of general experience of which eight years is directly related experience, a degree is not required.

**IT-018 Commercial Job Title:** Technical Writer

**Minimum/General Experience:** Five years direct experience, in the last eight years.

**Functional Responsibility:** Performs research and writes a wide variety of technical copy for professional documents, including program reports and procedures, documentation, training materials, including analysis and compilation of diverse policy, technical, statistical, demographic, and financial information. Leads documentation production teams. May direct the work of more junior technical writers.

**Minimum Education:** Bachelor's Degree in a relevant discipline. With at least ten years of general experience of which eight years is directly related experience, a degree is not required.

**IT-019 Commercial Job Title:** Technical Training Specialist

**Minimum/General Experience:** Five years direct experience, in the last eight years.

**Functional Responsibility:** The Training Specialist conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Develops all instructor materials by interfacing with subject matter experts (course outline, background material, training aids, tests, etc.). Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, on-the-job training and/or computer based/computer aided training. Uses a variety of training evaluation methods to determine training effectiveness. May supervise more junior Training Specialists.

**Minimum Education:** Bachelor's Degree in a relevant discipline. With at least ten years of general experience of which eight years is directly related experience, a degree is not required.

**IT-020 Commercial Job Title:** Communications Network Technician

**Minimum/General Experience:** Four years direct experience in the last five years, and applicable certifications such as those applicable to fiber optics cable.

**Functional Responsibility:** With minimal technical guidance, installs and repairs data communications lines and equipment. Reviews work orders to move, change, install, repair, or remove data communications equipment, such as modems, cables, network cards, and wires. Reads technical manuals to learn correct settings for equipment. Measures, cuts, and installs wires and cables. Splices wires or cables, using hand-tools or soldering iron. Connects microcomputer or terminals to data communication lines. Develops test plans and tests communication lines to ensure that data is being transmitted between locations according to specifications using testing instruments such as voltmeter and data scope. Uses diagnostic techniques to locate problem, and repairs wiring, cables. When equipment repair is required, coordinates with maintenance organization or company. Monitors repair activity to ensure repair or replacement is done in a timely manner. May plan layout and installation of data communications equipment. May negotiate and place orders with common carriers. May function as a technical lead for more junior specialists.



**Minimum Education:** High school diploma with vocational training desirable.

**IT-021 Commercial Job Title:** Program Security Specialist

**Minimum/General Experience:** At least five years experience in security, with experience in at least three different security disciplines, one of which must be automated information systems (AIS). Some experience with Special Access Programs may be required. Current SSBI may be requi

**Functional Responsibility:** Maintain security environment in accordance with government agency security orders and procedures. Supervises other security personnel, and/or coordinates support to the customer in relation to a major secure facility or program requiring a combination of security disciplines to include personnel, physical, technical, AIS, COMSEC, OPSEC, etc. Maintain and distribute security related documentation to appropriate government and contractor customers/employees. Provide training to customers and users when required. Prepare and present security information, reports, and briefings for management and conferences. Provide security/vulnerability analysis, guidance, recommendations, and deficiency resolution and implementation. Manage the resolution of security vulnerabilities identified by site surveys and security readiness reviews. Communicate with a wide range of customers, management, technical employees on information and recommendations on current security issues and the future direction of security systems. Provide briefings and presentations to management and users regarding computer security issues.

**Minimum Education:** Associate's Degree. With at least eight years of general experience of which six years is directly related experience, a degree is not required.

**IT-022 Commercial Job Title:** Financial Analyst

**Minimum/General Experience:** Five years direct experience in the last 8 years.

**Functional Responsibility:** Formulates and plans computer-based financial systems and funding systems. Reviews financial reports, formulates budgets, develops budgetary labor rates. Provides guidance to others concerning the interpretation of financial data. Provides financial and cost analysis with proven expertise in the management and control of funds and resources. Provides technical and financial justifications (obtained by collecting information relevant to the decision and displaying that information in standard formats) in support of information technology projects. Performs Functional Economic Analysis (FEA) to evaluate the costs of alternative ways to accomplish functional objectives. The FEA states investment costs, benefits, and risks as a net change to the functional baseline cost, the cost of doing business now and in the future. Ensures that cross-functional, security, and other integration issues are addressed. May direct more junior Financial Analysts.

**Minimum Education:** Bachelor's Degree in a relevant discipline. With at least ten years of general experience of which eight years is directly related experience, a degree is not required.



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**IT-023 Commercial Job Title:** Data Communications Control Technician

**Minimum/General Experience:** Four years direct experience in the last five years.

**Functional Responsibility:** Monitors, installs and troubleshoots data communications network to ensure that network is available to all system users and resolves data communications problems. Calls service technician for service when problem cannot be resolved. Monitors data communications traffic, records problems and actions taken in tracking system. Updates documentation to record new equipment installed, new sites, and changes to computer configurations. May train staff and users to use equipment. May coordinate installation or install communications lines, network cabling, and communication devices. Explains data communications diagnostic and monitoring procedures to operators, using computer terminal and following vendor's equipment and software instructions. Explains and demonstrates installation of data communication lines and equipment to operators, using hand-tools and following vendor manuals. Enters diagnostic commands into equipment and determines nature of problem to assist operators in resolving data communication problems. Enters record of actions taken to resolve problem in daily log. Briefs management and client on data communications problems and actions taken to resolve. May function as a technical lead for more junior technicians.

**Minimum Education:** High school diploma with vocational training desirable.

**IT-024 Commercial Job Title:** Quality Specialist

**Minimum/General Experience:** Three years direct experience in the last 5 years.

**Functional Responsibility:** Reviews work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Program and/or Project Manager to ensure problem solution and user satisfaction. Performs analysis and design of business applications on complex, large scale Information Technology (IT) and related communications systems, database management, and use of programming languages. Develops and implements quality programs such as verification and validation, Configuration Management (CM), ISO certification, Total Quality Management (TQM), Quality Assurance (QA), Quality Control (QC) and continuous improvement. Works independently or under only general direction on complex quality problems involving all phases of IT projects.

**Minimum Education:** Bachelor's Degree in a relevant discipline. With at least eight years of general experience of which six years is directly related experience, a degree is not required.

**IT-025 Commercial Job Title:** Electronics/Computer Technician

**Minimum/General Experience:** Four years direct experience in the last six years, and applicable certifications such as those applicable to printed circuit board repair.

**Functional Responsibility:** With minimal guidance, leads and performs at a moderately complex level, the fabrication, integration, test, evaluation and repair tasks for electronic and electro-mechanical systems to include printed circuit board repair. Performs installation, troubleshooting and test efforts. Analyzes, repairs, tests and documents electronic circuit card assemblies to the component levels. Also installs, modifies, troubleshoots and repairs computer hardware and software systems. Provides technical assistance and



training to computer system users. May function as a technical lead for more junior technicians.

**Minimum Education:** High school diploma with vocational training desirable.

**IT-026 Commercial Job Title:** Engineering Technician

**Minimum/General Experience:** Four years direct experience in the last five years, and applicable certifications such as those applicable to printed circuit board repair.

**Functional Responsibility:** Provides semiprofessional technical support for engineers working in areas such as research, design, development, testing, etc. Performs assignments, which are not completely standardized or prescribed. Typical duties include: construction and troubleshooting of, and correcting malfunctions on, components, subassemblies or simple models; following specific layouts and engineering diagrams to construct and package simple devices and subassemblies; conducting various tests or experiments which may require minor modifications in test setups or procedures; setting up and operating standard test equipment and recording test data; extracting and compiling a variety of engineering data to include selecting methods of data presentation; and assisting engineers in design modification. May function as a technical lead for more junior technicians.

**Minimum Education:** High school diploma with vocational training desirable.

**IT-027 Commercial Job Title:** Systems Operator

**Minimum/General Experience:** Three years direct experience in the last five years.

**Functional Responsibility:** Provides operation of mainframe, mid-tier, mini and client server computers using respective computer console/terminal. Coordinates input, output, and file media. Distributes output and controls computer operations. Tasks typically require: activating computer systems through appropriate power on procedures; switching hardware components on and off line as required; monitoring the status of all hardware, software and applications systems; initiating application software as specified by operational instructions; analyzing, evaluating and resolving equipment malfunctions; troubleshooting operational communication and application problems; diagnosing system hardware failures, software failures, and communications failures to determine the source of failure; analyzing operating systems and workload projections to identify conflicts, potential backlog situations, priority problems and interface conflicts for computers and communication systems; interfacing with other personnel, customers and contractors as required to accomplish duties; and supporting tape library operations when required.

**Minimum Education:** High school diploma with vocational training desirable.

**IT-028 Commercial Job Title:** Administrative Assistant

**Minimum/General Experience:** Six years direct experience in the last eight years.

**Functional Responsibility:** Specializes in coordinating and planning office administration and support.



Fully understands and provides administrative-type support to technical and management-level personnel to include project support in areas of program management, project control, report generation, scheduling and financial management. This includes, but is not limited to, documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, travel arrangements, conference/meeting support, office relocation planning, etc. required in changing office environments. May report directly to a client, usually at the client location, to support its operations as required. May perform other duties as assigned. Exercises judgment in accomplishing tasking, and works independently. May direct more junior Administrative Assistants.

**Minimum Education:** High school diploma with vocational training.

**IT-029 Commercial Job Title:** Administrative Support Specialist

**Minimum/General Experience:** Three years direct experience in the last five years.

**Functional Responsibility:** Prepares a wide range of technically oriented documents such as reports, general correspondence, form letters, etc. which may include text, tables, and matrices. Work requires skill in typing; a knowledge of grammar; punctuation and spelling; and ability to use software reference guides and equipment operator manuals. Must know the varied and advanced functions of different types of software. Performs other clerical and administrative tasks as directed. Supervisor sets priorities and deadlines, but independently completes assignments and resolves problems. May lead lower level Administrative Support Specialists.

**Minimum Education:** High school diploma with vocational training desirable.

**IT-030 Commercial Job Title:** Data Specialist

**Minimum/General Experience:** Two years direct experience in the last three years.

**Functional Responsibility:** Enters a wide variety of source documents such as computer-generated reports, program coding sheets, and other narrative and statistical information using PC-based database management software. Examines and sorts documents by subject matter, category, or other specified manner. In accordance with established procedures, reviews source documents for completeness and accuracy. Detects and rejects illegible or incomplete source documents and information. Following instructions, collects and organizes management and technical data for entry into reports and databases in prescribed formats. Keys data very rapidly with a high degree of accuracy. Verifies accuracy and corrects data using automated data edit reports if possible. Reviews and annotates data sheets, reports, and other documents for data entry technicians. Maintains records covering verification statistics. May direct more junior Data Specialists.

**Minimum Education:** High school diploma.



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## USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

### PREAMBLE

J2 Associates, LLC 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 (**John Johnston, 919-741-6050/Direct, [jjohnston@j2assoc.com](mailto:jjohnston@j2assoc.com), Fax: 1-866-264-5252**).



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**BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_.

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

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

Signatures

\_\_\_\_\_  
Ordering Activity

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date



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.

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## **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.