



VERSATILE BUSINESS SOLUTIONS, LLC

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

Information Technology Products and Related Services for all Federal Agencies

Special Item No. 132-51 Information Technology Professional Services

Note: 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.

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 D307 Automated Information Systems Design and Integration 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

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.

**VERSATILE BUSINESS SOLUTIONS, LLC
15480 ANNAPOLIS ROAD, STE. 202-185
BOWIE, MD 20715
301-412-7455
WWW.VBSLLC.COM**

Contract Number: GS-35F-0077X

Period Covered by Contract: November 17, 2010 – November 16, 2015

General Services Administration
Federal Acquisition Service

Pricelist current through Modification # _____, dated _____.

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.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![™] on-line shopping service (www.gsaadvantage.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 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.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

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15480 ANNAPOLIS ROAD, STE. 202-185
BOWIE, MD 20715**

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: 301-412-7455

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: 105397892
Block 30: Type of Contractor: A. Small Disadvantaged Business
A. Small Disadvantaged Business
B. Other Small Business
C. Large Business
G. Other Nonprofit Organization
L. Foreign Contractor

Block 31: Woman-Owned Small Business - Yes

Block 37: Contractor's Taxpayer Identification Number (TIN): 52-2357700

4a. CAGE Code: 3BWN2

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)

132-51

As agreed upon between the contractor and the ordering activity.

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.

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

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:

None.

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 value 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. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. 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.

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.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: www.vbsllc.com.

The EIT standard can be found at: 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)

**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

Commercial Job Title: Program Manager	GSA Rate/Client Site: \$ 159.62
<p>Minimum/General Experience: Must have 12 years of experience in program or project management. At least 8 years of experience in supervision or oversight of IT related programs or projects.</p> <p>Functional Responsibility: Serve as single point of contact for the contractor with the government regarding the contract. Performs overall management for contract support operations. Organizes, directs, and coordinates the planning and production of all contract support activities, including subcontractors. Develops work breakdown structures and prepares charts, tables, graphs, major milestone calendars and diagrams to assist in analyzing problems and making recommendations.</p> <p>Minimum Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. Master's degree and/or project management certification is preferred.</p>	
Commercial Job Title: Project Manager	GSA Rate/Client Site: \$ 131.06
<p>Minimum/General Experience: At least 8 years experience in project management. At least 5 years of experience in managing IT related programs or projects.</p> <p>Functional Responsibility: Performs day-to-day management of the project, identifies issues and risks and recommends possible issue and risk mitigation strategies associated with the project.</p> <p>Minimum Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. Master's degree and/or project management certification is preferred.</p>	
Commercial Job Title: Subject Matter Expert*	GSA Rate/Client Site: \$ 132.74
<p>Minimum/General Experience: At least 8 years of relevant industry experience in the discipline required.</p> <p>Functional Responsibility: The area of expertise may be related to a specific discipline required by the government agency such as health care, education, public safety, social services, human resources, transportation, environment, etc. Requires expertise in the formulation of specifications and in the execution of technical initiatives in vertical areas. Defines requirements, performs analyses, and develops plans and requirements for systems.</p> <p>Minimum Education: Bachelor's Degree from an accredited college or university in the specific discipline required. A Master's Degree or Ph.D. Degree is preferred.</p>	

Commercial Job Title: Sr. Systems Analyst	GSA Rate/Client Site: \$ 121.82
<p>Minimum/General Experience: A minimum of 8 years of experience in IT systems analysis. At least 5 years of experience in the design of business applications of complex IT systems.</p> <p>Functional Responsibility: Serves as a computer systems expert on assignments that typically involve establishing automated systems, where concern is with overall life cycle structure; and conducts feasibility studies from design, implementation and post-implementation evaluation from a number of possible approaches.</p> <p>Minimum Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p>	

Commercial Job Title: Systems Analyst	GSA Rate/Client Site: \$ 106.70
<p>Minimum/General Experience: A minimum of 5 years of experience in IT systems analysis. At least 3 years of experience in the design of business applications of complex IT systems.</p> <p>Functional Responsibility: Responsible for developing software programs required as tools or to support client requirements. Identifies user requirements, conducts systems analysis (including preparation of specifications and designs) analyzes workflow and re-engineering alternatives, and develops programs (including coding, testing, debugging and documentation). Maintains the development and production code libraries.</p> <p>Minimum Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p>	

Commercial Job Title: Sr. Programmer	GSA Rate/Client Site: \$ 108.38
<p>Minimum/General Experience: Must have 6 years of computer experience in information technology, mainframe operating systems administration and maintenance.</p> <p>Functional Responsibility: Installs, debug and tunes high level internal operating systems software, including specialized software packages. Provides highest level of technical counsel and guidance for resolution of internal system software problems, including the most complex problems, pertaining to applications programming. Monitors and implements changes to system hardware configurations to ensure maximum performance.</p> <p>Minimum Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or 3 years of equivalent experience in a related field.</p>	

Commercial Job Title: Programmer	GSA Rate/Client Site: \$ 89.05
<p>Minimum/General Experience: Must have 4 years of computer experience in information technology, mainframe operating systems administration and maintenance.</p> <p>Functional Responsibility: Installs, debug and tunes moderately complex internal operating systems software, including general purpose packages. Applies maintenance upgrades supplied by software vendors. Serves as point of contact for resolution of moderately complex internal systems software problems. Provides support in resolving outages and ensures minimal downtime. Monitors and tunes the system hardware and software configurations to ensure maximum performance.</p> <p>Minimum Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or 3 years of equivalent experience in a related field.</p>	

Commercial Job Title: Database Manager	GSA Rate/Client Site: \$ 168.87
<p>Minimum/General Experience: A minimum of 5 years of experience performing database systems management and administration. Experience in the most current principles and practices of managing database systems and the ability to modify and maintain databases for specific user requirements.</p> <p>Functional Responsibility: Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.</p> <p>Minimum Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p>	

Commercial Job Title: Database Administrator	GSA Rate/Client Site: \$ 95.15
<p>Minimum/General Experience: A minimum of six (6) years of application programming experience including three (3) or more years in system design and development.</p> <p>Functional Responsibility: Works in a data intensive environment (such as a data warehouse), which includes data design, database architecture, and metadata and repository creation. Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional databases. Responsible for developing data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Evaluates reusability of current data for additional analyses. Conducts data cleaning to rid the system of old, unused, or duplicate data. Reviews object and data models and the metadata repository to structure the data for better management and quicker access.</p> <p>Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline or equivalent experience.</p>	

Commercial Job Title: Sr. Computer Security Systems Specialist	GSA Rate/Client Site: \$ 116.02
<p>Minimum/General Experience: A minimum of 12 years of experience. At least 7 years of highly specialized experience in information, computer, or network security disciplines. Could include e penetration testing, intrusion detection and audit analysis, public key infrastructure, cryptography, strong authentication, risk analysis, and multilevel security.</p> <p>Functional Responsibility: Analyzes and defines security requirements for MLS issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical programs in the MLS arena. Performs risk analyses, which also include risk assessment. Provides daily direction to staff.</p> <p>Minimum Education: A Bachelor’s Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p>	

Commercial Job Title: Computer Security Systems Specialist	GSA Rate/Client Site: \$ 93.86
<p>Minimum/General Experience: A minimum of 8 years of experience. At least 5 years of highly specialized experience in information, computer, or network security disciplines. Could include e penetration testing, intrusion detection and audit analysis, public key infrastructure, cryptography, strong authentication, risk analysis, and multilevel security.</p> <p>Functional Responsibility: Analyzes and defines security requirements for MLS issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical programs in the MLS arena. Performs risk analyses, which also include risk assessment.</p> <p>Minimum Education: A Bachelor’s Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p>	

Commercial Job Title: Training Specialist/ Instructor*	GSA Rate/Client Site: \$ 84.01
<p>Minimum/General Experience: At least 2 years of experience in developing and providing IT and end user training on computer hardware and/or application software.</p> <p>Functional Responsibility: Trains personnel by conducting formal classroom courses, workshops, and seminars. Prepares all instructor and student manuals.</p> <p>Minimum Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p>	

Commercial Job Title: Sr. Systems Engineer	GSA Rate/Client Site: \$ 118.46
<p>Minimum/ General Experience: Requires a minimum of ten (10) years experience, of which at least six years must be specialized; Provide strategic and tactical planning and engineering support for the project. Personnel are recognized experts who are assigned to specific high risk or complex projects but are also used as specialized resources to mentor junior personnel and provide ad-hoc support to other projects when needed.</p> <p>Functional Responsibility: Identify, analyze, define, and coordinate user, customer and stakeholder needs and translates them into technical requirements. Work with stakeholders to identify best-fit technical solutions for business unit needs. Provide conceptual design, prototype, and test cycles appropriate to a chosen technical solution. Detailed understanding of current and future technology trends. Detailed knowledge of the project life cycle and acquisition process. Working knowledge of current project management models and budgetary cycles. Ability to develop a project plan and workflow based on a project management model. Ability to troubleshoot and problem solve both technical and non-technical issues and communicate it to client.</p> <p>Minimum Education: Requires a four year degree. Two additional years of general experience and two additional years of specialized experience may be substituted for the degree requirements.</p>	

Commercial Job Title: Systems Engineer	GSA Rate/Client Site: \$91.57
<p>Minimum/General Experience: This position requires a minimum of five years experience in the information systems/software-engineering field. Five years experience may be substituted for the Bachelors degree. A Masters or high degree will be considered equivalent to two years-specialized experience and three years general experience.</p> <p>Functional Responsibility: Applies software, hardware, and standards information technology skills in the analysis, specification, development, integration, and acquisition of open systems for Information Management and other applications. Ensures these systems and applications are compliant with standards for open systems architectures, reference models, and profiles of standards - such as the IEEE Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of IM solutions on the application platform across the application program interface. Evaluates and recommends COTS applications and methodologies that can be acquired to provide interoperable, portable, and scaleable information technology solutions.</p> <p>Minimum Education: A Bachelors degree in Computer Science, Information Systems, Engineering or other related scientific or technical discipline is preferred.</p>	

Commercial Job Title: Help Desk Manager*	GSA Rate/Client Site: \$111.73
<p>Minimum/General Experience: Five (5) years of relevant experience. One (1) year of supervisory experience.</p> <p>Functional Responsibility: Supervises a staff of Customer Service/Helpdesk Assistants and/or Administrators who accept calls to customer service/helpdesk and records detailed information as to the nature of the call and problems identified. Provide assistance after referring to established procedures, guidelines, techniques, and standard products and applications available on PC's and file servers. As manager must be knowledgeable of standard office suites, microcomputer workstations, configuration and repair of PC's and peripherals.</p> <p>Minimum Education: Bachelors degree in computer science or equivalent experience.</p>	

Commercial Job Title: Help Desk Specialist*	GSA Rate/Client Site: \$87.55
<p>Minimum/General Experience: Two (2) years of experience in customer service/helpdesk support.</p> <p>Functional Responsibility: Respond to customer's calls and records detailed information as to the nature of the call and problems identified. Provides assistance after referring to established procedures, guidelines, techniques, and standard products and applications available on PC's and file servers. Must be knowledgeable of standard office suites, microcomputer workstations, configuration and repair of PC's and peripherals.</p> <p>Minimum Education: Bachelors degree in computer science or equivalent experience.</p>	

Commercial Job Title: Systems Administrator	GSA Rate/Client Site: \$92.41
<p>Minimum/General Experience: A minimum of 4 years experience of which at least 3 must be specialized experience in administrating UNIX or open systems-compliant systems. General experience includes operation experience on a large-scale computer system on a multi- server LAN.</p> <p>Functional Responsibility: Provide system administration supporting UNIX, PC, or MAC computing platforms. Configures and maintains computer subsystems. Optimizes system operation and resource utilization and performs system capacity analysis and planning. Administers file servers and data base servers. Provides user consultation on the operating system environment, e-mail, Internet, and Intranet. Gives technical direction to users as requested.</p> <p>Minimum Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p>	

Commercial Job Title: Network Manager	GSA Rate/Client Site: \$137.78
<p>Minimum/General Experience: A minimum of 5 years general experience with 3 years specific experience.</p> <p>Functional Responsibility: Plans, conducts, oversees, and is responsible for all network activities. Evaluates and recommends new network technology to meet requirements. Manage network staff and network resources. Communicate effectively with employees throughout the organization.</p> <p>Minimum Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p>	

Commercial Job Title: Sr. Network Engineer	GSA Rate/Client Site: \$109.22
<p>Minimum/General Experience: A minimum of 6 years experience related to the maintenance of LANs and related computer systems. Knowledgeable of contemporary network systems, network design, installation, connectivity, maintenance and interface with computer systems, software, peripherals, and telecommunications equipment. Knowledgeable of network platforms, operating systems, topologies, and protocols.</p> <p>Functional Responsibility: Provides functional guidance and direction in LAN administration, hardware and software technical support analysis, operating system programming, communications and network systems analysis, configuration management, general end user support and training, microsystems analysis, data security analysis, software quality analysis, office automation, and network operations. Further, may be highly skilled in Windows NT and Back office. May be certified as a Microsoft System Engineer or has completed all course work and is in the process of taking the certification examinations. Has expertise in Windows NT Advanced Server and NT Workstation, Windows, and Networking. Additionally has expertise in two or more of the following: SQL Administration, SNA, SMS, SQL Implementation, Mail or TCP/IP.</p> <p>Minimum Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.</p>	

Commercial Job Title: Network Engineer	GSA Rate/Client Site: \$66.37
<p>Minimum/General Experience: Two year experience in networking support experience.</p> <p>Functional Responsibility: Responsible for design, integration, operation and management of enterprise networks, linking a variety of platforms, operating systems, network topologies and network protocols. Troubleshoot network problems using test equipment and network management tools. Makes recommendations related to network architecture, evaluation of hardware and software products, and problem resolution. Requires advance knowledge in area of local and wide are networking, communication and related hardware/software.</p> <p>Minimum Education: Bachelors degree in a technical discipline or equivalent experience.</p>	

Commercial Job Title: Network Administrator

GSA Rate/Client Site: \$94.94

Minimum/ General Experience: Two (2) years experience in a computer-related field. One (1) year of experience in the areas of data communications engineering, data communications hardware or software analysis, network administration or management, data communications equipment installation and maintenance, or computer systems administration and management.

Functional Responsibility: Performs a variety of network management functions related to the operation, performance or availability of data communications networks. Analyze client LANs/WANs, isolate source of problems, recommend reconfiguration and implementation of new network hardware to increase performance. Modifies command language programs, network start up files, assigns/re-assigns network device logicals, participates in load balancing efforts throughout the network to achieve optimum device utilization and performance.

Minimum Education: Associate's degree from an accredited college or university in Computer Science, Information Systems, Engineering or a related field, or two years of college or university study in Computer Science, Information Systems, Engineering or a related field.

Commercial Job Title: Sr. Network Technician

GSA Rate/Client Site: \$84.01

Minimum/General Experience: At least 4 years of experience. Additional experience and/or specific specialties may be substituted for years of education.

Functional Responsibility: Installs and tests computer hardware and software. Installs and maintains LAN/WAN components (hub, gateways, routers, bridges, etc.) as well as diagnostic routines, performs integration and testing as well as system upgrades. Provides guidance and direction for test and evaluation ensuring adherence to standards and design concepts. Requires strong knowledge of PC/LAN communications hardware/software, in a multi-protocol environment, and network management software.

Minimum Education: High School Diploma, Formal training in Computer Science

Commercial Job Title: Junior Network Technician

GSA Rate/Client Site: \$52.93

Minimum/General Experience: At least 1 year experience related to maintaining networks and related computer systems. Knowledgeable of contemporary network systems.

Functional Responsibility: Plan, implement, maintain and support computer information system in a wide range of computing environments. Provide support to users on computer systems.

Minimum Education: High School Diploma, Formal training in Computer Science.

Commercial Job Title: Cable Installation Manager	GSA Rate/Client Site: \$91.38
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Minimum/General Experience: Five (5) years of experience as a cable installer/technician with two years of management experience. Must have Category 5 and Category 6 and fiber optic installation experience.

Functional Responsibility: Help prepare budget, determine work force requirements, and establish production schedules to meet work requirements. Conduct walk-through. Inspect construction sites and installations to ensure service deadlines are met. Supervised job task until completed. Plan, assign, direct work and address complaints resolve problems.

Minimum Education: A.A. degree and/or technical school certificate or equivalent experience.

Commercial Job Title: Sr. Cable Installation Technician	GSA Rate/Client Site: \$72.49
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Minimum/General Experience: Six (6) years experience cable installation.

Functional Responsibility: consists of installing cables, terminating patch panels, workstation, and testing, certifying labeling and as built drawings. Voice/Data, Category 5 and Category 6 and fiber optic installation.

Minimum Education: High school degree and/or technical school certificate or equivalent experience.

Commercial Job Title: Cable Technician	GSA Rate/Client Site: \$56.24
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Minimum/General Experience: Two (2) year of experience as a technician. Must have Category 5 and Category 6 and fiber optic cable installation experience.

Functional Responsibility: Install, test data and voice communications cabling systems locally and nationwide. Consist of just pulling cable from closet to closet or to work stations, and testing, certifying, labeling and as-built drawings doing all fiber optic terminations and certifying.

Minimum Education: High school degree GED and/or technical school certificate or equivalent experience.

Commercial Job Title: Jr. Cable Technician	GSA Rate/Client Site: \$50.15
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Minimum/General Experience: One (1) year of experience as a technician. Must have Category 5 and Category 6 and fiber optic cable installation experience.

Functional Responsibility: Install, test data and voice communications cabling systems locally and nationwide. Consist of just pulling cable from closet to closet or to work stations, and testing, certifying, labeling and as-built drawings doing all fiber optic terminations and certifying.

Minimum Education: High school degree GED and/or technical school certificate or equivalent experience

Commercial Job Title: Administrative Support*	GSA Rate/Client Site: \$40.54
<p>Minimum/General Experience: One year experience in general administrative and clerical support.</p> <p>Functional Responsibility: Conducts a variety of clerical and other administrative tasks. Responsible for answering phones, routing messages, light typing, photocopying of documents, faxing of documents, filing of documents, perform data entry and other basic clerical skills. Assists in the preparation of management plans and reports. Coordinates schedules to facilitate the completion of proposals, contract deliverable, task order review, briefings/presentations, and In-Process Review (PR) preparation. Performs work under direct supervision.</p> <p>Minimum Education: High School diploma/GED or equivalent experience.</p>	

***Please note that non-professional labor categories are incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.**

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

PREAMBLE

Versatile Business Solutions, 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:

Colette Youngblood, 301-412-7455, Colette.youngblood@yahoo.com, fax: 301-860-1815.

**(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 of the Federal Supply Schedule Contract.

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

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

Here is a general outline on how it works:

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