



TECHNICAL SOLUTIONS AND MAINTENANCE, INC.

An ISO 9001:2008 Certified Company, WOB, SDB, SBA HubZone Certified



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

Contract Number #GS-35F-0103N

Period covered by contract: 11/04/2002 through 11/03/2017

Pricelist current through Modification Number PS-0039, effective 1/6/2014. Products and ordering information in this Authorized FAS Information Technology Schedule Pricelist are also available on the GSA *Advantage!* System. Agencies can browse GSA *Advantage!* by accessing the Federal Acquisition Service’s Home Page via the Internet at <http://www.fss.gsa.gov>

Number	Description
Special Item No. 132-8	Purchase of General Purpose Commercial Information Technology New Equipment
Special Item No. 132-12	MAINTENANCE, REPAIR SERVICE AND REPAIR PARTS/SPARE PARTS FOR GOVERNMENT-OWNED GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, RADIO/TELEPHONE EQUIPMENT, Equipment Maintenance
Special Item No. 132-50	Training Courses For General Purpose Commercial Information Technology Equipment and Software
Special Item No. 132-51	Information Technology Professional Services

TABLE OF CONTENTS

FSC CLASS OF SERVICES 3-5

INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL
ITEM NUMBERS..... 6-14

TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF NEW EQUIPMENT
(SPECIAL ITEM NUMBER 132-8)..... 15-17

PRODUCT LISTINGS..... 18-22

TERMS AND CONDITIONS APPLICABLE TO EQUIPMENT MAINTENANCE
(SPECIAL ITEM NUMBER 132-12)..... 23-26

TERMS AND CONDITIONS APPLICABLE TO TRAINING COURSES
(SPECIAL ITEM NUMBER 132-50)..... 28-32

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY
PROFESSIONAL SERVICES ((SPECIAL ITEM NUMBER 132-51) 34-49

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT
PROGRAMS..... 51

BLANKET PURCHASE AGREEMENT (BPA) 52

BPA FORMAT GUIDELINES..... 53-54

CONTRACTOR TEAM ARRANGEMENTS 55

SPECIAL ITEM NUMBER 132-8 PURCHASE OF NEW EQUIPMENT

- Equipment of all classes are offered.

FSC CLASS 7010 - SYSTEM CONFIGURATION

End User Computers/Desktop Computers
Professional Workstations
Servers
Laptop/Portable/Notebook Computers
Large Scale Computers
Optical and Imaging Systems
Other Systems Configuration Equipment, Not Elsewhere Classified

FSC CLASS 7025 - INPUT/OUTPUT AND STORAGE DEVICES

Printers
Display
Graphics, including Video Graphics, Light Pens, Digitizers, Scanners, and Touch Screens
Network Equipment
Other Communications Equipment
Optical Recognition Input/Output Devices
Storage Devices including Magnetic Storage, Magnetic Tape Storage and Optical Disk Storage
Other Input/Output and Storage Devices, Not Elsewhere Classified

FSC CLASS 7035 - ADP SUPPORT EQUIPMENT

ADP Support Equipment

FSC Class 7042 - MINI AND MICRO COMPUTER CONTROL DEVICES

Microcomputer Control Devices
Telephone Answering and Voice Messaging Systems

FSC CLASS 7050 - ADP COMPONENTS

ADP Boards

FSC CLASS 5995 - CABLE, CORD, AND WIRE ASSEMBLIES: COMMUNICATIONS EQUIPMENT

Communications Equipment Cables

FSC CLASS 6015 - FIBER OPTIC CABLES

Fiber Optic Cables

FSC CLASS 6020 - FIBER OPTIC CABLE ASSEMBLES AND HARNESSSES

Fiber Optic Cable Assemblies and Harnesses

FSC CLASS 6145 - WIRE AND CABLE, ELECTRICAL

Coaxial Cables

FSC Class 5805 - TELEPHONE AND TELEGRAPH EQUIPMENT

Telephone Equipment
Audio and Video Teleconferencing Equipment

FSC CLASS 5810 - COMMUNICATIONS SECURITY EQUIPMENT AND COMPONENTS

Communications Security Equipment

FSC CLASS 5815 - TELETYPE AND FACSIMILE EQUIPMENT

Facsimile Equipment (FAX)

FSC CLASS 5820 - RADIO AND TELEVISION COMMUNICATION EQUIPMENT, EXCEPT AIRBORNE

Two-Way Radio Transmitters/Receivers/Antennas
Broadcast Band Radio Transmitters/Receivers/Antennas
Microwave Radio Equipment/Antennas and Waveguides
Satellite Communications Equipment

FSC CLASS 5821 - RADIO AND TELEVISION COMMUNICATION EQUIPMENT, AIRBORNE

Airborne Radio Transmitters/Receivers

FSC CLASS 5825 - RADIO NAVIGATION EQUIPMENT, EXCEPT AIRBORNE

Radio Navigation Equipment/Antennas

FSC CLASS 5826 - RADIO NAVIGATION EQUIPMENT, AIRBORNE

Airborne Radio Navigation Equipment

FSC CLASS 5830 - INTERCOMMUNICATION AND PUBLIC ADDRESS SYSTEMS, EXCEPT AIRBORNE

Pagers and Public Address Systems (wired and wireless transmissions, including background music systems)

FSC CLASS 5841 - RADAR EQUIPMENT, AIRBORNE

Airborne Radar Equipment

FSC CLASS 5895 - MISCELLANEOUS COMMUNICATION EQUIPMENT

Miscellaneous Communications Equipment

- Special Physical, Visual, Speech, and Hearing Aid Equipment
- Installation (FPDS Code N070) for Equipment Offered
- Deinstallation (FPDS N070 and N058)
- Reinstallation (FPDS N070 and N058)

SPECIAL ITEM NUMBER 132-12 - EQUIPMENT MAINTENANCE

FSC/PSC Class J070 - Maintenance and Repair Service)(Repair Parts/Spare Parts - See FSC Class for basic equipment)

FSC/PSC Class J058 – Maintenance and Repair of Communication Equipment

The following Items are offered:

- Maintenance
- Repair Service
- Repair Parts/Spare Parts

SPECIAL ITEM NUMBER 132-50 - TRAINING COURSES (FPDS Code U012)

Technical courses are offered in addition to online and Web-Based Training.

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

- IT and Professional Services of the above code types are offered.

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.

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!TM on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists,

GSA Advantage!TM and the Federal Acquisition Service Home Page (www.gsa.gov/fas) contains 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:

TSM will accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. TSM 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.

Address to be used: 205 S. Whiting St., #405, Alexandria, VA 22304

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

Alabama Tel: 334-688-1335 Fax: 334-688-1339 email: Krichardson@tsm-clitech.com

Virginia Tel: 703-370-1104 Fax: 703-370-1105 email: Kforte@tsm-clitech.com

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

3. LIABILITY FOR INJURY OR DAMAGE

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: 835981481

Block 30: Type of Contractor: **(A) Woman-Owned, Small, and Small Disadvantaged Business, SBA HubZone Certified.**

- 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): 62-1569056

Block 40: Veteran Owned Small Business (VOSB): No

- A: Service Disabled Veteran Owned Small Business
- B: Other Veteran Owned Small Business

4a. CAGE Code: 035Q5

4b. TSM is registered with the Central Contractor Registration Database.

5. FOB DESTINATION

Destination for the 48 contiguous states, District of Columbia, Alaska, Hawaii, and Puerto-Rico.

6. DELIVERY SCHEDULE

- a **TIME OF DELIVERY:** Contractor will deliver to destination, hardware or software items within 30 calendar days after receipt of order (ARO), unless otherwise noted.
- b **EXPEDITED DELIVERY TIMES:** The expedited delivery time for items offered in this contract is 3 days after receipt of order (ARO). Delivery and other associated costs are available at the end user's cost based on the current daily carrier's rate.
- c **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact Contractor for the purpose of obtaining accelerated
- d delivery. Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by Contractor in writing.) If Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

- e **OVERNIGHT AND 2-DAY DELIVERY:** Overnight and 2-Day delivery are available at the end user's cost based on the current daily carrier's rate.

6. DELIVERY SCHEDULE

- a. **TIME OF DELIVERY:** 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)
132-8	30-Days
132-12	30- Days
132-50	30-Days
132-51	*132-51 - Days range as negotiated between Contractor and the 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. Quantity discounts - none
- b. Dollar Volume - none

- c. Government Educational Institutions - none
- d. Other discounts may apply – N/A
- e. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.

Prompt Payment: 1% Prompt Payment Discount if paid within 10 days from receipt of invoice or date of acceptance, whichever is later.

Quantity

Dollar Volume

Other Special Discounts (i.e. Government Education Discounts, etc.)

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:

The export of hardware, software, and services may be obtained.

10. Small Requirements: The minimum dollar for 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 132-8 - Purchase of Equipment

Special Item Number 132-12 – Maintenance of Equipment, Repair Services and/or Repair Spare Parts

Special Item Number 132-51 - Information Technology Professional Services

b. The Maximum Order for the following Special Item Numbers (SINs) is \$25,000:

Special Item Number 132-50 - Training Courses

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 TSM.

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
- (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:

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 X

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): <http://www.tsm-clitech.com/>

The EIT standard can be found at: <http://www.tsm-clitech.com/ContractVehicles/ITFSS.htm>

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 TSM has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor).

(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 Purchase of General Purpose
Commercial Information Technology New Equipment
(SPECIAL ITEM NUMBER 132-8)**

**Note: IT Equipment Pricing for Special Item No. 132-8,
General Purpose Commercial Information Technology New
Equipment is found in TSM's GSA Advantage!™ page.**

1. MATERIAL AND WORKMANSHIP

All equipment furnished hereunder will satisfactorily perform the function for which it is intended.

2. ORDER

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under Blanket Purchase Agreements (BPA) shall be the basis for purchase in accordance with the provisions of this contract. If time of delivery extends beyond the expiration date of the contract, the Contractor will be obligated to meet the delivery and installation date specified in the original order. For credit card orders and BPAs, telephone orders are permissible.

3. TRANSPORTATION OF EQUIPMENT

FOB DESTINATION. Prices cover equipment delivery to destination, for any location within the geographic scope of this contract.

4. INSTALLATION AND TECHNICAL SERVICES

a. INSTALLATION. When the equipment provided under this contract is not normally self-installable, the following shall apply:

Contractor's technical personnel shall be available to the ordering activity, at the ordering activity's location, to install the equipment and to train ordering activity, personnel in the use of services in 132-12, Equipment Maintenance, shall apply. The charges, if any, for such services are listed below, or in the price schedule

b. 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 receive 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 SIN 132-9.

c. OPERATING AND MAINTENANCE MANUALS. Contractor shall furnish the ordering activity with one (1) copy of all operating and maintenance manuals which are normally provided with the equipment being purchased.

5. INSPECTION/ACCEPTANCE

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any equipment that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming equipment at no increase in contract price. The ordering activity must exercise its postacceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

6. WARRANTY

a. Unless specified otherwise in this contract, the Contractor's standard commercial warranty as stated in the contract's commercial pricelist will apply to this contract.

TSM commercial warranty clauses are indicated below:

- REPAIR SERVICE - All repair work will be guaranteed/warranted for a period of 90 days.
- REPAIR PARTS/SPARE PARTS - All parts, furnished either as spares or repairs parts will be guaranteed/warranted for a period of one year if used. New part warranty will be in accordance with the manufacturer warranty.

b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

d. If inspection and repair of defective equipment under this warranty will be performed at the Contractor's plant, the address is as follows:

Technical Solutions and Maintenance, Inc., 205 S. Whiting St., #405, Alexandria, VA 22304.

7. PURCHASE PRICE FOR ORDERED EQUIPMENT

The purchase price that the ordering activity will be charged is the ordering activity purchase price in effect at the time of order placement, or the ordering activity purchase price in effect on the installation date (or delivery date when installation is not applicable), whichever is less.

8. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City or otherwise) covering work of this character, and shall include all costs, if any, of such compliance in the prices quoted in this offer.

9. TRADE-IN OF INFORMATION TECHNOLOGY EQUIPMENT

When an ordering activity determines that Information Technology equipment will be replaced, the ordering activity shall follow the contracting policies and procedures in the Federal Acquisition Regulation (FAR), the policies and procedures regarding disposition of information technology excess personal property in the Federal Property Management Regulations (FPMR) (41 CFR 101-43.6), and the policies and procedures on exchange/sale contained in the FPMR (41 CFR part 101-46).

10. RETURN POLICY

Technical Solutions and Maintenance, Inc. offers a 15-day money back guarantee for merchandise returned in re-sellable condition. However, some restrictions may apply which are required by the manufacturer. TSM advises the buyer to immediately inspect/open all packages upon receipt of merchandise. If an incorrect item was ordered or the buyer changes their mind about the order, please notify the contractor immediately.

Damaged merchandise must be reported immediately with the shipping carrier at time of delivery, or within 5 days of receipt. If the item is defective, and the buyer wish to return it, the item must be shipped in the original box or packaging. Otherwise, call for special pickup. If the buyer received fewer items than ordered or an incorrect item, it must be reported within 5 business days after delivery, and/or noted by the carrier upon delivery. **TSM's customer service at 334-688-1335 must be called immediately.**

Returns must be 100% intact, in the original packaging with the UPC or barcode clearly visible. Any components, manuals, registration card(s), software, cables and/or accessories must also be included with the return. Credit will not be given, until all components have been returned and inspected. If merchandise returned to our warehouse is in a non-restockable and or non-resellable condition, we will be unable to issue a full credit. Special order items, dated goods and / or custom products are not returnable.

For Alaska, Puerto Rico, and Hawaii or areas outside the United States, as applicable, merchandise may be returned with additional restrictions that may apply.

TSM will make every effort to provide quality service and satisfaction to all customers in a timely manner. If a buyer has questions or concerns, please call customer service at 334-688-1335.

For a current list of product available, please visit us www.gsaadvantage.gov. Type in our contract number which is GS-35F-0103N to see our product listing.

SIN 132-8 – GSA Schedule – IT Schedule 70				
ViewSonic Products				
Manuf Name	Product Name	Description	Manuf PN	GSA Online Price
View Sonic	VA2251m-LED, VIEWSONIC LED Display	GSA Trade Compliant Version of VA2251m-LED, VIEWSONIC LED Display - TFT Active Matrix-22 inch-1920 x 1080-250 cd/me-5 Ms-VGA	VA2251M-TAA	\$208.79
View Sonic	VG2239M Wide LED Monitor	GSA Trade Compliant Version of VG2239M-LED, VIEWSONIC: 22 (21.5 Vis) Wide LED backlit monitor with 1920 x 1080 resolution	VA2239M-TAA	\$275.76
View Sonic	Wall Mount for 75mm x 75mm and 100mm x 100mm	VESA Compatible Wall Mount for 75mm x 75mm and 100mm x 100mm, VIEWSONIC 24 (23.6 Vis) Wide LED backlit monitor with 1920x1080 resolution	VG2439M-TAA	\$309.25
View Sonic	Active Stereographic 3D shutter glasses	Active Stereographic 3D shutter glasses with rechargeable battery design via USB for ViewSonic DLP Link 120Hz/3D ready projectors, 120 HZ/3D, 800:1 2 MS	PGD-250	\$308.55
View Sonic	Smart Client with TI DM8148 ARM processor	Smart Client with TI DM8148 ARM processor for Virtualized computin, supported VDI Protocols include Citrx ICA/HDX 13.1, Vmware, and MS RemoteFX, Dual 1080p Video Output with DVI, 10/100/1000 Giga bit Ethernet (RJ45), Kensington Lock and VESA mount, TAA Trade Compliant	SC-T35_BK_US_0	\$113.81
View Sonic	Thin Client with Inter Atom N2800 processor	Thin Client with Inter Atom N2800 processor for Virtualized computin, supported VDI Protocols include Citrix ICA/HDX 13.1, Vmware, View 5.0.1 and Microsoft RDP 8.0 with RemoteFX, Dual 1080p Video Output with DVI and VGA, 10/100/1000 Giga bit Ethernet	SC-T45_BK_US_0	\$215.10

Technical Solutions and Maintenance, Inc. GSA #GS-35F-0103N

		(RJ45), Kensington Lock and VESA mount, TAA Trade Compliant		
View Sonic	Zero Client with Teracici Tera2321 processor	Zero Client with Teracici Tera2321 processor for Virtualized computin, hardware accelerated Vmware PColP, Dual 1080p Digital Out with DVI-I and DVI-D, 10/100/1000 Giga bit Ethernet (RJ45), Kensington Lock and VESA mount TAA Trade Compliant	SC-Z55_BK_US_0	\$386.23
View Sonic	VESA Compatible Wall Mount for 75mm x 75mm and 100mm x 100mm	ViewSonic proudly introduces its first VESA compliant wall mount to fit all your wall mount needs. This wall mount provides full ViewPanel tilt, side-to-side tilt and portrait/landscape rotation. The Universal Wall Mount adds ergonomic adjustability and space savings combined at an excellent price point.	WM-U1	\$70.38
View Sonic	PJ255D Replacement Lamp,	The Viewsonic PRJ-RLC-010 projector lamp is a replacement lamp for the Viewsonic PJ255D projector. 2000-hour Life expectancy; Eco mode: 3000-hour Life expectancy (Depending on Conditions)	PRJ-RLC-010	\$376.59
View Sonic	PJ862 Replacement Lamp Module	4000HRS ECO/2000HRS STD 230W REPLACEMENT LAMP FOR THE PJ862	RLC-003	\$353.44
View Sonic	PJ256D Replacement Lamp Module	e Viewsonic RLC-009 projector lamp is a replacement lamp for the Viewsonic PJ256D projector.	RLC-009	\$297.53
View Sonic	PJ656 Replacement Lamp Module	The Viewsonic RLC-013 projector lamp is a replacement lamp for the Viewsonic PJ656 projector.	RLC-013	\$353.28
View Sonic	PJD6251 Replacement Lamp Module	The Viewsonic RLC-051 projector lamp is a replacement lamp for the Viewsonic PJD6251 projector.	RLC-051	\$353.20
View Sonic	PJL9371 Replacement Lamp Module	The Viewsonic RLC-053 projector lamp is a replacement lamp for the Viewsonic PJL9371 projector.	RLC-053	\$465.37
View Sonic	PJ870 /PJ885 Replacement Lamp Module	The Viewsonic RLC-120-07A projector lamp is a replacement lamp for the Viewsonic PJ870 and PJ885 multimedia projectors.	RLC-120-07A	\$445.65

Technical Solutions and Maintenance, Inc. GSA #GS-35F-0103N

View Sonic	PJ350 Replacement Lamp Module	The Viewsonic RLC-130-07A projector lamp is a replacement lamp for the Viewsonic PJ350 multimedia projector.	RLC-130-07A	\$477.87
View Sonic	PJ875/PJ1075 Replacement Lamp Module	The Viewsonic RLC-150-07A projector lamp is a replacement lamp for the Viewsonic PJ875 and PJ1075 multimedia projectors.	RLC-150-07A	\$497.98
View Sonic	Fixed short throw lens for PJ1165/PJ1172	This Viewsonic Fixed Short Throw Lens LEN-001 adds flexibility for rear projection installations and setups that require large images with close proximity to the screen. Compatible Projectors Viewsonic PJ1165, Viewsonic PJ1172	LEN-001	\$1,340.89
View Sonic	Ultra long throw lens	Ultra long throw lens for PJ1165/PJ1172. Throw ratio 3.9~7.3:1	LEN-002	\$2,113.87
View Sonic	Fixed short throw lens	Fixed short throw lens for PJ1158/PJ1173.	LEN-003	\$1,135.02
View Sonic	Short throw lens	Short throw lens for PJ1158/PJ1173.	LEN-004	\$1,301.98
View Sonic	Long throw lens	Long throw lens for PJ1158/PJ1173.	LEN-005	\$1,357.72
View Sonic	Speakers	Speakers for CDP4237-L, CDP4737-L, and CDP5537-L	SPK-012	\$119.73
View Sonic	Stand for CD3225	The ViewSonic STND-015 Monitor Stand is a mounting solution for the CD3225 32" (81.2cm) Full HD monitor and weighs 8 lb (3.6kg).	STND-015	\$86.17
View Sonic	Stand for CLED5500	The Viewsonic STND-016 TV Stand is designed to mount the CLED5500 55" full HD commercial LED display on a desk.	STND-016	\$115.26
View Sonic	Stand for CDP6530 and CDP6530-T, black	The Viewsonic STND-017 Stand (Black) is designed for the Viewsonic CDP6530 and CDP6530-T LCD displays.	STND-017	\$198.07
View Sonic	Quadruple Ceiling Mounts for Flat Panels	Quadruple Ceiling mounts for Flat Panels up to 55", Black	WMK-035	\$2,538.90

Xerox Products

Mfn	Product Name	Product Description	Manufacturer Part Number	GSA Online Price
XEROX	XEROX DOCUMATE 4760	60PPM/120IPM A3 600DPI	XDM47605M-WU	\$3,135.38
XEROX	Patriot 430 duplex-workgroup color ADF scanner 15ppm/30ipm	5ppm/30ipm	P4301D-WU	\$461.28
XEROX	Patriot RoadWarrior simplex mobile scanner,	scan 8.5 X 11, receipts, 600dpi, 36-bit color, USB 2.0, USB powered	PRW120-WU	\$242.94
XEROX	VISIONEER PATRIOT 480 CLR	SF USB 2.0 38PPM DUPL LGL 600DPI	P4801D-WU	\$951.43
XEROX	XEROX DOCUMATE 3640	DFD LGL FB DFD DUP 40PPM 80IPM LGLFB VRS BASIC	XDM36405M-WU	\$1,353.58
XEROX	XEROX DOCUMATE 3640	DFD W/VRS DFD DUP 40PPM 80IPM LGLFB W/VRS PRO	XDM36405M-WU/VP	\$1,579.71
XEROX	XEROX DOCUMATE 3220	23PPM 46IPMFLATBED TAA	PXDM32205D-G/W	\$376.61

SMK-LINK Products

Mfn.	Product Name	Product Description	Manufacturer Part Number	GSA Online Price
SMK-LINK	POWERPOINT REMOTE PRESENTATION WIRELESS	50FT RANGE/LASER/NO SW	VP4150	\$107.31
SMK-LINK	POWERPOINT REMOTE PRESENTATION RF LASER MOUSE	50FT RANGE BLACK	VP6450	\$69.28
SMK-LINK	POWERPOINT REMOTE GREEN LASER PRESENTATION REMOTE	POWERPOINT REMOTE GREEN LASER PRESENTATION REMOTE	VP4910	\$137.27
SMK-LINK	POWERPOINT REMOTE PRESENTATION USB	POWERPOINT REMOTE PRESENTATION USB 2.4GHZ RF 100FT LASER	VP4350	\$146.49
SMK-LINK	REMOTEPPOINT GLOBAL PRESENTER	REMOTEPPOINT GLOBAL PRESENTER USB 2.4GHZ RF 100FT LASER EUROPEAN	VP4360	\$146.49

Technical Solutions and Maintenance, Inc. GSA #GS-35F-0103N

SMK-LINK	POWERPOINT REMOTE GREEN LASER PRESENTATION REMOTE	POWERPOINT REMOTE GREEN LASER PRESENTATION REMOTE 100FT RF RANGE	VP4450	\$122.29
SMK-LINK	X-LINK UNIVERSAL REMOTE CONTROL	W/ SUPPORT FOR XBOX AND INFRARED	VP3701	\$32.40
SMK-LINK	UNIVERSAL REMOTE PS 3	UNIVERSAL REMOTE PS 3 3BLUETOOTH & INFRA HOME AUDIO VISUA	VP3700	\$43.92
SMK-LINK	IPAD 2 STAND STEREO IPAD STAND	IPAD CHARGER & SYNC ROTATE 360DEG	VP3650	\$101.54
SMK-LINK	PADDOCK 10 VER2 STAND DOCK FOR IPAD 3RD GEN AND IPAD2	PADDOCK 10 VER2 STAND DOCK FOR IPAD 3RD GEN AND IPAD2 W/ SPEAKERS	VP3650VER 2	\$113.07

Terms and Conditions Applicable to Maintenance, Repair Service And Repair Parts/Spare Parts for Government-Owned General Purpose Commercial Information Technology Equipment, Radio/Telephone Equipment, (After Expiration of Guarantee/Warranty Provisions and/or When Required Service is Not Covered by Guarantee/Warranty Provisions) and for Leased Equipment (SPECIAL ITEM NUMBER 132-12)

1. SERVICE AREAS

a. The maintenance and repair service rates listed herein are applicable to any ordering activity location within a 50-mile radius of the Contractor's service points. If any additional charge is to apply because of the greater distance from the Contractor's service locations, the mileage rate or other distance factor shall be negotiated at the Task Order level.

b. When repair services cannot be performed at the ordering activity installation site, the repair services will be performed at TSM's office(s) listed below:

205 S. Whiting St., #405, Alexandria, VA 22304

2. MAINTENANCE ORDER

a. Agencies may use written orders, EDI orders, credit card orders, or BPAs, for ordering maintenance under this contract. The Contractor shall confirm orders within fifteen (15) calendar days from the date of receipt, except that confirmation of orders shall be considered automatic for renewals for maintenance (Special Item Number 132-12). Automatic acceptance of order renewals for maintenance service shall apply for machines which may have been discontinued from use for temporary periods of time not longer than 120 calendar days. If the order is not confirmed by the Contractor as prescribed by this paragraph, the order shall be considered to be confirmed by the Contractor.

b. The Contractor shall honor orders for maintenance for the duration of the contract period or a lesser period of time, for the equipment shown in the pricelist. Maintenance service shall commence on a mutually agreed upon date, which will be written into the maintenance order. Maintenance orders shall not be made effective before the expiration of any applicable maintenance and parts guarantee/warranty period associated with the purchase of equipment. Orders for maintenance service shall not extend beyond the end of the contract period.

c. Maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice, or shorter notice when agreed to by the Contractor; such notice to become effective thirty (30) calendar days from the date on the notification. However, the ordering activity may extend the original discontinuance date upon written notice to the Contractor, provided that such notice is furnished at least ten (10) calendar days prior to the original discontinuance date.

d. Annual Funding. When annually appropriated funds are cited on a maintenance order, the period of maintenance shall automatically expire on September 30th of the contract period, or at the end of the contract period, whichever occurs first. Renewal of a maintenance order citing the new appropriation shall be required, if maintenance is to continue during any remainder of the contract period.

e. Cross-year Funding Within Contract Period. Where an ordering activity's specific appropriation authority provides for funds in excess of a 12 month, fiscal year period, the ordering activity may place an

order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.

f. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of maintenance service, if maintenance is to be terminated at that time. Orders for continued maintenance will be required if maintenance is to be continued during the subsequent period.

3. REPAIR SERVICE AND REPAIR PARTS/SPARE PARTS ORDERS

a. Agencies may use written orders, EDI orders, credit card orders, blanket purchase agreements (BPAs), or small order procedures for ordering repair service and/or repair parts/spare parts under this contract. Orders for repair service shall not extend beyond the end of the contract period.

b. When repair service is ordered, only one chargeable repairman shall be dispatched to perform repair service, unless the ordering activity agrees, in advance, that additional repair personnel are required to effect repairs.

4. LOSS OR DAMAGE

When the Contractor removes equipment to his establishment for repairs, the Contractor shall be responsible for any damage or loss, from the time the equipment is removed from the ordering activity installation, until the equipment is returned to such installation.

5. SCOPE

a. The Contractor shall provide maintenance for all equipment listed herein, as requested by the ordering activity during the contract term. Repair service and repair parts/spare parts shall apply exclusively to the equipment types/models within the scope of this Information Technology Schedule.

b. Equipment placed under maintenance service shall be in good operating condition.

(1) In order to determine that the equipment is in good operating condition, the equipment shall be subject to inspection by the Contractor, without charge to the ordering activity.

(2) Costs of any repairs performed for the purpose of placing the equipment in good operating condition shall be borne by the Contractor, if the equipment was under the Contractor's guarantee/warranty or maintenance responsibility prior to the effective date of the maintenance order.

(3) If the equipment was not under the Contractor's responsibility, the costs necessary to place the equipment in proper operating condition are to be borne by the ordering activity, in accordance with the provisions of Special Item Number 132-12 (or outside the scope of this contract).

6. RESPONSIBILITIES OF THE ORDERING ACTIVITY

a. Ordering activity personnel shall not perform maintenance or attempt repairs to equipment while such equipment is under the purview of a maintenance order, unless agreed to by the Contractor.

b. Subject to security regulations, the ordering activity shall permit access to the equipment which is to be maintained or repaired.

c. If the Ordering Activity desires a factory authorized/certified service personnel then this should be clearly stated in the task or delivery order and additional costs may apply.

7. RESPONSIBILITIES OF THE CONTRACTOR

a. For equipment not covered by a maintenance contract or warranty, the Contractor's repair service personnel shall complete repairs as soon as possible after notification by the ordering activity that service is required. Within the service areas, this repair service should normally be done within 4 hours after notification.

b. If the Ordering Activity task or delivery order specifies a factory authorized/certified service personnel then the Contractor is obligated to provide such a factory authorized/certified service personnel for the equipment to be repaired or serviced, unless otherwise agreed to in advance between the Agency and the Contractor.

8. MAINTENANCE RATE PROVISIONS

a. The Contractor shall bear all costs of maintenance, including labor, parts, and such other expenses as are necessary to keep the equipment in good operating condition, provided that the required repairs are not occasioned by fault or negligence of the ordering activity.

b. REGULAR HOURS

The basic monthly rate for each make and model of equipment shall entitle the ordering activity to maintenance service during a mutually agreed upon nine (9) hour principal period of maintenance, Monday through Friday, exclusive of holidays observed at the ordering activity location.

c. AFTER HOURS

Should the ordering activity require that maintenance be performed outside of Regular Hours, charges for such maintenance, if any, will be specified in the pricelist. Periods of less than one hour will be prorated to the nearest quarter hour.

d. TRAVEL AND TRANSPORTATION

If any charge is to apply, over and above the regular maintenance rates, because of the distance between the ordering activity location and the Contractor's service area, the charge will be negotiated at the Task Order level.

e. QUANTITY DISCOUNTS

Quantity discounts from listed maintenance service rates for multiple equipment owned and/or leased by a ordering activity are indicated below:

Quantity Range	Discounts
<u> N/A </u> Units	<u> </u> %
<u> N/A </u> Units	<u> </u> %
<u> N/A </u> Units	<u> </u> %

9. REPAIR SERVICE RATE PROVISIONS

a. **CHARGES.** Charges for repair service will include the labor charge, computed at the rates set forth below, for the time during which repairmen are actually engaged in work, and, when applicable, the charge for travel or transportation will apply.

b. **MULTIPLE MACHINES.** When repairs are ordered by a ordering activity on two or more machines located in one or more buildings within walking distance of each other, the charges will be computed from the time the repairman commences work on the first machine, until the work is completed on the last machine. The time required to go from one machine to another, or from one building to another, will be considered actual work performance, and chargeable to the ordering activity, provided the time consumed in going between machines (or buildings) is reasonable.

c. TRAVEL OR TRANSPORTATION

(1) AT THE CONTRACTOR'S SHOP

(a) When equipment is returned to the Contractor's shop for adjustments or repairs which are not covered by the guarantee/warranty provision, the cost of transportation, packing,

etc., from the ordering activity location to the Contractor's plant, and return to the ordering activity location, shall be borne by the ordering activity.

(b) The ordering activity should not return defective equipment to the Contractor for adjustments and repairs or replacement without his prior consultation and instruction.

(2) **AT THE ORDERING ACTIVITY LOCATION (Within Established Service Areas)**

When equipment is repaired at the ordering activity location, and repair service rates are established for service areas or zones, the listed rates are applicable to any ordering activity location within such service areas or zones. No extra charge, time, or expense will be allowed for travel or transportation of repairmen or machines to or from the ordering activity office; such overhead is included in the repair service rates listed.

(3) **AT THE ORDERING ACTIVITY LOCATION (Outside Established Service Areas)**

(a) If repairs are to be made at the ordering activity location, and the location is outside the service area as shown in paragraph 1.a, the repair service and mileage rates negotiated per subparagraphs 1.a and 8.d will apply.

(b) When the overall travel charge computed at the above mileage rate is unreasonable (considering the time required for travel, actual and necessary transportation costs, and the allowable ordering activity per diem rate for each night the repairman is required to remain overnight at the ordering activity location), the ordering activity shall have the option of reimbursing the Contractor for actual costs, provided that the actual costs are reasonable and allowable. The Contractor shall furnish the ordering activity with a report of travel performed and related expenses incurred. The report shall include departure and arrival dates, times, and the applicable mode of travel.

d. **LABOR RATES**

(1) **REGULAR HOURS**

The Regular Hours repair service rates listed herein shall entitle the ordering activity to repair service during the period 8:00 a.m. to 5:00 p.m., Monday through Friday, exclusive of holidays observed at the ordering activity location. There shall be no additional charge for repair service which was requested during Regular Hours, but performed outside the Regular Hours defined above, at the convenience of the Contractor.

(2) **AFTER HOURS**

When the ordering activity requires that repair service be performed outside the Regular Hours defined above, except Sundays and Holidays observed at the ordering activity location, the After Hours repair service rates listed herein shall apply. The Regular Hours rates defined above shall apply when repair service is requested during Regular Hours, but performed After Hours at the convenience of the Contractor.

(3) **SUNDAYS AND HOLIDAYS**

When the ordering activity requires that repair service be performed on Sundays and Holidays observed at the ordering activity location, the Sundays and Holidays repair service rates listed herein shall apply. When repair service is requested to be performed during Regular Hours and/or After Hours, but is performed at the convenience of the Contractor on Sundays or Holidays observed at the ordering activity location, the Regular Hours and/or After Hours repair service rates, as applicable, shall apply.

REPAIR SERVICE RATES			
Location	GSA Rate Regular Normal Hours	GSA Rate Holidays And Sundays	GSA Rate After Normal Hours
TSM's office	\$126.32 p/hr.	\$168.42 p/hr.	\$168.42 p/hr.
Government Location (Within Established Service Areas)	\$146.32 p/hr.	\$194.74 p/hr.	\$194.74 p/hr.

- *Minimum Charges Include Two Full Hours on the Job.*
- *Fractional Hours, at the end of the job, will be prorated to the nearest quarter hour*

10. REPAIR PARTS/SPARE PARTS RATE PROVISIONS

All parts, furnished as spares or as repair parts in connection with the repair of equipment, unless otherwise indicated in this pricelist, shall be new, standard parts manufactured by the equipment manufacturer. All parts shall be furnished at prices indicated in the Contractor's current commercial.

11. GUARANTEE/WARRANTY—REPAIR SERVICE AND REPAIR PARTS/SPARE PARTS

a. REPAIR SERVICE

All repair work will be guaranteed/warranted for a period of 90 days.

b. REPAIR PARTS/SPARE PARTS

All parts, furnished either as spares or repairs parts will be guaranteed/warranted for a period of One year.

12. INVOICES AND PAYMENTS

a. Maintenance Service

(1) Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

(2) Payment for maintenance service of less than one month's duration shall be prorated at 1/30th of the monthly rate for each calendar day.

b. Repair Service and Repair Parts/Spare Parts

Invoices for repair service and parts shall be submitted by the Contractor as soon as possible after completion of work. Payment under blanket purchase agreements will be made quarterly or monthly, except where cash payment procedures are used. Invoices shall be submitted separately to each ordering activity office ordering services under the contract. The cost of repair parts shall be shown as a separate item on the invoice, and shall be priced in accordance with paragraph #10, above. PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

**Terms and Conditions Applicable to Purchase of Training Courses For
General Purpose Commercial
Information Technology Equipment and Software
(Special Item Number 132-50)**

1. SCOPE

- a. Contractor shall provide training courses normally available to commercial customers, which will permit ordering activity users to make full, efficient use of general purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.
- b. Contractor shall provide training at Contractor's facility and/or at the ordering activity's location, as agreed to by Contractor and the ordering activity.

2. ORDER

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

3. TIME OF DELIVERY

Contractor shall conduct training on the date (time, day, month, and year) agreed to by Contractor and the ordering activity.

4. CANCELLATION AND RESCHEDULING

- a. The ordering activity will notify Contractor at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. Contractor will then permit the ordering activity to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the ordering activity will modify its original training order to specify the time and date of the rescheduled training class.
- b. In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the ordering activity will be liable for the contracted dollar amount of the training course. Contractor agrees to permit the ordering activity to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.
- c. The ordering activity reserves the right to substitute one student for another up to the first day of class.
- d. In the event Contractor is unable to conduct training on the date agreed to by Contractor and the ordering activity, Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled training date.

5. FOLLOW-UP SUPPORT

Contractor agrees to provide each student with telephone support or online support for a period of one (1) year from the completion of the training course. During this period, the student may contact Contractor's instructors for refresher assistance and answers to related course curriculum questions.

6. PRICE FOR TRAINING

The price that the ordering activity will be charged will be the ordering activity training price in effect at the time of order placement, or the ordering activity price in effect at the time the training course is conducted, whichever is less.

Note: For online training courses, appropriate bundled pricing and/or labor category rates will apply for development time for online, web-enabled, and video-teleconference courses.

7. INVOICES AND PAYMENT

Invoices for training shall be submitted by Contractor after ordering activity completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). Prompt payment discount, if applicable, will be shown on the invoice.

8. FORMAT AND CONTENT OF TRAINING

a. Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.

b. For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.

c. Contractor shall provide each student with a Certificate of Training at the completion of each training course.

d. Contractor shall provide the following information for each training course offered:

- The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);
- The length of the course
- Mandatory and desirable prerequisites for student enrollment
- The minimum and maximum number of students per class
- The locations where the course is offered
- Class schedules
- Price (per student, per class (if applicable))

e. For those courses conducted at the ordering activity's location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. TSM cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges. For travel outside a 50-mile radius, the Government will be charged a Per Diem, and travel in accordance with Government regulations.

f. For Online Training Courses, a copy of all training material will be available for electronic download by the students.

9. "NO CHARGE" TRAINING

Contractor shall describe any training provided with equipment and/or software provided under this contract, free of charge, in the space provided below.

Technical Solutions and Maintenance, Inc. GSA #GS-35F-0103N

Note: Contractor will provide limited “No Charge” training with the purchase of software or hardware when the purchase exceeds \$100,000 for either. Training will be limited to no more than fifteen individuals at this value. Additional training will be in accordance with Contractor’s GSA Price list. When “No Charge” training is outside a 50-mile radius of Contractor’s office the Per Diem and Travel charges apply.

CLIN	Course Title	Duration	GSA Cost Price (Open Enrollment)	GSA Cost (Group 5)	GSA Cost (Group 10)	Product No.
1	Technical Writing	2 Days	376.65	1762.11	2202.63	TC001
2	Writing for Results	1 Day	187.58	881.05	1145.37	TC002
3	Data Gathering and Mapping	2 Days	376.65	1762.11	2202.63	TC003
4	Introduction to Computers	1 Day	187.58	881.05	1145.37	TC004
5	Computer Repair	2 Days	376.65	1762.11	2202.63	TC005
6	MS Publisher	1 Day	187.58	881.05	1145.37	TC006
7	MS Project	1 Day	187.58	881.05	1145.37	TC007
8	Introduction to the Internet	2 Days	376.65	1762.11	2202.63	TC008
9	Quickbooks	2 Days	376.65	1762.11	2202.63	TC009
10	MS Word	1 Day	187.58	881.05	1145.37	TC010
11	MS PowerPoint	1 Day	187.58	881.05	1145.37	TC011
12	MS Excel	1 Day	187.58	881.05	1145.37	TC012
13	MS Windows	1 Day	187.58	88105	1145.37	TC013
14	MS Outlook	1 Day	187.58	88105	1145.37	TC014

COURSE LISTING

(Special Item No. 132-50, Training Courses)

Technical Writing (2 Days)

Learn to target your publications to a particular audience. Features include basic fundamentals of writing as they apply to a specialized topic for your target audience. This course will also cover rewriting documents and creating new materials for technical users. Often times a writer does not know where to start in the writing process; therefore an emphasis on brainstorming for ideas, writing outlines, and how best to prevent “writers cramp” is discussed.

Writing For Results (1 Day)

This course teaches professional writing techniques that help you overcome writer's block and complete writing projects faster and easier. Learn how to write with strategies that help you tackle even the most complex writing projects with ease. Produce clear, sharp, effective copy — it's just a matter of learning a basic set of writing skills. Attend this business writing course and you'll learn, step by step, how to shape your thoughts and organize your words to get the results you desire.

Data Gathering and Mapping (2 Days)

This course is modeled on research into how the mind assimilates, processes, stores and retrieves data. This course teaches the student how to write to reduce complicated data (e.g., the events surrounding an industrial accident) into its component parts, and then reassembles those parts as efficiently means possible for the target audience. The end product of the DGM process is a unit of information that is both consistent from writer to writer, as well as across a wide range of media.

Introduction to Computers (1 Day)

A hands on application to get to know your PC. Using IBM compatible PCs, this class will introduce you to personal computers and teach some of the fundamentals of computer operating systems and software applications.

Computer Repair (2 Days)

An exploration into the personal computer (PC) world. A hands-on practical approach to learning what makes computers work and what to do when they don't. This class will cover diagnostics, trouble-shooting and tearing down a system to perform preventative maintenance and repair.

Prerequisite: Basic understanding of keyboard function commands and Windows.

MS Publisher (1 Day)

This course teaches students how to design brochures and various types of publications using a very popular publishing tool. Publisher is very user-friendly and integrates well with other graphics programs.

MS Project for Windows (2 Days)

This course teaches the basics to understanding how to use project's tasks, milestone, and resources. Learn how to utilize the WBS with the Calendar, Gantt, and Pert Charts. Learn how to allocate critical tasks and milestones while scheduling data. It also teaches how to manage your projects with some powerful tools to organize the job. Learn how to enter tasks and manage each detail and resource required for handling them. Tools for use will include the PERT chart, spell checking, costing, and assignment of resources to task. Project icons and planning wizards usage will also be covered in this course.

Prerequisite: Introduction to Windows or equivalent knowledge.

Introduction to the Internet (1 Day)

An introduction to the "information superhighway" called the internet. Learn how to navigate through the system to get where you want to go. Students will receive an overview of internet use. Class will include lecture, hands-on exercises, and discussions.

Prerequisite: Basic Understanding of Windows

Quickbooks (2 Days)

Learn the basic setup and use of QuickBooks to establish computerized business accounting records. You'll learn how to create a file for your company including a chart of accounts, write invoices and checks, receive payments, pay bills, reconcile accounts, and produce some basic reports.

Prerequisite: Windows or equivalent knowledge.

MS Word (1 DAY)

Students will learn how to create save, manage, print, edit and format documents. Students will also learn how to use tools such as the spell checker, grammar checker, templates, mail merge, and integration of multiple functions.

MS PowerPoint (1 Day)

Learn to create appealing presentations. Create effective slides, transparencies or printed handouts for use. Presentations can be created to include text and graphics objects using the import function or the drawing tools that come with PowerPoint.

MS Excel (1 Day)

This class presents an overview on how to use worksheets, how to create, edit, save, print and open a spreadsheet. Other topics include integrating text, formatting text, managing worksheets, database management, using advanced functions, organizational tools, and macros.

MS Windows (1 Day)

An introduction to the Windows environment. Students will learn how to start windows, use the menus, dialog boxes, and how to work with applications and documents using the Windows explorer. This course will also cover the use of accessories available to the users of windows such as the clock, calculator, notepad, calendar, cardfile, modem transmission and the graphical drawing program paintbrush. Advanced features covered will include how to customize the desktop, menus, configuration of files, and memory management.

Prerequisite: Basic understanding of MS-DOS.

MS Outlook (1 Day)

An introduction to a comprehensive desktop information management program. This class teaches how to use outlook as a central inbox for all international and external e-mail message systems.

Prerequisite: Basic Understanding of Windows

**Terms and Conditions Applicable to Information Technology (IT)
Professional Services
(SPECIAL ITEM NUMBER 132-51)**

1. SCOPE

Contractor provides information technology service in support of agency needs. Contractor's information technology services are described below:

- 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. Contractor shall provide services at Contractor's facility and/or at the ordering activity location, as agreed to by Contractor and the ordering activity.

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

- a. Performance incentives may be agreed upon between 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 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 Contractor. Incentives shall be based on objectively measurable tasks.
- d. The above procedures do not apply to Time and Material or labor hour orders.

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. Contractor shall commence performance of services on the date agreed to by Contractor and the ordering activity.
- b. Contractor agrees to render services only during normal working hours, unless otherwise agreed to by 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 workman like 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 Contractor, require 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 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, 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 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

(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, 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 either of the following occurs:

(1) The stop-work order results in an increase in the time required for, or in Contractor's cost properly allocable to, the performance of any part of this contract.

(2) 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

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 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 Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving Contractor, any entity into or with which Contractor subsequently merges or affiliates, or any other successor or assignee of 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 Contractor and its affiliates, may either (i) result in an unfair competitive advantage to Contractor or its affiliates or (ii) impair 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 Contractor, 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

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 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/IAM PROFESSIONAL SERVICES AND PRICING

- a. Contractor has provided a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services and be presented in the same manner as 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 will be provided.
- b. Pricing for all IT Professional Services shall be in accordance with 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 is 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

(Special Item No. 132-51, Information Technology Services)

SIN	CLIN	Product No.	Description	GSA Onsite List Price	GSA Offsite List Price
132-51	1	AA1198	Administrative Assistant	29.76	36.27
132-51	2	PM1198	Project/Program Manager	95.33	107.04
132-51	3	SS1198	Support Specialist	57.20	63.71
132-51	4	BPS1198	Business Process Specialist	83.24	85.33
132-51	5	DAP11198	Database Analyst/ Programmer I	69.75	74.40
132-51	6	DAP21198	Database Analyst/ Programmer II	83.24	85.33
132-51	7	SAN21198	System Analyst II	76.40	81.38
132-51	8	SAN3118	System Analyst III	88.35	91.14
132-51	9	HDCO1198	Help Desk Coordinator	47.20	52.08
132-51	10	IISP1198	Intranet/ Internet Specialist	68.82	73.56
132-51	11	LANT1198	LAN Support Technician	57.20	59.99
132-51	12	LANA1198	LAN/ WAN/ MAN Administrator	83.24	85.33
132-51	13	MCSE1198	Microsoft Certified System Engineer (MCSE)	94.40	121.60
132-51	14	PCMT1198	PC Maintenance Technician	47.43	52.08
132-51	15	SAAM1198	System Administrator	83.24	85.33
132-51	16	WCTE1198	Wiring & Cable Technician	47.43	52.08
132-51	17	ENG11198	Engineer I	71.84	73.47
132-51	18	AVMD1198	Audio-Visual Media Director	106.95	120.67
132-51	19	VPSPT1198	Video Production Specialist	95.33	106.95

Technical Solutions and Maintenance, Inc. GSA #GS-35F-0103N

SIN	CLIN	Product No.	Description	GSA Onsite List Price	GSA Offsite List Price
132-51	20	TRNG11198	Training Specialist	58.13	63.71
132-51	21	SBMEP1198	Subject Matter Expert	91.14	106.95
132-51	22	GRPSP1198	Graphics Specialist	53.01	57.20
132-51	23	TWE11198	Technical Editor I	51.15	54.87
132-51	24	TWR11198	Technical Writer I	51.15	54.87
132-51	25	WPC21198	Word Processor II	48.36	50.22
132-51	26	TMS51400	Tech Master Specialist IV	79.05	81.84

**(Special Item No. 132-51, Information Technology Services)
Labor Category Descriptions**

This section presents descriptions of service offerings by labor categories. Personnel provided under this contract by TSM, Inc., shall have experience, education, and expertise as delineated in the authorized IT schedule pricelist. When determining the qualifications of an individual to fill one of the positions offered, substitutions for the education and experience requirements may be made as shown below, Allowable Substitutions of Education and Experience. The minimum education and experience will be met when the educational equivalencies in the tables below are considered. Additional educational achievements in excess of requirements may be substituted for experience requirements:

Required Education	Actual Education Obtained	Additional Years of Experience Credited the TSM Employee
MA/MS	Ph.D.	4
BA/BS	Ph.D.	6
BA/BS	MA/MS	2
HS/GED	BA/BS	4

Additional experience in excess of requirements may be substituted for educational requirements:

Technical Solutions and Maintenance, Inc. GSA #GS-35F-0103N

Actual Education	Required Education	Additional Years of Experience Needed for Educational Requirements Equivalency
None	HS/GED	2
HS/GED	Tech-Inst./Military Train.	2
HS/GED	BA/BS	4
HS/GED	MA/MS	6
HS/GED	Ph.D.	No Equivalency
BA/BS	MA/MS	2
BA/BS	Ph.D.	6
MA/MS	Ph.D.	4

Technical Solutions and Maintenance, Inc. GSA #GS-35F-0103N

Commercial Job Title: <i>Administrative Assistant</i>
Minimum/General Experience: One year of experience in general office practices. Proficiency with word processing, spreadsheets, database, and other office software.
Functional Responsibility: Conducts a variety of clerical and other administrative tasks. Types correspondence and other documents and forms as directed. Maintains project files both manually and electronically. Maintains the calendar for the office staff. Plans and coordinates project meetings as directed. Makes travel arrangements for staff. Attends project meetings, recording meeting minutes and action items. Assists in the development of project reports and briefing, including writing initial drafts for review from notes and verbal direction and providing graphical representation of project status. Prepares budget, cost, and other spreadsheets. Provides word processing support as needed for data conversion, records or data management, and non-technical documentation.
Minimum Education: High School diploma.
CLIN # 1

Commercial Job Title: <i>Project Manager / Program Manager</i>
Minimum/General Experience: Combination of ten years information technology experience, including three years of experience in a management or supervisory capacity, plus three years of experience in the functional area of the project to be managed.
Functional Responsibility: Responsible for planning and executing a project. Prepares and maintains the project schedule and budget. Prepares and delivers status reports to the customer. Primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. Manages staffing, budget, prioritization, and other personnel matters. May serve as technical lead for the project.
Minimum Education: Bachelor's degree in Computer Science or a related field, or in the project's functional area.
CLIN # 2

Commercial Job Title: <i>Support Specialist</i>
Minimum/General Experience: Entry level. Personal or educational experience that demonstrates an understanding of the fundamental concepts, practices, and procedures, including those related to automation/computing, of the field of specialization relative to the assignment.
Functional Responsibility: Provides supervised support for repetitive or routine activities, according to established procedures or instructions, relative to the assignment. Uses the basic elements of models, tools, utilities, applications/systems, software, or databases to perform assigned tasks.
Minimum Education: Bachelor's degree.
CLIN #: 3

Technical Solutions and Maintenance, Inc. GSA #GS-35F-0103N

Commercial Job Title: <i>Business Process Specialist</i>
Minimum/General Experience: Two years of experience in evaluating, developing, and documenting organizational processes and procedures. Capable of implementing new business or computer systems and delivering operational staff training.
Functional Responsibility: Analyzes business processes to determine most efficient methods of accomplishing work. Uses computer-based and manual workflow analysis tools to study work procedures, information flows, production methods, inventory controls, and cost analyses. Documents findings and recommends new procedures, systems, and organizational changes, including staffing, equipment, and facility requirements. Monitors newly implemented systems to ensure smooth functioning. May install new systems and train operating staff. May conduct operational effectiveness reviews to ensure changes are applied and functioning as intended. Develops and maintains operating systems documentation and procedure manuals.
Minimum Education: Bachelor's degree in Business Management, Accounting, Business Administration, or a related field.
CLIN # 4

Commercial Job Title: <i>Database Analyst/ Programmer I</i>
Minimum/General Experience: Four years of technical experience in administration, analysis, and programming of computerized databases. Competent to work in most phases of database management.
Functional Responsibility: Under general direction, designs, implements, and maintains moderately complex databases with respect to the operating system, access methods, access time, device allocation, validation checks, organization, and statistical methods. Maintains database dictionaries and integrates system through database design.
Minimum Education: Bachelor's degree in Computer Science or a related field.
CLIN #: 5

Commercial Job Title: <i>Database Analyst/ Programmer II</i>
Minimum/General Experience: Six years of technical experience in administration, analysis, and programming of computerized databases. Competent to work at a high level for all phases of database management.
Functional Responsibility: Designs, implements, and maintains complex databases with respect to the operating system, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, guidelines, and statistical methods. Maintains database dictionaries, monitors standards and procedures, and integrates system through database design.
Minimum Education: Bachelor's degree in Computer Science or a related field.
CLIN #: 6

Commercial Job Title: *System Analyst II*

Minimum/General Experience:

Five years of experience in an area of specialization associated with the requirement. Experience with Government or industry standards, processes, procedures, methodologies, or tools that support analysis as relative to the requirement.

Functional Responsibility:

Provides support for work that is varied and somewhat difficult, but that involves limited responsibility. Performs analysis and evaluation of existing or proposed processes, applications, systems, or software. Performs project planning, scope, control, management, tracking, or review. Performs analysis and evaluation throughout the process, application, system, or software development life-cycle which includes, but is not limited to: planning, requirements, design, acquisition, development, integration, installation/deployment, performance tuning, testing, or training. Performs, or may direct, document development/preparation at various stages of a project life-cycle (e.g., planning through implementation) to detail analysis results and solution recommendations.

Facilitates meetings such as joint application development (JAD) sessions to support the analysis process. Serves as a liaison between functional and technical specialists. Assists with testing to support the project life-cycle, as applicable. Uses methodologies, modeling/estimating techniques, tools, applications, systems, software, or databases to perform assigned tasks. Ensures compliance with the standards and organization requirements relative to specific assignments. May supervise analysis tasks/projects.

Minimum Education:

Bachelor's degree in Computer Science, Engineering, or a related field.

CLIN #: 7

Commercial Job Title: *System Analyst III*

Minimum/General Experience:

Seven years of experience in an area of specialization associated with the requirement. Experience with Government or industry standards, processes, procedures, methodologies, or tools that support analysis as relative to the requirement.

Functional Responsibility:

Provides minimally supervised support for difficult analysis and evaluation assignments. Performs analysis and evaluation of existing or proposed processes, applications, system or software. Performs, and/or may direct, project planning, scope, control, management, tracking, or review. Performs analysis and evaluation throughout the process, application, system, or software development life-cycle which includes, but is not limited to: planning, requirements, design, acquisition, development, integration, installation/deployment, performance tuning, testing, or training. Performs, or may direct, document development/preparation at various stages of a project life-cycle (e.g., planning through implementation) to detail analysis results and solution recommendations. Facilitates meetings such as joint application development (JAD) sessions to support the analysis process. Serves as a liaison between functional and technical specialists. Assists with testing to support the project life-cycle, as applicable. Uses methodologies, modeling/estimating techniques, tools, applications, systems, software, or databases at advanced levels to perform assigned tasks. Ensures compliance with, and/or may develop, the standards and organization requirements relative to specific assignments. Provides staff supervision or management.

Minimum Education:

Bachelor's degree in Computer Science, Engineering, or a related field.

CLIN #: 8

Technical Solutions and Maintenance, Inc. GSA #GS-35F-0103N

Commercial Job Title: *Help Desk Coordinator*

Minimum/General Experience:

One year experience performing Help Desk functions.

Functional Responsibility:

Under immediate supervision, responds to and diagnoses problems through discussions with users. Conducts problem recognition, research, isolation, resolution, and follow-up steps. Resolves less complex problems immediately and assigns more complex problems to second-level support, senior operator, or supervisor. Assures timely close-out of trouble tickets and escalates additional support as needed.

Minimum Education:

High School diploma, plus Help Desk-related training classes.

CLIN #: 9

Commercial Job Title: *Intranet/Internet Specialist*

Minimum/General Experience:

Two years of experience in the development of Internet/Intranet applications such as home pages, interfaces with databases, and security. Proficient with hypertext Markup

Language (HTML), JAVA, or other Internet/Intranet application engines as required.

Functional Responsibility:

Develops Internet/Intranet applications to present the client to the outside world and to provide the client easy access to other Internet services. Develops home pages.

Implements interfaces to allow outside users to access client databases and other information sources. Evaluates firewalls and other Internet access tools. Implements evaluated tools and topologies as directed.

Minimum Education:

Bachelor's degree in Computer Science or a related field.

CLIN #: 10

Commercial Job Title: *LAN Support Technician*

Minimum/General Experience:

Two years of experience in data communications troubleshooting. Extensive knowledge of network management software and Personal Computer/Local Area Network (PC/LAN) communications hardware and software in a multi-protocol environment.

Functional Responsibility:

Monitors and responds to complex technical hardware and software problems utilizing a variety of testing tools and techniques. Acts as the primary interface with vendor support service groups or provides internal analysis and support to ensure proper escalation during outages or periods of degraded system performance. May provide server support.

Minimum Education:

High School diploma, plus technical training in electronics, telecommunications, or computer network hardware or software systems.

CLIN #: 11

Technical Solutions and Maintenance, Inc. GSA #GS-35F-0103N

Commercial Job Title: *LAN/WAN/MAN Administrator*

Minimum/General Experience:

Two years of technical experience installing, maintaining, and managing Local Area Networks (LANs), Wide Area Networks (WANs), and Metropolitan Area Networks (MANs).

Functional Responsibility:

Responsible for acquisition, installation, maintenance, and usage of the LAN/WAN/MAN. Determines best products to meet needs and present results. Manages LAN/WAN/MAN performance and maintains system security. Installs network hardware and software. Evaluates, develops, and maintains telecommunications systems. Troubleshoots system problems. Establishes and implements policies, procedures, and standards, and ensures their conformance to information systems objectives. Trains users on system operation. May perform network planning and engineering functions. May be responsible for both local and remote administration of networks.

Minimum Education:

Bachelor's degree in Computer Science or a related field.

CLIN #: 12

Commercial Job Title: *Microsoft Certified System Engineer*

Minimum/General Experience:

Two years of technical experience installing, maintaining, and managing Local Area Networks (LANs). Holds a current certification in LAN administration or engineering appropriate to the network environment being supported (e.g., Microsoft Certified System Engineer (MCSE)).

Functional Responsibility:

Responsible for acquisition, installation, maintenance, and usage of Microsoft systems. Determines best products to meet needs and presents results. Manages system performance and maintains system security. Installs network hardware and software. Evaluates, develops, and maintains telecommunications systems. Troubleshoots system problems. Establishes and implements system policies, procedures, and standards, and ensures their conformance with information systems objectives. Trains users on system operation. May perform network planning and engineering functions. May be responsible for both local and remote administration of networks. Has access to highly-technical and specialized OEM support, technical data, and software specific to the area of certification.

Minimum Education:

Bachelor's degree in Computer Science or a related field.

CLIN #: 13

Technical Solutions and Maintenance, Inc. GSA #GS-35F-0103N

Commercial Job Title: *PC Maintenance Technician*

Minimum/General Experience:

One year experience in maintaining and upgrading personal computers at the board or component level.

Functional Responsibility:

Performs preventive maintenance, troubleshooting, and repair of computer systems and peripheral equipment. Responsible for maintaining an adequate spare parts inventory.

May maintain network hardware. May configure Commercial off-the-shelf (COTS) software to operate on specific hardware.

Minimum Education:

High School diploma, plus technical training in electronics or computer repair.

CLIN #:14

Commercial Job Title: *System Administrator*

Minimum/General Experience:

Two years of experience in the evaluation, installation, configuration management, and user support of hardware and software.

Functional Responsibility:

Under general supervision, performs analytical, technical, and administrative work in the planning, design, and installation of new and existing microprocessor-based computer systems. Works on moderately complex applications. Confers with end users to determine types of hardware and software required.

Writes programs to fulfill requirements or selects appropriate commercial off-the-shelf (COTS) software and customizes it as necessary. Installs new hardware and maintains existing hardware. Trains end users in use of hardware and software. May perform limited routine network administration functions.

Minimum Education:

Bachelor's degree in Computer Science or a related field.

CLIN #: 15

Commercial Job Title: *Wiring & Cable Technician*

Minimum/General Experience:

Two years of experience in the installation, monitoring, and repair of computer cabling and wiring. Experienced with a variety of cable types, connectors, and uses. Working knowledge of network communications hardware.

Functional Responsibility:

Plans, monitors, and tests the installation of cable. Tests all newly installed cable to ensure proper functioning. Maintains current, accurate diagrams of the network cable plant. Troubleshoots cable problems. Makes custom patch cables to replace unusable cable and for special requirements. Maintains compliance with all applicable building and fire code regulations.

Minimum Education:

High School diploma and technical training in electronics or a related field.

CLIN #: 16

Technical Solutions and Maintenance, Inc. GSA #GS-35F-0103N

Commercial Job Title: *Engineer I*

Minimum/General Experience:

Two years of experience related to a specific architectural, engineering, or physical science discipline such as: aeronautical engineering, civil engineering, electrical engineering, electronics engineer, human factors, industrial engineering, measurement/calibration engineering, mechanical engineering, or telecommunications.

Exposure to, or familiarity with, Government or industry processes, procedures, standards, methodologies, or tools as relative to the assignment.

Functional Responsibility:

Provides supervised support for routine activities, according to established procedures or instructions. Assists with technical support for elements such as: complex processes, structural elements, electric/electronic components, equipment, applications, systems, software, networks, satellites, telecommunications, facilities, or machinery. Support assistance can include, but is not limited to, elements such as: research, studies, requirements/specifications definition, analysis, assessments, planning, acquisition, design, development, integration, overseeing, manufacture, construction, testing, installation, performance tuning, operation, deployment, or maintenance. Interfaces with users during the support process and may support user training. Contributes to technical documentation. Uses basic elements of applicable methodologies, modeling/estimating techniques, tools, applications, systems, software, or databases to perform assigned tasks. Complies with the standards and organization requirements relative to specific assignments.

Minimum Education:

Bachelor's degree in Architecture, Computer Science, Information Systems, Math, Physics, or other engineering discipline.

CLIN #: 17

Commercial Job Title: *Audio-Visual Media Director*

Minimum/General Experience:

Six years of experience in the audio-visual field supervising, developing, or directing products.

Functional Responsibility:

Responsible for supervising audio-visual development staff, directing instructional audiovisual development, developing shooting scripts, directing and editing of motion pictures, and reviewing and analyzing audio-visual instructional programs for Interactive Course Ware (ICW).

Minimum Education:

Bachelor's degree in Education, Communications, Media, Motion Pictures or Television, or a related field.

CLIN #: 18

Technical Solutions and Maintenance, Inc. GSA #GS-35F-0103N

Commercial Job Title: *Video Production Specialist*

Minimum/General Experience:

Four years of experience in video, studio and post-production, computerized editing equipment, and production of interactive videodisks.

Functional Responsibility:

Under general direction implements media production via videotape recorder/ player; digital special effects equipment and digital still frame storage equipment; and develops premaster tapes for videodisk, single frame editing, and production techniques. Utilizes authoring and production automation systems to produce interactive videodisks.

Minimum Education:

Bachelor's degree in Communications, Media, Motion Pictures or Television, or a related field.

CLIN #: 19

Commercial Job Title: *Training Specialist*

Minimum/General Experience:

Four years of technical training experience, including two years of information systems training experience. Competent to work at a high level for all phases of information systems training.

Functional Responsibility:

Working under general direction prepares and conducts complex training and education programs for information systems or user personnel. May design and develop in-house programs. Maintains records of training activities, employee progress, and program effectiveness.

Minimum Education:

Bachelor's degree in Management, a training field, or a related field.

CLIN # 20

Commercial Job Title: *Subject Matter Expert*

Minimum/General Experience:

Ten years of specialized technical experience in a functional area of expertise.

Functional Responsibility:

Provides expert consultative support to a functional technical area of the project. Develops solutions to complex problems. Works closely with the information technologists to identify the best technological solution to technical issues.

Minimum Education:

Master's degree in a relevant functional area.

CLIN #: 21

Technical Solutions and Maintenance, Inc. GSA #GS-35F-0103N

Commercial Job Title: <i>Graphics Specialist</i>
Minimum/General Experience: One year computer graphics experience
Functional Responsibility: Designs and produces computer graphic images in coordination with users' requirements. Sets up and operates computer graphic systems. Troubleshoots equipment problems and performs minor preventive maintenance. Coordinates graphic production scheduling and support from outside vendors. Ensures that graphic projects are completed on time, within budget, and to user's satisfaction.
Minimum Education: Bachelor's degree in Art with a concentration in Computer Graphics or a related field, or equivalent technical training.
CLIN #: 22

Commercial Job Title: <i>Technical Editor I</i>
Minimum/General Experience: Two years of experience in writing, editing, and preparing business or technical documentation. Experience with and knowledge of Department of Defense (DOD), Federal Information Processing (FIP), Government Printing Office (GPO), or commercial documentation standards as appropriate to the assignment.
Functional Responsibility: Responsible for documentation development and preparation throughout the production cycle that can include: technical writing/editing, editorial consultation, copy design/editing, proofreading, or overall documentation review. Checks documents for spelling, grammar, organization, consistency, and content. Ensures that documents follow the appropriate style guide.
Minimum Education: Bachelor's Degree in Communications, Journalism, English, or a related field.
CLIN #: 23

Commercial Job Title: <i>Technical Writer I</i>
Minimum/General Experience: Two years of experience in writing, editing, and preparing business or technical documentation. Experience with and knowledge of Department of Defense (DoD), Federal Information Processing (FIP), Government Printing Office (GPO), or commercial documentation standards as appropriate to the assignment.
Functional Responsibility: Responsible for documentation development and preparation throughout the production cycle that can include: technical writing/editing, editorial consultation, copy design/editing, proofreading, or overall documentation review. Checks documents for spelling, grammar, organization, consistency, and content. Ensures that documents follow the appropriate style guide.
Minimum Education: Bachelor's Degree in Communications, Journalism, English, or a related field.
CLIN #: 24

Technical Solutions and Maintenance, Inc. GSA #GS-35F-0103N

Commercial Job Title: *Word Processor II*

Minimum/General Experience:

Two years of experience in creating, updating, and maintaining complex documents (e.g., may include figures, equations, tabular/statistical data, graphics, etc.) on computer systems. Must be able to type 50 words per minute and efficiently use advanced features of required word processing software. Experience with Department of Defense (DoD), Federal Information Processing (FIP), Government Printing Office (GPO), or commercial documentation standards as appropriate to the assignment. Experience with other products that relate to document production such as spreadsheet or graphics software.

Functional Responsibility:

Responsible for data input, edit, or maintenance during the development/ modification of Complex business or technical documentation. Assists with document production, Assembly, or distribution. Integrates as necessary, document content from various word Processing or related software products. Checks documents for spelling, grammar, Organization, consistency, and content. Confirms that document modifications are complete and accurate. Ensures that documents comply with established standards.

Minimum Education:

High School diploma.

CLIN #: 25

Commercial Job Title: *Tech Master Specialist IV*

Minimum/General Experience:

Ten years of experience in a specialized area of technology such as: Client/Server, data warehousing/data mining, Internet, Intranets/Extranets, communications network computing, object oriented development, or workflow/document management. Experience with Government or industry processes, procedures, standards, methodologies, or tools relative to the assignment.

Functional Responsibility:

Provides expert-level support in specialized technology areas that can include, but is not limited to, elements such as: research, studies, requirements/ specifications definition, analysis, assessments, planning, acquisition, design, development, integration, testing, installation, performance tuning, deployment, or maintenance. Interfaces with users at all levels during the support process. Supports strategic or tactical planning to justify, market, or manage the technology needed for successful business operations. Provides user or subordinate training, as required. Author's technical documentation. Provides technical presentations. Works with other disciplines as required achieving the best solution. Uses applicable methodologies, modeling/estimating techniques, tools, applications, systems, software, or databases at advanced levels to perform assigned tasks. Ensures compliance with the standards and organization requirements relative to specific assignments. May lead or manage a technical project.

Minimum Education:

Master's degree.

CLIN #: 26

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

PREAMBLE

(Name of Company) 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 (**Technical Solutions and Maintenance, Inc., Kiralfy Forte, 703-370-1104, KForte@tsm-clitech.com Fax – 703-370-1105**).

**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.

**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.