



1511 N. Westshore Boulevard, Suite 420
Tampa, Florida 33607

GSA Schedule 70
[Information Technology Service Pricelist](#)

GS-35F-0147N

Contract Period: November 26, 2002 – November 25, 2012

Authorized Federal Supply Schedule
Information Technology Schedule Pricelist
General Purpose Commercial Information Technology
Equipment, Software, and Services

Special Item No. 132-51 Information Technology Professional Services

FDPS Code D301 IT Facility Operation and Maintenance
FDPS Code D302 IT Systems Development Services
FDPS Code D306 IT Systems Analysis Services
FDPS Code D311 IT Data Conversion Services
**FDPS Code D399 Other Information Technology Services, Not Elsewhere
Classified**

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

Multi Services Group International (MSGI)
1511 N. Westshore Blvd., Suite 420
Tampa, Florida 33607

(813) 769-8060 (Tel)
(813) 769-8061 (Fax)

Email address: info@msgicorp.com

Contract Number: GS -35F-0147N

Period Covered by Contract: November 26, 2002 – November 25, 2012

Pricelist - Current through Modification No. P00013, dated 4 December 2007

General Services Administration
Federal Supply Schedule

**Products and ordering information in this Authorized FSS Information
Technology Schedule Pricelist are also available on the GSA Advantage! System.
Agencies can browse GSA Advantage! by accessing GSA's Home Page via Internet
at <https://www.gsaadvantage.gov/>**



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Information for Ordering Offices

SPECIAL NOTICE TO AGENCIES:

Small Business Participation

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

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalog/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage! on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage! and the Federal Supply Service Home Page (www.fss.gsa.gov) 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 micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

Section I Information for Ordering Offices

1. Geographic Scope of Contract

The forty-eight (48) contiguous states and the District of Columbia.

2. Contractor's Ordering Address and Payment Information

- a. Ordering Address:
MSGI Corp
1511 N. Westshore Blvd., Suite 420
Tampa, Florida 33607

- b. Payment Address (By check):
MSGI Corp
1511 N. Westshore Blvd., Suite 420
Tampa, Florida 33607

The Government purchase card will be acceptable for payment equal to or less than the micro-purchase threshold for oral and written delivery orders. The Government purchase card will also be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

Below are the telephone and facsimile numbers along with the e-mail address that can be used by ordering agencies to obtain technical and/or ordering assistance:

(813) 769-8060 (Tel) (813) 769-8061 (Fax) info@msgicorp.com (marketing)
sales@msgicorp.com (ordering)

3. Liability for Injury or Damage

MSGI will not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment being maintained, unless such injury or damage is due to our own fault or negligence.

4. Statistical Data for Government Ordering Office for Completion of Standard Form 279

- Block 9: G. Order/Modification Under Federal Schedule

- Block 16: Data Universal Numbering System (DUNS): 01-415-2057

- Block 30: Type of Contractor - A. Small Disadvantaged Business

- Block 31: Woman-Owned Small Business- No



Block 36: Contractor's Tax Identification Number (TIN) 59-366-5762

4a. CAGE Code: 1U3C6

4b. CENTRAL CONTRACTOR REGISTRATION: MSGI has registered with the Central Contractor Registration Database.

5. FOB Destination

6. Delivery Schedule

a. TIME OF DELIVERY: MSGI will deliver Information Technology Professional Services within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	30 Days (ARO) or Negotiated by Agency and Contractor

b. 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 MSGI for the purpose of obtaining accelerated delivery. MSGI will reply to the inquiry within three (3) workdays after receipt. (Telephonic replies will be confirmed by MSGI, in writing.) If the company offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame will be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. Discounts

Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: Net 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: None.
- c. Government Educational Institutions: Receive the same discount as all other Government customers.

8. Trade Agreement 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

Not applicable.

10. Small Requirements:

The minimum dollar value of orders to be issued is \$100.00

11. Maximum Order (All dollar amounts are exclusive of any discount for prompt payment.)

- a. Special Item 132-51 - Information Technology Professional Services

The maximum dollar value per order for Information Technology Professional Services will be \$500,000.

12. Use of Federal Supply Service Information Technology Schedule Contracts. In accordance with FAR 8.404

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

a. Orders placed at or below the micro-purchase threshold. Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider-

- (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
- (2) Trade-in considerations;
- (3) Probable life of the item selected as compared with that of a comparable item;
- (4) Warranty considerations;
- (5) Maintenance availability;
- (6) Past performance; and
- (7) Environmental and energy efficiency considerations.

c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--

Review additional Schedule Contractors'

- (1) Catalogs/pricelists or use the "GSA Advantage!" on-line shopping service; Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and

After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- (2) Offer the lowest price available under the contract; or
- (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

d. Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

e. Price reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

f. Small business. For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

g. Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the

ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

13. Federal Information Technology/Telecommunication Standards Requirements

Federal departments and agencies 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 offices, shall be responded to promptly by the Contractor.

13.1 Federal Information Processing Standards Publications (FIPS PUBS)

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

13.2 Federal Telecommunication Standards (FED-STDS)

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply 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. Security Requirements

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total

dollar value of the order, whichever is less.

15. Contract Administration for Ordering Offices

Any ordering office, 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 Government's convenience, and (m) Termination for Cause (See C.1.)

16. GSA Advantage!

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

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

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

17. Purchase of Incidental, Non-Schedule Items

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

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 MSGI.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. Overseas Activities

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

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

20. Year 2000 Warranty—Commercial Supply Items

(a) As used in this clause, "Year 2000 compliant" means, with respect to information technology, that the information technology accurately processes date/time data (including, but not limited to, calculating, comparing and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000, and leap year calculations, to the extent that other information technology used in combination with the information technology being acquired, properly exchanges date/time data with it.

(b) The Contractor shall warrant that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the Contractor, provided that all products (e.g. hardware, software, firmware) used in combination with products properly exchange date time data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those products as a system. The duration of this warranty and the remedies available under this warranty shall include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing within ninety (90) days after acceptance (installation is considered acceptance). The Contractor may offer an extended warranty to the Government to include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing at any time prior to June 1, 2000, or for a period of 6 months following acceptance (installation is considered acceptance) whichever is later. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

21. Blanket Purchase Agreements (BPAs)

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

“BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract.”

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up “accounts” with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

22. 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, Contractor’s Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

Section II

Terms and Conditions Applicable to Information Technology (IT) Professional Services (Special Item Number 132-51)

1. Scope

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. MSGI will provide services only at the Government location. However, professional services may also be provided at the Contractor's location upon negotiations and agreement between MSGI and the ordering office.

2. Performance Incentives

- a. When using a performance based, statement of work, performance incentives may be agreed upon between MSGI and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.
- b. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate MSGI. Incentives shall be based on objectively measurable tasks.
- d. The above procedures do not apply to Time and Material or labor hour contracts.

3. Ordering Procedures for Services (Requiring a Statement of Work)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404(b)(2) through (b)(3).

GSA has determined that the prices for services contained in this pricelist applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

- (a) When ordering services ordering offices shall -
 - (1) Prepare a Request (Request for Quote or other communication tool):

- (i) A statement of work (a performance based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptable criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
 - (ii) The request should include the statement of work and request MSGI to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost which with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-material proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-material orders.
 - (iii) The request may ask MSGI, if necessary or appropriate, to submit a project plan for performing the task, and information on the company's experience and/or past performance performing similar tasks.
 - (iv) The request shall notify MSGI what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the companies are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) (i) below, the request shall notify the contractors that will be the case.
- (2) Transmit the Request to Contractors:
- (i) Based upon an initial evaluation of catalogs and pricelists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132-51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINS as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-

purchase threshold.

(ii) The request should be given to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not to exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall

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(1) Inform contractors in the request (based on the agency's requirements) if a single BPA or Multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(i) SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The Schedule Contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(ii) MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing BPAs. When multiple BPAs are established, the authorized users must follow the procedure in (a) (2) (ii) above and then place the order with the Schedule contractor that represents the best value.

(2) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

(c) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

(d) When the ordering office's requirement involves both products as well as executive, administrative and/or professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under "Information for Ordering Offices," paragraph #12.

4. Order

a. Agencies may use written orders, EDI orders, blanket purchase orders, individual purchase orders, or task orders for ordering services under this contract. BPAs 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 that extend beyond the fiscal year for which funds are available shall include FAR 52.232-19, 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.

5. Performance of Services

a. MSGI shall commence performance of services on the date agreed to by them and the ordering office.

b. MSGI agrees to render services only during normal working hours, unless otherwise agreed to by them and the ordering office.

c. The Agency should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any MSGI 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.

6. Inspection of Service

The Inspection of Services-Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection-Time-and-Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. Responsibilities of the Contractor

MSGI shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

8. Responsibilities of the Government

Subject to security regulations, the ordering office shall permit MSGI access to all facilities necessary to perform the requisite IT Services.

9. Independent Contractor

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

10. Organizational Conflicts of Interest

a. Definitions.

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

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

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

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

placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. Invoices

MSGI, upon completion of the work ordered, shall submit invoices for IT services. Progress payments shall be authorized by the ordering office 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 Government shall pay MSGI, 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 (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

13. Resumes

Resumes shall be provided to the GSA Contracting Officer or the user agency 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 agency in accordance with the guidelines set forth in the FAR.

15. Approval of Subcontracts

The ordering activity may require that MSGI 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 Services and Pricing

a. MSGI has provided in Section III a description of each type of IT Service offered under Special Item 132-51.

b. Pricing for all MSGI IT Services are provided on a fixed-price, hourly basis by labor category and presented in Section IV.

Section III

Labor Category Descriptions

001. Project Manager

Responsibility

Plans, manages activities and assembles program/project staffs within a small to mid size Program/Project. Organizes complex activities for development, implementation, and maintenance of program/projects. Ensures all technical projects, initiatives, and processes are in conformance with established policies, standards and objectives. Responsible for developing staffing plans, task order execution plans, identifying program/project personnel, managing project resources, identifying and monitoring all program/project milestones, preparing program/project status and financial reports, mentor program/project personnel (as required), and interfacing with corporate personnel for assistance and support to the program/project. Relies on experience and judgment to plan and accomplish goals. A moderate degree of creativity and latitude is expected. Will be the primary management interface to senior client personnel, and typically reports to a corporate manager or head of a unit/department.

Experience

Minimum of twelve (12) years experience of which nine (9) years must be specialized. Specialized experience includes: project development from inception to deployment. Demonstrate ability to provide guidance and directions in multiple tasks across several functional areas. Demonstrate the ability to use different technologies: expertise in the management and control of funds and resources and a demonstrated capability in managing multi-task contracts. General experience required includes: demonstrated ability to work independently or under general direction with increasing responsibility in the overall project management of Automated Information Systems.

Education

Bachelors Degree in Business, Logistics Management, Computer Science, Information Management, Engineering or other related field. An advanced degree is desirable.

002. Network/Systems Engineer III

Responsibility

Ability to analyze and define highly specialized requirements for enterprise, networks and IT systems, which may include LANs, WANs mainframes, workstations, personal computers and wireless devices. Ability to design, plan, implement and use a variety of security and connectivity techniques, technologies, and tools to design, develop, and implement solutions into IT systems and networks. Responsible for integration, implementation and maintenance of IT system solutions. Gathers and organizes technical information about an organization's mission goals and needs, existing market products, and ongoing programs in IT connectivity, hardware and software solutions, and security. Fully participates in all phases of the systems lifecycle including requirements gathering, preliminary and final design, systems development, testing and integration of an organization's IT infrastructure and assets. May direct or perform vulnerability and risk

analysis, and participates in a variety of studies during all phases of the system development life cycle and implementation. Requires ability to manage schedules, milestones and technical deliverables. May require the management of a small staff of technical personnel.

Experience

Requires 5-8 years of experience in the field or in a related area. Three (3) years of specialized experience in a discipline and one (1) year of management may be required to include managing schedules and/or technical deliverables.

Education

Bachelor's degree in computer science, technical management, engineering or other related area. May require specialized license and/or certifications. Advanced Degree is desirable.

003. Network/Systems Engineer II

Responsibility

Ability to analyze and define specialized requirements for enterprise, networks and IT systems, which may include LANs, WANs mainframes, workstations, personal computers and wireless devices. Ability to design, plan, implement and use a variety of security and connectivity techniques, technologies, and tools to design, develop, and implement solutions into IT systems and networks. Responsible for integration, implementation and maintenance of IT system solutions. Gathers and organizes technical information about an organization's mission goals and needs, existing market products, and ongoing programs in IT connectivity, hardware and software solutions, and security. Participates in all phases of the systems lifecycle including requirements gathering, preliminary and final design, systems development, testing and integration of an organization's IT infrastructure and assets. May perform vulnerability and risk analysis, and participates in a variety of studies during all phases of the system development life cycle and implementation. May require ability to manage schedules, milestones and technical deliverables.

Experience

Requires 2-5 years of general experience in the field or in a related area. One (1) year of specialized experience in a discipline may be required to include managing schedules and/or technical deliverables.

Education

Bachelor's degree in computer science, technical management, engineering or other related area. May require specialized license and/or certifications. Ten (10) years technical experience plus technical certification may be substituted for Bachelors degree.

004. Systems Analyst III

Responsibility

Demonstrated ability to analyze and evaluate existing systems with minimal oversight, and define problems, data/systems availability, report requirements and system design issues. Ability to develop plans for IT systems from project inception to conclusion. Ability to analyze the problem and the information to be processed, define the problem and develop requirements and program specifications from which implementers prepare detailed

flowcharts, programs, milestones, tests and implementation. Analyzes alternate means of deriving solutions to select the most accurate, feasible and economical methods. Defines controls, conversion procedures and system implementation plans including deployment schedules, user training and orientation. Closely coordinates with developers to ensure proper implementation of program and system specifications. In conjunction with functional users, develops system alternative solutions. Requires ability to manage schedules, milestones and deliverables. May require the management of a small staff of analytical/technical personnel.

Experience

Requires 5-8 years of experience in the field or in a related area. Three (3) years of specialized experience in a discipline and one (1) year of management may be required to include managing schedules and/or technical deliverables.

Education

Bachelor's degree in computer science, technical management, engineering or other related area. May require specialized license and/or certifications. Advanced Degree is desirable.

005. Systems Analyst II**Responsibility**

Demonstrated ability to analyze and evaluate existing systems with minimal oversight, and define problems, data/systems availability, report requirements and system design issues. Participates in the planning of IT systems from project inception to conclusion. Analyzes the problem and the information to be processed, defines the problem and develops requirements and program specifications. Analyzes alternate means of deriving solutions to select the most accurate, feasible and economical methods. Defines controls, conversion procedures and system implementation plans including deployment schedules, user training and orientation. Closely coordinates with developers to ensure proper implementation of program and system specifications. In conjunction with functional users, develops system alternative solutions. May be required to manage schedules, milestones and deliverables.

Experience

Requires 2-5 years of general experience in the field or in a related area. One (1) year of specialized experience in a discipline may be required to include managing schedules and/or technical deliverables.

Education

Bachelor's degree in computer science, technical management, logistics, or other related area. May require specialized license and/or certifications. Ten (10) years technical experience plus technical certification may be substituted for Bachelors degree.

006. Systems Analyst I**Responsibility**

Ability to analyze and evaluate existing systems with oversight, and define problems, data/systems availability, report requirements and system design issues. Participates in the planning of IT systems from project inception to conclusion. May be required to analyze

the problem and the information to be processed, define the problem and develop requirements and program specifications. Analyzes alternate means of deriving methods to recommend accurate, feasible and economical solutions. Participates in conversion procedures and system implementation plans including deployment, user training and orientation. May coordinate with developers to ensure proper implementation of program and system specifications.

Experience

Requires 0-2 years of general experience in the field or in a related area.

Education

Bachelor's degree in related area or a related discipline. May require specialized systems and/or equipment certification/training. An AA degree with six (6) years of related experience may be substituted for a bachelor's degree.

007. Task Manager**Responsibility**

Consults with management to analyze Information Technology (IT) system needs for management information and functional operations, to determine scope and priorities of projects, and to discuss system capacity and equipment acquisitions. Recommends and develops plans for systems development and operations, hardware and software purchases, budget, and/or staffing. Manages the development, implementation, installation, and operation of information and functional systems for the organization. Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to determine costs and impact, and address problems. Analyzes client requirements. Analyzes design changes and other improvement data. Develops and implements program activities. Coordinates site visits and resolves problems in area of systems performance, maintenance of systems enhancements of systems or end-user questions and problems. Compiles data on use of system and problems, and or failures of the system. May perform special research or technical studies critical to the optimal performance of the system and end-user satisfaction and knowledge of the system. Requires ability to manage schedules, milestones and deliverables, and manage team of technical professionals. Will serve as functional point of contact in support of the client.

Experience

Ten (10) years experience of which eight (8) years must be specialized. Specialized experience includes developing and/or managing state of the art or legacy systems projects. This includes facilitation, training, and developing/identifying business practice changes and/or information systems development and program or software maintenance and or improvements..

Education

Bachelors Degree in Business, Logistics Management, Computer Science, Information Management or other related field. An advanced degree is desirable.

008. IT Specialist

Responsibility

Performs systematic reviews of selected functions to determine application and design system flaws and or required improvements. Participates in the development and refinement of user functional descriptions of hardware and software characteristics. Develops and updates functional and /or operating manuals based on user input and requested software enhancements. Installs or assists service personnel in installation of hardware and peripheral components such as monitors, keyboards, printers, and disk drives on clients premises. Installs software and applications packages Responds to client inquiries concerning systems operation and diagnoses system hardware, software, and operator problems. Instructs users in use of equipment, software, and manuals. Recommends or performs minor remedial actions to correct problems. Coordinates activities with help desk, network services, or other information systems groups. Provides updates, status, and completion information to manager, problem request tracking system, and/or users, via voice mail, e-mail, or in-person communication. Replaces defective or inadequate software packages. Refers major hardware problems to service personnel for correction. May supervise and provide technical guidance to lower functional analysts and/or subject matter experts.

Experience

Minimum of five (5) years experience of which two (2) years must be specialized. Specialized experience required includes functional knowledge of task order specific requirements. Can assist in developing functional requirements for integrated IT Systems. General experience required includes ability to work independently or under general direction.

Education

Bachelors Degree in Business, Logistics Management, Computer Science, Information Management or other related field. An advanced degree may be required.

009. Training Specialist IV

Responsibility

Demonstrated experience and ability to provide daily supervision and direction to a staff of training personnel. Ability to assess training needs and design and manage Information System and/or Automated Data Processing subject matter training classes. Works closely with client personnel to determine training and scheduling requirements. Responsible for development, quality and adequacy of course material. Reviews and provides inputs for training documentation. Ability to develop and prepare user and technical documentation and training course materials for computer based training as well as classroom instruction, training instruction, writing and editing technical documents, and knowledge of information systems. Duties may include daily supervision and direction for personnel providing training development and instruction.

Experience

A minimum of twelve (12) years experience of which three (3) should be specialized in a technical field. Specialized experience includes providing training in telecommunications, networks and/or information technology systems. General experience includes managing

teams and certifying curriculums.

Education

Bachelor's degree in a related field and 12 years experience. An advanced degree with a minimum of six (6) years experience is desired. May require specialized systems, equipment and/or educational certification/training.

010. Training Specialist III**Responsibility**

Demonstrated experience and ability to develop, plan, and provide sophisticated Information System or telecommunications end-user training on highly complex information technology/computer hardware, application software, new systems, or related procedures. Conducts the research necessary to develop and revise training courses and prepares appropriate training materials. Prepares all course materials (course outline, background material, training aids and course evaluation forms). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course evaluation forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Experience

A minimum of eight (8) years experience of which two (2) should be specialized in a technical field. Specialized experience includes providing training in telecommunications, networks and/or information technology systems. General experience includes managing teams and developing complex curriculums.

Education

Bachelor's degree in a related field and 8 years experience. An AA or Technical Certificate and 12 years experience may be substituted for a BA. May require specialized systems, equipment and/or educational certification/training.

011. Training Specialist II**Responsibility**

Demonstrated ability to plan and provide Information System or ADP, end-user training on computer hardware, application software, new systems, or training on business process improvements and other procedures with minimal oversight. Demonstrated ability to prepare routine training materials, including workbooks, handouts, completion certificates, and course evaluation forms. Ability to develop lesson plans and utilize prepared course and student materials for end-user training on computer hardware, application software, new systems, or training on business process improvements and other procedures in a supervised setting. Trains personnel by conducting formal classroom courses, workshops, and seminars.

Experience

A minimum of six (6) years experience of which one (1) should be specialized in a technical field. Specialized experience includes providing training in telecommunications, networks and/or information technology systems. General experience includes managing teams and developing complex curriculums.

Education

Bachelor's degree in a related field and 4 years experience. An AA or Technical Certificate and 8 years experience may be substituted for a BA. May require specialized systems, equipment and/or educational certification/training.

012. Computer Systems Analyst

Responsibility

Tests software programs to compare to specifications and documentation. Identifies, analyzes, and documents defects, questionable functions, errors, and inconsistencies in software program functions, outputs, online screens, and content. Establishes benchmarks for program efficiency in operating and response times. Creates test cases and test data. Creates and executes automated test scripts using testing software programs. Installs, maintains, and uses testing software programs. Responds to inquiries from users and technical support regarding functions and operations of software programs. Contributes to establishment of standards and procedures for program design and testing. Recommends program improvements or revisions to programmers and system analysts. Reviews computer logs and reports to identify program processing errors and possible improvements. Coordinates testing by users and third parties. Identifies program variances from standards and suggests modifications to conform. Assists users to isolate possible problems in software after implementation. Conducts compatibility tests with other software programs, hardware, multiple operating systems, and network environments. Monitors program performance after implementation to prevent recurrence of program operating problems and ensure efficiency of operation. Documents, tracks, and communicates test plans, test results, analysis, and unresolved problems. Develops computer programs to test, track, and verify defects in software programs. Trains and supports users. Reviews and contributes to software program documentation.

Experience

Six (6) years experience of which two (2) years are specialized. Specialized experience includes functional knowledge of task order specific requirements. General experience includes ability to work independently or under general direction.

Education: Bachelors Degree in Business, Logistics Management, Computer Science, Information Management or other related field.

013. IT Products Specialist

Responsibility

Collects and analyzes information technology (IT) product material/documents available. Performs all research necessary to evaluate technology material/documents to ensure compliance with commercial and or government standards. Organizes and ensures product materials include information necessary to meet objectives. Review and edits materials/products and recommends revisions or changes in scope, format and content to meet identified objectives. May assist the senior documentation specialist in the final production and distribution of product materials and deliverables.

Experience

Four (4) years experience of which two (2) years must be specialized. Specialized

experience required includes preparing and evaluating technology-based, documents and products to meet commercial or government standards. General experience required includes technology analyses and evaluation experience, technical writing, documentation and material preparation experience.

Education

Bachelor's Degree in Business, Logistics Management, Computer Science, Information Management, or other related field. An AA degree with 6 six year of experience may be substituted for a BA.

014. Technician III

Responsibility

Installs, troubleshoots, repairs and maintains Information Technology equipment and/or systems. Provides reports, completes requests for new service, determines methodology/plans for installing systems, determines appropriateness of moderate equipment changes or modifications, call switches, test trunks, test links and/or installs communications circuits. Is familiar with a variety of the field's concepts, practices, and procedures that may include fiber optic concepts/installations. Is expected to be able of perform reasonably complex diagnostics and maintenance. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks and insures paperwork is complete. A wide degree of creativity and latitude is expected. May lead and direct the work of others. Typically reports to a project leader or manager.

Experience

A minimum of six (6) years experience of which two (2) should be specialized. Specialized experience includes installing, repairing, maintaining and management activities involving telecommunications, networks and/or information technology systems. General experience includes managing schedules, technical deliverables and staffing assignments.

Education

Associate's degree (AA) and six (6) years of experience in the field or in a related area. May require specialized systems and/or equipment certification/training. A minimum of ten (10) years experience and specialize training may be substituted for an AA degree.

015. Technician II

Responsibility

Installs, troubleshoots, repairs and maintains Information Technology equipment and/or systems. Provides reports, completes requests for new service, determines methodology/plans for installing systems, determines appropriateness of moderate equipment changes or modifications, call switches, test trunks, test links and/or installs communications circuits. Is familiar with standard concepts, practices, and procedures within a particular field. Is expected to be able to perform common diagnostics and maintenance in small to medium size networks. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks and insures paperwork is complete. A certain degree of creativity and latitude is required. Works under general supervision; typically reports to a project leader or manager.

Experience

A minimum of four (4) years experience of which two (2) should be specialized. Specialized experience includes installing, repairing, maintaining and management activities involving telecommunications, networks and/or information technology systems. General experience includes managing schedules.

Education

Associate's degree (AA) and two (2) years of experience in the field or in a related area. May require specialized systems and/or equipment certification/training. A minimum of six (6) years experience and specialize training may be substituted for an AA degree.

016. Technician I**Responsibility**

Installs, troubleshoots, repairs and maintains Information Technology equipment and/or systems. Provides reports, completes requests for new service, determines methodology/plans for installing systems, determines appropriateness of moderate equipment changes or modifications, call switches, test trunks, test links and/or installs communications circuits. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Is expected to be able of perform simple diagnostics and maintenance. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Little creativity is required. Typically reports to a project leader or manager.

Experience

Zero to two (0-2) years experience with specialized experience. Specialized experience may include installing, repairing, and maintaining communications, networks and/or information technology systems.

Education

Specialize training in the field or in a related area. May require specialized systems and/or equipment certification/training. An AA degree maybe substituted for specialized/technical training.

017. Documentation Specialist III**Responsibility**

Collects and analyzes available materials/documents. Performs research necessary to revise materials/documents to ensure compliance with commercial and/or government standards. Organizes materials and ensures materials include pertinent financial, organizational or educational objectives. Reviews and edits all materials to include educational presentation aids, Inventory Management documents, software Version Description Documents, software/hardware technical manuals, and recommends revisions or changes in scope, format and content. Recommends methods of production, binding and/or distribution of final products. Uses automated tools, including computer terminal and word-processing, spreadsheets, desktop publishing and/or graphics software in performing assigned tasks. May require initial preparation of HTML/SGML materials for distribution in a computer based environment. Is expected to use a wide degree of creativity and judgment based on level of experience. Typically reports to a Senior

Documentation Specialist, Technical Editor or IT Task Manager.

Experience

Minimum of six years experience of which two years must be specialized. Specialized experience includes: preparing materials, aids and documents to meet commercial or government standards. General experience required includes: preparing support, financial and/or training documentation, general technical writing, preparation of materials (paper, transparency and/or world-wide web based documents), and the integration of multi-source materials (desktop publishing, word processing, graphics, photos, etc.) into final published technical, training and generalized support documents.

Education

Certificate from a certified business school or an Associate's Degree in English, Literature, Technical Research or other related field. May require Certification in a specialized software business and/or production application.

018. Documentation Specialist I

Responsibility

Prepares and/or maintains documentation pertaining to programming, systems operation and user documentation. Translates business specifications into user documentation. Plans, writes, and maintains systems and user support documentation efforts, including online help screen. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Experience

May require an associate's degree in a related area and 0-2 years of experience in the field or in a related area.

Education

HS Diploma and Certificate from a certified business school. An Associate's Degree in English, Literature, Technical Research or other related field may be desired. May require Certification in a specialized business software and/or production application.

Section IV
IT Professional Services Labor Rates

(Rates Effective as of December 4, 2007)

Number	Labor Category	Onsite Rate	Offsite Rate
001	Project Manager	\$96.61	\$105.07
002	Network/Systems Engineer III	\$83.07	\$91.54
003	Network/Systems Engineer II	\$68.42	\$76.89
004	Systems Analyst III	\$79.61	\$88.08
005	Systems Analyst II	\$64.75	\$73.22
006	Systems Analyst I	\$59.01	\$67.47
007	Task Manager	\$61.53	\$70.00
008	IT Specialist	\$60.65	\$69.12
009	Training Specialist IV	\$85.11	\$93.57
010	Training Specialist III	\$63.01	\$71.48
011	Training Specialist II	\$50.75	\$59.21
012	Computer Systems Analyst	\$53.35	\$61.82
013	IT Products Specialist	\$47.93	\$56.40
014	Technician III	\$61.48	\$69.95
015	Technician II	\$53.46	\$61.92
016	Technician I	\$38.07	\$46.53
017	Documentation Specialist III	\$36.75	\$45.22
018	Documentation Specialist I	\$32.05	\$40.52

Note: The use of non-professional labor categories must be incidental to and used solely to support professional services, and cannot be purchased separately.

Appendix A

USA Small Business Commitment

USA Commitment to Promote Small Business Participation Procurement Programs

Preamble

MSGI provides commercial products and services to the Federal Government. 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 which 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 businesses 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 Federal Government contracts. To accelerate potential opportunities please contact:

Angel E. Cintron, President
(813) 769-8060 (Tel)
(813) 769-8061 (Fax)
acintron@msgicorp.com

Appendix B

Blanket Purchase Agreement Format



Best Value
Blanket Purchase Agreement
Federal Supply Schedule

Multi Services Group International (MSGI)

In the spirit of the Federal Acquisition Streamlining Act (Agency) and MSGI 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 Government that works better and costs less.

Signatures

Agency

Date

MSGI

Date



BPA NUMBER _____

**(Government Agency)
Blanket Purchase Agreement**

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

(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:

IT Professional Labor Category

***Special BPA Discount Price**

(2) Delivery:

Destination

Delivery Schedule Dates

(3) The Government 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 contract:

Office

Points 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) Special Item Number; (132-51)
- (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 MSGI's invoice, the provisions of this BPA will take precedence.

Appendix C

Contractor Team Arrangements Guidelines

Basic Guidelines for Using “Contractor Team Arrangements”

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

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

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

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

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

Here is a general outline on how it works:

1.	The customer identifies their requirements.
2a.	Federal Supply Schedule Contractors may individually meet the customers needs, or -
2b.	Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
3.	Customers make a best value selection.