

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

SIN 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

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 D311	IT Data Conversion 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

Adamson Consulting Services, Inc

161 Manningham Drive

Madison, AL 35758

256.520.0199 Office, 256.325.1947 Fax

<http://adamsoncs.com/>

Contract Number: _____

Period Covered by Contract: _____

**General Services Administration
Federal Acquisition Service**

Pricelist current through Modification # _____, dated _____.

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 the Federal Acquisition Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

Table of Contents

1.	GEOGRAPHIC SCOPE OF CONTRACT	3
2.	CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION.....	3
3.	LIABILITY FOR INJURY OR DAMAGE	4
4.	STATICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279	4
5.	SMALL REQUIREMENTS	4
6.	MAXIMUM ORDER.....	4
7.	ORDERING PROCEEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS.....	4
8.	FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS.....	4
9.	CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)	5
10.	CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES.....	6
11.	GSA ADVANTAGE!	6
12.	PURCHASE OF OPEN MARKET ITEMS	6
13.	CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS.....	7
14.	BLANKET PURCHASE AGREEMENTS (BPAs).....	7
15.	CONTRACTOR TEAM ARRANGEMENTS	7
16.	PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.....	7
17.	INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)	7
	Appendix A: Ts&Cs FOR SIN 132-51	9
	Appendix B: CONTRACTOR TEAM AGREEMENTS.....	24

INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination. For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT

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

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

Offerors are requested to check one of the following boxes:

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

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

Ordering address:

Adamson Consulting Services, Inc

161 Manningham Drive

Madison, AL 35758

<http://adamsoncs.com/>

The following telephone numbers can be used by ordering activities to obtain technical and/or ordering assistance:

256.520.0199 Office, 256.325.1947 Fax

3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: **783945897**

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

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

Block 36: Contractor's Taxpayer Identification Number (TIN): **20-5535796**

4a. CAGE Code: **4K4H7**

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

5. SMALL REQUIREMENTS

The minimum dollar value of orders to be issued is \$10,000.00

6. MAXIMUM ORDER

(All dollar amounts are exclusive of any discount for prompt payment.)
The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:

- Special Item Number 132-51 - Information Technology (IT) Professional Services

7. 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.

8. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS

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

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.

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.

9. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

- 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. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

- 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.

10. 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 C.1.)

11. 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/>

12. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, only if-

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

13. 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.

14. 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).

15. 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.

16. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

- a. A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- b. The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

17. 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.

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

2. PERFORMANCE INCENTIVES

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

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

- a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all

reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

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

6. INSPECTION OF SERVICES

The Inspection of Services—Fixed Price (AUG 1996) (Deviation – May 2003) 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) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) 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 Services.

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

- a. Definitions:

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

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

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

Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) 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 SERVICES

Adamson Consulting Services, Inc. (ACS) is a professional services firm providing Lean Reengineering, Facilitation, Continuous Process Improvement (CPI), Information Technology, Software Development, Knowledge Management, and Training support to DoD and commercial organizations.

The ACS methodology is a proven process-centered methodology based on 29 years of experience. This methodology allows for the use of a variety of tools, techniques, talents, and skills to support customer goals, objectives, and their vision for the future. ACS assists clients' with strategic planning and enterprise assessment, planning, programming, process improvement, waste removal. ACS facilitates or assists clients' to facilitate their Integrated Process Teams (IPTs) ensuring an enterprise point of view which supports the clients' mission, goals, and vision, as well as metrics identification, automated collection and reporting from countless DoD and client legacy systems.

ACS also conducts Information Technology (IT), system assessments, and innovation then develops automated solutions for testing and deployment. ACS supports its clients' by developing tools which can automatically extract data and interface with existing legacy systems, then presents the data to the user(s) in such a way that allows ease of use and rapid decision making, allowing for accurate and timely decisions within an Integrated Digital Environment (IDE). ACS supports the identification, development, evaluation, and testing of enabling technologies to include applications, systems, interfaces, operational requirements, cost/benefits, etc. necessary to capture (baseline), and analyze Current State processes, as well as prototype, analyze, recommend, and implement Future and Ideal State processes.

ACS also captures process and value stream models electronically which has been one of its keys to success for providing standard work deployment, knowledge management (KM), and training services. Typically, process improvement efforts may show initial improvements but these are all too often soon lost or forgotten with everyone going back to the way they always did business. ACS's process-centered methodology maintains a continuous process improvement (CPI) focus and uses automation to help drive these changes into the daily operations. By utilizing a unique tool developed exclusively for ACS called WebKM, ACS deploys these improved processes over the web as standard work, along with any artifacts needed to perform those activities such as technical orders, checklist, screen shots, diagrams, presentations, photos, videos, or 3-D drawings. Now any authorized user who needs to perform an activity or has a question about a particular part of their job can easily get to the information they need, when they need it, even if they are geographically apart from the rest of the organization. It also serves as a baseline for future improvements. These web-enabled processes aid in the deployment of standard work, training, and continuous process improvement, as well as aid in the identification, collection, and reporting of key metrics.

ACS also supports its clients in program management and in-progress reviews to include the facilitation and development of presentations, planning and training sessions, etc. ACS also has a depth of experience in Logistics Pipeline and Supply support at retail and wholesale depot levels across numerous weapon systems throughout the DoD.

Commercial Title: IT 02 Subject Matter Expert II

Minimum/General Experience

Works independently under general guidelines or objectives. Possesses advanced technical and managerial skills; fully knowledgeable and experienced in all aspects of a program or functional area. Manages a single systems acquisition program/project or major functional area. Fully knowledgeable of all aspects of the program or programs under his/her management. Establishes objectives and requirements. Develops budgets. Develops program/project standards and schedules. Monitors outside resources. Has experience or extensive knowledge with the processes and procedures relative to the functional area. Coordinates, reviews and supervises work of assigned staff. Reviews/oversees the preparation of all related documentation. Conducts program reviews, meetings, etc. The Subject Matter Expert (SME) will act as a cognizant authority over one or more of the top-level subject topics.

The SME shall have more than twelve (12) years professional experience, including more than five years specialized experience in either functional areas include systems engineering, network engineering, acquisition management, business process reengineering, specialty engineering (e.g., communications, systems safety,

quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. The remainder may be specialized or general experience in a particular area, with a demonstrated ability to provide guidance and direction in tasks similar to those identified in the Statement of Work. The SME may have extensive experience as technical leaders and/or Senior Project Managers.

Minimum Education

Degree requirement (Phd/MS/BS/AS) specific to position. Associate Degree, 30 years experience; Bachelor Degree, 23 years experience; Master Degree, 18 years experience; PHd, 14 years experience.

Commercial Title: IT 03 Subject Matter Expert I

Minimum/General Experience

Works independently under general guidelines or objectives. Possesses advanced technical and managerial skills; fully knowledgeable and experienced in all aspects of a program or functional area. Manages a single systems acquisition program/project or major functional area. Fully knowledgeable of all aspects of the program or programs under his/her management. Establishes objectives and requirements. Develops budgets. Develops program/project standards and schedules. Monitors outside resources. Has experience or extensive knowledge with the processes and procedures relative to the functional area. Coordinates, reviews and supervises work of assigned staff. Reviews/oversees the preparation of all related documentation. Conducts program reviews, meetings, etc. The Subject Matter Expert (SME) will act as a cognizant authority over one or more of the top-level subject topics.

The SME shall have more than eight (8) years professional experience, including more than five years specialized experience in either functional areas include systems engineering, network engineering, acquisition management, business process reengineering, specialty engineering (e.g., communications, systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. The remainder may be specialized or general experience in a particular area, with a demonstrated ability to provide guidance and direction in tasks similar to those identified in the Statement of Work. The SME may have extensive experience as technical leaders and/or Senior Project Managers.

Minimum Education

Degree requirement (Phd/MS/BS/AS/HS) specific to position. High School, 31 years experience Associate Degree, 20 years experience; Bachelor Degree, 16 years experience; Masters Degree, 12 years experience; PHd, 8 years experience.

Commercial Job Title: IT 03 Program/Site Manager

Minimum/General Experience

Knowledge of principles, methods or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and performance. Responsible for organizing, planning and directing all contractual support activities for assigned tasks. Reviews task/delivery orders to determine course(s) of action. Must have a thorough understanding of Statements of Work (SOW), Requests for Proposal (RFPs) and Requests for Quotation (RFQs). Must be able to accomplish multiple tasks simultaneously.

Must have a minimum of twelve (12) years project experience, including five years management experience. The remainder may be specialized or general experience in project development from inception to implementation, with a demonstrated ability to provide guidance and direction in tasks similar to those identified in the SOW.

Minimum Education

Degree in Engineering, Computer Science, Management Information Systems, Logistics, Management, or a related field with experience - Associate Degree, 20 years; Bachelor Degree, 16 years; Masters Degree, 8 years; or Phd, 5 years.

Commercial Job Title: IT 04 Project Leader

Minimum/General Experience

Organizes and plans support of contract activities. Provides advice and guidance as well as daily supervision and direction to support staff. Directs completion of delivery/task orders within established time frames, enforces work standards and resolves disputes in relation to task. Schedules and assigns duties to subordinates. Ensures contract/company policy compliance.

Must have at least eight (8) years experience working in the technical contract management area or support oversight or similar experience in the functional areas of the contract. Must be competent in project development tools. Must know how to develop a work breakdown plan from inception to completion.

Minimum Education

Degree in Engineering, Computer Science, Management Information Systems, Logistics, Management, or a related field with experience - Associate Degree, 17 years; Bachelor Degree, 13 years; Masters Degree, 4 years; or Phd, 1 year.

Commercial Job Title: IT 05 Supervisor

Minimum/General Experience

Organizes and plans support of contract activities. Provides advice and guidance as well as daily supervision and direction to support staff. Directs completion of delivery/task orders within established time frames, enforces work standards and resolves disputes in relation to task. Schedules and assigns duties to subordinates. Ensures contract/company policy compliance.

Must have at least four (4) years experience working in the technical contract management area or support oversight or similar experience in the functional areas of the contract. Must be competent in project development tools. Must know how to develop a work breakdown plan from inception to completion.

Minimum Education

Degree in Engineering, Computer Science, Management Information Systems, Logistics, Management, or a related field with experience - Associate Degree 14 years; Bachelor Degree, 10 years.

Commercial Job Title: IT 05 Administrative/Staff Assistant V

Minimum/General Experience

Administrative/Staff Assistant V works in management environment. Performs high quality project support and staff assistance on difficult-to-complex projects and programs using various software packages. Handles confidential information. Performs quality assurance/quality control audits and develops quality assurance/quality control procedures. May perform or supervise junior personnel in duties related to word processing, data management, project library, document control, document production, technical aide, data entry and computer support. Requires minimal supervision.

Must have ten (10) years administrative support experience and possess good verbal and written skills. Personal computer literate with knowledge of email, word processing, and spreadsheet software.

Minimum Education

Degree in related field with experience - Associate Degree, 14 years; Bachelor Degree, 10 years; Masters Degree, 6 years;

Commercial Job Title: IT 06 Administrative/Staff Assistant IV

Minimum/General Experience

Performs a variety of technical support duties for management and customer support using various software packages. Duties may include preparing end of month contract status/performance reports, maintaining computer based and paper files as required, answering office inquiries by customers for helpdesk or service center requests, and performing administrative tasks as established by management. Must be proficient in the use of a personal computer and have good typing skills.

Must have seven (7) years administrative support experience and possess good verbal and written skills. Personal computer literate with knowledge of email, word processing, and spreadsheet software.

Minimum Education

Degree in related field with experience - Associate Degree, 11 years; Bachelor Degree, 7 years.

Commercial Job Title: IT 07 Administrative/Staff Assistant III

Minimum/General Experience

Performs a variety of technical support duties for management and customer support using various software packages. Duties may include preparing end of month contract status/performance reports, maintaining computer based and paper files as required, answering office inquiries by customers for helpdesk or service center requests, and performing administrative tasks as established by management. Must be proficient in the use of a personal computer and have good typing skills.

Must have two (2) years administrative support experience and possess good verbal and written skills. Personal computer literate with knowledge of email, word processing, and spreadsheet software.

Minimum Education

Degree in related field with experience - Associate Degree, 8 years; Bachelor Degree, 4 years. High School with 19 years experience.

Commercial Job Title: IT 08 Administrative/Staff Assistant II

Minimum/General Experience

Performs a variety of technical support duties for management and customer support using various software packages. Duties may include preparing end of month contract status/performance reports, maintaining computer based and paper files as required, answering office inquiries by customers for helpdesk or service center requests, and performing administrative tasks as established by management. Must be proficient in the use of a personal computer and have good typing skills with knowledge of email, word processing, and spreadsheet software.

Minimum Education

Degree in related field with experience - Associate Degree 5 years; Bachelor Degree, 1 year. High School with 16 years experience.

Commercial Job Title: IT 09 Administrative/Staff Assistant I

Minimum/General Experience

Performs a variety of technical support duties for management and customer support using various software packages. Duties may include preparing end of month contract status/performance reports, maintaining computer based and paper files as required, answering office inquiries by customers for helpdesk or service center requests, and performing administrative tasks as established by management. Must be proficient in the use of a personal computer and have good typing skills.

Minimum Education

Associate Degree with 2 years experience. High School with 13 years experience.

Commercial Job Title: IT 10 Clerk V

Minimum/General Experience

Performs a variety of technical support duties for management and customer support using various software packages. Duties may include preparing end of month contract status/performance reports, maintaining computer based and paper files as required, answering office inquiries by customers for helpdesk or service center requests, and performing administrative tasks as established by management. Must be proficient in the use of a personal computer and have good typing skills.

Minimum Education

High School or GED with 10 years experience.

Commercial Job Title: IT 02 Consultant IV**Minimum/General Experience**

Plans, conducts, supervises, and/or manages more complex projects or multiple IT, life cycle management, risk management, performance assessment or business process-related projects. Typically trains and supervises junior and mid-level personnel. Has substantial latitude for unsupervised decision and action. Typically has overall responsibility for project technical direction, as well as financial and technical management. Provides technical knowledge and analysis of specialized applications and operational environment, functional systems analysis, design, integration, documentation, training, and/or implementation on complex problems. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task.

Must have at least twenty-five (25) years relevant experience.

Minimum Education

Degree in Engineering, Computer Science, Management Information Systems, Logistics, Management, or a related field with experience - Bachelor Degree, 25 years; Master Degree, 20 years; Phd, 15 years.

Commercial Job Title: IT 03 Consultant III**Minimum/General Experience**

Plans, conducts, supervises, and/or manages more complex projects or multiple IT, life cycle management, risk management, performance assessment or business process-related projects. Typically trains and supervises junior and mid-level personnel. Has substantial latitude for unsupervised decision and action. Typically has overall responsibility for project technical direction, as well as financial and technical management. Provides technical knowledge and analysis of specialized applications and operational environment, functional systems analysis, design, integration, documentation, training, and/or implementation on complex problems. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task.

Must have at least sixteen (16) years relevant experience.

Minimum Education

Degree or higher in Engineering, Computer Science, Management Information Systems, Logistics, Management, or a related field with experience - Bachelor Degree, 16 years; Master Degree, 12 years; Phd, 8 years.

Commercial Job Title: IT 04 Consultant II**Minimum/General Experience**

Plans, conducts, supervises, and/or manages IT, life cycle management, risk management, performance assessment or business process-related projects under minimum supervisions, conferring with a supervisor on unusual matters. Assignments are broad in nature requiring originality and ingenuity. May train and supervise junior and mid-level personnel. Has substantial latitude for unsupervised decision and action. Provides technical knowledge and analysis of specialized applications and operational environment, functional systems analysis, design, integration, documentation, training, and/or implementation on complex problems.

Must have at least thirteen (13) years relevant experience.

Minimum Education

Degree in Engineering, Computer Science, Management Information Systems, Logistics, Management, or a related field with experience - Bachelor Degree, 13 years; Master Degree, 9 years; Phd, 5 years.

Commercial Job Title: IT 05 Consultant I**Minimum/General Experience**

Performs varied and difficult IT, life cycle management, risk management, performance assessment or business process-related projects under minimum supervision, conferring with supervisor on unusual matters. Assignments may be routine or may be broad in nature requiring originality and ingenuity. May be assisted by or may supervise junior and mid-level personnel. Has some latitude for unsupervised decision and action. Provides technical knowledge and analysis of specific functional areas of expertise.

Must have at least ten (10) years relevant experience

Minimum Education

Degree or higher in Engineering, Computer Science, Management Information Systems, Logistics, Management, or a related field with experience - Associate Degree, 14 years; Bachelor Degree, 10 years; Master Degree, 6 years; or Phd, 1 year.

Commercial Job Title: IT 03 Analyst V

Minimum/General Experience

The Analyst V analyze related functional/technical requirements. Possess an in-depth knowledge of specific management principles and processes. Have experience in design, development, testing and evaluation of computer based systems. Requires analytical skills and management techniques for assessing program development and/or execution. Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Must have the ability to recommend solutions and oversee completion of projects. Related experience includes technical program management, budgeting, scheduling, trade-off analysis, lifecycle costing, risk management, supportability, test and evaluation, and requirements development. Operates assigned equipment to combine various visual media to create visual information presentation; prepares graphic products using manual, mechanical, and electronic equipment; performs unit level maintenance on assigned equipment and preventive maintenance checks and services. Responsible for configuration management and documentation of network and system topologies and/or web site. Prepares technical implementation plans that provide integrated solutions including actions, milestones, timelines, and critical paths required for complete solutions. Researches applicable standards and requirements documents to assure compliance. Presentation and briefing skills to top level managers required.

Must have at least sixteen (16) years relevant experience.

Minimum Education

Degree in Engineering, Computer Science, Management Information Systems, Logistics, Management, or a related field with experience - Associate Degree, 20 years; Bachelor Degree, 16 years; Master Degree, 12 years; or Phd, 8 years. High School with 31 years experience.

Commercial Job Title: IT 04 Analyst IV

Minimum/General Experience

The Analyst IV analyze related functional/technical requirements. Possess an in-depth knowledge of specific management principles and processes. Have experience in design, development, testing and evaluation of computer based systems. Requires analytical skills and management techniques for assessing program development and/or execution. Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Must have the ability to recommend solutions and oversee completion of projects. Related experience includes technical program management, budgeting, scheduling, trade-off analysis, lifecycle costing, risk management, supportability, test and evaluation, and requirements development. Operates assigned equipment to combine various visual media to create visual information presentation; prepares graphic products using manual, mechanical, and electronic equipment; performs unit level maintenance on assigned equipment and preventive maintenance checks and services. Responsible for configuration management and documentation of network and system topologies and/or web site. Prepares technical implementation plans that provide integrated solutions including actions, milestones, timelines, and critical paths required for complete solutions. Researches applicable standards and requirements documents to assure compliance. Presentation and briefing skills required.

Must have at least thirteen (13) years relevant experience.

Minimum Education

Degree in Engineering, Computer Science, Management Information Systems, Logistics, Management, or a related field with experience – Associate Degree, 17 years; Bachelor Degree, 13 years; Master Degree, 9 years; or Phd, 5 years. High School with 28 years experience.

Commercial Job Title: IT 05 Analyst III

Minimum/General Experience

The Analyst III analyze related functional/technical requirements. Possess an in-depth knowledge of specific management principles and processes. Have experience in design, development, testing and evaluation of computer based systems. Requires analytical skills and management techniques for assessing program development and/or execution. Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Must have the ability to recommend solutions and oversee completion of projects. Related experience includes technical program management, budgeting, scheduling, trade-off analysis, lifecycle costing, risk management, supportability, test and evaluation, and requirements development. Operates assigned equipment to combine various visual media to create visual information presentation; prepares graphic products using manual, mechanical, and electronic equipment; performs unit level maintenance on assigned equipment and preventive maintenance checks and services. Responsible for configuration management and documentation of network and system topologies and/or web site. Prepares technical implementation plans that provide integrated solutions including actions, milestones, timelines, and critical paths required for complete solutions. Researches applicable standards and requirements documents to assure compliance. Presentation and briefing skills required.

Must have at least ten (10) years relevant experience

Minimum Education

High School with 25 years experience. Degree in Engineering, Computer Science, Management Information Systems, Logistics, Management, or a related field with experience - Associate Degree, 14 years; Bachelor Degree, 10 years; Master Degree, 4 years; or Phd, 1 year.

Commercial Job Title: IT 06 Analyst II

Minimum/General Experience

The Analyst II analyze related functional/technical/requirements. Possess an in-depth knowledge of specific management principles and processes. Have experience in design, development, testing and evaluation of computer based systems. Requires analytical skills and management techniques for assessing program development and/or execution. Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Must have the ability to recommend solutions and oversee completion of projects. Related experience includes technical program management, budgeting, scheduling, trade-off analysis, lifecycle costing, risk management, supportability, test and evaluation, and requirements development. Operates assigned equipment to combine various visual media to create visual information presentation; prepares graphic products using manual, mechanical, and electronic equipment; performs unit level maintenance on assigned equipment and preventive maintenance checks and services. Responsible for configuration management and documentation of network and system topologies and/or web site. Prepares technical implementation plans that provide integrated solutions including actions, milestones, timelines, and critical paths required for complete solutions. Researches applicable standards and requirements documents to assure compliance. Presentation and briefing skills required.

Must have at least seven (7) years relevant experience

Minimum Education

High School, 22 years experience. Degree in related field with experience - Associate Degree, 11 years; Bachelor Degree 7 years.

Commercial Job Title: IT 07 Analyst I

Minimum/General Experience

The Analyst I may analyze related functional/technical/requirements. Possess an in-depth knowledge of specific management principles and processes. Have experience in design, development, testing and evaluation of computer based systems. Requires analytical skills and management techniques for assessing program development and/or execution. Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Related experience includes technical program management, budgeting, scheduling, trade-off analysis, lifecycle costing, risk management, supportability, test and evaluation, and requirements development. Operates assigned equipment to combine various visual media to create visual information presentation; prepares graphic products using manual, mechanical, and electronic equipment; performs unit level maintenance on assigned equipment and preventive maintenance checks and services. Responsible for configuration management and documentation of network and system topologies and/or web site. Prepares technical implementation plans that provide integrated solutions including actions, milestones, timelines, and critical paths required for complete solutions. Researches applicable standards and requirements documents to assure compliance. Presentation and briefing skills required.

Must have at least four (4) years relevant experience

Minimum Education

High School, 19 years experience. Degree in related field with experience - Associate Degree, 8 years; Bachelor Degree, 4 years.

Commercial Job Title: IT 08 Tech V

Minimum/General Experience

Provide highly technical expertise and skills in development and repair of prototype hardware, use of numerical control machines, and knowledge of shop practices, etc. Perform in all phases of hardware manufacturing process. Develop standards, procedures, and guidelines for tasks being performed. Interface with government and industrial subcontractor personnel.

Must have capability to distinguish between hardware and software problems in multi-vendor systems. Performs installation, test, preventive maintenance, troubleshooting, and repair for communications equipment, electronics equipment, large computers, minicomputers, or microprocessors, including buses for those in a networked environment.

Have experience in programming and server software operations, develops custom programs written in languages such as C++, C, Java, JavaScript, PERL, Active X, CGI, to name a few, designed to implement the EID and other functionality to improve overall site functionality. Creates Web front-end user interfaces to new or existing databases and applications using a combination of HTML, SQL, C, Visual Basic, Oracle or other languages to make applications and information accessible.

Minimum Education

Degree in related field with experience - Associate Degree, 5 years Bachelor Degree 1 year. High School with 16 years experience.

Commercial Job Title: IT 09 Tech IV

Minimum/General Experience

Provide highly technical expertise and skills in development and repair of prototype hardware, use of numerical control machines, and knowledge of shop practices, etc. Perform in all phases of hardware manufacturing

process. Develop standards, procedures, and guidelines for tasks being performed. Interface with government and industrial subcontractor personnel.

Must have capability to distinguish between hardware and software problems in multi-vendor systems. Performs installation, test, preventive maintenance, troubleshooting, and repair for communications equipment, electronics equipment, large computers, minicomputers, or microprocessors, including buses for those in a networked environment.

Creates Web front-end user interfaces to new or existing databases and applications using a combination of HTML, SQL, C, Visual Basic, Oracle or other languages to make applications and information accessible.

Minimum Education

Associated Degree with 2 years experience or High School with 13 years experience.

Commercial Job Title: IT 10 Tech III

Minimum/General Experience

Provide highly technical expertise and skills in development and repair of prototype hardware, use of numerical control machines, and knowledge of shop practices, etc. Perform in all phases of hardware manufacturing process. Develop standards, procedures, and guidelines for tasks being performed. Interface with government and industrial subcontractor personnel.

Must have capability to distinguish between hardware and software problems in multi-vendor systems. Performs installation, test, preventive maintenance, troubleshooting, and repair for communications equipment, electronics equipment, large computers, minicomputers, or microprocessors, including buses for those in a networked environment.

Minimum Education

High School with 10 years experience.

ACS Labor Categories Rates
Customer Site
FOR SIN 132-51

Location	2008	2009	2010	2011	2012
IT 02					
Subject Matter Expert II Consultant IV	\$118.21	\$124.00	\$130.07	\$136.45	\$143.13
IT 03					
Subject Matter Expert I Program/Site Manager Consultant III Analyst V	\$103.93	\$109.02	\$114.36	\$119.97	\$125.85
IT 04					
Project Leader Consultant II Analyst IV	\$89.02	\$93.38	\$97.96	\$102.76	\$107.79
IT 05					
Supervisor Consultant I Administrative V Analyst III	\$78.94	\$82.81	\$86.86	\$91.12	\$95.59
IT 06					
Administrative IV Analyst II	\$73.76	\$77.38	\$81.17	\$85.15	\$89.32
IT 07					
Administrative III Analyst I	\$69.24	\$72.63	\$76.19	\$79.92	\$83.84
IT 08					
Administrative II Technician V	\$59.28	\$62.18	\$65.23	\$68.43	\$71.78
IT 09					
Administrative I Technician IV	\$50.78	\$53.27	\$55.88	\$58.62	\$61.49
IT 10					
Clerk V Technician III	\$43.13	\$45.24	\$47.46	\$49.78	\$52.22

**ACS Labor Categories Rates
Non-Customer Site**

FOR SIN 132-51

Location	2008	2009	2010	2011	2012
IT 02 Subject Matter Expert II Consultant IV	\$160.03	\$167.87	\$176.09	\$184.72	\$193.77
IT 03 Subject Matter Expert I Program/Site Manager Consultant III Analyst V	\$140.65	\$147.54	\$154.77	\$162.36	\$170.31
IT 04 Project Leader Consultant II Analyst IV	\$120.51	\$126.42	\$132.61	\$139.11	\$145.93
IT 05 Supervisor Consultant I Administrative V Analyst III	\$99.11	\$103.96	\$109.06	\$114.40	\$120.01
IT 06 Administrative IV Analyst II	\$93.40	\$97.97	\$102.77	\$107.81	\$113.09
IT 07 Administrative III Analyst I	\$83.88	\$87.99	\$92.31	\$96.83	\$101.57
IT 08 Administrative II Technician V	\$78.20	\$82.03	\$86.05	\$90.27	\$94.69
IT 09 Administrative I Technician IV	\$68.76	\$72.13	\$75.66	\$79.37	\$83.26
IT 10 Clerk V Technician III	\$58.40	\$61.26	\$64.26	\$67.41	\$70.71

**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) GS-35F-XXXXX.

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

Appendix B: CONTRACTOR TEAM AGREEMENTS

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the 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.