

**AUTHORIZED FEDERAL SUPPLY SERVICE  
INFORMATION TECHNOLOGY SCHEDULE PRICE LIST  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY  
EQUIPMENT, SOFTWARE AND SERVICES**

Special Item Number (SIN) Summary Information

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

FPDS Code D301 IT Facility Operation and Maintenance  
FPDS Code D302 IT Systems Development Services  
FPDS Code D306 IT Systems Analysis Services  
FPDS Code D307 Automated Information Systems Design and Integration Services  
FPDS Code D308 Programming Services  
FPDS Code D310 IT Backup and Security Services  
FPDS Code D311 IT Data Conversion Services  
FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services  
FPDS Code D316 IT Network Management Services  
FPDS Code D317 Automated News Services, Data Services, or  
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

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

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

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

**Management Support Technology, Inc.**  
11320 Random Hills Road, Suite 200  
Fairfax, VA 22030  
Phone: 703-385-5841 | Fax: 703-385-5843  
Web Site: <http://www.msti-net.com>

**CONTRACT NUMBER: GS-35F-0188K**

**Period Covered by Contract: 01/06/2015 – 01/05/2020**

General Services Administration  
Federal Supply Service

Pricelist current through Modification # PO-0017

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 Supply Service's Home Page via the internet at <http://www.fss.gsa.gov/>. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov/>.

**Management Support Technology, Inc.  
MSTI GSA Schedule 70 – GS-35F-0188K**

**Table of Contents**

Special Item Number (SIN) Summary Information .....	1
General Company Overview.....	4
INFORMATION FOR ORDERING ACTIVITIES.....	5
1. GEOGRAPHIC SCOPE OF CONTRACT: .....	5
2. CONTRACTOR’S ORDERING ADDRESS AND PAYMENT INFORMATION:.....	5
3. LIABILITY FOR INJURY OR DAMAGE .....	5
4. STATICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279: .....	6
5. FOB DESTINATION.....	6
6. DELIVERY SCHEDULE .....	6
7. DISCOUNTS:.....	6
8. TRADE AGREEMENTS ACT OF 1979, as amended: .....	6
9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING: .....	6
10. SMALL REQUIREMENTS:.....	6
11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.).....	6
12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SERVICE CONTRACTS.....	7
13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS: .....	7
13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPSPUBS):.....	7
13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):.....	7
14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001) .....	7
15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: .....	8
16. GSA ADVANTAGE! .....	8
17. PURCHASE OF OPEN MARKET ITEMS.....	8
18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS.....	9
19. OVERSEAS ACTIVITIES .....	9
20. BLANKET PURCHASE AGREEMENTS (BPAs) .....	9
21. CONTRACTOR TEAM ARRANGEMENTS.....	10
22. INSTALLATION, DEINSTALLATION, REINSTALLATION .....	10
23. SECTION 508 COMPLIANCE. ....	10
24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.....	10

**Management Support Technology, Inc.  
MSTI GSA Schedule 70 – GS-35F-0188K**

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5) .....	10
26. SOFTWARE INTEROPERABILITY.....	11
27. ADVANCE PAYMENTS.....	11
TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) .....	11
1. SCOPE.....	11
2. PERFORMANCE INCENTIVES.....	11
3. ORDER .....	11
4. PERFORMANCE OF SERVICES.....	12
5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989) .....	12
6. INSPECTION OF SERVICES.....	13
7. RESPONSIBILITIES OF THE CONTRACTOR.....	13
8. RESPONSIBILITIES OF THE ORDERING ACTIVITY.....	13
9. INDEPENDENT CONTRACTOR .....	13
10. ORGANIZATIONAL CONFLICTS OF INTEREST .....	13
11. INVOICES .....	13
12. PAYMENTS .....	13
13. RESUMES .....	14
14. INCIDENTAL SUPPORT COSTS.....	14
15. APPROVAL OF SUBCONTRACTS.....	14
16. DESCRIPTION OF IT SERVICES AND PRICING.....	14
Labor Rates .....	23
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS.....	25
BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE.....	26
BLANKET PURCHASE AGREEMENT.....	27
BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS” .....	28

**Management Support Technology, Inc.  
MSTI GSA Schedule 70 – GS-35F-0188K**

**Company Overview**

Management Support Technology, Inc. (MSTI) offers professional service solutions to government and commercial customers. We provide Information Technology Solutions and Management Solutions. MSTI is also ISO 9001:2008 and ISO 20000:1:2011 certified. Our quality commitment is to delight our customers with excellent service, on time, every time. For the Information Technology Solutions we deliver innovative solutions for e-business/e-commerce, document management, and network installation and management. This also includes program and budget support for government and acquisition management. We also have experience in Planning, Programming, Budgeting and Execution (PPBE). For our Management Solutions we perform a variety of support to include providing Program Management Office (PMO) Support. Examples are logistics support, manpower management, combat operations historical research, and records management. Our service offering is for the following Special Item Number (SIN): 132-51 Information Technology Professional Services. These services may include resources and facilities management, database planning and design, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management.

MSTI does not sell products we offer only services.

We encourage you to use our existing contract vehicles including GSA Schedule 36, GSA Schedule 48, GSA FABS, GSA MOBIS, GSA Logworld, HR Solutions – Studies & Analysis and/or Personnel Support Services, Seaport-e, DISA Encore II, and GSA STARS II (under JV – Zentech).

In addition, we are small disadvantaged small business and a Service-Disabled Veteran-Owned Small Business (SDVOSB). Government and commercial customers will find us responsive, flexible and e-business ready.

**Management Support Technology, Inc.  
MSTI GSA Schedule 70 – GS-35F-0188K**

**INFORMATION FOR ORDERING ACTIVITIES**

**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 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](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://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 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.

**1. GEOGRAPHIC SCOPE OF CONTRACT:**

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

Offerors are requested to check one of the following boxes:

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

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

Management Support Technology, Inc.  
11320 Random Hills Road  
Suite 200  
Fairfax, Virginia 22030  
Attn: Norris Middleton, President  
Phone: (703) 385-5841 Fax: (703) 385-5843  
[nmiddleton@msti-net.com](mailto:nmiddleton@msti-net.com)

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

(703) 385-5841

**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.

**Management Support Technology, Inc.  
MSTI GSA Schedule 70 – GS-35F-0188K**

**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: 78-3603814  
Block 30: Type of Contractor - B - Service Disabled Veteran Small Business  
Block 31: Woman-Owned Small Business - No  
Block 36: Contractor's Taxpayer Identification Number (TIN): 54-1577909

4a. CAGE Code: 02FD2

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

**5. FOB DESTINATION**

**6. DELIVERY SCHEDULE**

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

<u>SPECIAL ITEM NUMBER</u>	<u>DELIVERY TIME (Days ARO)</u>
SIN 132-51	To be negotiated between Management Support Technology, Inc. and the ordering authority.

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

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

- a. Prompt Payment: Net 30 days
- b. Quantity - None
- c. Dollar Volume - None

**8. TRADE AGREEMENTS ACT OF 1979, as amended:**

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

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

**10. SMALL REQUIREMENTS:**

The minimum dollar value of orders to be issued is \$100.

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

a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:

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

**12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SERVICE CONTRACTS**

**Management Support Technology, Inc.**  
**MSTI GSA Schedule 70 – GS-35F-0188K**

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

**13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:**

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

**13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):**

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

**13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):**

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

**Management Support Technology, Inc.**  
**MSTI GSA Schedule 70 – GS-35F-0188K**

performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

**15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:**

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

**16. GSA ADVANTAGE!**

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

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

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

**17. PURCHASE OF OPEN MARKET ITEMS**

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

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

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), Acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs

**Management Support Technology, Inc.  
MSTI GSA Schedule 70 – GS-35F-0188K**

(Part 19);

(2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;

(3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

(4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

**18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

(1) Time of delivery/installation quotations for individual orders;

(2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

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

**19. OVERSEAS ACTIVITIES**

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

Not Applicable

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

**20. BLANKET PURCHASE AGREEMENTS (BPAs)**

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

**21. CONTRACTOR TEAM ARRANGEMENTS**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

**22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the

**Management Support Technology, Inc.**  
**MSTI GSA Schedule 70 – GS-35F-0188K**

requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, de-installation, and reinstallation services under SIN 132-8.

**23. SECTION 508 COMPLIANCE.**

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

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

**24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES**

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

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement: This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

**25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)**

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

**26. SOFTWARE INTEROPERABILITY**

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

**27. ADVANCE PAYMENTS**

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed

**Management Support Technology, Inc.  
MSTI GSA Schedule 70 – GS-35F-0188K**

under this contract. (31 U.S.C. 3324)

**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 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)**

**Management Support Technology, Inc.**  
**MSTI GSA Schedule 70 – GS-35F-0188K**

- (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 (May 2001) (Deviation 1 – 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

**Management Support Technology, Inc.**  
**MSTI GSA Schedule 70 – GS-35F-0188K**

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 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
- (1) The offeror;
  - (2) Subcontractors; and/or
  - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

**13. RESUMES**

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

**14. INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

**15. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

**Management Support Technology, Inc.**  
**MSTI GSA Schedule 70 – GS-35F-0188K**

**16. DESCRIPTION OF IT SERVICES AND PRICING**

SIN 132-51

**Job Title: Program Executive**

**Minimum/General Experience:** The Program Executive (PE) shall have a minimum of more than ten years project experience, including more than six 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 Statement of Work. The PE will manage large-scale contracts, usually multi-year, and multiple task contracts. Program directors and project managers may report to program executives on large contracts.

**Functional Responsibility:** The PE shall direct, plan, organize, control and manage the program to ensure that all contractual obligations are fulfilled in an efficient and timely manner. The PE must be able to:

- Manage multiple concurrent analysis and development tasks
- Serve as the contractor's point of contact with the government contracting officer and the government contracting officer's representative
- Formulate and enforce work standards, develop schedules, review work discrepancies, and communicate agency policies, purposes, and goals to subordinates
- Manage and control funds and resources
- Monitor the program budget at the top level, staff the program with qualified personnel, and ensure the schedule and deliverables are in compliance with the contract and the delivery orders

**Minimum Education:** The individual shall possess a Bachelor of Science (BS) degree or higher in Engineering, Computer Science, Management Information Systems, Logistics, Management, or a related field. A master's degree in any of the above mentioned disciplines can substitute for three years experience.

SIN 132-51

**Job Title: Program Director**

**Minimum/General Experience:** The Program Director (PD) shall have a minimum of ten years project experience, including six 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 Statement of Work. Project Managers, also called Task Order Managers on some contracts) report to the Program Director on large-scale contracts.

**Functional Responsibility:** The PD shall direct, plan, organize, control and manage the program to ensure that all contractual obligations are fulfilled in an efficient and timely manner. The PD must be able to:

- Manage multiple concurrent analysis and development tasks
- Serve as the contractor's point of contact with the government contracting officer and the government contracting officer's representative
- Formulate and enforce work standards, develop schedules, review work discrepancies, and communicate agency policies, purposes, and goals to subordinates
- Manage and control funds and resources
- Monitor the program budget at the top level, staff the program with qualified personnel, and ensure the schedule and deliverables are in compliance with the contract and the delivery orders

**Minimum Education:** The individual shall possess a Bachelor of Science (BS) degree or higher in relevant or related field. A master's degree in a relevant or related discipline can substitute for three years experience.

SIN 132-51

**Job Title: Project Manager**

**Minimum/General Experience:** The Project Manager (PM), also called Task Order Manager on larger task order contracts, shall have a minimum of seven years of project experience, including three 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 Statement of Work.

**Management Support Technology, Inc.**  
**MSTI GSA Schedule 70 – GS-35F-0188K**

**Functional Responsibility:** The PM shall direct, plan, organize, control and manage the program to ensure that all contractual obligations are fulfilled in an efficient and timely manner. The PM must be able to:

- Manage multiple concurrent analysis and development tasks
- Serve as the contractor's point of contact with the government contracting officer and the government contracting officer's representative
- Formulate and enforce work standards, develop schedules, review work discrepancies, and communicate agency policies, purposes, and goals to subordinates
- Manage and control funds and resources
- Monitor the program budget at the top level, staff the program with qualified personnel, and ensure the schedule and deliverables are in compliance with the contract and the delivery orders

**Minimum Education:** The individual shall possess a Bachelor of Science (BS) degree or higher in Engineering, Computer Science, Management Information Systems, Logistics, Management, or a related field. A master's degree in any of the above mentioned disciplines can substitute for three (3) years experience.

SIN 132-51

**Job Title: Senior Subject Matter Expert**

**Minimum/General Experience:** Six years experience in a relevant discipline or area of expertise. Possible areas of expertise include but are not limited to information technology, information analysis, system safety, Human Factors, Reliability and Maintainability (R &M), contracting, contract management, Electromagnetic Compatibility (EMC), Quality Assurance, Test & Evaluation, Industrial Process, Manufacturing, Aeronautics, Environmental Protection, Communications, Acquisition Management, financial analysis, financial management or Logistics. Experience in isolating, and resolving problems. Ability to explain issues to others in a manner that facilitates informed decision making. May include experience in evaluating, developing and/or analyzing information systems (IS) or information technology (IT) applied to information architectures/information warfare, including the use of client-server systems, distributed data bases, both wide-area and local-area communications, and a performance-based acquisition process. May include experience in financial analysis and management, cost estimating and analysis, budgeting and performance measurement. Also known as Acquisition Specialist.

**Functional Responsibility:** Plans and executes complex tasks and projects relevant to subject matter. May lead the effort of others. Reduces issues to practical recommended options. Explains recommendation to decision-maker in terms that permit decisions. Performs studies and analyses on subject within the technical scope of work.

**Minimum Education:** Bachelor's degree in mathematics, engineering, business or other disciplines, or equivalent additional experience is required.

SIN 132-51

**Job Title: Senior Systems Engineer**

**Minimum/General Experience:** The Senior Systems Engineer shall have a minimum of eight years experience in the design, development, testing, implementation, and technical management of communications and computer hardware systems and two years management level experience.

**Functional Responsibility:** The Senior Systems Engineer shall act as the project leader for required automated information systems, communication systems, and software to include concept design, architecture, development, and testing. The Senior System Engineer shall interact with the technical staff, functional analysts, field sites, and the customer to ensure engineering requirements for developing and enhancing automated information systems, communication systems, and software are satisfied. This individual shall interact and coordinate directly with the PM for all activities related to the architectural design and development of automated systems. The Senior Systems Engineer must be able to:

- Provide technical leadership and guidance to analysts, engineers, programmers, and technical staff
- Serve as the technical lead for the PM in developing specific architectural capabilities and fielding communications and hardware systems
- Provide architectural/engineering alternatives, recommendations, and assistance in the development, integration, and installation of automated information system capabilities to designated sites
- Interface with users to obtain status and recommendations concerning engineering and architectural enhancements to automated and communication systems

**Management Support Technology, Inc.**  
**MSTI GSA Schedule 70 – GS-35F-0188K**

**Minimum Education:** The Senior Systems Engineer shall possess a bachelor's degree or higher in information systems, computer science, electrical engineering or a related field. A master's degree in any of the above mentioned disciplines can substitute for three years experience.

SIN 132-51

**Job Title: Systems Engineer**

**Minimum/General Experience:** The Systems Engineer shall have a minimum of four years experience in the design, development, testing, implementation, and technical management of communications and computer hardware systems.

**Functional Responsibility:** The Systems Engineer works with the project leader or Senior Systems Engineer for required automated information systems, communication systems, and software to include concept design, architecture, development, and testing. The System Engineer shall interact with the technical staff; functional analysts, field sites, and the customer to ensure engineering requirements for developing and enhancing automated information systems, communication systems, and software are satisfied. This individual shall interact and coordinate directly with the PM for all activities related to the architectural design and development of automated systems. The Systems Engineer must be able to:

- Work with analysts, engineers, programmers, and technical staff
- Work with senior staff to develop specific architectural capabilities and fielding communications and hardware systems
- Provide architectural/engineering alternatives, recommendations, and assistance in the development, integration, and installation of automated information system capabilities to designated sites
- Interface with users to obtain status and recommendations concerning engineering and architectural enhancements to automated and communication system

**Minimum Education:** The Systems Engineer shall possess a bachelors degree or higher in information systems, computer science, electrical engineering or a related field. If individual does not have a degree, eight years of experience may be substituted for a bachelor's degree, four years for an associate degree.

SIN 132-51

**Job Title: Senior Network Engineer**

**Minimum/General Experience:** Five or more years network engineering experience and at least one-year supervisory experience. Must be able to work with a variety of operating systems and platforms.

**Functional Responsibility:** Network design and planning using skill sets that include but are not limited to:

- Windows; Windows NT; LAN Manager; TCP/IP; HP OpenView; Sniffer; PC architecture; LAN/WAN architecture and engineering
- LAN/WAN data communication and performance testing; and related network engineering
- Understand configuration management and network integration LAN installation, client/server environments, etc.
- Supervise network engineering staff

**Minimum Education:** Individual must have a Bachelor's degree in engineering or related field, and certification (CNE or MSCE).

SIN 132-51

**Job Title: Network Engineer**

**Minimum/General Experience:** Three to five years experience in network engineering. Must be able to work with a variety of operating systems and platforms. Must understand network topologies and protocols.

**Functional Responsibility:** Responsible for network performance, baselining, testing, documentation, and network design. Perform on-site surveys; configure and install servers; integration and testing. Network design and planning using skill sets that include but are not limited to:

- Windows; Windows NT; LAN Manager; TCP/IP; HP-OpenView; Sniffer; PC architecture; LAN/WAN architecture and engineering

**Management Support Technology, Inc.**  
**MSTI GSA Schedule 70 – GS-35F-0188K**

- LAN/WAN data communication and performance testing; and related network engineering
- Understand configuration management and network integration; LAN installation, client/server environments, etc.

**Minimum Education:** Bachelor s Degree in computer science or related field or five years network engineering experience. CNE Certification may be required.

SIN 132-51

**Job Title: Junior Network Engineer**

**Minimum/General Experience:** The Junior Network Engineer must have one to three years' experience in network engineering. Must be able to work with a variety of operating systems and platforms. Must understand network topologies and protocols.

**Functional Responsibility:** Responsible for network performance, baselining, testing, documentation, and network design. Perform on-site surveys; configure and install servers; integration and testing. Network design and planning using skill sets that include but are not limited to:

- Windows; Windows NT; LAN Manager; TCP/IP; HP-OpenView; Sniffer; PC architecture
- LAN/WAN architecture and engineering; LAN/WAN data communication and performance testing; and related network engineering
- Individual must understand configuration management and network integration, LAN installation, client/server environments, etc.

**Minimum Education:** Associates Degree in computer science or related field or two years network engineering experience.

SIN 132-51

**Job Title: Senior Network Administrator**

**Minimum/General Experience:** Seven years network administration experience using a variety of operating systems and platforms. Must have two years supervisory experience.

**Functional Responsibility:** The Senior Network Administrator supervises lower level administrators. The responsibilities include, but are not limited to:

- Troubleshooting network and remote stations; scheduling network backups, disaster recovery and file restoration; file management; system upgrades; network security; network maintenance and repair
- Other duties include document printing support
- Control and configuration maintenance of all elements of the network such as e-mail systems, file servers, gateways, hubs, bridges, and routers.

**Minimum Education:** Individual must have Bachelors and Masters Degrees in computer science or related field or eight years network administration experience. Must be a CNA.

SIN 132-51

**Job Title: Network Administrator**

**Minimum/General Experience:** Three to five years network administration experience using a variety of operating systems and platforms.

**Functional Responsibility:** Responsibilities include, but are not limited to:

- Troubleshooting network and remote stations; scheduling network backups, disaster recovery and file restoration; file management; system upgrades; network security; network maintenance and repair
- Other duties include document printing support
- Control and configuration maintenance of all elements of the network such as e-mail systems, file servers, gateways, hubs, bridges, and routers.

**Minimum Education:** Individual must have a bachelor s degree in computer science or related field or four years network

**Management Support Technology, Inc.**  
**MSTI GSA Schedule 70 – GS-35F-0188K**

administration experience. CNA preferred.

SIN 132-51

**Job Title: Junior Network Administrator**

**Minimum/General Experience:** One to three years network administration experience using a variety of operating systems and platforms.

**Functional Responsibility:** Responsibilities include, but are not limited to

- Troubleshooting network and remote stations; scheduling network backups, disaster recovery and file restoration; file management; system upgrades; network security; network maintenance and repair
- Other duties include document printing support
- Control and configuration maintenance of all elements of the network such as e-mail systems, file servers, gateways, hubs, bridges, and routers.

**Minimum Education:** Individual must have an Associates degree in computer science or related field or two years network administration experience.

SIN 132-51

**Job Title: Senior Systems Analyst**

**Minimum/General Experience:** The Senior Systems Analyst shall have a minimum of eight years experience in the design, development, testing, implementation, and technical management of automated information systems and two years management level experience. The individual shall also understand systems design and operations; have knowledge of programming; an ability to analyze the impact of implementing new systems into existing logistics systems; and, the experience to ensure that all system requirements are thoroughly reviewed and documented.

**Functional Responsibility:** The Senior Systems Analyst shall work as the group leader to identify, define and document program requirements. The individual shall be able to analyze, develop, and evaluate, improvements in methods, procedures and techniques for the targeted systems. The Senior System Analyst shall interact with the technical staff and the customer to ensure requirements for developing and enhancing systems are satisfied. This individual shall interface directly with the PM for all activities related to the technical design and development of systems. The Senior Systems Analyst must be able to:

- Serve as the technical lead for the PM in developing specific functional capabilities and fielding systems and/or software to designated sites
- Provide alternatives, recommendations, and assistance in the development, integration, and installation of automated information system capabilities
- Interface with users to obtain status and recommendations concerning operations and enhancements to automated systems

**Minimum Education:** The Senior Systems Analyst shall possess a BS degree or higher in information systems, computer science, or a related field. A master's degree in any of the above mentioned disciplines can substitute for three years experience.

SIN 132-51

**Job Title: Systems Analyst**

**Minimum/General Experience:** The Systems Analyst shall have three to five years' experience in all aspects of the systems analysis discipline. The individual shall possess specialized experience in system hardware; operating systems; object-oriented analysis, design, and programming methodologies; structured analyses; integrated computer-aided software engineering (I-CASE) tools; and software development and debugging tools as they relate to the requirements of the specific delivery orders.

**Functional Responsibility:** The Systems Analyst shall perform functional and system analyses of customer requirements and shall be responsible for the development of functional specifications. Responsibilities include:

- Designing, developing and applying systems; performing requirements analysis; analyzing, developing, designing code, testing and modifying software programs
- Supervising and providing direction to programmers and analysts

**Management Support Technology, Inc.**  
**MSTI GSA Schedule 70 – GS-35F-0188K**

- Interacting with the technical staff, functional analysts, field sites, and the customer in the technical aspects of the design, development, testing, and implementation of systems
- Participating in system design efforts and software development
- Collecting and analyzing data from legacy systems
- Directing data reduction and processing
- Providing alternatives, recommendations, and assistance in the development, integration, and installation of automated information system capabilities
- Interfacing with users to obtain status and recommendations concerning operations and enhancements to automated systems

**Minimum Education:** The Systems Analyst shall possess a BS degree or higher in computer science, management information systems, or a related technical discipline. A master's degree in any of the above mentioned disciplines can substitute for three years general experience. A minimum of ten years experience acquired through progressively responsible positions, such as supervisory, technical, or staff coordination duties can be substituted for a bachelor's degree.

SIN 132-51

**Job Title: Junior Systems Analyst**

**Minimum/General Experience:** The Junior Systems Analyst shall have one to three years' experience in all aspects of the systems analysis discipline. The individual shall possess specialized experience in system hardware; operating systems; object-oriented analysis, design, and programming methodologies; structured analyses; integrated computer-aided software engineering (I-CASE) tools; and software development and debugging tools as they relate to the requirements of the specific delivery orders.

**Functional Responsibility:** The Junior Systems Analyst shall perform functional and system analyses of customer requirements and shall be responsible for the development of functional specifications. Responsibilities include:

- Designing, developing and applying systems; performing requirement analysis; analyzing, developing, designing code, testing and modifying software programs
- Interacting with the technical staff, functional analysts, field sites, and the customer in the technical aspects of the design, development, testing, and implementation of systems
- Participating in system design efforts and software development
- Collecting and analyzing data from legacy systems
- Directing data reduction and processing
- Providing alternatives, recommendations, and assistance in the development, integration, and installation of automated information system capabilities
- Interfacing with users to obtain status and recommendations concerning operations and enhancements to automated systems

**Minimum Education:** The Junior Systems Analyst shall possess an Associate's degree or higher in computer science, management information systems, or a related technical discipline. A master's degree in any of the above mentioned disciplines can substitute for three years general experience. A minimum of ten years experience acquired through progressively responsible positions, such as supervisory, technical, or staff coordination duties can be substituted for a bachelor's degree.

SIN 132-51

**Job Title: Senior Programmer**

**Minimum/General Experience:** Seven or more years programming experience and one year supervisory experience.

**Functional Responsibility:** Support application development, coding and maintenance; applications testing, debugging, documentation, and modification; support and maintain existing application code.

**Minimum Education:** Individual must have a Bachelors degree in computer science or related field or five years programming experience.

SIN 132-51

**Job Title: Programmer**

**Management Support Technology, Inc.**  
**MSTI GSA Schedule 70 – GS-35F-0188K**

**Minimum/General Experience:** Five or more years programming experience and one year supervisory experience.

**Functional Responsibility:** Support application development, coding and maintenance; applications testing, debugging, documentation, and modification; support and maintain existing application code.

**Minimum Education:** Individual must have a Bachelors degree in computer science or related field or five years programming experience.

SIN 132-51

**Job Title: LAN Technician**

**Minimum/General Experience:** LAN technician must have a minimum three years of progressive technical experience in Local Area Network (LAN) hardware and software installation. Hardware and software components shall include LAN workstation, server, or other components related to the LAN system. Experience may include cable (fiber, coax, twisted-pair), workstation components (interface cards, floppy and hard disks, drivers) installation, configuration (multiple access units, attachment unit interfaces, hubs, gateways, routers and bridges), network software (operating systems, office automation applications), testing system components, tracing and repairing outages, diagnostics, and minor hardware repair.

**Functional Responsibility:** Works independently to install LAN and LAN related components. Performs diagnostic testing and system troubleshooting of LAN equipment. Repairs and replaces LAN components as required. Performs server and workstation connection, configuration, integration, and testing. Upgrades system components as required.

**Minimum Education:** Individual must have at least a High School Diploma.

SIN 132-51

**Job Title: Technician**

**Minimum/General Experience:** Three years of progressive experience in personal computer (PC) software installation, upgrade, and repair.

**Functional Responsibility:** Performs direct technical work on projects. Works under general supervision and installs, operates, configures, troubleshoots, and repairs FIP resources.

**Minimum Education:** Individual must have at least a High School Diploma.

SIN 132-51

**Job Title: Graphic Artist**

**Minimum/General Experience:** Mechanical and drafting skills; good oral and written English language skills. Two years of design work in PC and/or Macintosh environments. Experience in graphic design packages (i.e. Corel Draw, PageMaker, Microsoft Publisher, Microsoft PowerPoint, etc.).

**Functional Responsibility:** Direct the artwork production; provide art preparation, layout and editing; content creation; work with end-user; create graphics using original artwork and clip art. Must have extensive knowledge of page layout and fonts.

**Minimum Education:** Four-year college degree (Bachelor of Fine Arts, Graphic Arts or related area) plus industry experience. Four years industry experience may be substituted for a degree.

IN 132-51

**Job Title: Technical Writer**

**Minimum/General Experience:** The Technical Writer must have a minimum of two years experience in analyzing, organizing, developing, preparing, writing, editing, and printing manuals, presentations, technical specifications, process or data flow diagrams, and complex analytical reports. Specific experience with documentation in accordance with military or other standards

**Management Support Technology, Inc.**  
**MSTI GSA Schedule 70 – GS-35F-0188K**

may be required on specific tasks or contracts. The Technical Writer must be well-versed in word processing and presentation software applications and proficient in graphics and spreadsheet applications.

**Functional Responsibility:** The Technical writer shall interact with the technical staff, analysts, programmers, and the customer in the development, preparation, presentation, and publication of applications concepts, information, instructions, procedures, and reports. The individual shall coordinate, assemble, review, research, edit, update, analyze, and prepare technical reports both in hard copy and electronically. The Technical writer must be able to:

- Communicate facts and ideas orally and in writing, when answering questions, and providing information to individuals and groups.
- Use word processing (e.g., MS Windows 95, Word 7.0), presentation graphics (e.g., MS Windows 95, PowerPoint 7.0), and desktop publishing tools (e.g., Aldus PageMaker or Ventura Publisher).
- Coordinate with and assist professionals in the development, preparation, editing, writing, updating, and printing of technical system and program specifications documentation and process or data flow diagrams associated with the development and maintenance of automated information systems.
- Maintain the status of writing projects and set timely goals and dates for completion.

**Minimum Education:** The Technical Writer must have a Bachelor's Degree in English or Journalism, or four years technical writing experience.

SIN 132-51

**Job Title: Help Desk Support Technician**

**Minimum/General Experience:** Technician must have a minimum two to four years working in area directly relating to help desk and must have excellent verbal communication skills.

**Functional Responsibility:** Responsibilities include answering phones; logging in calls; responding to questions or assisting in troubleshooting; handing over more difficult calls to experienced support personnel.

**Minimum Education:** Individual must have a Bachelor's degree in computer science or related field. A High School Diploma and two years experience may be substituted for Bachelor's degree.

SIN 132-51

**Job Title: Data Entry Clerk**

**Minimum/General Experience:** Clerk must have a minimum six months experience in data entry or clerk typist positions.

**Functional Responsibility:** Responsibilities include keying data from hard copy into electronic medium; proofing information and making edits as necessary; performing quality control and filing hard copy information upon completion.

**Minimum Education:** Individual must have at least a High School diploma.

SIN 132-51

**Job Title: Administrative Assistant**

**Minimum/General Experience:** The Administrative Assistant (Admin) must have two to five years administrative support experience. The Admin must possess good verbal and written skills and must be well versed in word processing software applications and proficient in spreadsheet and presentation applications.

**Functional Responsibility:** General responsibilities include:

- Applying principles and practices of business administration, organization, general accounting, program budgeting, and personnel management and employment laws
- Working with senior management to achieve goals and objectives
- Working independently to plan, organize, schedule, coordinate, and make decisions and judgments relating to assigned projects and other responsibilities
- Performing staff assistance on difficult-to-complex projects and programs

The Administrative Assistant is responsible for general office functions to include screening telephone calls, visitors, and incoming correspondence; filing; word processing; coordinating travel arrangements; distributing outgoing correspondence; obtaining supplies; and preparing calendars, correspondences, forms, charts (i.e., graphics), reports, and tables. The Administrative Assistant reviews outgoing materials and correspondence to ensure that documents conform to prescribed formats and are processed according to defined procedures.

**Minimum Education:** The Administrative Assistant must have a Bachelor's Degree or two years experience performing responsible general administrative work. A high school diploma and four year's experience may also be substituted for a degree.

### Labor Rates

*All rates include discount and IFF fee.*

ID No.	GSA Labor Category	1/6/15-1/5/16		1/6/15-1/5/17		1/6/15-1/5/18		1/6/15-1/5/19		1/6/15-1/5/20	
		GSA Rates	GSA Rates								
		Govt. Site	MSTI Site								
A	Program Executive III	\$80.55	\$103.81	\$83.58	\$107.73	\$86.74	\$111.79	\$90.01	\$116.01	\$92.71	\$120.39
	Program Executive II	\$73.42	\$94.65	\$76.19	\$98.22	\$79.06	\$101.93	\$82.04	\$105.78	\$84.50	\$109.77
	Program Executive I	\$71.10	\$91.62	\$73.78	\$95.08	\$76.56	\$98.66	\$79.45	\$102.38	\$81.83	\$106.24
B	Program Director II	\$92.46	\$119.20	\$95.95	\$123.69	\$99.57	\$128.36	\$103.33	\$133.20	\$106.43	\$138.23
	Program Director I	\$71.39	\$92.03	\$74.08	\$95.50	\$76.87	\$99.11	\$79.77	\$102.85	\$82.17	\$106.72
C	Project Manager II	\$46.08	\$77.11	\$47.82	\$80.03	\$49.62	\$83.05	\$51.49	\$86.18	\$53.04	\$89.44
	Program Manager I	\$50.25	\$64.77	\$52.14	\$67.22	\$54.10	\$69.76	\$56.15	\$72.39	\$57.83	\$75.12
D	Subject Matter Expert IV	\$149.74	\$194.67	\$155.39	\$202.01	\$161.25	\$209.63	\$167.34	\$217.54	\$172.36	\$225.75
	Subject Matter Expert III	\$136.14	\$176.97	\$141.28	\$183.65	\$146.61	\$190.58	\$152.14	\$197.77	\$156.71	\$205.24
	Subject Matter Expert II	\$125.29	\$156.05	\$130.02	\$161.94	\$134.92	\$168.04	\$140.01	\$174.38	\$144.21	\$180.96
	Subject Matter Expert I	\$111.54	\$145.00	\$115.75	\$150.47	\$120.11	\$156.14	\$124.65	\$162.04	\$128.39	\$168.15
E	Sr. Systems Engineer III	\$90.62	\$117.82	\$94.04	\$122.26	\$97.59	\$126.87	\$101.26	\$131.66	\$104.30	\$136.63
	Sr. Systems Engineer II	\$78.12	\$100.69	\$81.06	\$104.49	\$84.13	\$108.43	\$87.30	\$112.52	\$89.92	\$116.76
	Sr. Systems Engineer I	\$68.97	\$87.09	\$71.57	\$90.37	\$74.27	\$93.78	\$77.07	\$97.31	\$79.39	\$100.98
F	Systems Engineer II	\$69.04	\$88.99	\$71.64	\$92.35	\$74.34	\$95.83	\$77.14	\$99.45	\$79.46	\$103.20
	Systems Engineer I	\$66.38	\$83.81	\$68.88	\$86.98	\$71.48	\$90.26	\$74.18	\$93.67	\$76.41	\$97.20

**Management Support Technology, Inc.  
MSTI GSA Schedule 70 – GS-35F-0188K**

ID No.	GSA Labor Category	1/6/15-1/5/16		1/6/15-1/5/17		1/6/15-1/5/18		1/6/15-1/5/19		1/6/15-1/5/20	
		GSA Rates	GSA Rates								
		Govt. Site	MSTI Site								
G	Sr. Network Engineer II	\$66.38	\$83.81	\$68.88	\$86.98	\$71.48	\$90.26	\$74.18	\$93.67	\$76.41	\$97.20
	Sr. Network Engineer I	\$52.45	\$67.61	\$54.43	\$70.16	\$56.48	\$72.81	\$58.61	\$75.56	\$60.36	\$78.41
H	Network Engineer II	\$50.37	\$63.58	\$52.27	\$65.98	\$54.24	\$68.47	\$56.29	\$71.05	\$57.98	\$73.73
	Network Engineer I	\$45.77	\$59.01	\$47.49	\$61.24	\$49.29	\$63.54	\$51.15	\$65.94	\$52.69	\$68.43
I	Jr. Network Engineer II	\$34.69	\$44.69	\$36.00	\$46.38	\$37.36	\$48.13	\$38.77	\$49.94	\$39.93	\$51.83
	Jr. Network Engineer I	\$35.64	\$41.92	\$36.99	\$43.50	\$38.38	\$45.15	\$39.83	\$46.85	\$41.02	\$48.61
J	Sr. Network Administrator II	\$52.45	\$67.61	\$54.43	\$70.16	\$56.48	\$72.81	\$58.61	\$75.56	\$60.36	\$78.41
	Sr. Network Administrator I	\$53.07	\$66.99	\$55.07	\$69.52	\$57.15	\$72.14	\$59.30	\$74.86	\$61.08	\$77.68
K	Network Administrator II	\$49.38	\$62.33	\$51.24	\$64.68	\$53.18	\$67.12	\$55.18	\$69.65	\$56.84	\$72.28
	Network Administrator I	\$45.77	\$59.01	\$47.49	\$61.24	\$49.29	\$63.54	\$51.15	\$65.94	\$52.69	\$68.43
L	Jr. Network Administrator II	\$34.69	\$44.69	\$36.00	\$46.38	\$37.36	\$48.13	\$38.77	\$49.94	\$39.93	\$51.83
	Jr. Network Administrator I	\$35.64	\$41.92	\$36.99	\$43.50	\$38.38	\$45.15	\$39.83	\$46.85	\$41.02	\$48.61
M	Web Software Developer	\$84.09	\$109.30	\$87.26	\$113.42	\$90.55	\$117.71	\$93.97	\$122.15	\$96.79	\$126.75
N	Jr. Web Software Developer	\$75.08	\$96.83	\$77.91	\$100.49	\$80.85	\$104.28	\$83.90	\$108.21	\$86.42	\$112.29
O	Sr. Systems Analyst II	\$63.43	\$81.26	\$65.82	\$84.33	\$68.30	\$87.51	\$70.88	\$90.82	\$73.00	\$94.24
	Sr. Systems Analyst I	\$59.62	\$76.84	\$61.87	\$79.74	\$64.21	\$82.76	\$66.63	\$85.88	\$68.62	\$89.12
P	Systems Analyst II	\$58.13	\$70.73	\$60.32	\$73.40	\$62.60	\$76.17	\$64.95	\$79.04	\$66.90	\$82.02
	Systems Analyst I	\$54.64	\$70.43	\$56.70	\$73.09	\$58.84	\$75.85	\$61.05	\$78.72	\$62.89	\$81.69
Q	Jr. Systems Analyst II	\$38.50	\$46.84	\$39.95	\$48.60	\$41.46	\$50.44	\$43.02	\$52.34	\$44.31	\$54.31
	Jr. Systems Analyst I	\$27.68	\$35.68	\$28.72	\$37.03	\$29.81	\$38.43	\$30.94	\$39.88	\$31.87	\$41.38
R	Senior Programmer II	\$82.04	\$105.77	\$85.13	\$109.76	\$88.35	\$113.90	\$91.68	\$118.19	\$94.43	\$122.65

**Management Support Technology, Inc.  
MSTI GSA Schedule 70 – GS-35F-0188K**

ID No.	GSA Labor Category	1/6/15-1/5/16		1/6/15-1/5/17		1/6/15-1/5/18		1/6/15-1/5/19		1/6/15-1/5/20	
		GSA Rates	GSA Rates								
		Govt. Site	MSTI Site								
	Senior Programmer I	\$64.58	\$83.24	\$67.01	\$86.38	\$69.54	\$89.64	\$72.16	\$93.02	\$74.32	\$96.53
S	Programmer I	\$54.64	\$69.79	\$56.70	\$72.42	\$58.84	\$75.15	\$61.05	\$77.98	\$62.89	\$80.92
	Programmer II	\$58.39	\$70.43	\$60.59	\$73.09	\$62.88	\$75.85	\$65.25	\$78.72	\$67.20	\$81.69
T	Jr. Programmer II	\$49.77	\$64.20	\$51.64	\$66.62	\$53.59	\$69.12	\$55.61	\$71.73	\$57.28	\$74.44
	Jr. Programmer I	\$47.19	\$61.35	\$48.96	\$63.66	\$50.81	\$66.06	\$52.72	\$68.55	\$54.30	\$71.14
U	LAN Technician II	\$54.64	\$70.43	\$56.70	\$73.09	\$58.84	\$75.85	\$61.05	\$78.72	\$62.89	\$81.69
	LAN Technician I	\$49.38	\$62.33	\$51.24	\$64.68	\$53.18	\$67.12	\$55.18	\$69.65	\$56.84	\$72.28
V	Graphic Artist II	\$32.45	\$41.83	\$33.67	\$43.41	\$34.94	\$45.06	\$36.26	\$46.76	\$37.35	\$48.52
	Graphic Artist I	\$29.23	\$37.67	\$30.34	\$39.09	\$31.48	\$40.56	\$32.67	\$42.09	\$33.65	\$43.69
W	Technical Writer II	\$40.45	\$63.87	\$41.97	\$66.27	\$43.55	\$68.77	\$45.20	\$71.37	\$46.55	\$74.06
	Technical Writer I	\$39.79	\$51.28	\$41.29	\$53.22	\$42.85	\$55.22	\$44.46	\$57.31	\$45.79	\$59.47
X	Training Specialist II	\$78.94	\$102.61	\$81.91	\$106.48	\$85.00	\$110.50	\$88.21	\$114.67	\$90.85	\$119.00
	Training Specialist I	\$43.82	\$56.56	\$45.47	\$58.70	\$47.18	\$60.91	\$48.96	\$63.21	\$50.43	\$65.60
Y	Help Desk Support Tech. III	\$49.77	\$64.68	\$51.64	\$67.12	\$53.59	\$69.65	\$55.61	\$72.28	\$57.28	\$75.01
	Help Desk Support Tech. II	\$43.03	\$55.47	\$44.65	\$57.57	\$46.33	\$59.74	\$48.08	\$62.00	\$49.52	\$64.34
	Help Desk Support Tech. I	\$38.80	\$53.81	\$40.26	\$55.84	\$41.78	\$57.94	\$43.35	\$60.13	\$44.65	\$62.39
Z	Help Desk Specialist II	\$46.34	\$60.23	\$48.09	\$62.51	\$49.90	\$64.86	\$51.79	\$67.31	\$53.34	\$69.85
	Help Desk Specialist I	\$42.90	\$55.76	\$44.51	\$57.86	\$46.19	\$60.05	\$47.94	\$62.31	\$49.37	\$64.66
AA	Data Entry Clerk	\$19.60	\$24.75	\$20.34	\$25.69	\$21.11	\$26.66	\$21.90	\$27.67	\$22.56	\$28.71
BB	Administrative Assistant III	\$47.38	\$61.59	\$49.17	\$63.92	\$51.02	\$66.32	\$52.94	\$68.82	\$54.53	\$71.42
	Administrative Assistant II	\$29.05	\$40.33	\$30.14	\$41.85	\$31.28	\$43.43	\$32.46	\$45.08	\$33.44	\$46.78
	Administrative Assistant I	\$26.23	\$33.84	\$27.22	\$35.12	\$28.25	\$36.45	\$29.32	\$37.82	\$30.20	\$39.25

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

### **PREAMBLE**

Management Support Technology, Inc. provides commercial products and services to ordering activities. We understand how important it is to commit to promoting the participation of small, small disadvantaged and women-owned small businesses in order activity contracts. We will pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting whenever possible, however MSTI is also a small business striving to gain the large company status. Once MSTI reaches its goal the commitment to promote small business will be a main focus.

### **COMMITMENT**

To actively seek and partner with small businesses whenever possible.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact : Mrs. Rose Lowstuter, Phone: (703) 385-5841, E-mail: [rlostuter@msti-net.com](mailto:rlostuter@msti-net.com)

**Management Support Technology, Inc.  
MSTI GSA Schedule 70 – GS-35F-0188K**

**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

BPA NUMBER \_\_\_\_\_

**Management Support Technology, Inc.  
MSTI GSA Schedule 70 – GS-35F-0188K**

**(CUSTOMER NAME) BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) GS-35F-XXXXX, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER \*SPECIAL BPA DISCOUNT/PRICE

(2) Delivery:

DESTINATION DELIVERY SCHEDULES / DATES

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

(5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE POINT OF CONTACT

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

(d) Model Number or National Stock Number (NSN);

(e) Purchase Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

\*\*\*\*\*

**Management Support Technology, Inc.  
MSTI GSA Schedule 70 – GS-35F-0188K**

**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.