

December 5, 2012

Mr. David E. O'Neill (QTFABB)  
Contracting Officer  
General Services Administration (IT Schedules Contracts Operations)  
2200 Crystal Drive, Room 606  
Crystal Plaza #4  
Arlington, VA 22202  
Phone: (703) 605-2752  
Facsimile: (703) 605-9837

Reference: Exercise Option Modification for Contract GS-35F-0198U

Dear Mr. O'Neill:

As you are aware, our Federal Supply Schedule (FSS) contract GS-35F-0198U is due to expire on January 15, 2013. Access Sciences Corporation intends to have our current contract considered for the option to extend.

Commercial Sales Practices (CSPs)

- Access Sciences affirms that there have been no changes to the most currently incorporated CSPs, and affirm that they are current, accurate, and complete.

Price Reduction Clause

- Access Sciences affirms that the Price Reduction Clause discount relationship(s) most recently negotiated for this contract has not changed, and affirms that our commercial sales practices and discounts upon which the contract award was predicated are current, accurate, and complete.

Terms and Conditions

- Access Sciences affirms that the Terms and Conditions of the contract have not changed, and affirm that they are current, accurate and complete.

Business Size Redetermination

- In accordance with the North American Industrial Classification System (NAICS 2012) code awarded under our current contract, per (FAR 19.301-2), Access Sciences' current business size is:
  - **SMALL**
  - Under the code/industry description – **541519/Other Computer Related Services**
  - Under **\$25.5** Size Standards in millions of dollars

Required Actions that do not require submission

- Access Sciences is not required to submit Centralized Contractor Registration (CCR) or Online Representations and Certifications Application (ORCA) documentation, however, we will go to ([www.ccr.gov](http://www.ccr.gov)) and ([orca.bpn.gov](http://orca.bpn.gov)) to ensure that our registrations are accurate and current through the expiration date of our FSS contract
- Access Sciences will ensure that our upload to GSA Advantage!® is current
- Access Sciences will ensure all mandatory mass modifications have been reviewed and accepted
- Access Sciences ensures that our business size on CCR matches our current status



**Access Sciences Corporation**  
1900 West Loop South, Suite 1450  
Houston, TX 77027

voice 713.664.4357  
toll-free 800.242.2005  
fax 713.664.4825  
[www.accesssciences.com](http://www.accesssciences.com)

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**(NOT APPLICABLE) Small Business Subcontracting Plan (SubK Plan)**

- If applicable, a proposed Small Business Subcontracting Plan (FAR 52.219-9) must be submitted. If you do not have an approved subcontracting plan, you must submit a plan to the Contracting Officer for evaluation and approval prior to the option being exercised.

**(NOT APPLICABLE) Commercial Pricelist**

- If you have submitted updated Commercial Sales Practices, please submit a copy of your current Basis of Award Pricelist.

Sincerely,

A handwritten signature in black ink that reads "Anne G. Tulek".

Anne G. Tulek  
President

**ACCESS SCIENCES CORPORATION  
AUTHORIZED FEDERAL ACQUISITION SERVICE  
INFORMATION TECHNOLOGY SCHEDULE PRICELIST  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY  
EQUIPMENT, SOFTWARE AND SERVICES  
Contract Number: GS-35F-0198U**

**Special Item No. 132-51 Information Technology 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 D316 IT	Network Management Services
FPDS Code D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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

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

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

Access Sciences Corporation  
1900 West Loop South, Suite 1450, Houston, Texas 77027  
Office: (800) 242-2005 or (713) 664-4357 – Fax: (713) 664-4825  
DUNS Number: 15-041-5115  
<http://www.accesssciences.com/>  
Email: [info@accesssciences.com](mailto:info@accesssciences.com)  
Contract Number: GS-35F-0198U  
Socio-Economic: Woman Owned Small Business  
Period Covered by Contract: January 16, 2013 to January 16, 2018  
General Services Administration  
Federal Acquisition Service

Pricelist current through Contract # GS-35F-0198U dated November 27, 2012.

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Access Sciences Corporation is a privately held, woman-owned information management consulting services company established in 1985.

See page 20 for more information about Access Sciences Corporation, or visit our website:  
<http://www.accesssciences.com/>

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**INFORMATION FOR ORDERING ACTIVITIES****APPLICABLE TO ALL SPECIAL ITEM NUMBERS****SPECIAL NOTICE TO AGENCIES: Small Business Participation**

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

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

**1. GEOGRAPHIC SCOPE OF CONTRACT**

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

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

Offerors are requested to check one of the following boxes:

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

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

**Access Sciences Corporation, 1900 West Loop North, Suite 1450, Houston, Texas 77027**

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: **(713) 664-4357**

**3. LIABILITY FOR INJURY OR DAMAGE**

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

**4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279**Block 9: **G. Order/Modification under Federal Schedule**Block 16: Data Universal Numbering System (DUNS) Number: **15-041-5115**Block 30: Type of Contractor – **B. Other Small Business**Block 31: Woman-Owned Small Business - **Yes**Block 36: Contractor's Taxpayer Identification Number (TIN): **74-2429280**

- a) CAGE Code: **1V8E0**
- b) 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>
<b>132-51</b>	<b>As Requested by Ordering Agency</b>

- 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: 0% - \_\_\_ days from receipt of invoice or date of acceptance, whichever is later.
- b) Quantity: **None**
- c) Dollar Volume: **None**
- d) Government Educational Institutions are offered the same discounts as all other government customers.
- e) Other: **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**

Not applicable to Professional Services SIM 132-51

**10. SMALL REQUIREMENTS: The minimum dollar value of orders to be issued is \$100.00.**

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

The Maximum Order value for the following Special Item Numbers (SIN) 132-51 – Information Technology Professional Services is \$500,000.

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

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

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

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

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

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

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

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

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202) 619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.

**14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 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.

#### **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 C.1.)

#### **16. GSA ADVANTAGE!**

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

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

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

## 17. PURCHASE OF OPEN MARKET ITEMS

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

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

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

### **No Exceptions**

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 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 apply.

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

**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: <http://www.accesssciences.com/>  
The EIT standard can be found at: <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 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)**

- 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.
- a) 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.
- b) 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/EC Services.

## 9. INDEPENDENT CONTRACTOR

All IT/EC 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/EC 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 AND PRICING**

- a) The Contractor shall provide a description of each type of IT Service offered under Special Item Number 132-51. IT Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b) Pricing for all IT Services shall be in accordance with the Contractor's customary commercial practices (e.g., hourly rates, monthly rates, term rates, and/or fixed prices).

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**Commercial Job Title: Technology Principal Consultant**

**Minimum/General Experience:** Ten (10) years of direct experience in designing and implementing document and records management programs, or designing and implementing technology solutions in support of these programs. Requires advanced project management experience, consulting experience, and excellent communication skills.

**Functional Responsibility:** Provides executive leadership and functional or technical subject matter expertise to major projects, coordinating with project managers and consultants to plan projects, track progress, and ensure the quality of deliverables. Has ultimate responsibility for ensuring client management is satisfied with the delivered services and products.

**Minimum Education:** Master's Degree or equivalent in Library and Information Science, Computer Science, or Business Administration

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**Commercial Job Title: Technology Manager**

**Minimum/General Experience:** Six (6) to ten (10) years experience in related field. Experience managing teams of business analysts or technologists to achieve project objectives. Ability to understand business needs or opportunities, translate them into technical requirements and desired business outcomes, and design and implement approaches to meet the desired outcomes.

**Functional Responsibility:** Provides day-to-day leadership to projects, planning and managing project scope, schedule, resource requirements, risks, and costs. Defines approach and tasks, communicates those to the project team and client stakeholders, and provides guidance to ensure quality products and services are delivered.

**Minimum Education:** Bachelor's degree or equivalent

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**Commercial Job Title:** Technology Senior Consultant

**Minimum/General Experience:** Four (4) to eight (8) years experience in related field. Expertise in one or more focused areas of Enterprise Content and Records Management, or in one or more technical area such as systems architecture, application development, or database administration. Experience supervising one or more people on project tasks. Ability to self-direct and direct others on project activities with minimal supervision from the Project Manager. Requires skills in critical thinking, judgment, and decision making.

**Functional Responsibility:** Supervises project team members in the development and implementation of information content and records management programs for creating, storing, protecting, searching, retrieving, archiving and ultimately disposing of electronic and paper information in accordance with business and regulatory requirements. Provides topical expertise to meet project objectives. Monitors and reports project metrics to manage project scope, schedule, and costs. Gathers and analyzes requirements through interactions with the client. Designs policies, information classification schemes, records retention schedules, and other governance schema for clients. Designs enterprise and departmental information management processes, and designs and delivers training to clients on the execution of the processes. Translates client business information management requirements into technical specifications. Evaluates software features and functions for fit with technical specifications. Installs, configures, tests, and deploys software packages. Designs and deploys customized software interfaces and front-ends. Ensures successful integration of deployed systems with other client software systems.

**Minimum Education:** Bachelor's degree or equivalent

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**Commercial Job Title:** Technology Consultant

**Minimum/General Experience:** Three (3) to six (6) years experience in related field. Requires the ability to perform project activities with limited supervision from Senior Consultants or Project Managers.

**Functional Responsibility:** Develops and implements information content and records management programs for creating, storing, protecting, searching, retrieving, archiving and ultimately disposing of electronic and paper information. Gathers and analyzes requirements through interactions with the client. Designs policies, information classification schemes, records retention schedules, and other governance schema for clients. Designs enterprise and departmental information management processes, and designs and delivers training to clients on the execution of the processes. Translates client business information management requirements into technical specifications. Evaluates software features and functions for fit with technical specifications. Installs, configures, tests, and deploys software packages. Designs and deploys customized software interfaces and front-ends. Ensures successful integration of deployed systems with other client software systems.

**Minimum Education:** Bachelor's degree or equivalent

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**Commercial Job Title:** Technology Analyst

**Minimum/General Experience:** Zero (0) to three (3) years in related field.

**Functional Responsibility:** Performs directed tasks to support development and implementation of information content and records management programs for creating, storing, protecting, searching, retrieving, archiving and ultimately disposing of electronic and paper information. Supports the design of policies, information classification schemes, records retention schedules, and other governance schema. Supports the design of enterprise and departmental information management processes, and delivery of training to clients on the execution of the processes. Supports software evaluation, installation, configuration, testing, and deployment of software systems.

**Minimum Education:** Bachelor's degree or equivalent

**Commercial Job Title: Project Assistant**

**Minimum/General Experience:** Two year related.

**Functional Responsibility:** Complete project work as assigned by the project manager or team lead. Performs tasks specified by Service Level Agreements. Quality check own work after it has been performed. Collaborate within project teams. Work on internal projects as needed.

**Minimum Education:** High School degree or equivalent.

The hourly rates for Access Sciences Corporation’s IT Services are shown in the following table:

Labor Category	Hourly Rates*					
	2013	2014	2015	2016	2017	2018
Principal Consultant	\$248.00	\$252.96	\$258.02	\$263.18	\$268.44	\$273.81
Manager	\$208.00	\$212.16	\$216.40	\$220.73	\$225.15	\$229.65
Senior Consultant	\$188.00	\$191.76	\$195.60	\$199.51	\$203.50	\$207.57
Consultant	\$158.00	\$161.16	\$164.38	\$167.67	\$171.02	\$174.44
RM / DM Technical Analyst	\$123.00	\$125.46	\$127.97	\$130.53	\$133.14	\$135.80
Project Assistant	\$78.00	\$79.56	\$81.15	\$82.77	\$84.43	\$86.12

\* Rates shown are effective from January 16 of the year indicated through January 15 of the following year.

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

**PREAMBLE**

Access Sciences Corporation provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

**COMMITMENT**

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact: **Anne Tulek, (800) 242-2005, extension 7570 or via email at , atulek@accesssciences.com.**



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BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and Access Sciences Corporation 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 GS-35F-0198U.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

\_\_\_\_\_

Ordering Activity Date

\_\_\_\_\_

Contractor Date

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

(CUSTOMER NAME)  
 BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number GS-35F-0198U, 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);
  - 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.

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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 an ordering activity requirements.

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

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

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

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

Here is a general outline on how it works:

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

Customers make a best value selection.

Access Sciences Corporation is a privately held, woman-owned consulting firm possessing deep expertise in information management, technology integration, change management, and business support services. We enable clients to make better business decisions and to become more compliant by making information findable, accessible, and usable, when and for as long as needed.

For over 27 years, we have assisted our government and corporate clients with the strategic management of their enterprise information by designing, developing, implementing, and deploying comprehensive information management and technology solutions across geographies, departments, and functions. Our consultants include a diverse team of highly qualified professionals, many of whom have advanced degrees in information sciences, computer sciences, and business management.

The excellence of our service is demonstrated by the long-term relationships we have developed with our clients as trusted advisors, delivering high quality results and achieving targets on time and on budget.

Our extensive and varied experience has enabled us to assist government and corporate clients in projects of varying complexity including the following:

- Information Management and Governance: Designing, implementing, and operating information and records management programs
  - Assessment and Road Map Development
  - Governance Strategy Development
  - Enterprise Content Management Solutions
  - Policy and Process Design
  - Taxonomy Development
  - Regulatory Research and Application
  - Retention Schedule Development
  - Compliance and Audit Program Development
  - Metadata Model Development
  - File Plan Development
- Technology: Architecting, implementing, and integrating software and systems to optimally organize and manage business processes and information
  - Information Management Strategy Development
  - Enterprise Systems Architecture Design
  - Requirements Analysis and Development
  - Systems Evaluation and Selection
  - Business Process Management
  - Systems Installation and Configuration
  - Systems Integration and Customization
  - Classification and Security Model Design
  - Document and Records Migration
  - Email Management
- Change Management: Enabling organizations and employees to excel through change
  - Change Strategy Development
  - Culture Design
  - Performance Strategy Development
  - Change Readiness Assessment
  - Executive Coaching
  - Stakeholder Management
  - Communication Planning
  - Curriculum Design and Training Delivery
  - Organization and Work Group Design
- Business Support Services: Allowing clients to focus on core competencies by providing scalable, cost-effective solutions and industry expertise
  - Business Function Outsourcing
    - Records Center
    - Mailroom Operations
    - Recruitment Operations
  - Technology Outsourcing
    - Helpdesk Operations
    - Technology Center Operations
  - Critical Position Services
    - Document Control
    - Program/Project Management
    - Litigation Response
  - Knowledge Process Outsourcing
    - Data Analytics
    - Business and Market Research

- Recommending and implementing best practices for information management and technology
- Designing and implementing business process assessment and improvement initiatives
- Assessing, implementing, improving, and operating records management and document control programs
- Designing and deploying professional project management, change management, and organizational development methods to enable successful development and implementation of enterprise programs
- Planning and managing large scale (100,000+ employees) information management and technology program deployments

Access Sciences is a trained and certified partner with:

- Microsoft
- OpenText
- Cogniva
- Nintex

Additionally, Access Sciences has the following patent pending technologies: Modus™, for developing and maintaining retention schedules, and FileLogic™, for analyzing, cleaning, and migrating files.

Further, Access Sciences has technical partnerships and experience in configuring and implementing additional tools such as e-discovery packages, hold order management solutions, taxonomy management tools, email management solutions, auto classification tools, and other web-based tools.

Our partnerships and expertise allow Access Sciences to provide the knowledge and objectivity required to help clients select the software and information management and technology approach that best fits their needs. For more information, visit our website at <http://www.accesssciences.com/>.