On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov.

MULTIPLE AWARD SCHEDULE
Special Item No. 54151S Information Technology Professional Services

SIN 54151S - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D302 IT Systems Development Services
FPDS Code D306 IT Systems Analysis Services
FPDS Code D307 Automated Information Systems Design and Integration Services
FPDS Code D308 Programming Services
FPDS Code D311 IT Data Conversion Services
FPDS Code D316 IT Network Management Services
FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

OLM – Order Level Materials

Tellenger, Inc.
12015 Lee Jackson Memorial Hwy
Suite 210
Fairfax, VA 22033
(703) 383-3000
www.tellenger.com

Contract Number: GS-35F-0249V
Period Covered by Contract: March 1, 2009 to February 29, 2024

General Services Administration
Federal Acquisition Service

Pricelist current through Modification #PS-A812, dated 2/20/20.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules/schedule-buyers
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BASIC GUIDELINES FOR USING CONTRACTOR TEAM ARRANGEMENTS” 21

Order Level Materials 22
CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s). SIN 54151S, labor categories descriptions, page 8, hourly rates, page 15

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. Lowest rate: Associate Analyst $50.07, page 15

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. Labor category descriptions, page 8.

2. Maximum order: $500K.

3. Minimum order: No minimum.

4. Geographic coverage (delivery area): Contractor will provide domestic and overseas delivery.

5. Point(s) of production:

   Tellenger, Inc.
   12015 Lee Jackson Memorial Hwy
   Suite 210
   Fairfax, VA 22033
   (703) 383-3000

6. Discount from list prices or statement of net price: GSA prices shown herein are NET, discounts deducted.

7. Quantity discounts: None.

8. Prompt payment terms: None.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Notification whether Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items: None
11a. Time of delivery: 30 Days

11b. Expedited Delivery: Expedited delivery available as agreed to by ordering activity and the contractor.

11c. Overnight and 2-day delivery: Overnight delivery available as agreed to by ordering activity and the contractor.

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery. Urgent delivery available as agreed to by ordering activity and the contractor.

12. F.O.B. point: Destination

13a. Ordering address:

Tellenger, Inc.
12015 Lee Jackson Memorial Hwy
Suite 210
Fairfax, VA 22033
(703) 383-3000

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address:

Tellenger, Inc.
12015 Lee Jackson Memorial Hwy
Suite 210
Fairfax, VA 22033
(703) 383-3000

15. Warranty provision: None

16. Export packing charges: N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): No thresholds.

18. Terms and conditions of rental, maintenance: N/A

19. Terms and conditions of installation: N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A
20a. Terms and conditions for any other services (if applicable).

21. List of service and distribution points: N/A

22. List of participating dealers: N/A

23. Preventive maintenance: N/A

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Number System (DUNS) number: 807052779

26. Notification regarding registration in System for Award Management (SAM) database: Information in SAM is current and up to date.
TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S)

1. SCOPE
   a. The prices, terms and conditions stated under Special Item Number 54151S 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 1-FSS-60 Performance Incentives (April 2000)
   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.
   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.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS -- COMMERCIAL ITEMS (MAR 2009)

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 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY
Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST
a. Definitions.
“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

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

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

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

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

12. PAYMENTS
For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE 1 – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE 1 – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

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

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

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

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

16. DESCRIPTION OF IT SERVICES AND PRICING
For all of the IT labor categories listed below, Tellenger will accept four (4) years of work experience in lieu of a Bachelor’s Degree.

**Associate Analyst**

**Minimum Education:** Bachelor’s degree or industry equivalent experience with relevant certifications.

**Minimum/General Experience:** One to two years of demonstrated performance in business/technical IT systems support and marketing. Under direct supervision, assists in
developing and defining the IT system using technical research and general knowledge of industry requirements. Excellent written and oral communication skills and an ability to work and communicate effectively with Tellenger and client staff.

Functional Responsibility: Responsible for providing support to technical staff for documentation and analysis of software systems, generating content for software systems, coordinating project tasks and activities to ensure accurate communication between client and Tellenger staff, identifying issues as they arise, and generally supporting the quality and timeliness of each deliverable.

Analyst

Minimum Education: Bachelor’s degree or industry equivalent experience with relevant certifications.

Minimum/General Experience: At least three to four years of progressively responsible experience in business/technical IT systems analysis, support, and marketing. Assists in developing and defining the IT system using technical research and general knowledge of industry requirements. Demonstrated ability to manage technical tasks. Excellent written and oral communication skills and an ability to work and communicate effectively with Tellenger and client staff. Produces client deliverables with technical supervision.

Functional Responsibility: Responsible for the documentation and analysis of software systems, generating content for software systems, coordinating all project tasks and activities to ensure accurate communication between client and Tellenger staff, identifying and resolving issues as they arise, and generally supporting the quality and timeliness of each deliverable. Generally understands the impact of applying certain technologies to specific environments.

Business Analyst I

Minimum Education: Bachelor’s degree or equivalent industry experience.

Minimum/General Experience: One to two years demonstrated performance in business/technical IT systems analysis. Experienced in the deployment, documentation, and implementation of software systems, including the elicitation of requirements.

Functional Responsibility: Working with other IT professionals on the team, analyzes business and end-user needs, documents requirements and use cases, and maps existing computer system logic and workflow. Generally understands the impact of applying certain technologies to specific environments.

Business Analyst II

Minimum Education: Bachelor’s degree or equivalent industry experience.

Minimum/General Experience: Three to four years demonstrated performance in business/technical IT systems analysis. Experienced in the deployment, documentation, and implementation of software systems, including the elicitation of requirements.

Functional Responsibility: Analyzes business and system requirements, develops technical requirements and use cases, develops process maps of existing computer system logic and workflow of complex systems. Understands the impact of specific technical solutions within a given environment, and how it will influence the organization.
Systems Integrator

**Minimum Education:** Bachelor’s degree or equivalent industry experience with relevant certifications.

**Minimum/General Experience:** Two to three years demonstrated performance in systems integration. Experienced in topics such as the design, testing, development, implementation, and troubleshooting of information technology systems, operating systems, software applications, and COTS/GOTS systems.

**Functional Responsibility:** Designs and writes code as required for customer systems. Participates in the selection and integration of COTS, GOTS, custom hardware components, and software applications. Captures and evaluates system requirements and analyzes hardware and software components for inclusion in overall technical solution. Presents findings to customers and senior staff assigned to projects.

Consultant

**Minimum Education:** Bachelor’s degree or industry equivalent experience with relevant certifications. In many cases, Consultant personnel have Master’s degrees or the equivalent.

**Minimum/General Experience:** At least five to six years of experience providing expert services in the area of business/technical IT systems. Experienced in topics such as strategic planning, complex networks, cross-platform integration, large-scale systems, application design and implementation, legacy migrations, and eCommerce solutions.

**Functional Responsibility:** Includes professional, functional, and technical experts who provide specialized analytical services and support to resolve technological and project issues. Works with project staff and customers to support technical strategy and control objectives. Provides technical and functional leadership for complex project tasks and acts as a corporate resource across many technology projects.

Project Manager

**Minimum Education:** Bachelor’s degree or industry equivalent experience with relevant certifications. In many cases, Project Manager I personnel have Master’s degrees or the equivalent.

**Minimum/General Experience:** Typically 8-10 years or more of progressively responsible experience directing major IT development and support projects. Demonstrated ability to manage numerous complex and time-sensitive IT support activities and tasks simultaneously. Responsible for all phases, activities, staffing, and outcomes involved in a project, including budget management for the entire project.

**Functional Responsibility:** Responsible for providing technical leadership for projects. Ensures standards of quality are maintained and applicability to project goals and client specifications are met. Responsible for managing technical tasks to meet all deadlines, budgets, and project requirements and ensuring that problems encountered during the course of a project are identified, remedied, and prevented from reoccurrence.

Software Developer II
Minimum Education: Bachelor’s degree in Computer Science, Mathematics, or Engineering or equivalent industry experience with relevant certifications.
Minimum/General Experience: Five to seven years demonstrated performance in coding software. Demonstrated experience directly producing client deliverables with the primary programming language or application required by the project, or with comparable languages or applications.
Functional Responsibility: Designs and writes code as required for custom software applications and tailored COTS/GOTS products. Responsible for providing architecture, design, and programming of computer applications and systems. Ensures standards of quality and applicability to project goals and system specifications. Provides technical and functional leadership for complex project tasks and presents findings to customers and senior staff assigned to projects.

Software Developer I

Minimum Education: Bachelor’s degree in Computer Science, Mathematics, or Engineering or equivalent industry experience with relevant certifications.
Minimum/General Experience: Three to five years demonstrated performance in coding software. Demonstrated experience producing client deliverables with the primary programming language or application required by the project, or with comparable languages or applications.
Functional Responsibility: Designs and writes code as required for custom software applications and tailored COTS/GOTS products. Provides the architecture, design, and programming of computer applications and systems. Helps to ensure standards of quality and applicability to project goals and system specifications. Provides technical and functional leadership for complex project tasks and presents findings to customers and senior staff assigned to projects.

Project Manager I

Minimum Education: Bachelor’s degree in Business, Economics, Computer Science, or Information Technology or industry equivalent experience with relevant certifications. In many cases, Project Manager I personnel have Master’s degrees or the equivalent.
Minimum/General Experience: Typically 4-8 years of experience directing IT development and support projects. Demonstrated ability to manage numerous complex and time-sensitive IT support activities and tasks simultaneously. Facilitates all phases, activities, staffing, and outcomes involved in a project, including budget management for the entire project.
Functional Responsibility: Ensures standards of quality are maintained and applicability to project goals and client specifications are met. Responsible for managing technical tasks to meet all deadlines, budgets, and project requirements and ensuring that problems encountered during the course of a project are identified, remedied, and prevented from reoccurrence.

Business Analyst III

Minimum Education: Bachelor’s degree in Business, Economics, or Information Technology or equivalent industry experience.
Minimum/General Experience: Five to seven years demonstrated performance in business/technical IT systems analysis. Experienced providing guidance on the deployment, documentation, and implementation of software systems, including the elicitation of requirements. Functional Responsibility: Analyzes business and system requirements, develops technical requirements and use cases, develops process maps of existing computer system logic and workflow of complex systems. Understands the impact of specific technical solutions within a given environment, and how it will influence the organization. Provides leadership to project team and other business analysts.

Consultant II

Minimum Education: Bachelor’s degree in Business, Economics, or Information Technology or industry equivalent experience with relevant certifications. In many cases, Consultant personnel have Master’s degrees or the equivalent. Minimum/General Experience: At least seven to ten years of experience providing expert services in the area of business/technical IT systems. Provides leadership in topics such as strategic planning, complex networks, cross-platform integration, large-scale systems, application design and implementation, legacy migrations, and eCommerce solutions. Functional Responsibility: Includes professional, functional, and technical experts who provide specialized analytical services and support to resolve technological and project issues. Leads project staff and customers to support technical strategy and control objectives. Provides technical and functional leadership for complex project tasks and acts as a corporate resource across many technology projects.

Senior Writer

Minimum Education: Bachelor’s degree in Liberal Arts or industry equivalent experience with relevant certifications. Minimum/General Experience: At least five to seven years of progressively responsible experience in leading writing projects related to policy evaluation, business/technical IT systems, and marketing. Develops and defines documentation based on client needs, project requirements, and industry knowledge. Demonstrated ability to manage writing tasks. Excellent written and oral communication skills and an ability to work and communicate effectively with Tellenger and client staff. Provides technical supervision in the production of client deliverables. Functional Responsibility: Responsible for the production of documentation, generating content, leading other writers and editors, coordinating all project tasks and activities to ensure accurate communication between client and Tellenger staff, identifying and resolving issues as they arise, and generally supporting the quality and timeliness of each deliverable.

Copy Writer

Minimum Education: Bachelor’s degree in Liberal Arts or industry equivalent experience with relevant certifications.
Minimum/General Experience: At least three to six years of progressively responsible experience writing for projects related to policy evaluation, business/technical IT systems, and marketing. Assists in developing and defining documentation based on client needs, project requirements, and industry knowledge. Demonstrated ability to manage writing tasks. Excellent written and oral communication skills and an ability to work and communicate effectively with Tellenger and client staff.

Functional Responsibility: Responsible for the production of documentation, generating content, helping to coordinate project tasks and activities, identifying and resolving issues as they arise, and generally supporting the quality and timeliness of each deliverable.

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**Tech Writer**

Minimum Education: Bachelor’s degree in Liberal Arts or industry equivalent experience with relevant certifications.

Minimum/General Experience: At least two to six years of progressively responsible experience writing for projects related to business/technical IT systems and marketing. Assists in developing and defining documentation based on client needs, project requirements, and industry knowledge. Demonstrated ability to assist with managing writing tasks. Excellent written and oral communication skills and an ability to work and communicate effectively with Tellenger and client staff.

Functional Responsibility: Responsible for the production of technical documentation, generating content based on software operations, helping to coordinate project tasks and activities, identifying and resolving issues as they arise, and generally supporting the quality and timeliness of each deliverable. Generally understands the impact of applying certain technologies to specific environments.

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**Graphic Designer**

Minimum Education: Bachelor’s degree in Art or Graphic Design or equivalent industry experience with relevant certifications.

Minimum/General Experience: Five to seven years demonstrated performance in graphic design. Experienced in topics such as the design, visual arts and sciences, and layout of information technology system interfaces, website design, and print media.

Functional Responsibility: Conceptualizes and develops visual designs as required for custom software applications and websites. Participates in the architecture of COTS, GOTS, custom hardware components, and software applications. Captures and evaluates the client’s visual requirements for inclusion in the overall technical solution. Provides visual and design leadership for projects and presents findings to customers and senior staff assigned to projects.

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**Systems Integrator II**

Minimum Education: Bachelor’s degree Computer Science, Mathematics, or Engineering or equivalent industry experience with relevant certifications.
Minimum/General Experience: Five to seven years demonstrated performance in systems integration. Experienced in topics such as the design, testing, development, implementation, and troubleshooting of information technology systems, operating systems, software applications, and COTS/GOTS systems.

Functional Responsibility: Designs and writes code as required for customer systems. Leads the selection and integration of COTS, GOTS, custom hardware components, and software applications. Captures and evaluates system requirements and analyzes hardware and software components for inclusion in overall technical solution. Presents findings to customers and senior staff assigned to projects.
Authorized GSA Schedule Labor Rates

<table>
<thead>
<tr>
<th>Information Technology Labor Category</th>
<th>Offered GSA Price With IFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Analyst</td>
<td>$50.07</td>
</tr>
<tr>
<td>Analyst</td>
<td>$70.10</td>
</tr>
<tr>
<td>Business Analyst I</td>
<td>$80.11</td>
</tr>
<tr>
<td>Business Analyst II</td>
<td>$90.13</td>
</tr>
<tr>
<td>Systems Integrator</td>
<td>$97.14</td>
</tr>
<tr>
<td>Consultant</td>
<td>$110.15</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$150.21</td>
</tr>
</tbody>
</table>

Mod 1 Labor Categories (Additions)

<table>
<thead>
<tr>
<th>Information Technology Labor Category</th>
<th>Offered GSA Price With IFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software Developer II</td>
<td>$122.48</td>
</tr>
<tr>
<td>Software Developer I</td>
<td>$117.58</td>
</tr>
<tr>
<td>Project Manager I</td>
<td>$122.48</td>
</tr>
<tr>
<td>Business Analyst III</td>
<td>$112.09</td>
</tr>
<tr>
<td>Consultant II</td>
<td>$122.48</td>
</tr>
<tr>
<td>Senior Writer</td>
<td>$122.48</td>
</tr>
<tr>
<td>Copy Writer</td>
<td>$117.58</td>
</tr>
<tr>
<td>Tech Writer</td>
<td>$101.90</td>
</tr>
<tr>
<td>Graphic Designer</td>
<td>$117.58</td>
</tr>
<tr>
<td>System Integrator II</td>
<td>$102.88</td>
</tr>
</tbody>
</table>
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE
Tellenger, Inc. 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.
SUGGESTED Blanket Purchase Agreement (BPA) format:

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) ____________________.

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

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

Signatures

<table>
<thead>
<tr>
<th>Ordering Activity</th>
<th>Date</th>
<th>Contractor</th>
<th>Date</th>
</tr>
</thead>
</table>

17
Pursuant to GSA Federal Supply Schedule Contract Number(s)____________, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

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

<table>
<thead>
<tr>
<th>MODEL NUMBER/PART NUMBER</th>
<th>BPA DISCOUNT/PRICE</th>
<th>*SPECIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________</td>
<td>____________________</td>
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<td></td>
</tr>
</tbody>
</table>

2. Delivery:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>DELIVERY SCHEDULES / DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________________</td>
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<tr>
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</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>POINT OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______</td>
<td>________________</td>
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<tr>
<td>_______</td>
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<tr>
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</tr>
</tbody>
</table>

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

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

   a. Name of Contractor;

   b. Contract Number;
(c) BPA Number;
(d) Model Number or National Stock Number (NSN);
(e) Purchase Order Number;
(f) Date of Purchase;
(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

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

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor’s invoice, the provisions of this BPA will take precedence.
BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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

OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

OLM SIN-Level Requirements/Ordering Instructions:
OLMs are:
- Purchased under the authority of the FSS Program
- Unknown until an order is placed
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)
- Only authorized for use in direct support of another awarded SIN.
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN)
- Subject to a Not To Exceed (NTE) ceiling price

OLMs are not:
- "Open Market Items."
- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

OLM Pricing:
- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).
- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%.

NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.