

**AUTHORIZED
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES**

SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301 IT Facility Operation and Maintenance
FPDS Code D302 IT Systems Development Services
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.

**Genova Technologies, Inc.
5270 North River Boulevard NE
Cedar Rapids, IA 52411
319-378-8455
genova_gsa@genovatech.com
www.genovatech.com**

Contract Number: **GS-35F-0303M**
Period Covered by Contract: **02/26/2012 to 02/25/2017**

General Services Administration
Federal Acquisition Service

Pricelist current through Modification #PS-0022, dated May 26, 2012.

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).

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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!TM on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!TM and the Federal Acquisition Service Home Page (www.gsa.gov/fas) 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. Genova Technologies is an 8(a) Certified Woman Owned, Small Business.

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

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

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Orders and payments should be sent to the following address

**Genova Technologies, Inc.
5270 North River Boulevard NE
Cedar Rapids, IA 52411**

genova_gsa@genovatech.com

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). 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:
319-378-8455

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 Contract
Block 16: Data Universal Numbering System (DUNS) Number: **92-985-2820**
Block 30: Type of Contractor: **A. Small Disadvantaged Business**
Block 31: Woman-Owned Small Business - **Yes**
Block 37: Contractor's Taxpayer Identification Number (TIN): **42-1466298**

- 4a. CAGE Code: **1TBS6**
- 4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

N/A

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:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	As mutually agreed upon between contractor and ordering activity.

- 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: 0.5% - 10 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity **None**
- c. Dollar Volume **None**
- d. Other Special Discounts (i.e. Government Education Discounts, etc.)

Offered same discounts as all other Government customers.

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: None

10. Small Requirements: The minimum dollar of orders to be issued is \$500.

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

- a. The Maximum Order for the following Special Item Numbers (SINs) is \$500,000:
Special Item Number 132-51 - Information Technology Professional Services

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 2003)

- (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. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (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.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of labor rate).

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

16. GSA ADVANTAGE!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

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.

c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

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:

None

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 received 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 applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

23. SECTION 508 COMPLIANCE.

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/ services are 508 compliant: **Yes** X

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): www.genovatech.com

The EIT standard can be found at: 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 Professional 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 I-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) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts 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 (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 Professional Services.

9. INDEPENDENT CONTRACTOR

All IT Professional 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 Professional 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 I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(FEB 2007) Time-and-Materials/Labor-Hour Proposal Requirements — Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by —

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

- a. The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 132-51 IT Professional 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 Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

DESCRIPTION OF IT SERVICES AND PRICING

COMMERCIAL JOB TITLE: Project Lead Engineer

MINIMUM/GENERAL EXPERIENCE: Minimum of five (5) years of technical experience and demonstrated competence in the following areas:

- Planning engineering programs
- Organizing project staff according to project requirements.
- Assigning project personnel to specific phases or aspects of project such as technical studies, product design, preparation of specifications and technical plans, and product testing.
- Reviewing product design for compliance with engineering principles, company standards, and customer contract requirements, and related specifications.
- Coordinating activities concerned with technical developments, scheduling, and resolving engineering design and test problems.
- Directing integration of technical activities and products.
- Evaluating and approving design changes and specifications.
- Controlling expenditures within limitations of project budget.
- Preparing project reports.

FUNCTIONAL RESPONSIBILITY: Directs, coordinates, and exercises functional authority for planning, organization, control, integration, and completion of engineering project within area of assigned responsibility by performing the duties personally or through subordinate supervisors.

MINIMUM EDUCATION: Bachelor's Degree in an applicable technical field, or the equivalent education and/or experience.

COMMERCIAL JOB TITLE: Software Engineer

MINIMUM/GENERAL EXPERIENCE: Minimum of two (2) years of technical experience and demonstrated competence in the following areas:

- Analyzing software requirements.
- Consulting other engineering staff to evaluate interface between hardware and software, and operational and performance requirements of overall system.
- Designing software system, using scientific analysis and mathematical models as necessary to predict and measure outcome and consequences of design.
- Developing software system applications, documentation, and testing procedures.
- Consulting with customer concerning maintenance of software system.
- Coordinating installation of software system.

FUNCTIONAL REPOSIBILITY: Researches, designs, and develops computer software systems, in conjunction with hardware product development, by performing the required duties with some guidance from the project lead.

MINIMUM EDUCATION: Bachelor's Degree in an applicable technical field, or the equivalent education and/or experience.

COMMERCIAL JOB TITLE: Programmer Analyst

MINIMUM/GENERAL EXPERIENCE: Demonstrated competence in the following areas:

- Evaluating user request for new or modified computer program to determine feasibility.
- Consulting with user to identify current operating procedures and clarify program objectives.
- Reading and understanding manuals, periodicals, and technical reports.
- Preparing flowcharts and diagrams to illustrate sequence of steps software program must follow and to describe logical operations involved.
- Designing computer application user interface.
- Converting project specifications into computer software code.
- Analyzing and altering software to increase operating efficiency or adapt to new requirements.
- Writing documentation to describe program development, logic, coding, and corrections.
- Writing manual for users to describe installation and operating procedures.
- Training users to use program and providing technical assistance.
- Installing and testing program at user site.
- Monitoring performance of program after implementation.

FUNCTIONAL RESPONSIBILITY: Plans, develops, tests, and documents computer programs under the direction and guidance of a lead engineer on the project.

MINIMUM EDUCATION: Bachelor's Degree in an applicable technical field, or the equivalent education and/or experience.

COMMERCIAL JOB TITLE: Computer Programmer

MINIMUM/GENERAL EXPERIENCE: Demonstrated competence in the following areas:

- Reading and understanding detailed workflow charts and diagrams that illustrate sequence of steps that program must follow and to describe input, output, and logical operations involved.
- Working with supervisor and representatives of departments concerned with program to resolve questions of program intent, data input, output requirements, and inclusion of internal checks and controls.
- Converting detailed logical flow chart to computer software application code.
- Developing software applications.
- Performing unit testing of software application modules.
- Debugging software applications using appropriate test data.
- Writing instructions to guide operating personnel during production runs.
- Writing documentation of program development and subsequent revisions.
- Training works to use program.
- Assisting Computer Operator to resolve problems in running computer program.
- Working with Systems Analyst to obtain and analyze project specifications and flow charts.

FUNCTIONAL RESPONSIBILITY: Designs and develops software applications based on project specifications and statements of problems, working under the direction and guidance of a lead engineer on the project.

MINIMUM EDUCATION: Bachelor's Degree in an applicable technical field, or the equivalent education and/or experience.

COMMERCIAL JOB TITLE: Systems Programmer

MINIMUM/GENERAL EXPERIENCE: Minimum two (2) years of technical experience and demonstrated competence in the following areas:

- Configuring and programming system software features such as task scheduling, memory management, computer file system, or controlling computer input and output.
- Testing of system software and debugging of system software problems.
- Analyzing performance indicators such as system's response time, number of transactions per second, and number of programs being processed at once, to ensure system operates efficiently.
- Reviewing computer system capabilities, workflow, and scheduling limitations to determine if requested changes to operating system are possible.
- Documenting steps taken to modify system and procedures required to implement new software.
- Assisting users of system software.
- Training users, Computer Operator, and Computer Programmer to use system software.
- Preparing workflow charts and diagrams to modify system software.
- Administering user access to systems.
- Reviewing productivity reports and problem records to evaluate performance of computer system.

FUNCTIONAL RESPONSIBILITY: Coordinates installation of computer operating system software and tests and maintains and modifies software to meet project requirements and specifications. Works with limited guidance from lead engineer on the project.

MINIMUM EDUCATION: Bachelor's Degree in an applicable technical field, or the equivalent education and/or experience.

COMMERCIAL JOB TITLE: Database Design Analyst

MINIMUM/GENERAL EXPERIENCE: Minimum two (2) years of technical experience and demonstrated competence in the following areas:

- Designing data base based on project requirements and specifications.
- Reviewing workflow charts developed by Programmer Analyst to understand data base tasks.
- Reviewing procedures in data base management system manuals for making changes to data base such as defining, creating, revising, and controlling data base.
- Revising company definition of data as defined in data dictionary (information about data, including name description, source of data item, and key words for categorizing and searching for data item descriptions).
- Updating data dictionary descriptions, including type, structure, and use of data within system.
- Developing data model describing data elements and how they are used.
- Creating description to enable Programmer Analyst to understand how programs access data.
- Writing descriptions of logical data base, describing how the data base is used.
- Writing descriptions of physical data base such as location, space requirements, access methods, security, and disaster recover.

FUNCTIONAL RESPONSIBILITY: Designs logical and physical data bases and coordinates data base development as part of project team.

MINIMUM EDUCATION: Bachelor's Degree in technical field or equivalent education and experience.

COMMERCIAL JOB TITLE: Database Administrator

MINIMUM/GENERAL EXPERIENCE: Minimum three (3) years of technical experience and demonstrated competence in the following areas:

- Designing logical and physical data bases or reviews description of changes to data base design to understand how changes to be made affect physical data base (how data is stored in terms of physical characteristics such as location, amount of space, and access method).
- Establishing physical data base parameters.
- Coding data base descriptions and specifying identifiers of data base to data base management system or directing others in coding data base descriptions.
- Calculating optimum values for data base parameters such as amount of computer memory to be used by data base.
- Specifying user access level for each segment of one or more data items such as insert, replace, retrieve, or delete data.
- Specifying which users can access data bases and what data can be accessed by user.
- Debugging program usage of a data base.
- Creating a production data base.
- Modifying data base programs to increase processing performance, referred to as performance tuning.

FUNCTIONAL RESPONSIBILITY: Coordinates physical changes to computer data bases; and codes, tests, and implements physical data base.

MINIMUM EDUCATION: Bachelor's Degree in an applicable technical field, or the equivalent education and/or experience.

COMMERCIAL JOB TITLE: Technical Support Specialist

MINIMUM/GENERAL EXPERIENCE: Demonstrated competence in the following areas:

- Developing work goals and department projects.
- Coordinating work projects such as converting to new hardware or software.
- Evaluating work load and capacity of computer system to determine feasibility of expanding or enhancing computer operations.
- Providing recommendations for improvements in computer system.
- Following established standards and quality measures.
- Evaluating and testing vendor supplied software packages for mainframe computer or microcomputers to determine compatibility with existing system, ease of use, and if software meets user needs.
- Assisting with installation of software on test and production computer systems.
- Testing computer system to determine criticality of component loss.
- Prioritizing importance of components and providing recommendations for recovering losses and using backup equipment.
- Assisting users to resolve computer related problems such as inoperative hardware or software.
- Training workers in use of new software or hardware.
- Keeping current on emerging technologies.

FUNCTIONAL RESPONSIBILITY: Provides technical support to workers in information processing departments.

MINIMUM EDUCATION: Bachelor's Degree in an applicable technical field, or the equivalent education and/or experience.

COMMERCIAL JOB TITLE: Computer Network Specialist

MINIMUM/GENERAL EXPERIENCE: Demonstrated competence in the following areas:

- Performing network troubleshooting to isolate and diagnose common network problems.
- Upgrading network hardware and software components.
- Installing, upgrading, and configuring network printing, directory structures, rights, security, and software on file servers.
- Providing users with network technical support.
- Establishing network users, user environment, directories, and security for networks being installed.

FUNCTIONAL RESPONSIBILITY: Installs, configures, and troubleshoots computer networks and associated equipment. Works with department and/or company to design and upgrade computer networks.

MINIMUM EDUCATION: Bachelor's Degree in an applicable technical field, or the equivalent education and/or experience.

ADDED MARCH 2003

COMMERCIAL JOB TITLE: Mid-Level Software Engineer

MINIMUM/GENERAL EXPERIENCE: Minimum of two (2) years of technical experience and demonstrated competence in the following areas:

- Analyzing software requirements.
- Consulting other engineering staff to evaluate interface between hardware and software, and operational and performance requirements of overall system.
- Designing software system, using scientific analysis and mathematical models as necessary to predict and measure outcome and consequences of design.
- Design, development and implementation of application and system software.
- Creating documents such as: interface requirements and design specification, software requirements and design specification, test plan, test procedures, user's guide and configuration management plan.
- Coordinating installation of software system.
- Experienced working with the customer with a focus on customer satisfaction.

FUNCTIONAL RESPONSIBILITY: Researches, designs, and develops computer software systems, in conjunction with hardware product development, by performing the required duties with minimal guidance from the project lead. Also provides guidance to other software engineers on the project team as needed.

MINIMUM EDUCATION: Bachelor's Degree in an applicable technical field, or the equivalent education and/or experience.

COMMERCIAL JOB TITLE: Lab Technician

MINIMUM/GENERAL EXPERIENCE: Demonstrated competence in the following areas:

- Conducting acceptance testing of software systems per test specifications.
- Analyzing and troubleshooting complex engineering data.
- Configuring test set-ups for engineering investigations.
- Demonstrates safe work habits and environmental awareness.
- Drafting standard and non-standard Lab procedures and developing process improvements.
- Training other Technicians.
- Planning and scheduling lab usage.
- Designing, setting up, and leading complicated tests.
- Ability to convey concepts through written and/or verbal communication.

FUNCTIONAL RESPONSIBILITY: Testing and analyzing software systems and working with engineering staff to debug and troubleshoot problems found in the software or system. Providing support for configuring and modifying the lab environment for conducting software system testing.

MINIMUM EDUCATION: Bachelor's Degree in an applicable technical field, or the equivalent education and/or experience.

COMMERCIAL JOB TITLE: Senior Software Engineer

MINIMUM/GENERAL EXPERIENCE: Minimum of five (5) years of technical experience and demonstrated competence in the following areas:

- Project planning, including schedule, budget, and resource allocation.
- Analyzing and gathering software requirements.
- Consulting other engineering staff to evaluate interface between hardware and software, and operational and performance requirements of overall system.
- Experience of principles and techniques commonly used in systems design.
- Designing software system, using scientific analysis and mathematical models as necessary to predict and measure outcome and consequences of design.
- Applying software design patterns and algorithms to solving problems.
- Design, development and implementation of application and system software.
- Creating documents such as: interface requirements and design specification, software requirements and design specification, test plan, test procedures, user guide and configuration management plan.
- Coordinating installation of software system.
- Experienced working with the customer with a focus on customer satisfaction.
- Mentoring, guiding, and supporting other members of the project team.
- Providing technical leadership on projects.

FUNCTIONAL RESPONSIBILITY: Researches, designs, and develops computer software systems, in conjunction with hardware product development, by performing the required duties and providing guidance and leadership to the engineering efforts of the project.

MINIMUM EDUCATION: Bachelor's Degree in technical field or equivalent education and experience.

COMMERCIAL JOB TITLE: Senior Program Manager

MINIMUM/GENERAL EXPERIENCE: Minimum of five (5) years of technical experience and demonstrated competence in the following areas:

- Planning, developing, implementing, and coordinating a project(s) or program(s).
- Designing and implementing systems to collect, maintain, and analyze data.
- Creating progress reports, final reports, and other information related to project(s) or program(s).
- Establishing and implementing short- and long-range goals, objectives, policies, and operating procedures; monitoring and evaluating program/project effectiveness and changes required for improvement.
- Directing, managing, and overseeing the daily administrative components of program(s)/project(s).
- Establishing staffing and an organization structure to effectively accomplish the programs' function: recruiting, employing, training, supervising, and evaluating program/project staff.
- Developing and managing budgets.
- Some experience in reading and negotiating contracts.

FUNCTIONAL RESPONSIBILITY: Leading and managing software programs by planning and coordinating program and project efforts, providing project reports, maintaining schedules and budgets for the program. Representing the company externally to customers, agencies, organizations, and the general public.

MINIMUM EDUCATION: Bachelor's Degree in technical field or equivalent education and/or experience.

COMMERCIAL JOB TITLE: Engineering Assistant

MINIMUM/GENERAL EXPERIENCE: Demonstrated competence in the following areas:

- Understanding of software design and program logic.
- Ability to perform basic software coding and modifications.
- Analyzing software specifications and preparing detailed program logic flow charts.
- Testing and debugging software applications.
- Writing technical documentation for software design, testing, and usage.

FUNCTIONAL RESPONSIBILITY: Assists software engineers through creation of flowcharts, writing documentation, performing tests on software applications and systems. Works under guidance of software engineer to implement or modify software application code.

MINIMUM EDUCATION: Bachelor's Degree in technical field or equivalent education and/or experience.

GSA SCHEDULE PRICE LIST
SIN 132-51

LABOR CATEGORY	GSA PRICE PER HOUR
Project Lead Engineer	\$95.00
Software Engineer	\$100.00
Programmer Analyst	\$95.00
Computer Programmer	\$95.00
Systems Programmer	\$95.00
Database Design Analyst	\$95.00
Database Administrator	\$95.00
Technical Support Specialist	\$80.00
Computer Network Specialist	\$70.00
Mid-Level Software Engineer	\$141.61
Lab Technician	\$108.84
Senior Software Engineer	\$181.77
Senior Program Manager	\$171.20
Engineering Assistant	\$114.13

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

PREAMBLE

(Name of Company) 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:

Dale Hawley
Contracts Manger
319-378-8455
FAX 319-378-8457

genova_gsa@genovatech.com

BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

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:

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;

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

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

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

**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.