



**AUTHORIZED FEDERAL ACQUISITION SERVICE
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 D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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

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

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

A.S.K. ASSOCIATES, INC.
1505 Kasold Drive
Lawrence, KS 66047
Phone: 800-315-4333 Fax: 785-841-2668
Email: kenm@askusa.com Internet: www.askusa.com

Contract Number: GS-35F- 0304U
Contract Period: March 13, 2008 through March 12, 2013

General Services Administration
Federal Acquisition Service

Pricelist current through _____ dated _____.

Products and ordering information in this Authorized FSS INFORMATION TECHNOLOGY Schedule Pricelist is also available on the GSA *Advantage!* System. Agencies can browse GSA *Advantage!* By accessing the Federal supply Service's Home Page via Internet at <http://www.fas.gsa.gov>

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INFORMATION FOR ORDERING OFFICES

Special Notice to Agencies:

Small Business Participation

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

For orders exceeding the micro purchase threshold, FAR 8.405 requires agencies to consider the catalogs/pricelists of at least three schedule Contractors or consider reasonably available information by using the GSA Advantage!™ On-line shopping services (www.gsadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. Geographic Scope of Contract: The Geographic Scope of Contract will be domestic delivery only.

2. Contractor's ordering Address:

A.S.K. Associates, Inc.
1505 Kasold Drive
Lawrence, Kansas 6047
(800)315-4333

Contractor's Payment Address:

A.S.K. Associates, Inc.
1505 Kasold Drive
Lawrence, Kansas 6047
(800)315-4333

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payment will be shown on the invoice. The following telephone number can be used by ordering activities to obtain technical and/or ordering assistance. **800-315-4333.**

3. Liability for Injury or Damage: A.S.K. Associates, Inc. [hereafter A.S.K.] shall not be liable for any injury to ordering activity personnel arising from the use of equipment maintained by A.S.K., unless such injury or damage is due to the fault or negligence of A.S.K..

4. Statistical Data for Government Ordering Office Completion of Standard Form 279:

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS): 099247678

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

Block 31: Woman-Owned Small Business: No

Block 36: Contractor's Taxpayer Identification Number (TIN): 48-0895258

4a. CAGE Code: 2T652

4b. Contractor has registered with the Central Contractor Registration Database: 23525

5. FOB Destination

6. Delivery Schedule

(a) TIME OF DELIVERY. **A.S.K.** 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 agreed upon between **A.S.K.** and the 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 **A.S.K.** for the purpose of obtaining accelerated delivery. **A.S.K.** shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by **A.S.K.** in writing.) If **A.S.K.** 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:

(a) Prompt Payment: **2% - 15 days from receipt of invoice or date of acceptance, whichever is later**

(b) Quantity: **Discount from list prices or statement of net price:**

- **2% discount when annual revenue on individual contract or task order total between \$500,000 and \$1,000,000.**
- **4% discount when annual revenue on individual contract or task order total between \$1,000,001 and \$2,000,000.**
- **6% discount when annual revenue on individual contract or task order total over \$2,000,001.**

(c) Dollar Volume: **Discount from list prices or statement of net price:**

- **Volume Discount: 2% discount when annual revenue on individual contract or task order total between \$500,000 and \$1,000,000.**
- **Volume Discount: 4% discount when annual revenue on individual contract or task order total between \$1,000,001 and \$2,000,000.**
- **Volume Discount: 6% discount when annual revenue on individual contract or task order total over \$2,000,001.**

(d) Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government customers.

(e) Other: None

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

9. Statement Concerning Availability of Export Packing: None

10. Minimum Requirements: The minimum dollar value of orders to be issued is \$100.

11. Maximum Order: (All dollar amounts are exclusive of any discount for prompt payment.)

(a) The maximum dollar value per order will be \$500,000 for Special Item 132-51 - Information Technology (IT) Professional Services

12. ORDERING PROCEEDURES 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/Telecommunications 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 **A.S.K.**

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 Technology 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 Telecommunications 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 Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202) 619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.

14. Contractor Tasks / Special Requirements (C-FSS-370) (NOV 2001)

(a) Security Clearances: A.S.K. 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: A.S.K. may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

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

(c) Certifications, Licenses and Accreditations: As a commercial practice, A.S.K. 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, A.S.K. 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: A.S.K. 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, A.S.K.'s participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: A.S.K. may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. Contract Administration for Ordering Activities: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4 paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause. (See C.1)

16. GSA Advantage!

The *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.

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 **A.S.K.**

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

19. Overseas Activities

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

None

Upon request of **A.S.K.**, the ordering activity may provide **A.S.K.** 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 **A.S.K.**'s technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. Blanket Purchase Agreements (BPAs)

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2 (c) (3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool. 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, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, 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 apply.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable

construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. Section 508 Compliance

If applicable, Section 508 Compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: www.askusa.com. IT standards can be found at <http://www.section508.gov/>.

24. Prime Contractor Ordering From Federal Supply Schedules

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of a 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 **A.S.K.** 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) **A.S.K.** 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, **A.S.K.** 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 **A.S.K.** gives written notice to the Contracting Officer, whichever period is longer.

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

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION
TECHNOLOGY (IT) PROFESSIONAL SERVICES
(SPECIAL ITEM NUMBER 132-51)**

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. **A.S.K.** shall provide services at **A.S.K.**'s facility and/or at the ordering activity location, as agreed to by **A.S.K.** and the ordering activity.

2. PERFORMANCE INCENTIVES

- a. Performance incentives may be agreed upon between **A.S.K.** and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by **A.S.K.** 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 **A.S.K.**. 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. **A.S.K.** shall commence performance of services on the date agreed to by **A.S.K.** and the ordering activity.
- b. **A.S.K.** agrees to render services only during normal working hours, unless otherwise agreed to by **A.S.K.** 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 **A.S.K.**, require **A.S.K.** 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 **A.S.K.**, 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, **A.S.K.** 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 **A.S.K.**, 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, **A.S.K.** 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 **A.S.K.**'s cost properly allocable to, the performance of any part of this contract; and
- (2) **A.S.K.** asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

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

6. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF A.S.K.

A.S.K. shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

9. INDEPENDENT CONTRACTOR

All IT Services performed by **A.S.K.** 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

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 **A.S.K.**, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving **A.S.K.**, any entity into or with which **A.S.K.** subsequently merges or affiliates, or any other successor or assignee of **A.S.K.**.

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 **A.S.K.** and its affiliates, may either (i) result in an unfair competitive advantage to **A.S.K.** or its affiliates or (ii) impair **A.S.K.**’s or its affiliates’ objectivity in performing contract work.

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 **A.S.K.**, 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

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

12. PAYMENTS

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

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 **A.S.K.** receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT SERVICES AND PRICING

- a. See pages 21-23 for descriptions of labor category (services) to be provided under this contract.
- b. See pages 24-26 for pricing associated with this contract.

COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

A.S.K. Associates, Inc. provides commercial services to ordering activities. As a small business, 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 demonstrates 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:

Bridget Walmsley, CPA
785-800-315-4333
e-mail: bwalmsley@askusa.com
Fax: 785-841-2668.

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, **A.S.K.** 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:

DESINATION DELIVERY SCHEDULES / DATES

_____	_____
_____	_____
_____	_____

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases thorough 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 placer 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 **A.S.K.**'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 an ordering activity requirements.

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

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

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

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

Here is a general outline on how it works:

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

INFORMATION TECHNOLOGY SERVICES SKILL CATEGORY DESCRIPTIONS

Commercial Job Title: Senior Information Technology Specialist

Minimum/General Experience: Five (5) years of progressive experience in the field of Information Technology, including specialized experience in numerous, highly specialized Information Technology disciplines involving a wide range of hardware/software solutions. This person must have successful experience in all areas of the application development life cycle or in systems and procedural analysis, design, development and implementation. May possess advanced knowledge of technical environments, current storage and retrieval methods and ability to create specifications and test cases for computer programmers to use in coding, testing and debugging programs. May possess analysis and solutions experience in business rules and process reengineering analysis and definition as well as technical solutions. May require a minimum of 3 years of relevant database analysis, design, development and implementations of new or existing systems and procedures on multi-platforms. May require experience in area of data communications, network management, procedure writing and configuration analysis in order to monitor operational activities of networks and experience in multi-tiered solutions for large-scale enterprises. Experience must include a broad range of business and technical problems and analyses for automated as well as non-automated requirements. Should have experience as a team leader on a major project such as interface definition and implementation, system testing and user interaction and involvement. An individual very knowledgeable in all aspects of Information Technology. Has extensive experience in the specific Information Technology discipline(s). Demonstrates excellent oral and written communications skills.

Functional Responsibility: Provides highly technical and specialized guidance, and solutions to complex Information Technology problems. Performs elaborate analyses and studies. Prepares reports and gives presentations. Works independently or as a member of a team. May serve as Project Leader.

Minimum Education: BS degree in Computer Science, Engineering or other related field. Experience may be substituted for formal education at the rate of eighteen (18) calendar months for each 32 semester hours of college credit required. Four (4) years of relevant experience may be substituted for a four (4) year degree; however experience must be closely related to the position person will assume. A Master's degree in related field of study may be substituted for six (6) years of experience.

Commercial Job Title: Information Technology Specialist

Minimum/General Experience: Four (4) years of progressive experience in the field of Information Technology, including four years of specialized experience in numerous highly specialized Information Technology disciplines involving a wide range of hardware/software solutions. This person must have demonstrated success in systems and procedural analysis, design, development and implementation. Must possess proficient knowledge of technical environments, current storage and retrieval methods and ability to create specifications and test cases for computer programmers to use in coding, testing and debugging programs. An individual very knowledgeable in Information Technology. Has extensive experience in the specific Information Technology discipline(s). Demonstrates good oral and written communication skills. At least three years of General Experience is concentrated hands-on experience in the specific discipline(s) of Information Technology.

Functional Responsibility: Provides highly technical and specialized solutions to complex Information Technology problems. Performs analyses and studies. Prepare reports. Works independently or as a member of a team. May serve as Task Order Project Leader.

Minimum Education: BS degree in Computer Science, Engineering or other related field. Experience may be substituted for formal education at the rate of eighteen (18) calendar months for each 32 semester hours of college credit required. Four (4) years of relevant experience may be substituted for a four (4) year degree; however experience must be closely related to the position person will assume. A Master's degree in related field of study may be substituted for six (6) years of experience.

Commercial Job Title: Junior Information Technology Specialist

Minimum/General Experience: Three (3) years of progressive experience in the field of Information Technology, including specialized experience in highly specialized Information Technology discipline(s) involving a range of hardware/software solutions. This person must have experience in systems and procedural analysis, design, development and implementation. Must possess knowledge of technical environments, current storage and retrieval methods and ability to create specifications and test cases for computer programmers to use in coding, testing and debugging programs. An individual knowledgeable in Information Technology. Has experience in the specific Information Technology discipline(s). Demonstrates good oral and written communication skills. At least two years of General Experience is concentrated hands-on experience in the specific discipline(s) of Information Technology.

Functional Responsibility: Provides technical and specialized solutions to complex Information Technology problems. Performs analyses and studies. Prepares reports. Works independently or as a member of a team.

Minimum Education: BS degree in Computer Science, Engineering or other related field. Experience may be substituted for formal education at the rate of eighteen (18) calendar months for each 32 semester hours of college credit required. Four (4) years of relevant experience may be substituted for a four (4) year degree; however experience must be closely related to the position person will assume.

Commercial Job Title: Senior Information Technology Technician

Minimum/General Experience: Three years progressive experience in the field of software or hardware operations. At least two years of General Experience is concentrated hands-on experience in the specific discipline(s) of Information Technology. The experience shall be with the specific equipment, software or other requirements. An individual knowledgeable in and experienced with all aspects of software and hardware operations for Information Technology.

Functional Responsibility: Provides support in the less technical disciplines of Information Technology, such as computer operations, moving and installing equipment, computer cabling, data entry and verification, media duplication, document control and software installation. Works as a member of a team.

Minimum Education: BS/BA degree or applicable certifications preferred but not required.

Commercial Job Title: IT Technician

Minimum/General Experience: Two (2) years of progressive experience in the field of hardware and software operations. At least one year of general experience with hands-on support in the specific discipline of IT

Functional Responsibility: Provide technical support by telephone in assigned areas for agency field personnel and persons utilizing agency systems as well as direct hands-on user supporting such areas as computer operations, moving and installing equipment, computer cabling, data entry and verification, media duplication, document control and software installation. Works alone or member of a team.

Minimum Education: BS/BA degree or applicable certifications preferred but not required.

Commercial Job Title: Information Technology Administrative Specialist/Office Automation Specialist

Minimum/General Experience: Five (5) years of progressive experience in technical writing and documentation preparation in the field of information processing. An individual very knowledgeable in computer-based documentation and presentation techniques, technical writing, technical proofreading and technical editing. Demonstrates excellent command and articulation of the English language. Demonstrates superior grammar skills.

Functional Responsibility: Prepares documentation associated with computer operations. Provides administrative support such as technical writing, proofreading, technical editing of word processing and other computer-based document development and support functions, integration of various sources into a cohesive product which may be delivered as computer-based magnetic media, graphical and narrative presentation material. May be called on to provide some computer operations support services such as making and storing magnetic tapes and data discs. Must work as part of an Information Technology support services team under the supervision of senior level Information Technology specialists and/or technician.

Minimum Education: BS/BA degree or applicable certifications preferred but not required.

Commercial Job Title: Senior Information Technology Training Specialist

Minimum/General Experience: Six (6) years of progressive experience in the field of Information Technology, including four years as an instructor of various highly specialized Information Technology disciplines. Specialized experience must include working closely with customer personnel in the analysis of training needs to meeting business needs. An individual who is very good at imparting technical information to technical and non-technical personnel and is also very knowledgeable in Information Technology. Has extensive experience in planning, developing and implementing Information Technology courses. Demonstrates excellent oral and written communication skills. At least four years of General experience is hands-on experience in the development and performance of training courses in Information Technology.

Functional Responsibility: Develops courses and instructional material to educate technical and non-technical personnel in Information Technology. Develops curricula and modular training courses. Gathers and assembles information pertaining to the subject matter, organizes and condenses materials. Teaches courses. Works independently or as part of a team.

Minimum Education: BS/BA degree or applicable certification. Experience may be substituted for formal education at the rate of eighteen (18) calendar months for each 32 semester hours of college credit required. Four (4) years of relevant experience may be substituted for a four (4) year degree; however experience must be closely related to the position person will assume.

Commercial Job Title: Information Technology Training Specialist

Minimum/General Experience: Three (3) years of progressive experience in the field of Information Technology, including two years as an instructor of various highly specialized Information Technology disciplines. Specialized experience must include working closely with customer personnel in the analysis of training needs to meeting business needs. An individual who is very good at imparting technical information to technical and non-technical personnel and is also very knowledgeable in Information Technology. Has experience in developing courses and teaching in all phases of Information Technology. Demonstrates very good oral and written communication skills. At least two

years of General Experience is hands-on experience in the development and performance of training courses in Information Technology.

Functional Responsibility: Develops courses and instructional material to educate technical and non-technical personnel in Information Technology. Gathers and assembles information pertaining to the subject matter, organizes and condenses materials. May be required to teach courses. Works independently or as part of a team.

Minimum Education: BS/BA degree or applicable certification. Experience may be substituted for formal education at the rate of eighteen (18) calendar months for each 32 semester hours of college credit required. Four (4) years of relevant experience may be substituted for a four (4) year degree; however experience must be closely related to the position person will assume.

GSA SCHEDULE CONTRACT PRICE LIST

SPECIAL ITEM NUMBER 132-51

Following are the labor rates for each of the categories presented above. **Included in these hourly rates are all Fringe Benefit costs & IFF fee and an annual escalation of 3.5%.** Off-site refers to work at our site and on-site refers to work at the customer site.

Year One

Commercial Job Title	On Site Customer's site	Off Site ASK site
Senior IT Specialist	80.60	88.66
IT Specialist	60.45	66.50
Jr. IT Specialist	40.00	44.00
Sr. IT Technician	44.00	48.40
IT Technician	34.00	37.40
IT Administration Specialist	37.31	41.04
Sr. IT Training Specialist	55.56	61.12
IT Training Specialist	45.77	50.35

Year Two

Commercial Job Title	On Site Customer's site	Off Site ASK site
Senior IT Specialist	83.42	91.76
IT Specialist	62.57	68.82
Jr. IT Specialist	41.40	45.54
Sr. IT Technician	45.54	50.09
IT Technician	35.19	38.71
IT Administration Specialist	38.62	42.48
Sr. IT Training Specialist	57.50	63.26
IT Training Specialist	47.37	52.11

Year Three

Commercial Job Title	On Site Customer's site	Off Site ASK site
Senior IT Specialist	86.34	94.97
IT Specialist	64.76	71.23
Jr. IT Specialist	42.85	47.13
Sr. IT Technician	47.13	51.85
IT Technician	36.42	40.06
IT Administration Specialist	39.97	43.96
Sr. IT Training Specialist	59.52	65.47
IT Training Specialist	49.03	53.93

Year Four

Commercial Job Title	On Site Customer's site	Off Site ASK site
Senior IT Specialist	89.36	98.30
IT Specialist	67.02	73.72
Jr. IT Specialist	44.35	48.78
Sr. IT Technician	48.78	53.66
IT Technician	37.70	41.47
IT Administration Specialist	41.37	45.50
Sr. IT Training Specialist	61.60	67.76
IT Training Specialist	50.75	55.82

Year Five

Commercial Job Title	On Site Customer's site	Off Site ASK site
Senior IT Specialist	92.49	101.74
IT Specialist	69.37	76.30
Jr. IT Specialist	45.90	50.49
Sr. IT Technician	50.49	55.54
IT Technician	39.02	42.92
IT Administration Specialist	42.81	47.10
Sr. IT Training Specialist	63.76	70.13
IT Training Specialist	52.52	57.77

