AUTHORIZED FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES

Special Item No. 132-51	**Information Technology Professional Services**
FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM)
FPDS Code D316	IT Network Management 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.

TECHNOLOGY MANAGEMENT ASSOCIATES, INC.
15040 Conference Center Drive, Suite 300, Chantilly, VA 20151
703 964-5801

GSA IT CONTRACT NUMBER: GS-35F-0319N

Period Covered by Contract: February 13, 2008 – February 12, 2013
- Contract terms have three 5-year option periods

GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE

Pricelist current through Modification #PO-0003, dated _02/13/2008.

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at http://www.fss.gsa.gov/.

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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 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!□ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!□ and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico. Technology Management Associates (TMA) is capable of fulfilling the information technology services requirements identified in this contract.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Ordering Address	Payment Address
Technology Management Associates	Technology Management Associates
15040 Conference Center Drive	15040 Conference Center Drive
Chantilly, Virginia 20151	Chantilly, Virginia 20151
Phone: 703 964-5801	Phone: 703 964-5801
Fax: 703 964-5803	Fax: 703 964-5803

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

The following telephone number(s) can be used by ordering agencies to obtain technical and/or ordering assistance: **703 964-5801**

3. LIABILITY FOR INJURY OR DAMAGE:

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

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule Block 16: Data Universal Numbering System (DUNS) Number: 92-615-4394 Block 30: Type of Contractor – B. Other Small Business Block 31: Woman-Owned Small Business -No Block 36: Contractor's Taxpayer Identification Number (TIN) 54-1669241

CAGE Code: OXXP3
Contractor has registered with the Central Contractor Registration Database.

1 **FOB DESTINATION:** As defined in each delivery order
2 **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	30 Days or as mutually agreed between Contractor and Government Ordering Agency

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall replay 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 agency, 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.

Prompt Payment: Net 30 days
Quantity: None
Dollar Volume: None
Government Educational Institutions: Same pricing as shown herein

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: N/A

10. SMALL REQUIREMENTS: The minimum dollar value of orders to be issued is one full working day for any labor category.

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

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

The maximum dollar value per order for all IT Professional services will be $500,000.

12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS. In accordance with FAR 8.404:

[NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services and 132-52 EC Services; refer to the terms and conditions for those SINs.**]**

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsize the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

a. Orders placed at or below the micro-purchase threshold. Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider-

(1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;

(2) Trade-in considerations;

(3) Probable life of the item selected as compared with that of a comparable item;

(4) Warranty considerations;

(5) Maintenance availability;

(6) Past performance; and

(7) Environmental and energy efficiency considerations.

c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the

procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall-

(1) Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;

(2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and

(3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

(1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);

(2) Offer the lowest price available under the contract; or

(3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

Price reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

Small business. For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

Federal departments and agencies 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 offices, 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 "FEDSTD." 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)9752833.

14. SECURITY REQUIREMENTS:

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or $100,000, of the total dollar value of the order, whichever is lessor.

15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES:

Any ordering office, 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 Government's convenience, and (m) Termination for Cause (See C.1.)

16. GSA *Advantage*!

GSA *Advantage*! is 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.fss.gsa.gov/.

17. PURCHASE OF OPEN MARKET ITEMS:

NOTE: Open Market Items are also known as incidental items, non-contract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

For administrative convenience, an ordering office 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 office contracting officer has determined the price for the items not on the Federal Schedule is fair and reasonable;

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS:

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

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

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

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

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

19. OVERSEAS ACTIVITIES:

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

None

Upon request of the Contractor, the Government may provide the Contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government 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. YEAR 2000 WARRANTY — COMMERCIAL SUPPLY ITEMS:

"Year 2000 compliant" means information technology that accurately processes date/time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000 and leap year calculations. Furthermore, Year 2000 compliant information technology, when used in combination with other information technology, shall accurately process date/time data if the other information technology properly exchanges date/time data with it.

The Contractor warrants that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the Contractor, provided that all listed or unlisted products (e.g. hardware, software, firmware) used in combination with such listed product properly exchange date data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those listed products as a system. The duration of this warranty and the remedies available to the Government for breach of this warranty shall be as defined in, and subject to, the terms and limitations of the Contractor's standard commercial warranty or warranties contained in this contract, provided that notwithstanding any provision to the contrary in such commercial warranty or warranties, the remedies available to the Government under this warranty shall include repair or replacement of any listed product whose non-compliance is discovered and made known to the Contractor in writing within ninety (90) days after acceptance. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

21. 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.

22. 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.

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

I.A. SCOPE

a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and Special Item Number 132-52 Electronic Commerce Services apply exclusively to IT/EC Services within the scope of this Information Technology Schedule.

b. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

1. B. PERFORMANCE INCENTIVES

(a) When using a performance-based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.

(b) The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

(c) To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

(d) The above procedures do not apply to Time and Material or labor hour orders.

2. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b) (2) through (b) (3).

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mixes of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering offices shall

(1) Prepare a Request (Request for Quote or other communication tool):

(i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

(ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the

ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) (i) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors.

(i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132-51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the rnicro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall

(1) Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(i) SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(ii) MULTIPLE BPAs: When the ordering office determines Multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a) (2) (ii) above and then place the order with the Schedule contractor that represents the best value.

(2) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

(c) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

(d) When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

(e) The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed; such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

(f) Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under "Information for Ordering Offices," paragraph #12.

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 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

The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.

The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.

The Agency 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.

Any Contractor travel required in the performance of IT/EC 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. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) 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) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

6. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

7. RESPONSIBILITIES OF THE GOVERNMENT

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

8. INDEPENDENT CONTRACTOR

All IT/EC Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the Government.

9. 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 Government contract, without some restriction on 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 Government, ordering offices 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.

10. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT/EC services. Progress payments may be authorized by the ordering office 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.

11. PAYMENTS

For firm-fixed price orders the Government 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 (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

12. RESUMES

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

13. INCIDENTAL SUPPORT COSTS

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

14. 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.

15. DESCRIPTION OF TMA AND IT SERVICES

Corporate Overview

TMA is a forerunner in defining, designing, developing, integrating, installing, and operating quick reaction, prototype, and operational computer based systems for the intelligence community. Our expertise in requirements analysis, code development, COTS integration, and hardware selection, configuration, and integration has been successfully applied to more than 25 projects since 1995.

Though a small company, TMA is comprised of industry experienced software, hardware, and system engineers as well as support professionals who are all well known in the signals intelligence (SIGINT) community. Combining highly competent and productive project teams whose development talents in X-Midas, Midas-2K, Java, and other current software applications with a thorough understanding of the underlying customer problems and environments has proven to be successful. Our project teams have consistently developed and delivered system solutions in a timely and efficient manner providing real and significant savings to our customers.

Location

TMA's headquarters is located in Chantilly, Virginia. The vast majority of our project work is conducted at this location; however, individual TMA staff members frequently support projects at various customer facilities and field locations on both a TDY and PCS basis.

Personnel

TMA's staff has an average of 20 years experience in the hardware and software engineering, system integration, and computer network administration. TMA's staff has experience in support of the intelligence community, both as government employees and as contractors.

TMA's staff has worked extensively with collection and processing organizations within the intelligence community and is intimately familiar with the operating, processing, and facility capabilities of numerous operational field sites.

All TMA personnel, both technical and administrative, have the appropriate security clearances.

Over 80% hold degrees with more than 25% at the Masters and PhD level. Academic backgrounds include: Computer Science, Information Systems, Electrical Engineering, Mathematics, and Physics, with various specialties including digital signal processing, network communications, control systems, database, web tools, and computer graphics. In addition, many of the TMA staff have years of formal military, operator, and technician training directly related to computer based systems including system operation, network management, and computer maintenance. TMA's staff is sensitive to customer needs and endeavors to be flexible to meet those needs. For example, many staff members travel frequently and have been engaged in extended field installations and operations. They understand the importance of "on-site" efforts and are willing to provide support when and where needed.

Facilities

TMA's offices contain 56,000 square feet of space approved for storing and processing classified data. The facility includes offices, computer integration and staging lab, and three conference rooms. Outside the classified spaces, TMA has available areas for pre-ship staging of unclassified systems, vendor demonstrations, and unclassified warranty and calibration efforts.

In addition, TMA has a lab facility that contains 5400 square feet of classified computer integration, staging, storage, and training space. TMA also has 3,000 square feet of unclassified storage and staging areas.

The facility has a flexible networking structure including both copper and fiber that can be configured to meet a variety of customers' needs. Access to both classified and unclassified WAN's is available.

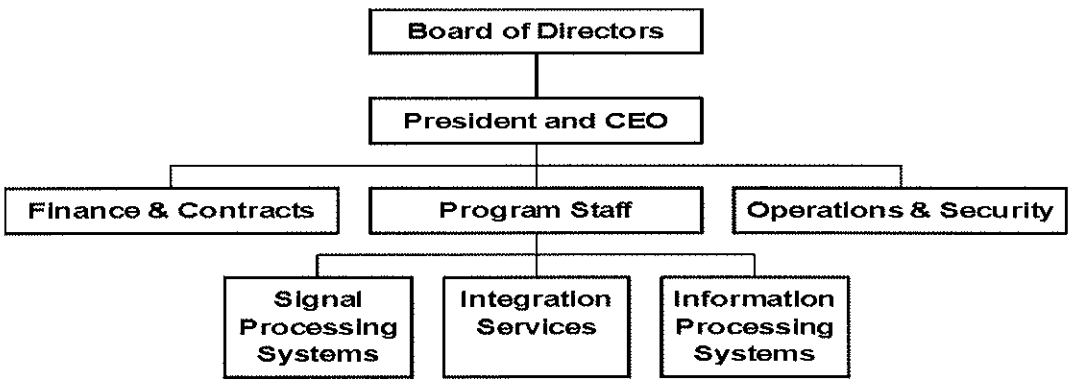
Technical Experience

TMA is recognized for rapidly delivering and installing complex computer based systems. Our success is based on our team's expertise in digital signal processing and mission management using X-MIDAS, Midas-2K, Java, Fortran, C, C++, X-Windows, Motif and other current software applications; our understanding of SIGINT collection and processing requirements; and our familiarity with the systems and interfaces at the field sites. We have developed software code and algorithms providing new capabilities in signal processing, signal quality measurement, resource allocation, and status display and dissemination. We have developed, tested and integrated these systems at our facility; and have installed, integrated, tested, documented and trained the capabilities at various field facilities.

The common denominator in TMA's work has been efficient development using system experts who can effectively respond to customer concerns and objectives. Our technical approach is simple. First, find and hire experienced and successful system developers. Second, understand the customer's problem and how to solve it. Third, use our expertise and apply continual concept validation to create well-integrated systems that meet the customer's needs and are equally a system as well as a solution.

Our management approach for each project is to assign a project leader who is directly responsible to the customer on all facets of the project. All of TMA's project leaders are technical personnel with significant experience and an excellent understanding of the development and integration arena. TMA also fosters an environment of corporate flexibility and individual responsibility. Our primary management goal is to enable employees to best meet customer needs. We expect and receive the highest standards from every member of our staff.

TMA Organization Chart



16. DEGREE AND EXPERIENCE SUBSTITUTIONS

TMA recognizes that successful performance depends on having personnel with the right skills and experience. These skills and experience are acquired through a proper mix of education and professional experience. We have found that skills required to support advanced technology efforts and today's problems and tomorrow's challenges are not always supported by the traditional formal education and work experience combination. Therefore, we have incorporated substitution allowances between equivalent education and experience in order to provide the quality of services required by the customer at the most reason price. The two tables below present substitution equivalencies for education and experience requirements.

- **Substitutions for educational requirements**

  Additional years of related experience may be substituted for degree requirements.

Degree Requirement	Equivalent Experience Substitution
High School	GED
Associate	High School plus two years additional related experience
Bachelor's	High school plus four years additional related experience or Associate's degree plus two years additional related experience
Master's	Bachelor's degree plus two years additional related experience or six years additional related experience
Doctorate	Bachelor's degree plus four years or Master's degree plus two years or eight years additional related experience

- **Substitutions for work experience requirements.**

  A related degree may be substituted for years of related work experience.

Degree Requirement	Equivalent Experience Substitution
Bachelor's	Two
Master's	Four
Doctorate	Six

LABOR CATEGORY DESCRIPTIONS AND RATES ARE PROVIDED IN SECTIONS 17 & 18.

17. LABOR CATEGORY DESCRIPTIONS

	Position	Description & Minimum Requirements
1	Program Manager I	Experience: At least two (2) years of team leadership experience in a related field. Education: BA/BS Degree or the equivalent years in experience. Functional Responsibility: Plans, organizes, and directs all project level activities of a small project. Ensures goals and objectives of program are accomplished within contract terms and conditions. Interfaces with client management personnel and is adept in oral and written communications. May require oversight of upper level Program Managers.
2	Program Manager II	Experience: At least eight (8) years of experience in a related field including some supervisory or management experience. Education: BA/BS Degree or the equivalent years in experience. Functional Responsibility: Plans, organizes, and directs all project level activities of a small to mid-size project. Ensures goals and objectives of program are accomplished within contract terms and conditions. Interfaces with client management personnel and is adept in oral and written communications. May provide oversight to lower level Program Managers.
3	Program Manager III	Experience: Fifteen (15) or more years of progressive experience in planning, managing, directing, and implementing engineering programs including at least ten (10) years of high-level program management experience in a diverse group of functional activities predominately in information technology applications. Recognized leader in the customer community such as signals intelligence (SIGINT) capable of conceiving, planning and managing complex programs involving multiple tasks and groups. Exceptional judge of character and ability who can build a team and inspire them to success. Interacts with counterparts and personnel at highest levels of industry or government. Strong written and oral communication skills including ability to convincingly articulate program results and customer positions in any forums and in adversarial situations Education: BA/BS Degree or the equivalent years in experience. Functional Responsibility: Acts as mentor to technical staff and senior advisor to customers. Plans, organizes, and directs all project level activities. Ensures goals and objectives of program are accomplished within contract terms and conditions. Interfaces with client management personnel and is adept in oral and written communications. Provide oversight to lower level Program Managers
4	SW Engineer I	Experience: Academic or minimal prior industry experience. Education: Associates Degree or the equivalent years in experience in computer science, electrical engineering, math, physics, or equivalent discipline. Functional Responsibility: Assists in the design and coding of software product components, units, and modules according to detailed requirements/specifications. Participates in analysis and development of test plans. Tests assigned units. Provides test results and recommends corrective actions to senior developers. Requires practical knowledge of one or more platforms and operating systems and of programming languages such as C and C++. Typically requires knowledge of one or more system architectures such as client/server and distributed processing.

5	SW Engineer II	Experience: A minimum of two (2) years of applicable experience. Education: BA/BS Degree or the equivalent years in experience in computer science, electrical engineering, math, physics, or equivalent discipline. Functional Responsibility: Designs and codes software components, units, and modules that meet product development schedules and requirements/specifications Tests and debugs assigned components and units. Participates in large system and subsystem planning. Adheres to product build and release schedules and strategies. Acts as a technical resource for lower level developers. Requires comprehensive knowledge of one or more platforms and operating systems, and of programming languages such as Java and C++. Typically requires knowledge of one or more system architectures such as client/server and distributed processing.
6	SW Engineer III	Experience: At least five (5) years of applicable experience. Education: BA/BS Degree or the equivalent years in experience in computer science, electrical engineering, math, physics, or equivalent discipline. Functional Responsibility: Develops technical designs and requirements / specifications for software products such as X-Midas, Midas-2, and Java. Researches and integrates design strategies, product specifications, development schedules, and user expectations into product capabilities. Uses software development technologies and tools to build, test and maintain product modules, components, and subsystems. Provides technical leadership to lower level developers. May provide product demonstrations, seminars, and training. May require interaction with customers, vendors, and external development partners.
7	SW Engineer IV	Experience: At least eight (8) years of applicable software development experience in programs such as X-Midas, Midas-2, Java and other current software applications. Recognized expertise in customer community technical area such as signals intelligence (SIGINT). Education: Advanced Degree or the equivalent years in experience in computer science, electrical engineering, math, physics, or equivalent discipline. Functional Responsibility: Oversees technical design, development, and implementation of large projects and/or major software products and systems. Assists in defining architecture requirements and establishing standards for design and development. Consults with management and customers regarding product feasibility and viability of product plans and designs. Factors emerging technologies and product supportability into design and implementation. Serves as primary technical resource to the development team. May act as team leader in prioritizing group tasks, determining individual assignments, and reviewing work of lower level developers. Provides product demonstrations and participates in seminars, industry boards, and user group meetings. Interacts with customers regarding strategies, requirements, problem solving, and support. Requires expert knowledge of specific products, systems, and lines of business.
8	Systems Engineer I	Experience: At least one (1) year related development experience or relevant degree. Education: BA/BS Degree or the equivalent years in experience. Functional Responsibility: Perform systems engineering activities under close supervision of senior program staff. Assists in defining user requirements. Analyzes requirements, develops specifications, performs requirements

		traceability, and assists in interpretation of specifications and requirements to facilitate software and architectural design decisions in areas such as storage capacity, user response time, network reliability and throughput, and data integrity and security. Analyzes the performance of proposed designs and contribute to tradeoff studies of design and implementation alternatives (hardware, software, and networks). Analyzes test plans, procedures, and results for verification of requirements.
9	Systems Engineer II	Experience: At least two (2) years of applicable experience. Education: BA/BS Degree or the equivalent years in experience. Functional Responsibility: Leads systems engineering activities under oversight of senior program staff. Defines user requirements. Analyzes requirements, develops specifications, performs requirements traceability, and interprets specifications and requirements to facilitate software and architectural design decisions in areas such as storage capacity, user response time, network reliability and throughput, and data integrity and security. Analyzes the performance of proposed designs and conducts tradeoff studies of design and benchmarks implementation alternatives. Develops and analyzes test and validation plans, procedures, and results for satisfaction of requirements. Helps define user interfaces based on problem area experience.
10	Systems Engineer III	Experience: At least five (5) years of applicable experience with programs such as X-Midas, Midas-2, Java and other current software applications. Experienced in customer community technical area such as signals intelligence (SIGINT). Education: BA/BS Degree or the equivalent years in experience. Functional Responsibility: Leads the definition and execution of systems engineering activities within a project, or performs relatively complex development tasks. Experienced with the interpretation of user requirements and operational issues and able their impact on design and implementation alternatives. Activities may consist of systems planning, performance management, capacity planning, testing and validation, benchmarking, information engineering, and development and staffing of a systems engineering plan. Serves as a resource for software developers and program management in assessing user requirements and addressing implementation and operational issues. Can be called on to provide system overviews, training, and operational analysis for both users and developers. Often represents the project in meetings with vendors, support contractors, and interfacing systems and organizations.
11	Systems Engineer IV	Experience: At least ten (10) years of applicable experience including technical leadership of software based systems. Experience with programs such as X-Midas, Midas-2, Java and other current software applications. Recognized expertise in customer community technical area such as signals intelligence (SIGINT). Education: Advanced Degree or the equivalent years in experience. Functional Responsibility: Technical leader and manager for multiple tasks in design, implementation, and integration of software based project or independently performs exceptionally complex software development tasks. Plan, coordinate, and manage engineering projects. Act as lead in defining and executing systems engineering activities within a project. Provide comprehensive definition of all aspects of system development from analysis of mission needs to verification of system performance through definition, design, development, integration, test, delivery, and sustaining operations. Recognized by customers and users as an

		expert in the problem area and the relevant system interfaces. Supports key tradeoffs in terms of user requirements and implementation issues. Often serves as a key mentor to the development team to foster customer and problem understanding. Provides oversight and support to junior system engineers.
12	System Administrator I	Experience: Minimal prior experience. Education: High School Diploma or equivalent. Functional Responsibility: Assists in the setup, installation, and troubleshooting of computer platforms, peripherals, networks, and infrastructure.
13	System Administrator II	Experience: At least three (3) years of applicable experience. Education: Associates degree, the equivalent years in experience, or Technical Certification. Functional Responsibility: Performs the setup, installation, and troubleshooting of computer platforms, peripherals, networks, and infrastructure. Makes recommendations in architectural design.
14	System Administrator III	Experience: At least five (5)years of applicable experience Education: Associates degree, the equivalent years in experience, or Technical Certification. Functional Responsibility: Leads the setup, installation, and troubleshooting of computer platforms, peripherals, networks, and infrastructure. Responsible for architectural design and purchasing. May provide tasking and leadership to lower level System Administrators.
15	Technician I	Experience: Minimal prior experience. Education: High School Diploma or equivalent. Functional Responsibility: Technical assistance support as required in the areas of data management, document control, computer support, computer configuration, computer installation, and other support as required.
16	Technician II	Experience: At least three (3) years of applicable experience. Education: High School Diploma or equivalent. Functional Responsibility: Provides technical support as required in the areas of data management, document control, computer support, computer configuration, computer installation, and other support as required.
17	Technician III	Experience: At least five (5) years of applicable experience. Education: High School Diploma or equivalent. Functional Responsibility: Provides technical support as required in the areas of data management, document control, computer support, computer configuration, computer installation, troubleshooting and other support as required.
18	Technician IV	Experience: At least eight (8) years of applicable experience. Education: High School Diploma or equivalent. Functional Responsibility: Performs technician responsibilities and provides technical leadership for multiple tasks in integration of a project.

19	Documentation / Training Specialist I	Experience: Minimal previous experience. Education: Associates Degree or completion of a technical school program in related area or the equivalent in experience. Functional Responsibility: Assists in the creation of graphic design, artwork and documentation layout including on-line, interactive, Internet and World Wide Web documents. Assists in writing, editing, and rewriting of material of a technical nature. Assists in preparation user guides and other technical documentation for presentations. Assists in training end users.
20	Documentation / Training Specialist II	Experience: At least five (5) years of applicable experience. Education: Associates Degree or completion of a technical school program in related area or the equivalent years in experience. Functional Responsibility: Create graphic design, artwork and documentation layout including on-line, interactive, Internet and World Wide Web documents. Perform writing, editing, and rewriting of material of a technical nature. Prepares user guides and other technical documentation for presentations. May train end users.
21	Documentation / Training Specialist III	Experience: At least ten (10) years of applicable experience. Education: Associates Degree or completion of a technical school program in related area or the equivalent years in experience. Functional Responsibility: Create graphic design, artwork and documentation layout including on-line, interactive, Internet and World Wide Web documents. Perform writing, editing, and rewriting of technical material. Prepares user guides and other technical documentation for presentations. Demonstrates creativity and resourcefulness and the regular use of independent judgment when interfacing with customers and staff. May oversee and task lower level staff. May train end users.
22	Program Support I	Experience: Familiarity with word processing, spreadsheet, presentation software, logistics software and concepts, accounting practices and procedures, and government oversight policies. Education: BA/BS Degree or the equivalent years in experience. Functional Responsibility: Performs administrative and project support in areas of program management, project control, report generation, scheduling and financial management, logistics, and corporate and government regulations. Exercises judgment in accomplishing tasking, and works with direction.
23	Program Support II	Experience: Must have five (5) years of relevant experience including familiarity with word processing, spreadsheet, presentation software, logistics software and concepts, accounting practices and procedures, and government oversight policies. Education: BA/BS Degree or the equivalent years in experience. Functional Responsibility: Performs administrative and project support in areas of program management, project control, report generation, scheduling and financial management, logistics, and corporate and government regulations. Exercises judgment in accomplishing tasking, and works somewhat independently.
24	Program Support III	Experience: Must have eight (8) years of relevant experience including familiarity with word processing, spreadsheet, presentation software, logistics software and concepts, accounting practices and procedures, and government oversight

		policies. Education: BA/BS Degree or the equivalent years in experience. Functional Responsibility: Performs administrative project support in areas of program management, project control, report generation, scheduling and financial management, logistics, and corporate and government regulations. Exercises judgment in accomplishing tasking, and works independently.
25	Program Assistant I	Experience: Minimal previous experience. Familiarity with word processing, spreadsheet, presentation, logistics software and concepts, accounting practices and procedures, and government oversight policies. Education: High School Diploma or equivalent. Functional Responsibility: Provides administrative support to technical and management-level personnel. Includes, but is not limited to, project administration, planning and coordination, documentation and briefing support, general office support, secretarial support, human resource support, logistical support, accounting support, and conference planning. Require supervision and direction.
26	Program Assistant II	Experience: Must have five (5) years of relevant experience including familiarity with word processing, spreadsheet, presentation software, logistics software and concepts, accountin practices and procedures, and government oversight policies. Education: High School Diploma or equivalent. Functional Responsibility: Provides administrative support to technical and management-level personnel. Includes project administration, planning and coordination, financial reporting and project control, documentation and briefing support, general office support, secretarial support, human resource support, logistical support, accounting support, and conference planning. May require supervision and direction.

18. LABOR CATEGORY RATES – as revised January 2004 to reflect the IFF Rate Reduction

		2/13/11 - 2/12/12	2/13/12 - 2/12/13
No.	**Labor Category**	**Year 9**	**Year 10**
1	Program Manager I	$200.39	$214.42
2	Program Manager II	$257.28	$275.29
3	Program Manager III	$372.12	$398.17
4	Software Engineer I	$143.12	$153.14
5	Software Engineer II	$200.39	$214.42
6	Software Engineer III	$257.28	$275.29
7	Software Engineer IV	$314.47	$336.48
8	System Engineer I	$200.39	$214.42
9	System Engineer II	$228.70	$244.71
10	System Engineer III	$257.61	$275.64
11	System Engineer IV	$314.47	$336.48
12	Technician I	$142.93	$152.94
13	Technician II	$152.85	$163.55
14	Technician III	$180.34	$192.96
15	Technician IV	$190.59	$203.93
16	Documentation/Training Specialist I	$124.58	$133.30
17	Documentation/Training Specialist II	$200.39	$214.42
18	Documentation/Training Specialist III	$236.20	$252.73
19	System Administrator I	$142.93	$152.94
20	System Administrator II	$180.34	$192.96
21	System Administrator III	$188.36	$201.55
22	Program Support I (LOGS)	$142.93	$152.94
23	Program Support II	$200.13	$214.14
24	Program Support III	$220.45	$235.88
25	Program Assistant I	$107.32	$114.83
26	Program Assistant II	$142.93	$152.94

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Technology Management Associates (TMA) provides commercial products and services to the Federal Government. 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 Federal Government contracts. To accelerate potential opportunities, please contact Brenda Record at (410) 712-4955.

BEST VALUE BLANKET PURCHASE
AGREEMENT FEDERAL SUPPLY SCHEDULE
(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (Agency Name) and **Technology Management Associates (TMA)** enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

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

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

SIGNATURES

AGENCY DATE CONTRACTOR DATE

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 Agency):

(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 SCHEDULE/DATES

(3) The Government 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.

***IMPORTANT** -- A new feature to the Federal Supply Schedules Program permits contractors to offer price reductions in accordance with commercial practice. Teaming Arrangements are permitted with Federal Supply contractors in accordance with FAR Part 9.6

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 customer agency 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.