KBTS Technologies, Inc.

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

Contract Number: GS-35F-0319T

Special Item No. 54151S Information Technology Professional Services

SIN 54151S - 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 D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) 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

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Contract Term: March 09, 2017 to March 08, 2022
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Part I: INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal 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 micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). 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 micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

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

2. CONTRACTOR’S ORDERING ADDRESS AND PAYMENT INFORMATION:

   KBTS Technologies, Inc.
   41461 West Eleven Mile Road
   Novi, MI  48375-1855

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

   The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

   (248) 374-1230
3. LIABILITY FOR INJURY OR DAMAGE
The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. STATICAL 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: 06-856-5311
   Block 30: Type of Contractor - _A. Small Disadvantaged Business, 8(a) Certified
   A. Small Disadvantaged Business
   B. Other Small Business
   C. Large Business
   G. Other Nonprofit Organization
   L. Foreign Contractor
   Block 31: Woman-Owned Small Business - Yes
   Block 36: Contractor's Taxpayer Identification Number (TIN): 38-3442748
   4a. CAGE Code: 4KSP7
   4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE
   a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:
      SPECIAL ITEM NUMBER DELIVERY TIME (Days ARO)
      _54151S___________ As negotiated by delivery Order _ Days
   b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS:
   Prices shown are NET Prices; Basic Discounts have been deducted.
   a. Prompt Payment: NET ___% - ___ days from receipt of invoice or date of acceptance, whichever is later.
   b. Quantity - None
   c. Dollar Volume - None
   d. Government Educational Institutions - None
   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: N/A

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

11. MAXIMUM ORDER
a. The Maximum Order value for the following Special Item Numbers (SINs) is $500,000:
   Special Item Number 54151S - 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/TELECOMMUNICATION STANDARDS REQUIREMENTS:
Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDs), which are cited by ordering activities, shall be responded to promptly by the Contractor.

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDs):
Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDs) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDs should be obtained from the GSA, Federal 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: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

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

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

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor’s participation in such order may be restricted in accordance with FAR Part 9.5.
(g) **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency’s order.

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

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

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

### 15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:

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

### 16. GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to 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, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

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

N/A

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.
22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of $2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds $2,000, then the requirements of the Davis-Bacon Act applies.

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

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.kbtstech.com

The EIT standard can be found at: www.Section508.gov/

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from _______ dated _______. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or
(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

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

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item’s interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at http://www.core.gov.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

Part II: TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S)

1. SCOPE
   a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
   b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES
   a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
   b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
   c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.
3. ORDER
   a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual 
purchase orders, or task orders for ordering services under this contract. Blanket Purchase 
   Agreements shall not extend beyond the end of the contract period; all services and delivery shall be 
made and the contract terms and conditions shall continue in effect until the completion of the order. 
Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 
52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase 
order shall specify the availability of funds and the period for which funds are available.

   b. All task orders are subject to the terms and conditions of the contract. In the event of 
   conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES
   a. The Contractor shall commence performance of services on the date agreed to by the 
   Contractor and the ordering activity.

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

   c. The ordering activity should include the criteria for satisfactory completion for each task in 
   the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike 
manner.

   d. Any Contractor travel required in the performance of IT Services must comply with the 
   Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the 
   travel is performed. Established Federal Government per diem rates will apply to all Contractor 
   travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)
   (a) The Contracting Officer may, at any time, by written order to the Contractor, require the 
   Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after 
   the order is delivered to the Contractor, and for any further period to which the parties may agree. 
The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt 
of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to 
minimize the incurrence of costs allocable to the work covered by the order during the period of 
work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within 
any extension of that period to which the parties shall have agreed, the Contracting Officer shall 
either-

      (1) Cancel the stop-work order; or

      (2) Terminate the work covered by the order as provided in the Default, or the 
        Termination for Convenience of the Government, clause of this contract.

   (b) If a stop-work order issued under this clause is canceled or the period of the order or any 
   extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an 
equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be 
modified, in writing, accordingly, if-
(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(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 THE CONTRACTOR**

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

8. **RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

9. **INDEPENDENT CONTRACTOR**

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

10. **ORGANIZATIONAL CONFLICTS OF INTEREST**

   a. **Definitions.**

   “Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

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

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

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

11. **INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.
12. PAYMENTS
For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (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 the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT SERVICES AND PRICING
   a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S. IT Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
   b. Pricing for all IT Services shall be in accordance with the Contractor’s customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.
The following is a list of job titles:

<table>
<thead>
<tr>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Programmer</td>
</tr>
<tr>
<td>2. Programmer Analyst</td>
</tr>
<tr>
<td>3. Team Lead</td>
</tr>
<tr>
<td>4. Documentation Specialist</td>
</tr>
<tr>
<td>5. QA/Application Tester</td>
</tr>
<tr>
<td>6. Database Administrator (DBA)</td>
</tr>
<tr>
<td>7. System Administration</td>
</tr>
<tr>
<td>8. Security Administration</td>
</tr>
<tr>
<td>9. Project Manager</td>
</tr>
<tr>
<td>10. Senior Project Manager</td>
</tr>
<tr>
<td>11. Database Architect</td>
</tr>
<tr>
<td>12. Systems Architect</td>
</tr>
<tr>
<td>13. Enterprise Architect</td>
</tr>
<tr>
<td>14. Functional Expert</td>
</tr>
<tr>
<td>15. Business Analyst</td>
</tr>
<tr>
<td>16. Systems Operator</td>
</tr>
<tr>
<td>17. Help Desk/Tech Support</td>
</tr>
<tr>
<td>18. IT Specialist, Enabling Technologies</td>
</tr>
</tbody>
</table>

1. **Programmer**

Minimum Experience: 2 years of programming experience.

Job Responsibility: With minimal guidance from a programmer analyst, performs programming tasks for complex software projects. Gathers, understands and analyzes information. Designs software code to accomplish desired functions in an optimum manner. Develops program specifications. Develops computer programs to accomplish system design functions. Performs all program development activities including programming and system testing.

Minimum Education: Bachelor’s degree or equivalent experience, with 2 years’ experience equal to one year of education.

2. **Senior Programmer Analyst**

Minimum Experience: 5 years of programming experience.

Job Responsibility: Independently performs programming tasks for complex software projects. Gathers, understands and analyzes information. Designs software code to accomplish desired functions in an optimum manner. Develops program specifications. Develops computer programs to accomplish system design functions. Performs all program development activities including program
and system testing. Gives guidance to programmers and provides reports on task progress to Team Lead/Project Manager.

Minimum Education: Bachelor’s degree or equivalent experience, with 2 years’ experience equal to one year of education.

3. Team Lead:

Minimum Experience: 6 years of programming experience, at least one year of which as a team lead.
Job Responsibility: Team Leads must have capabilities of at least a Programmer Analyst classification. In addition, Team Leads may provide supervision to lower service level classifications and may act as liaison between the Project Manager and the programming team. Gives guidance to programming team and provides reports on task progress to Project Managers.
Minimum Education: Bachelor’s degree or equivalent experience, with 2 years’ experience equal to one year of education.

4. Documentation Specialist:

Minimum Experience: 2 years of experience.
Job Responsibility: Document Specialists shall demonstrate experience and the ability to prepare system, user, operations and technical data processing documentation. Documentation shall include, but not be limited to: narratives, flowcharts, procedure guides, data flow diagrams, entity relationship diagrams, hardware configuration diagrams, user manuals and other illustrations. This is a non-IT job category. This job category cannot stand alone by itself in the task order process.
Minimum Education: Associate degree or equivalent experience, with 2 years’ experience equal to one year of education.

5. QA/Application Tester:

Minimum Experience: 2 years of experience.
Job Responsibility: Reviews project requirement documentation to generate test plans, validation rules and test data. Monitors, evaluates and measures the functionality of applications. Develops a QA project work plan for the Quality Assurance effort. Conducts analysis of past project performance to identify and report statistics. Designs and develops performance metrics. Applies basic auditing tools and techniques such as flowcharting, metrics and observation techniques. Conducts various types of application testing including but not limited to, unit, integration, regression, load testing using both manually and automated tools.
Minimum Education: Bachelor’s degree or equivalent experience, with 2 years’ experience equal to one year of education.

6. Database Administrator (DBA):

Minimum Experience: 2 years of experience as a DBA.
Job Responsibility: Provides technical expertise in the analysis, design, development, implementation, and maintenance of Database Management Systems (DBMS) for software applications. This includes the standardization of data definitions and usage for data resource management. Demonstrates expertise in using structured analysis and design, building data bases, developing logical and physical data base designs and consolidation of data models, entity diagramming and prototyping. Extensive use of languages and administrative tool sets of the Data Base Management Systems being utilized.
Minimum Education: Bachelor’s degree or equivalent experience, with 2 years’ experience equal to one year of education.

7. System Administrator:
Minimum Experience: 2 years of experience as a Systems Administrator.
Job Responsibility: Provides technical expertise in the analysis, design, development, implementation, maintenance and modifications of computer and communications hardware, operating systems and auxiliary software packages required to support various computer systems and peripherals devices. Performs setting up and installation of hardware, network and operating systems including, LAN, WAN, VPN and Security.
Involves in troubleshooting and resolving performance issues, assessing long range and short range hardware and software requirements, implementing hardware and software changes and providing technical training and advice to programmers, analysts and management.
Minimum Education: Bachelor’s degree or equivalent experience, with 2 years’ experience equal to one year of education.

8. Security Administrator:
Minimum Experience: 6 years of experience.
Job Responsibility: Provides technical expertise in designing, planning, implementing, testing and participating in the certification and accreditation of systems, as well as providing support tools for construction of such systems. Participates in conducting risk assessments; providing a security framework, developing security guides, policies and plans; and providing an end-to-end information security solution for environments from desktop to mainframe/enterprise systems, interface between information systems and networks as well as systems and physical sites. Demonstrates abilities in business impact analysis, continuity of operations, disaster recovery; and risk assessment/mitigation.
Minimum Education: Bachelor’s degree or equivalent experience, with 2 years’ experience equal to one year of education.

9. Project Manager:
Minimum Experience: 8 years of progressive technical and/or managerial experience in information resources management.
Job Responsibility: Provides expertise with project scheduling and work planning tools. Demonstrated ability in the project manager competencies including but not limited to: Scope Definition, Communications Planning, Resource Planning, Schedule Development, Risk Management, Project Budget Management, Functional Requirements Definition, Work Breakdown Structure (WBS), Change Control and Configuration Management and Reports and Project Reporting Templates. Manages the successful implementation of the assigned project using project management methodologies. Interfaces with Client management personnel. Prepares reports in writing and orally to company and client representatives. May be involved in negotiating and making binding decisions for the company.
Minimum Education: Bachelor’s degree or equivalent experience, with 2 years’ experience equal to one year of education.

10. Senior Project Manager:
Minimum Experience: 10 years of progressive technical and/or managerial experience in information resources management.

Job Responsibility: Senior Project Manager must have the capabilities as at least as a Project Manager classification. Demonstrated ability in the additional project manager competencies such as Project Initiation and Solution Analysis, Activity Definition and Sequencing, Project Execution and Control, Request for Proposal (RFP) Processes, Procurement Planning, Cost Benefit and Return on Investment (ROI) Analysis, Performance Planning and Project Closeout. Demonstrated ability to coordinate between multiple agencies/departments and project teams. Provides effective communication skills in both verbal and written form to all levels of management. Demonstrates working knowledge of industry accepted methodologies, policies, standards, procedures and practices. Demonstrates extensive coordination abilities between business and technology groups such as, but not limited to: agencies, technical operations, capacity planning, strategic planning, systems development, enterprise architecture and finance. Articulates opportunities and leverages relationships between agencies, vendors, contractors and committees.

Minimum Education: Bachelor’s degree or equivalent experience, with 2 years’ experience equal to one year of education.

11. Database Architect:

Minimum Experience: 10 years of experience in database design, development, maintenance and administration.

Job Responsibility: Provides guidance in design and development of relational databases for large systems. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Assures that data is normalized and current. Makes recommendations for upgrading database system designs. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Oversees a variety of tasks. Provides consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected.

Minimum Education: Bachelor’s degree or equivalent experience, with 2 years’ experience equal to one year of education.

12. Systems Architect:

Minimum Experience: 10 years of experience in the design, development, maintenance and administration of various computer systems.

Job Responsibility: Provides guidance in the analysis, design, development, implementation, maintenance and modifications of computer and communications hardware, operating systems and auxiliary software packages required to support various computer systems and peripherals devices. Architects the set up and installation of hardware, network and operating systems including, LAN, WAN, VPN and Security.

Demonstrates expertise in troubleshooting and resolving performance issues, assessing long range and short range hardware and software requirements, implementing hardware and software changes and providing technical direction and advice to agencies/departments and management teams. Provides consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected.

Minimum Education: Bachelor’s degree or equivalent experience, with 2 years’ experience equal to one year of education.
13. **Enterprise Architect:**

Minimum Experience: 10 years experience in information technology and strategic planning, with at least 5 years of experience as a subject matter expert in Enterprise Architecture disciplines.

Job Responsibility: Develops Baseline and Target Enterprise Architectures in accordance with Enterprise Architecture Frameworks and reference models/principles. Identifies and documents business area activities, data, applications, and technologies. Helps to develop enterprise architecture standards, policies, and guidelines. Works closely with the Principal Enterprise Architect, program offices, and personnel across a client enterprise. Analyzes problems logically and objectively, applies sound judgment in developing solutions, meets tight deadlines, and adjusts to changing priorities. Presents technical findings in a clear and concise manner. Provides consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected.

Minimum Education: Bachelor’s degree or equivalent experience, with 2 years’ experience equal to one year of education.

14. **Functional Expert:**

Minimum Experience: 10 years of progressive experience in the field of expertise required by an actual Statement of Work or Purchase Order.

Job Responsibility: Performs as a consultant in highly specialized, leading edge information technologies and methodologies. Provides highly technical and specialized guidance concerning automated solutions to complex information processing problems. Performs elaborate analyses and studies. Prepares reports and gives presentations. Works independently or as a member of a team.

Minimum Education: Bachelor’s degree or equivalent experience, with 2 years’ experience equal to one year of education.

15. **Business Analyst:**

Minimum Experience: 3 years of progressive experience in the field of expertise required by an actual Statement of Work or Purchase Order.

Job Responsibility: Analyzes business practices and procedures for the purpose of defining and establishing new and improved procedures and practices. Improved practices may include the use of automated information technologies and as such, require experience that includes specialized technical skills or experience in the use of those technologies. Documents current practices and procedures, workflow, information flow and current automated systems. Defines problems, issues, and/or areas needing improvement. Defines alternative/potential solutions. Plans for implementation of best solutions and/or practices. Provides expertise in the use of information technology tools such as Visio, Erwin, Oracle Designer, Project Workbench.

Minimum Education: Bachelor’s degree or equivalent experience, with 2 years’ experience equal to one year of education.

16. **Systems Operator:**

Minimum Experience: 2 years of experience operating computer systems.

Job Responsibility: Coordinates in monitoring and operating the control console of a computer in accordance with operating instructions to process data. Applies standard operating or corrective procedures in responding to computer output instructions or error conditions. Solves problems
reported by users and other computer operators when standard procedures fail. Oversees maintenance and keeps operations logs. 
Minimum Education: Associate degree or equivalent experience, with 2 years’ experience equal to one year of education.

17. Help Desk/Tech Support:
Minimum Experience: 2 years of experience in the field of expertise.
Job Responsibility: Troubleshoots IT issues. Implements policies and procedures regarding how problems are identified, received, documented, distributed, and corrected. Ensures maximum issue resolutions in minimum time. Evaluates new information systems products or services and suggests changes to existing products or services to better aide the end user. Familiar with a variety of the field’s concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Demonstrates abilities in one of the several functional areas including but not limited to, Data Communications, Telecommunications, Microwave / Fiber Optic Transportation, Network Operations, Mainframe operations and Personal Computing (PC).
Minimum Education: Associate degree or equivalent experience, with 2 years’ experience equal to one year of education.

18. Information Technology Specialist – Enabling Technologies:
Minimum Experience: 10 years of specialized experience in the field of Information Technology involving a wide range of hardware/software solutions.
Job Responsibility: Provides highly technical and specialized guidance, and solutions to complex Information Technology problems. Performs elaborate analyses and studies. Advises on application development, workflow, workgroup and middle-ware tools. Develops/defines/manages programming languages, enabling technologies and development tools Standards. Provides higher level support for application production environment issues. Evaluates and selects IT development tools, including middle-ware products and enabling technologies. Provides input on introduction of new technology to the IT Organization. Advises on information security industry and advances in information protection. Provides consulting to application teams on proper design and use of technologies, tools and/or security. Provides input on Corporation’s information security policies and practices. Works with appropriate groups to implement information security policies. Provides consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected.
Minimum Education: Bachelor’s degree or equivalent experience, with 2 years’ experience equal to one year of education.
Authorized GSA Price List

Authorized Price List for Services

KBTS Technologies, Inc. is a Michigan Company with corporate headquarters located in Novi, MI. With a portfolio of consulting, professional, business process, infrastructure and application services; combined with our industry expertise, strategic vision, latest technology and our commitment to customer satisfaction, we add value to your IT investment. We have a strong team of dedicated professionals, driven by the desire to excel and to achieve highest quality deliverables. **KBTS Technologies, Inc. is a certified 8(a), SDB, Women and Minority owned Business.**

The following table shows the hourly rates of our IT services on-site. These rates are based on a multi-year contract approved by GSA and include the IFF.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Hourly Rate</th>
<th>Hourly Rate</th>
<th>Hourly Rate</th>
<th>Hourly Rate</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Programmers</td>
<td>$74.51</td>
<td>$75.55</td>
<td>$76.61</td>
<td>$77.68</td>
<td>$78.77</td>
</tr>
<tr>
<td>2 Senior Programmer Analyst</td>
<td>$100.08</td>
<td>$101.48</td>
<td>$102.90</td>
<td>$104.34</td>
<td>$105.80</td>
</tr>
<tr>
<td>3 Team Lead</td>
<td>$122.33</td>
<td>$124.04</td>
<td>$125.78</td>
<td>$127.54</td>
<td>$129.33</td>
</tr>
<tr>
<td>4 Documentation Specialist</td>
<td>$67.40</td>
<td>$68.34</td>
<td>$69.30</td>
<td>$70.27</td>
<td>$71.25</td>
</tr>
<tr>
<td>5 QA/Application Tester</td>
<td>$73.40</td>
<td>$74.43</td>
<td>$75.47</td>
<td>$76.53</td>
<td>$77.60</td>
</tr>
<tr>
<td>6 Database Administrator (DBA)</td>
<td>$109.00</td>
<td>$110.53</td>
<td>$112.08</td>
<td>$113.65</td>
<td>$115.24</td>
</tr>
<tr>
<td>7 System Administration</td>
<td>$111.19</td>
<td>$112.75</td>
<td>$114.33</td>
<td>$115.93</td>
<td>$117.55</td>
</tr>
<tr>
<td>8 Security Administration</td>
<td>$111.19</td>
<td>$112.75</td>
<td>$114.33</td>
<td>$115.93</td>
<td>$117.55</td>
</tr>
<tr>
<td>9 Project Manager</td>
<td>$134.80</td>
<td>$136.69</td>
<td>$138.60</td>
<td>$140.54</td>
<td>$142.51</td>
</tr>
<tr>
<td>10 Senior Project Manager</td>
<td>$168.50</td>
<td>$170.86</td>
<td>$173.25</td>
<td>$175.68</td>
<td>$178.14</td>
</tr>
<tr>
<td>11 Database Architect</td>
<td>$129.18</td>
<td>$130.99</td>
<td>$132.82</td>
<td>$134.68</td>
<td>$136.57</td>
</tr>
<tr>
<td>12 Systems Architect</td>
<td>$122.33</td>
<td>$124.04</td>
<td>$125.78</td>
<td>$127.54</td>
<td>$129.33</td>
</tr>
<tr>
<td>13 Enterprise Architect</td>
<td>$194.61</td>
<td>$197.33</td>
<td>$200.09</td>
<td>$202.89</td>
<td>$205.73</td>
</tr>
<tr>
<td>14 Functional Expert</td>
<td>$155.69</td>
<td>$157.87</td>
<td>$160.08</td>
<td>$162.32</td>
<td>$164.59</td>
</tr>
<tr>
<td>15 Business Analyst</td>
<td>$72.29</td>
<td>$73.30</td>
<td>$74.33</td>
<td>$75.37</td>
<td>$76.43</td>
</tr>
<tr>
<td>16 Systems Operator</td>
<td>$55.61</td>
<td>$56.39</td>
<td>$57.18</td>
<td>$57.98</td>
<td>$58.79</td>
</tr>
<tr>
<td>17 Help Desk/Tech Support</td>
<td>$77.85</td>
<td>$78.94</td>
<td>$80.05</td>
<td>$81.17</td>
<td>$82.31</td>
</tr>
<tr>
<td>18 IT Specialist, Enabling</td>
<td>$280.84</td>
<td>$284.77</td>
<td>$288.76</td>
<td>$292.80</td>
<td>$296.90</td>
</tr>
</tbody>
</table>

**Note:** The rates are based on a multi-year contract approved by GSA and include the IFF.
Part III: USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact:

Radhika Kandikonda
Director, Human Resources
KBTS Technologies, Inc.
41461 West Eleven Mile Road
Novi, MI 48375
Ph. (248) 374 1230 x402
Fax (248) 374 1220
Email: Radhika@kbtstech.com
Part IV: BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and KBTS Technologies, Inc. enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Multiple Award Schedule Contract(s) GS-35F-0319T.

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

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

Signatures

KBTS Technologies, Inc.

Ordering Activity Date

Contractor Date
BPA NUMBER______________

(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

Pursuant to GSA Multiple Award Schedule Contract Number(s) GS-35F-0319T, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

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

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

(2) Delivery:

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

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

(4) This BPA does not obligate any funds.

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

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

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

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

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

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

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Multiple Award 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.
Part V:  BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

Participation in a Team Arrangement is limited to Multiple Award 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.
• Multiple Award Schedule Contractors may individually meet the customers needs, or -
• Multiple Award Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
• Customers make a best value selection.