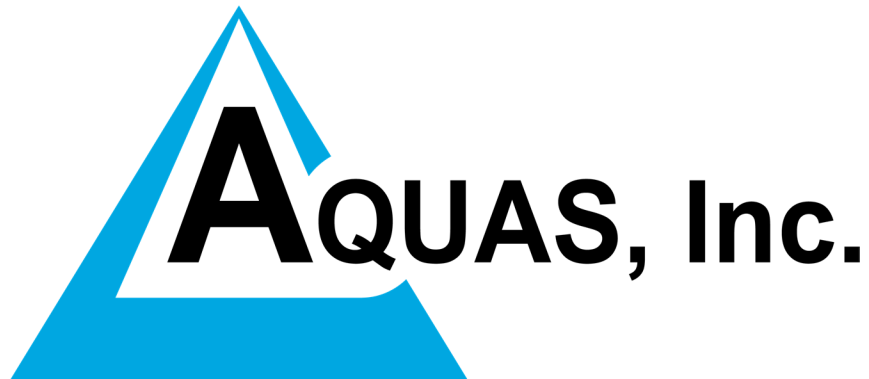**Authorized Federal Supply Services Information Technology
Schedule Price List**



# Federal Supply Services
# IT Schedule 70
# GSA Number GS-35F-0396X
### Contract Period: May 24, 2011—May 23, 2026

**PS Mod # 0010, Dated 03/01/2021**



**AQUAS, Inc.
10400 Connecticut Ave, Ste 310
Kensington MD, 20895
Voice: (301) 654-4000
Fax: (301) 654-4004
Email: clarsen@aquasinc.com
Website: www.aquasinc.com**

**Contract Price List, Terms and Conditions revisions as of February 25, 2021 (MAS Mod # A826, R5)**

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

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 |

**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.

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## INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

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

For orders exceeding the 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.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage! ™and the Federal Acquisition Service Home Page (www.gsa.gov/fas) contain information on a broad array of products and services offered by small business concerns.

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

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

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

Offerors are requested to check one of the following boxes:
    [x] The Geographic Scope of Contract will be domestic and overseas delivery.
    [ ] The Geographic Scope of Contract will be overseas delivery only.
    [ ] The Geographic Scope of Contract will be domestic delivery only.

2.      Contractor's Ordering Address and Payment Information:

| **Ordering Address:** | **Payment Address:** |
|---|---|
| 10400 Connecticut Ave, Ste 310 | 10400 Connecticut Ave, Ste 310 |
| Kensington, MD 20895 | Kensington, MD 20895 |

GOVERNMENT PURCHASE CARD: The Contractor agrees to accept the Government Purchase Card in accordance with the requirements of Clause 552.232-79, "Payment by Credit Card" below, equal to and above the micro purchase threshold. The following telephone number can be used by ordering activities. 301-654-4000

## 1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:
      [x]    The Geographic Scope of Contract will be domestic and overseas delivery.
      [ ]    The Geographic Scope of Contract will be overseas delivery only.
      [ ]    The Geographic Scope of Contract will be domestic deliveryonly.

## 2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:
      AQUAS, Incorporated
      10400 Connecticut Ave. Ste 310
      Kensington MD, 20895
      301-654-4000

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: (301) 654-4000 or (301) 332-2686

## 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 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: 099858110 Block 30:
Type of Contractor – A. Small Disadvantage Business
      Block 31: Woman-Owned Small Business **–Yes**
Block 36: Contractor's Taxpayer Identification Number (TIN): 52-1698439

4a.     CAGE Code: 1CVT

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 within each order.
b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery Period does not meet 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 5 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 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: **1% - 10** days from receipt of invoice or date of acceptance, whichever is later.
b. Quantity: **None**
c. Dollar Volume: **None**
d. Government  Educational Institutions
   Government Educational Institutions are offered the same discounts as all other
   Government customers.

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

## 9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING
   Export packing is available outside the scope of the contract.

## 10. Small Requirements
   The minimum dollar value of orders to be issued is $500.

## 11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment)
a. The Maximum Order value for the following Special Item Numbers (SINs) is $500,000:
   Special Item Number 54151S - Information Technology (IT) Professional Services
   Number 54151S(RC) - 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 Acquisition Service,

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

## 14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 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 GS-35F-0396X AQUAS, Incorporated 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

(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 the FAR Clause (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.: Internet Explorer or Chrome). The Internet address is http://www.gsaadvantage.gov.

## 17. PURCHASE OF OPEN MARKET ITEMS

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

GS-35F-0396X. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

## 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.
**Not Applicable**
Upon request of the Contactor, 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 AGREEMENT (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).

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 receive 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.

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

## 24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order
(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
(b) The following statement:
This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

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

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required

insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective —

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

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

## 26. SOFTWARE INTEROPERABILITY

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

## 27. ADVANCE PAYMENTS

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

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S) AND IDENTITY ACCESS MANAGEMENT PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-60F)**

## 1. SCOPE

a.      The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT/IAM Professional Services within the scope of  this Information Technology Schedule.

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

## 2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

a.   Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.

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

c.   Incentives should be designed to relate results achieved by the contractor to specified targets.  To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor.  Incentives shall be based on objectively measurable tasks.

## 3.     ORDER

a.   Agencies may use written orders, EDI orders,  blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract.  Blanket Purchase Agreements shall not  extend beyond the end of the contract period; all services and delivery shall be made and the contract terms  and conditions shall continue in effect until the completion of the order.  Orders for tasks which extend  beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003)  Availability of Funds for the Next Fiscal Year.  The purchase order shall specify the availability of funds  and the period for which funds are available.

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

## 4.     PERFORMANCE OF SERVICES

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

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

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

d.   Any Contractor travel required in the performance of IT/IAM Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is  performed. Established Federal Government per diem rates will apply to all Contractor

travel.  Contractors   cannot use GSA city pair contracts.

## 5.        STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

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

   (1)        Cancel the stop-work order; or

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

(b)        If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

   (1)        The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

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

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

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

## 6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS –COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

## 7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.  If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

## 8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

## 9. INDEPENDENT CONTRACTOR

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

## 10. ORGANIZATIONAL CONFLICTS OF INTEREST

a.   Definitions.

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

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

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

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

## 11. INVOICES

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

## 12. PAYMENTS

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

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

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

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

## 13. RESUMES

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

## 14. INCIDENTAL SUPPORT COSTS

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

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

## 16. DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING

a.    The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 54151S IT/IAM Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers.  If the Contractor is proposing  hourly rates, a description of all corresponding commercial job titles (labor categories)

for those  individuals who will perform the service should be provided.

b.          Pricing for all IT/IAM Professional Services shall be in accordance with the Contractor's  customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices,  minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be  presented:

**EXAMPLE:**  Commercial Job Title:  System Engineer

> Minimum/General Experience:  Three (3) years of technical experience which applies to systems  analysis and design techniques for complex computer systems.  Requires competence in all phases  of systems analysis techniques, concepts and methods; also requires knowledge of available  hardware, system software, input/output devices, structure and management practices.

> Functional Responsibility:  Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

> Minimum Education:  Bachelor's Degree in Computer Science

## 1.   Agile Analyst, Expert

Minimum/General Experience: 7 years of experience in an area related to project subject area, or in the analysis of data, identification of problems, and formulation of potential solutions.

Functional Responsibility: Conduct studies, assessments, and research. Conduct literature reviews. Provide focus group or stakeholder facilitation to achieve consensus. Lead Agile project efforts with and without SCRUM stand up meetings. Use computer tools and software as needed to summarize and present results of the analysis, and develop user stories in an Agile project environment if needed.  Provide advice and guidance in assessing alternative implementations of functional requirements. Design system architecture to support the requirements in an optimal way within the proposed technical environment. Document plans and designs for system construction.

Minimum Educational Requirement: Bachelor's Degree or equivalent combination of work experience and training or Agile certification.

## 2.       Agile Analyst, Senior

Minimum/General Experience:  4 years of proven analytical work in relevant subject area.

Functional Responsibility: Applies analytical skills to support process improvement, studies and analysis projects. Conduct research and data analysis to assess current circumstances or recommend opportunities.  Apply business intelligence tools and develop program metrics. Typical duties include analysis, planning, establishment of requirements, functional modeling, development of procedures, development of functional architectures, and other related management and technical duties. Possesses expertise in specialty areas.

Minimum Educational Requirement: Bachelor's Degree or equivalent combination of work experience.

### 3.        Analyst

Minimum/General Experience: 2 years of experience in an area related to project subject area, or in the analysis of data, identification of problems, and formulation of potential solutions.

**Functional Responsibility:** Conduct studies, assessments, and research. Conduct literature reviews. Prepare summary reports, briefings, and presentations of analytical results. Use computer tools and software as needed to summarized and present results of the analysis.  Review data, research existence of similar efforts, draw conclusions, develop and abstract, identify assumptions, and present findings. Support research and program management efforts as needed. Interpret business requirements and translate to automated solutions for the construction of computer-based systems. Provide advice and guidance in assessing alternative implementations of functional requirements. Design system architecture to support the requirements in an optimal way within the proposed technical environment. Document plans and designs for system construction.

Minimum Educational Requirement: Bachelor's Degree or equivalent combination of work experience and training.

### 4.        Data Management Analyst

Minimum/General Experience: 5 years of experience in analysis of data based systems, including use of methods and tools to assess data reliability. Demonstrated knowledge of database systems. experience in extracting data from multiple systems and creating reports for management. Knowledge of full life-cycle software development processes and testing methods.

Functional Responsibility: Analyze system plans and implemented systems to assess the validity of derived data based on requirements for time and source dimensions of data points used in data derivation process. Measure the risk for data error, identify risks of data integrity corruption, and develop test procedures to validate assumptions. Work with managers requiring system information and with technical staff to identify and resolve potential data quality issues. Prepare reports and presentations, and develop plans for data integrity risk management.

Minimum Educational Requirement: Bachelor of Science Degree or equivalent combination of work experience and training.

### 5.        DevOps Programmer Analyst /Application Systems, Expert

Minimum/General Experience: 7 years in information systems development and design. At least one year of hands-on programming experience.

Functional Responsibility: Design and implement effective computer-based information systems. Contribute to the assessment of alternative information architectures. Design workflows and database systems to support information management requirements. Develop project plans and timelines, strategies for development, and risk assessments. Conducts software product assessments and functionality tests. Develops test criteria for ensuring system performance and functionality. Provides program management support in subject areas pertaining to information systems and information management technologies.

Minimum Educational Requirement: Bachelor's Degree or equivalent combination of work experience and training.

| 6. | DevOps Programmer Analyst /Application Systems, Senior |
|---|---|

Minimum/General Experience: 4 years in information systems development and design. At least one year of hands-on programming experience.

Functional Responsibility: Assist in the design of effective computer-based information systems. Contribute to the assessment of alternative information architectures. Develop project plans and timelines, strategies for development, and risk assessments. Conducts software product assessments and functionality tests. Develops test criteria for ensuring system performance and functionality. Provides program management support in subject areas pertaining to information systems and information management technologies.

Minimum Educational Requirement: Bachelor's Degree or equivalent combination of work experience and training.

| 7. | DevOps Programmer Analyst /Application Systems |
|---|---|

Minimum/General Experience: 2 years in information systems development and design. At least one year of hands-on programming experience.

Functional Responsibility: Assist in the design of effective computer-based information systems. Contribute to the assessment of alternative information architectures. Develop project plans and timelines, strategies for development, and risk assessments. Conducts software product assessments and functionality tests. Develops test criteria for ensuring system performance and functionality. Provides program management support in subject areas pertaining to information systems and management technologies.

Minimum Educational Requirement: Bachelor's Degree or equivalent of work and technical training experience.

| 8. | Data Architect, Expert |
|---|---|

Minimum/General Experience: 7 years of experience in the design of data models or management of information.

Experience in designing, assessing and implementing data models and entity relationships. Experience in creating physical database schemas and implementing these through available data management tools to include proprietary and open source database management software and supporting tools.

Functional Responsibility: Develop integrated data models and entity relationships. Evaluates and selects DBMS and supporting tools. Determines the architectural vision, research alternatives, selection of product standards, and the development of appropriate guidelines. Works with and influences other architecture domains.

Minimum Educational Requirement: Bachelor of Science Degree or equivalent of work experience and technical training.

### 9.      Data Base Administrator, Expert

Minimum/General Experience: 7 years DBA experience in database systems and data retrieval. Including 3 years experience with a database management system and host server. Possess understanding of data quality and database performance tuning; and knowledge of the principles and methodologies associated with program management, quality assurance metrics and techniques, and configuration management.

Functional Responsibility: Provides highly technical expertise and guidance in the design, implementation, operation, and maintenance of data management or database management systems, for mainframe, server, cloud computing or mobile solutions.  Determines file organization and structures, indexing methods, and security procedures for specific application. Assists with the design and use of databases. May control the global view of databases, controls access to the databases, assures the safekeeping of the databases (from accidental or intentional damage or loss), and monitors database use. Assists in defining database administration policies, procedures, standards, and guidelines.  Evaluates and recommends DBMS products.

Minimum Educational Requirement:  Bachelor of Science Degree or 2 additional years of experience.

### 10.      Data Base Administrator, Senior

Minimum/General Experience: 4 years DBA experience in database systems and data retrieval. Including 3 years of experience developing or maintaining a database management system and host server. Possess understanding of data quality and database performance tuning; and knowledge of the principles and methodologies associated with program management, quality assurance metrics and techniques, and configuration management.

Functional Responsibility: Performs all administrative functions in support of the database. May direct work of technical staff. Controls access to the database, ensures the safekeeping of the data, monitors the use, and develop standards, procedures and conventions for use. Performs system application and software installation, testing, recovery and reorganization and configuration management and deployment of application software. Manages the database work procedures. Addresses quality assurance policies and issues, and reports on quality related issues and problems. Make recommendations for procedural changes when necessary to ensure software releases meet quality standards. Train operators in the use of the database.

Minimum Educational Requirement: Bachelor of Science Degree or equivalent combination work experience and technical training.

## 11.    Data Base Administrator

Minimum/General Experience: 2 years of experience in in database systems and data retrieval. Including 3 years experience with a database management system and host server. Possess understanding of data quality and database performance tuning; and knowledge of the principles and methodologies associated with program management, quality assurance metrics and techniques, and configuration management.

Functional Responsibility: Performs all administrative functions in support of the database. Performs system application and software installation, testing, recovery and reorganization and configuration management and deployment of application software. Assists with the database work procedures, quality assurance policies and issues, and reports on quality related issues and problems. Assists with recommendations for procedural changes when necessary to ensure software releases meet quality standards.

Minimum Educational Experience: Associate's Degree or equivalent combination or work experience and technical training.

## 12.    Full Stack Data Base Programmer Analyst, Expert

Minimum/General Experience: 7 years of experience in information systems, with at least 4 year experience in data modeling techniques, data modeling design, normalization, and construction, and supporting the development of an enterprise service or application system, including the exchange of information between the database and the user interface using programming code objects.

Functional Responsibility: Under general direction, designs, implements and maintains moderately complex to very complex applications that access and update databases. Performs software performance optimization based on operating system, access methods, access time, device allocation, validation checks, organization, and statistical methods. Maintains existing applications. Interfaces with data administration professionals, and with software end-users.

Minimum Educational Requirement: Bachelor of Science Degree or equivalent combination of work experience and technical training.

## 13.    Full Stack Data Base Programmer Analyst

Minimum/General Experience: 2 years of experience in information systems, with at least 1 year experience in data modeling techniques, data modeling design, normalization, and construction and supporting the development of an enterprise service or application system, including the exchange of information between the database and the user interface using programming code objects.

Functional Responsibility: Under general direction, designs, implements and maintains moderately complex applications that access and update databases. Performs software

performance optimization based on operating system, access methods, access time, device allocation, validation checks, organization, and statistical methods. Maintains existing applications. Interfaces with data administration professionals, and with software end-users.

Minimum Educational Requirement: Associate's Degree or equivalent combination of work experience and technical training.

## 14. Data Management Expert

Minimum/General Experience: 7 years experience in the development of data models and design of information systems, to include at least 3 years of progressively responsible data management and analysis experience.

Functional Responsibility: Lead data modeling efforts for complex systems and business areas. Design integration solutions, data conversion, and data transmission solutions; create data maps from one database schema to another, and develop data exchange and data conversion programs and scripts.  Conduct analysis of data to support business needs, summarize and report on data relationships, dependencies and trends over time. Conduct data modeling facilitated consensus building workshops to identify standard definitions for data elements, and achieve agreement on business rules related to data relationships. Works to develop data standards, documents data flows and data relationships to processes.

Minimum Educational Requirement: Bachelor of Science Degree, or 2 additional years of experience

## 15. Data Management, Senior

Minimum/General Experience: 5 years of experience in the development of data models and design of information systems, to include at least 3 years of progressively responsible data management and analysis experience.

Functional Responsibility: Participates in data modeling efforts for systems that span one or more business areas. Design integration solutions, data conversion, and data transmission solutions; create data maps from one database schema to another, and develop data exchange and data conversion programs and scripts.  Conduct analysis of data to support business needs, summarize and report on data relationships, dependencies and trends over time. Conduct data modeling facilitated consensus building workshops to identify standard definitions for data elements, and achieve agreement on business rules related to data relationships. Works to develop data standards, documents data flows and data relationships to processes. Works to develop and enhance data standards and workflow.

Minimum Educational Requirement: Bachelor of Science or equivalent combination of work experience and technical training.

## 16. Data Modeler

Minimum/General Experience: 2 years of experience in information systems, with at least 1 year experience in data modeling techniques and data management.

Functional Responsibility: Provides data modeling design, normalization, and construction of data reporting systems and data visualization presentations.  Participates in group sessions for requirements definition, captures business requirements using data modeling diagrams, composes data dictionaries.  Coordinates with database administrator or software development staff, and supports documentation, data management, data summarization, data conversion and data analytics reporting.

Minimum Educational Requirement: Bachelor of Science Degree or equivalent combination of work experience and technical training.

## 17. Enterprise Systems (ERP) Electronic Data Warehousing Architect

Minimum/General Experience: 7 years of experience with enterprise resource programs (ERP) applications and enterprise services, executive information systems, or decision support system tools. At least 3 years of experience in the development or integration of enterprise systems.

Functional Responsibility: Assists in the design, implementation, maintenance, integration and enhancement of enterprise resource management programs.  Conducts analysis of processes, designs and implements functions to support streamlined business needs.  Develops interfaces and data exchange between systems through Web Services, Secure File Transfer Protocol, or Application Interface Programs.  Develops or enhances data architectures and web portals to access, collect and report on information for the enterprise.  Designs and maintains ERP solutions including Oracle, PeopleSoft, SAP and customized systems

Minimum Educational Requirement:  Master's Degree with a focus in Information Science, may be substituted by 2 additional years of experience and technical training and certifications related to task order such as ITIL, ERP products, ETL, or Cloud Computing.

## 18. Enterprise Systems (ERP) Electronic Data Warehouse Analyst

Minimum/General Experience: 5 years of experience in analysis of data based systems, including use of methods and tools to assess data reliability. Demonstrated knowledge of database systems. Experience in extracting data from multiple systems and creating reports for management. Knowledge of full life-cycle software development processes and testing methods. Bachelor of Science Degree.

Functional Responsibility: Analyze system plans and implemented systems to assess the validity of derived data based on requirements for time and source dimensions of data points used in data derivation process. Measure the risk for data error, identify risks of data integrity corruption, and develop test procedures to validate assumptions. Work with managers requiring system information and with technical staff to identify and resolve potential data quality issues. Prepare reports and presentations, and develop plans for data integrity risk management.

Minimum Educational Requirement: Bachelor of Science Degree

## 19. Enterprise Systems (ERP) Electronic Data Warehousing Programmer

Minimum/General Experience: 2 years of experience including knowledge of database technologies.

Functional Responsibility: Assists in the data design, database architecture, metadata and repository creation. Performs as an analyst, developer, and user of data mining and data analysis tools. Designs, develops, and maintains databases. Reviews data loaded into the data warehouse for accuracy. Responsible for preparation of system requirements, analysis, and design throughout the data warehouse implementation. Interacts with user community to produce reporting requirements.

Minimum Educational Requirement: Associate's Degree or equivalent combination of work experience and technical training.

## 20. Enterprise Systems (ERP) Electronic Data Warehousing Specialist

Minimum/General Experience: 5 years of experience with full life cycle software development, database management applications, executive information systems, or decision support system tools. At least one year of experience in the development of a data warehouse. Demonstrated understanding of programmatic or data issues in multiple computer-host environments.

Functional Responsibility: Designs and develops data management that support the enterprise, and interfaces or includes a contact management system, and becomes a data warehouse repository for information received from multiple sources. Creates data exchange interfaces, designs or contributes to the design of star schema data models and metadata databases, creates or maintains interfaces with document management and knowledge management systems. Supports workflow management.

Minimum Educational Requirement:  Bachelor of Science Degree or Technical Certifications in Database Systems, Data Management or ERP.

## 21. Documentation Specialist Expert

Minimum/General Experience: 7 years of experience in applications and systems documentation, technical and non-technical writing.

Functional Responsibility: Responsible for preparing and/or maintaining documentation, procedures and methods, including user manuals, reference manuals, management directives, and standard operating procedures. Develops or edits publication material of a technical and non-technical nature, including case stories, user stories, and white papers. Develops web content, system help feature content, reviews and edits user interfaces, participates in the development of training content, business case development and reports to legislative branch. Assists with briefs and presentations.

Minimum Educational Requirement:  Bachelor's Degree.

## 22. Documentation Specialist, Senior

Minimum/General Experience:  5 years of experience in applications and systems documentation, technical and non-technical writing, web and publication content development and editing documentation developed elsewhere.

Functional Responsibility:  Responsible for or participates in preparing and/or maintaining systems, programming and operations documentation, procedures and methods, including user manuals, reference manuals, management directives, and standard operating procedures. Maintains a current internal documentation library. Provides or coordinates special documentation services as required. Competent to work at the highest level of all phases of documentation. May act as project leader for large jobs.

Minimum Educational Requirement:  Bachelor's Degree.

## 23. Documentation Specialist

Minimum/General Experience: 2 years of experience in applications and systems documentation, technical and non-technical writing, web and publication content development and editing documentation developed elsewhere.

Functional Responsibility: Responsible for developing or editing content of technical documentation, web sites, briefings and presentations, training manuals, and eLearning modules. Participates in the development of documentation standards. Continually monitors system changes to ascertain effects on system documentation.

Minimum Educational Requirement: Bachelor's Degree or equivalent combination of work experience and training.

## 24. E-Commerce Engineer

Minimum/General Experience:  2 years of development experience and an enthusiasm to work in an e-commerce environment.

Functional Responsibility: Responsible for creating solutions that integrate in web portals and applications for securely processing fee-paid orders for products and services, and integrate these with merchant services for credit card processing. Develop online modules for the review and selection of catalog sales, and provide the needed programming for integration with other business applications and workflows.

Minimum Educational Requirement: Associate's Degree or equivalent combination of work experience and technical training.

## 25. E-Commerce Planner/Designer

Minimum/General Experience: 7 years of experience, including systems analysis, system development, full life-cycle development with e-commerce or EDI applications. Two years systems analysis experience. Solid project development and management skills from

requirements analysis through implementation. Ability to multi-task across several project, enhancement, and problem solving opportunities.

Functional Responsibility: Interfaces with clients to determine e-commerce requirements, integrates e-commerce with business applications, financial systems, and other enterprise systems.

Minimum Educational Requirement: Bachelor's Degree or equivalent combination of work experience and training.

## 26. Economist/Statistician

Minimum/General Experience: 5 years experience in economic data analysis, cost-benefit analysis and statistical analysis using programs such as SAS, SPSS and LimDep. Experience using survey data, writing computer programs for customized analysis.

Functional Responsibility: Conducts primary and secondary research in support of data analysis and policy research.  Uses survey data of all sizes to analyze factors and relationships based on research objectives, or uses multivariate analysis to discover relationships. Assesses economic impacts of various scenarios, develops computer models, uses sampling, census data files, and population weighing to develop assessments.  Conducts studies and assessments, develops reports on findings.  Designs and creates custom databases for research and policy analysis. Writes reports on results of analysis for policy analysts, decision makers and economists. Works under only general guidance. Experience supervising junior staff.

Minimum Educational Requirement: Bachelor's Degree or equivalent combination of work experience and training.

## 27. Facilitator/Trainer

Minimum/General Experience: 2 years experience in facilitating joint meetings or 2 years experience in training.

Functional Responsibility: Organize and run meetings that are to develop requirements and/or business models. Organize and run training programs.

Minimum Educational Requirement:  Bachelor's Degree or equivalent work experience.

## 28 Functional Analyst / Product Manager, Expert

Minimum/General Experience: 7 years of experience in the program management, supervisory or oversight responsibility in a subject area pertinent to the project.

Functional Responsibility: Provide advice and guidance in project related to specific subject areas, conduct analysis and assessments of process, plans, and operations related to a specific subject area. Develop recommendations, compile documents, and present briefings related to project subject area. Coordinate workgroup efforts related to subject area.

Minimum Educational Requirement:  Bachelor's Degree or equivalent work experience.

## 29. Functional Analyst / Product Manager, Senior

Minimum/General Experience: 5 years of experience in the program management, supervisor y or oversight responsibility in a subject area pertinent to the project. Demonstrated knowledge in the planning and implementation of projects related to the subject area required for the project. Bachelor of Science Degree

Functional Responsibility: Provide advice and guidance in project related to specific subject areas, conduct analysis and assessments of process, plans, and operations related to a specific subject area. Develop recommendations, compile documents, and present briefings related to project subject area. Coordinate workgroup efforts related to subject area.

Minimum Educational Requirement: Bachelor of Science Degree or equivalent combination or work experience and training.

## 30. Functional Analyst

Minimum/General Experience: 2 years of experience in the program management, supervisory or oversight responsibility in a subject area pertinent to the project. Demonstrated knowledge in the planning and implementation of projects related to the subject area required for the project. Bachelor of Science Degree or equivalent experience.

Functional Responsibility: Provide advice and guidance in project related to specific subject areas, conduct analysis and assessments of process, plans, and operations related to a specific subject area. Develop recommendations, compile documents, and present briefings related to project subject area. Coordinate workgroup efforts related to subject area.

Minimum Educational Requirement: Bachelor's Degree or equivalent combination of work experience and training.

## 31. Digital Transformation /Information Science Specialist

Minimum/General Experience: At least 3 years wide-ranging experience in the field of information science. Experience should include knowledge of technology application to various industries, and emerging technologies in the market, to assist in creating solutions that when installed ultimately meets client delivery expectations.

Functional Responsibility: Indexing and working with thesauri/ controlled vocabularies, and extracting workflow and data management requirements that can be addressed with digital transformation strategies.  (User, content to be managed, search interface) so that solution installed ultimately meets Client delivery expectations.

Minimum Educational Requirement: Bachelor of Science or equivalent combination of work experience and training.

## 32. Information Systems and Network Security Specialist, Expert

Minimum/General Experience: 10 years experience in designing, developing, engineering, or

implementing computer security solutions. 5 years experience in defining or evaluating computer security systems or products. 2 years experience in directing security system technologists in the definition, design and development of security systems.

Functional Responsibility: Develop, review or update policies and procedures, support their implementation. Develop training. Provide advice on best practices. Select, install and maintain information security related software packages, utilities, and monitoring systems. Function as technical security expert in areas relating to information security. Conduct analysis and assessments, develop disaster recovery plans, install and configure firewalls, manage VPN access, develop security plans and artifacts as directed by policy and guidance. Work with both users and Information Systems technologists to develop security systems, processes, and policies that enhance the security and usability of systems.

Minimum Educational Requirement: Bachelor's Degree or equivalent combination of work experience and training, Information Systems Security Professional Certification

## 33. Information Systems and Network Security Specialist, Senior

Minimum/General Experience: 5 years experience in designing, developing, engineering, or implementing computer security solutions. 2 yrs experience in defining or evaluating computer security systems or products.

Functional Responsibility: Select, install and maintain information security related software packages, utilities, and monitoring systems. Function as technical security expert in areas relating to information security. Conduct analysis and assessments, develop disaster recovery plans, install and configure firewalls, manage VPN access, develop security plans and artifacts as directed by policy and guidance. Work with both users and Information Systems technologists to develop security systems, processes, and policies that enhance the security and usability of systems.

Minimum Educational Requirement: Bachelor's Degree in Information Science or equivalent combination of work experience and training.

## 34. Information Systems and Network Security Specialist

Minimum/General Experience: 2 years of experience conducting vulnerability assessments, monitoring networks, providing engineering, or implementing computer security solutions.

Functional Responsibility: Assist with the design development, and support of the growing information security environment within the department's systems group. Work with other engineering and operations disciplines to integrate security related projects into the environment. Evaluate third party tools, technologies and products. Install virus, malware and ransomware protection on servers and desktops.

Minimum Educational Requirement: Bachelor's Degree or equivalent combination of work experience training.

## 35. Cloud and Internet/Intranet Specialist

Minimum/General Experience: 2 years experience in the development of Cloud based or Intranet/Internet web applications, search engine optimization, and web portals.

Functional Responsibility: Develops user interfaces, works with developers to implement designs that are consistent with user experience findings and human factors analysis. Ensures compliance of web interface with section 508 requirements for usability in visually impaired populations. Develops Internet/Intranet applications to present the client to the outside world and to provide the client easy access to other Internet services. Develops home pages. Migrates and adapts systems for cloud-based operations. Evaluate fire-walls and other Internet access tools. Implements evaluated tools and topologies as directed.

Minimum Educational Requirement: Associate's Degree or equivalent combination of work experience and network training certification.

## 36. Program/Project Manager

Minimum/General Experience: 10 years of progressively more responsible experience in functional or technical field, with recognized expertise in a specialty area of interest to a project. Demonstrated knowledge in the planning and implementation of projects.
Functional Responsibility: Serves in a leadership role for projects of all magnitudes, managing the work from start to finish to ensure that deliverables and objectives are met within schedule and budget. Manages stakeholders and reports to the customer product owner. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work quality, communicating policies, purposes, and goals of the organization to project team members. Manages risks, designs and implements a communications plan. Responsible for overall management of a project or a portfolio of concurrent projects and activities.

Minimum Educational Requirement:  Bachelors Degree, equivalent documented experience, and / or Project Management Professional certification.

## 37. Quality Assurance Specialist

Minimum/General Experience: Three years of experience with accepted software engineering practices. Two years experience in info systems technical writing and document preparation.

Functional Responsibility: Under limited supervision, carries out procedures to ensure that all information systems products and services meet minimum company standards and end-user requirements. Thoroughly tests software to ensure proper operation and freedom from defects. Documents all problems and work to resolve them; reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Performs work flow analysis and recommends quality improvements. Typically reports to Quality Assurance Manager.

Minimum Educational Requirement: Bachelor's Degree or equivalent combination of work experience and technical training.

## 38. Quality Assurance Manager

Minimum/General Experience: 5 years experience in info systems technical writing and document preparation. 2 years experience with accepted software engineering practices. 1 year experience supervising personnel.

Functional Responsibility: Organizes and maintains all quality assurance documentation required. Responsible for ensuring compliance with recognized standards and practices. Reviews all documentation for completeness, accuracy, and correctness. Supports the test and integration personnel as a witness to testing requirements. Certifies that deliverables have met all quality requirements. Possess experience with accepted software engineering practices such as Failure Mode, Effect, Criticality and Analysis, and Metrics and Measurement. Has a thorough understanding and knowledge of the principles and methodologies associated with program management and configuration management.

Minimum Educational Requirement: Bachelor's Degree or equivalent combination of work experience and training.

## 39.  Testing Specialist

Minimum/General Experience: 4 years experience in software related tasks, including 2 years of software testing. Familiarity of testing techniques.

Functional Responsibility: Work with software developers to develop and document test criteria, and to identify software system functions to be tested. Develop testing scripts based on requirements, supports unit, integrated, stress, load, and user acceptance testing.  Checks for accuracy of presentation, spelling and font in user interfaces, and for correctness of results when applying requirements rules to a software product.  Conducts manual or automated testing, depending on requirement. Identify software, system or network malfunctions or defects with respect to expected functionality and performance. Document test outcomes. Develop test plans. Recommends solutions.

Minimum Educational Requirement:  Bachelor's Degree or equivalent work experience,

## 40. Technician

Minimum/General Experience: 2 years experience in modifying, developing, installing, configuring, or testing software or 2 years experience in data communications troubleshooting. Extensive knowledge of network management software and Personal Compute/Local Area Network (PC/LAN) communications hardware and software in a multi-protocol environment.

Functional Responsibility: Develop, maintain, install, configure, or test application or system software. Conduct off-the-shelf product benchmarks and evaluations. Assist end-users in troubleshooting or using off-the-shelf software. Monitors and responds to complex technical hardware and software problems utilizing a variety of testing tools and techniques. Acts as the

primary interface with vendor support service groups or provides internal analysis and support to ensure proper escalation during outages or periods of degraded system performance. May provide server support.

Minimum Educational Requirement: Associate's Degree or equivalent combination or work experience and technical training.

## 41. Statistical Analysis Software Specialist

Minimum/General Experience: 1 year experience in analysis of data using computer software tools and off-the-shelf packages such as SAS (Statistical Analysis System) from the SAS Institute, Inc. or SPSS (Statistical Analysis for the Social Sciences) from SPSS, Inc.

Functional Responsibility: Support studies, research, and data with univariate and multi-variate analysis methods. Perform data manipulation, summarization, and reporting using a statistical analysis software tool. Review existing programs and computer-based procedures, and document the programs and procedures, as needed. Provide instruction to customers and fellow staff in the use of software tools as needed to conduct specific analyses.

Minimum Educational Requirement:  Associate's Degree or equivalent work experience.

## 42. Subject Matter Expert

Minimum/General Experience: 10 years of specialized technical experience in a functional area of expertise.

Functional Responsibility: Provides expert consultative support to a functional technical area of the project. Develops solutions to complex problems. Works closely with the information technologists to identify the best technological solution to the technical issues.

Minimum Educational Requirement: Bachelor's Degree or equivalent work experience and training.

## 43.  Systems / Software Engineer, Senior

Minimum/General Experience: 7 years of experience in the design, planning, or re-engineering of information systems or software. At least 2 years of experience with established information engineering or business process re-engineering methodologies. At least 2 years experience with customer interface and requirements gathering. Knowledge of process and data modeling. Familiarity with full life-cycle of software development.

Functional Responsibility: Coordinate and facilitates information systems integration, document functional requirements, design automated solutions, logic flow process diagrams, and algorithms as appropriate. Develop plans for the integration, implements systems, networks, communications, and engineered software, software interfaces, or integration designs result in envisioned benefits.

Minimum Educational Requirement: Bachelor's Degree or 2 additional years of relevant work experience

## 44.  Systems / Software Engineer

Minimum/General Experience: 4 years of experience in the design, planning, or re-engineering of information systems or software. At least 1 year experience with telecommunications, network engineering, or information engineering, hardware and software configurations and installations. Knowledge of process and data modeling. Familiarity with full life-cycle of software development.

Functional Responsibility: Develop plans for the integration of proposed systems to existing functional and data environments, coordinate planning and implementation activities to ensure that engineered software, software interfaces, or integration designs result in envisioned benefits.

Minimum Educational Requirement: Bachelor's Degree or equivalent combination of work experience.

## 45. Technical Writer/Editor, Principal

Minimum/General Experience: 7 years technical writing and editing experience.

Functional Responsibility: Responsible for content of technical documentation. Checks author's document for spelling, grammar and content problems (e.g., missing instructions or sections, redundant or unnecessary sections). Accuracy of content may fall under this job, or may fall under the programmer, depending on the expertise of the editor. Ensures that documents follow the style laid out in the company's style guide. May also be responsible for maintaining the style guide; suggests revisions to the style guide as appropriate. Editor is often a technical writer who has moved to this position. Note: This description is for a technical editor in a large software house or an editor in a technical lab which produces papers for publication. Newsletter, newspaper or magazine editors should not be matched to this job.

Minimum Educational Requirement: Bachelor's Degree

## 46. Technical Writer/Editor, Senior

Minimum/General Experience: 5 years technical writing and editing experience.

Functional Responsibility: Responsible for content of technical documentation. Checks author's document for spelling, grammar and content problems (e.g., missing instructions or sections, redundant or unnecessary sections). Develops, maintains or supports standards for the organization and ensures that all written material is consistent with the receiving organization's standards. Ensures correctness in spelling and syntax, and ensures clarity of written communication, eliminating redundancies.

Minimum Educational Requirement: Bachelor's Degree or equivalent experience.

## 47. Technical Writer/Editor

Minimum/General Experience: 2 years technical writing and editing experience.

Functional Responsibility: Gathers, analyzes, and composes technical information required for preparation of training materials, technical reference guides, installation guides, proposals, reports, including technical diagrams and web content. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents, to be used by technical and non-technical personnel.

Minimum Educational Requirement: Bachelor's Degree or equivalent combination of work experience and training.

## 48. Training Administrator

Minimum/General Experience: 4 years experience in training programs. Associates Degree or equivalent experience.

Functional Responsibility: Administers, organizes, and conducts training programs  Researches, plans, organizes, and conducts training programs, seminars, and conferences.  Prepares and distributes training aids such as instructional material, handouts, evaluation forms, and visual aids; sets up audiovisual equipment and makes presentations when necessary. Organizes and supports conferences and arranges for attendee travel plans and materials. Contacts attendees and department representatives about training programs.

Minimum Educational Requirement: Bachelor's Degree or equivalent work experience.

## 49. Training LMS Expert

Minimum/General Experience: 7 years experience with training programs, including 2 years work in the development and evaluation of training materials.

Functional Responsibility: Develops, writes, and coordinates training content and processes. Provides knowledge and advice on electronic learning management systems (LMS), creates, configures, implements and maintains training modules.  Coordinates and directs training projects. Assesses and develops evaluation methods to measure the effectiveness of in person, or podcasts, or LMS modules, or mobile hosted training programs.

Minimum Educational Requirement: Bachelor's Degree or equivalent work experience.

## 50. Web Application UI/ UX Expert

Minimum/General Experience: 10 years of experience, including experience with design and development of websites using one or more of  the following tools: HTML, NT/IIS/ASP, SQL, VB Script, Java, C++ and JavaScript.

Functional Responsibility: Lead the design and development of high-performance web-based applications. Aides in the selection of hardware and software platforms for the applications. Responsible for maintaining programming standards.

Minimum Educational Requirement: Bachelor's Degree or equivalent work experience.

## 51. Web and Mobile Application Developer

Minimum/General Experience: 7 years of experience, including experience with design and development of websites using one or more of the following tools: HTML, NT/IIS/ASP, SQL, VB Script, Java, C++ and JavaScript.

Functional Responsibility: Designs and develops high-performance web-based and mobile applications, including complex websites and portals. Ensures the usability and human factors compliance of user interfaces, manages the user experience, ensures the web interface is usable with a wide range of browsers.  Creates responsive web applications for access by eDevices, develops native applications of mobile in stand alone or internet/ cellular synchronized modalities. Aides in the selection of hardware and software platforms for the applications. Responsible for maintaining programming standards.

Minimum Educational Requirement: Bachelor's Degree or equivalent work experience.

## 52. Web Architect Engineer

Minimum/General Experience: 4 years of experience, including experience with design and development of websites

Functional Responsibility: Designs and develops websites of varying complexities, included embedded bots and data collection features.

Minimum Educational Requirement: Bachelor's Degree or equivalent combination of work experience.

| | **AQUAS, Inc. On-Site Labor Categories** | **24-May-21 23-May-22** |
|---|---|---|
| 1 | Agile Analyst, Expert | $115.03 |
| 2 | Agile Analyst, Senior | $96.28 |
| 3 | Analyst | $80.70 |
| 4 | Data Management Analyst | $111.28 |
| 5 | DevOps Programmer Analyst/Application Systems, Expert | $117.22 |
| 6 | DevOps Programmer Analyst/Application Systems, Senior | $100.14 |
| 7 | DevOps Programmer Analyst/Application Systems | $89.03 |

| 8 | Data Architect, Expert | $141.33 |
|---|---|---|
| 9 | Data Base Administrator, Expert | $136.88 |
| 10 | Data Base Administrator, Senior | $130.20 |
| 11 | Data Base Administrator | $119.06 |
| 12 | Full Stack Data Base Programmer Analyst, Expert | $140.98 |
| 13 | Full Stack Data Base Programmer Analyst | $116.85 |
| 14 | Data Management, Expert | $160.48 |
| 15 | Data Management, Senior | $146.90 |
| 16 | Data Modeler | $122.41 |
| 17 | Enterprise Systems (ERP) Electronic Data Warehousing Architect | $161.35 |
| 18 | Enterprise Systems (ERP) Electronic Data Warehousing Analyst | $111.28 |
| 19 | Enterprise Systems (ERP) Electronic Data Warehousing Programmer | $91.24 |
| 20 | Enterprise Systems (ERP) Electronic Data Warehousing Specialist | $146.90 |
| 21 | Documentation Specialist, Expert | $95.99 |
| 22 | Documentation Specialist, Senior | $77.89 |
| 23 | Documentation Specialist | $62.31 |
| 24 | E-Commerce Engineer | $109.05 |
| 25 | E-Commerce Planner/Designer | $122.41 |
| 26 | Economist/Statistician | $158.01 |
| 27 | Facilitator/Trainer | $102.38 |
| 28 | Functional Analyst / Product Manager, Expert | $124.27 |
| 29 | Functional Analyst / Product Manager, Senior | $105.71 |
| 30 | Functional Analyst | $86.28 |
| 31 | Data Transformation / Information Science Specialist | $275.16 |
| 32 | Info Systems and Network Security Specialist, Expert | $175.03 |
| 33 | Info Systems and Network Security Specialist, Senior | $122.38 |
| 34 | Info Systems and Network Security Specialist | $86.80 |
| 35 | Cloud Internet/Intranet Specialist | $113.50 |
| 36 | Program/Project Manager | $169.72 |
| 37 | Quality Assurance Specialist | $94.57 |
| 38 | Quality Assurance Manager | $106.84 |
| 39 | Testing Specialist | $91.24 |
| 40 | Technician | $66.85 |
| 41 | Statistical Analysis Software Specialist | $105.71 |
| 42 | Subject Matter Expert | $211.85 |
| 43 | Systems/Software Engineer, Senior | $132.96 |
| 44 | Systems/Software Engineer | $101.63 |
| 45 | Technical Writer/Editor, Principal | $93.33 |
| 46 | Technical Writer/Editor, Senior | $80.11 |
| 47 | Technical Writer/Editor | $61.20 |
| 48 | Training Administrator | $115.73 |
| 49 | Training LMS Expert | $130.20 |
| 50 | Web Application UI/UX, Expert | $120.74 |
| 51 | Web and Mobile Application Developer | $102.38 |
| 52 | Web Architect/Engineer | $77.90 |

| | AQUAS, Inc. Off-Site Labor Categories | 24-May-21 23-May-22 |
|---|---|---|
| 1 | Agile Analyst, Expert | $124.41 |
| 2 | Agile Analyst, Senior | $104.15 |
| 3 | Analyst | $87.17 |
| 4 | Data Management Analyst | $120.36 |
| 5 | DevOps Programmer Analyst/Application Systems, Expert | $126.67 |
| 6 | DevOps Programmer Analyst/Application Systems, Senior | $108.20 |
| 7 | DevOps Programmer Analyst/Application Systems | $96.29 |
| 8 | Data Architect, Expert | $151.47 |
| 9 | Data Base Administrator, Expert | $148.03 |
| 10 | Data Base Administrator, Senior | $140.81 |
| 11 | Data Base Administrator | $128.78 |
| 12 | Full Stack Data Base Programmer Analyst, Expert | $152.50 |
| 13 | Full Stack Data Base Programmer Analyst | $126.38 |
| 14 | Data Management, Expert | $173.59 |
| 15 | Data Management, Senior | $158.88 |
| 16 | Data Modeler | $132.40 |
| 17 | Enterprise Systems (ERP) Electronic Data Warehousing Architect | $174.52 |
| 18 | Enterprise Systems (ERP) Electronic Data Warehousing Analyst | $120.36 |
| 19 | Enterprise Systems (ERP) Electronic Data Warehousing Programmer | $98.69 |
| 20 | Enterprise Systems (ERP) Electronic Data Warehousing Specialist | $158.88 |
| 21 | Documentation Specialist, Expert | $103.72 |
| 22 | Documentation Specialist, Senior | $84.26 |
| 23 | Documentation Specialist | $67.40 |
| 24 | E-Commerce Engineer | $117.95 |
| 25 | E-Commerce Planner/Designer | $132.40 |
| 26 | Economist/Statistician | $170.91 |
| 27 | Facilitator/Trainer | $110.73 |
| 28 | Functional Analyst / Product Manager, Expert | $134.27 |
| 29 | Functional Analyst / Product Manager, Senior | $114.34 |
| 30 | Functional Analyst | $93.21 |
| 31 | Data Transformation / Information Science Specialist | $286.17 |
| 32 | Info Systems and Network Security Specialist, Expert | $189.39 |
| 33 | Info Systems and Network Security Specialist, Senior | $132.38 |
| 34 | Info Systems and Network Security Specialist | $93.89 |
| 35 | Cloud Internet/Intranet Specialist | $122.77 |
| 36 | Program/Project Manager | $183.61 |
| 37 | Quality Assurance Specialist | $102.30 |
| 38 | Quality Assurance Manager | $115.54 |
| 39 | Testing Specialist | $98.69 |
| 40 | Technician | $72.32 |
| 41 | Statistical Analysis Software Specialist | $114.34 |
| 42 | Subject Matter Expert | $220.33 |
| 43 | Systems/Software Engineer, Senior | $143.83 |
| 44 | Systems/Software Engineer | $109.95 |
| 45 | Technical Writer/Editor, Principal | $100.83 |

| 46 | Technical Writer/Editor, Senior | $86.66 |
|----|--------------------------------|--------|
| 47 | Technical Writer/Editor | $66.18 |
| 48 | Training Administrator | $125.17 |
| 49 | Training LMS Expert | $140.81 |
| 50 | Web Application UI/UX, Expert | $130.44 |
| 51 | Web and Mobile Application Developer | $110.73 |
| 52 | Web Architect/Engineer | $84.26 |

# USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

## PREAMBLE

AQUAS, Inc. provides commercial services to the Federal Government. We are committed to promoting participation of small, small disadvantages, and women-owned 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 business.

To identify, qualify, mentor, and develop small, small disadvantaged and women-owned businesses by purchasing from the businesses wherever 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 disadvantaged and women-owned small business.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small business 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 partnerships 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 Frank Ortiz, 301-654-400 ext. 224; Fax: 301-654-4400; email: fortiz@aquasinc.com.

BEST VALUE
**BLANKET PURCHASE AGREEMENT**
**FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

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

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

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


Signatures


_____                    _____
Ordering Activity              Date                    Contractor               Date

BPA NUMBER_____

(CUSTOMER NAME)
**BLANKET PURCHASE AGREEMENT**

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

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

MODEL NUMBER/PART NUMBER                    *SPECIAL
BPA DISCOUNT/PRICE

_____            _____
_____            _____
_____            _____

(2) Delivery:
     DESTINATION                              DELIVERY SCHEDULES/DATES
_____            _____
_____            _____
_____            _____

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

(4)     This BPA does not obligate any funds.

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

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

_____            _____

_____            _____

_____            _____

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

(8)     Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
        (a)     Name of Contractor
        (b)     Contract Number;
        (c)     BPA Number;
        (d)     Model Number or National Stock Number (NSN):
        (e)     Purchase Order Number
        (f)     Date of Purchase;

(g)     Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need be not 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 the 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.

<div align="center">

**BASIC GUIDELINES FOR USING
"CONTRACTOR TEAM ARRANGEMENTS"**
</div>

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

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

Orders under a Team Arrangement is limited to Federal Supply Schedule Contractors.

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