



**GSA Contract Number GS-35F-0446X  
IT Schedule 70**

**Cousins & Associates, Inc.**

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

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

**Cousins & Associates, Inc.  
144 Old Mill Lane  
Heathsville, VA 22473**

**Mailing Address:  
P.O. Box 597  
Heathsville, VA 22473**

**804-339-1643  
815-572-9784 (Fax)**

**<http://www.cousinsassociates.com>**

**Small, WOSB, Hubzone**

**Contract Number: GS-35F-0446X**

**Period Covered by Contract: June 21, 2011 – June 21, 2016**

**General Services Administration  
Federal Acquisition Service**

**Pricelist current through Modification #\_\_\_\_\_, dated \_\_\_\_\_.**

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



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

### **SPECIAL NOTICE TO AGENCIES: Small Business Participation**

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!<sup>™</sup> on-line shopping service ([www.gsaadvantage.gov](http://www.gsaadvantage.gov)). The catalogs/pricelists, GSA Advantage!<sup>™</sup> and the Federal Acquisition Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

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

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

### **1. Geographic Scope of Contract:**

The Geographic Scope of Contract will be domestic delivery only. *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.



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## **2. Contractor's Ordering Address and Payment Information:**

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### *Ordering Address:*

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Cousins & Associates, Inc.  
144 Old Mill Lane  
Heathsville, VA 22473

**Mailing Address: P.O. Box 597, Heathsville, VA 22473**

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

804-339-1643

### *Payment Information:*

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Cousins & Associates, Inc.  
144 Old Mill Lane  
Heathsville, VA 22473

**Mailing Address: P.O. Box 597, Heathsville, VA 22473**

Cousins & Associates, Inc. will accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. Cousins & Associates, Inc. and the ordering agency will agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

## **3. Liability for Injury or Damage**

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Cousins & Associates, Inc. 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 us, unless such injury or damage is due to the fault or negligence of Cousins & Associates, Inc..

## **4. Statistical Data for Government Ordering Office**

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COMPLETION OF STANDARD FORM 279:



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Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: **135765191**

Block 30: Type of Contractor - \_\_\_ B. Other Small Business

- A. Small Disadvantaged Business
- B. Other Small Business
- C. Large Business
- G. Other Nonprofit Organization
- L. Foreign Contractor

Block 31: Woman-Owned Small Business - **Yes**

Block 36: Contractor's Taxpayer Identification Number (TIN): **26-0038875**

4a. CAGE Code: **456H4**

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

## **5. FOB : Destination**

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## **6. Delivery Schedule**

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a. **TIME OF DELIVERY:** Cousins & Associates, Inc. shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
<b>132-51</b>	Delivery is 30 days after the receipt of order (ARO).

b. **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact Cousins & Associates, Inc. for the purpose of obtaining accelerated delivery.

Expedited delivery and inside delivery is offered at less than 30 days after receipt of order (ARO).

## **7. Discounts**

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Cousins & Associates, Inc's discounts proposed to the Government under Schedule 70:



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- Cousins & Associates Inc Users
  - 132-51 – 1.5 % Standard; 1.5% Non standard and 1.5% Net 10 day prompt pay types of discounts are also offered. The rate sheet includes the 1.5% for Standard and Non standard. The prompt pay discount of 1.5% will be applied when applicable.

#### **8. Trade Agreements Act of 1979, as amended:**

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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:**

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No export packing is required by this contract.

#### **10. Small Requirements:**

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The minimum dollar value of orders to be issued is **\$ 1000.00.**

\*\*See 52.216-19, ORDER LIMITATIONS, paragraph (a) Minimum Order.\*\*

#### **11. Maximum Order**

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a. The Maximum Order value for the following Special Item Numbers (SINs) is \$ **500,000.00.**

Special Item Number 132-51 - Information Technology Professional Services  
(All dollar amounts are exclusive of any discount for prompt payment.)

#### **12. Ordering Procedures for Federal Supply Schedule Contracts**

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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.



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- 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.



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**14. Contractor Tasks/ Special Requirements (C-FSS-370) (NOV 2003)**

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(a) Security Clearances: Cousins & Associates, Inc. may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract.

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

(c) Certifications, Licenses and Accreditations: As a commercial practice, Cousins & Associates, Inc. may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered.

(d) Insurance: As a commercial practice, Cousins & Associates, Inc. may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered.

(e) Personnel: Cousins & Associates, Inc. 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, Cousins & Associates, Inc. participation in such order may be restricted in accordance with FAR Part 9.5.

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

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

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

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

(k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of Cousins & Associates, Inc. having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).



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## **15. Contract Administration for Ordering Activities:**

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

## **16. GSA Advantage!**

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

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

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

## **17. Purchase of Open Market Items**

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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));



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- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

### **18. Cousins & Associates, Inc. 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 Cousins & Associates, Inc.

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.

Upon request of Cousins & Associates, Inc. the ordering activity may provide Cousins & Associates, Inc. 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 Cousins & Associates, Inc. technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.



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## **20. Banket Purchase Agreements (BPAs)**

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

## **21. Contractor Team Arrangements**

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

## **22. Installation, Deinstallation, Reinstallation**

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

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

## **23. Section 508 Compliance.**



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If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:  
[www.cousinsassociates.com](http://www.cousinsassociates.com). The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

#### **24. Prime Contractor Ordering from Federal Supply Schedules**

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of 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) Cousins & Associates, Inc. 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, Cousins & Associates, Inc. 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 Cousins & Associates, Inc. gives written notice to the Contracting Officer, whichever period is longer.

(c) Cousins & Associates, Inc. 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. Cousins & Associates, Inc. shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.



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## **26. Advance Payments**

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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)

## **27. Terms and Conditions Applicable to Information Technology (IT) Professional Services for Special Item Number (SIN) (132-51)**

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### *1. SCOPE*

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

b. Cousins & Associates, Inc. shall provide services at Cousins & Associates, Inc. facility and/or at the ordering activity location, as agreed to by Cousins & Associates, Inc. and the ordering activity.

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

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a. Performance incentives may be agreed upon between Cousins & Associates, Inc. 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 Cousins & Associates, Inc. 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 Cousins & Associates, Inc. Incentives shall be based on objectively measurable tasks.

### *3. ORDER*

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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



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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**

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a. Cousins & Associates, Inc. shall commence performance of services on the date agreed to by the Cousins & Associates, Inc. and the ordering activity.

b. Cousins & Associates, Inc. agrees to render services only during normal working hours, unless otherwise agreed to by Cousins & Associates, Inc. and the ordering activity.

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

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

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

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(a) The Contracting Officer may, at any time, by written order to Cousins & Associates, Inc. require Cousins & Associates, Inc. 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 Cousins & Associates, Inc. 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, Cousins & Associates, Inc. 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 Cousins & Associates, Inc. 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.



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(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, Cousins & Associates, Inc. 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 Cousins & Associates, inc. cost properly allocable to, the performance of any part of this contract; and
- (2) Cousins & Associates, Inc. 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***

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The Inspection of Services–Fixed Price (AUG 1996) (Deviation 1 – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (May 2001) (Deviation 1 – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

**7. *RESPONSIBILITIES OF THE CONTRACTOR***

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

**8. *RESPONSIBILITIES OF THE ORDERING ACTIVITY***

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Subject to security regulations, the ordering activity shall permit Cousins & Associates, Inc. access to all facilities necessary to perform the requisite IT Professional Services.

**9. *INDEPENDENT CONTRACTOR***

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All IT Professional Services performed by Cousins & Associates, Inc. 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**

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**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**

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

**12. PAYMENTS**

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For firm-fixed price orders the ordering activity shall pay Cousins & Associates, Inc. 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



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time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (OCT 2008) (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 (OCT 2008) (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) Cousins & Associates, Inc. has specified 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**

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

**14. INCIDENTAL SUPPORT COSTS**

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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**

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

**16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING**

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a. Cousins & Associates, Inc. has provided a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services. A description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service is also provided.



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b. Pricing for all IT Professional Services is in accordance with Cousins & Associates, Inc. customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.



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## **28. USA Commitment to Promote Small Business Participation Procurement Programs**

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### **PREAMBLE**

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

### **COMMITMENT**

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Susan Cousins, 804-339-1643; [scousins@cousinsassociates.com](mailto:scousins@cousinsassociates.com); Fax: 815-572-9784.



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**29. Cousins & Associates, Inc. GSA Price List (Government Site)**

Cousins & Associates, Inc. Labor Code	Cousins & Associates, Inc. Labor Category	2011 GSA Rate	2012 GSA Rate	2013 GSA Rate	2014 GSA Rate	2015 GSA Rate
CAI-IT-001	Sr. Consultant Level I	\$242.15	\$247.24	\$252.43	\$257.73	\$263.14
CAI-IT-002	Sr. Consultant Level II	\$ 207.98	\$212.35	\$216.81	\$221.36	\$226.01
CAI-IT-003	Sr. Consultant Level III	\$155.21	\$158.47	\$161.80	\$165.20	\$168.67
CAI-IT-004	Sr. Consultant Level IV	\$135.59	\$138.43	\$141.34	\$144.31	\$147.34
CAI-IT-005	Program Manager	\$176.97	\$180.69	\$184.48	\$188.35	\$192.31
CAI-IT-006	Principal Project Manager/Team Leader	\$146.72	\$149.80	\$152.95	\$156.16	\$159.44
CAI-IT-007	Project Manager, Level I	\$139.18	\$142.10	\$145.08	\$148.13	\$151.24
CAI-IT-008	Project Manager, Level II	\$124.05	\$126.66	\$129.32	\$132.03	\$134.80
CAI-IT-009	Project Manager, Level III	\$104.59	\$106.79	\$109.03	\$111.32	\$113.66
CAI-IT-010	Project Coordinator I	\$ 86.75	\$88.57	\$90.43	\$92.33	\$94.27
CAI-IT-011	Project Coordinator II	\$ 61.96	\$63.26	\$64.59	\$65.95	\$67.33
CAI-IT-012	Project Analyst I	\$120.08	\$122.60	\$125.18	\$127.80	\$130.49
CAI-IT-013	Project Analyst II	\$67.88	\$69.30	\$70.76	\$72.24	\$73.76
CAI-IT-014	Systems Architect II	\$94.02	\$95.99	\$98.01	\$100.07	\$102.17
CAI-IT-015	Systems Architect I	\$129.52	\$132.24	\$135.02	\$137.85	\$140.75
CAI-IT-016	Systems Analyst	\$67.30	\$68.72	\$70.16	\$71.63	\$73.14
CAI-IT-017	Programmer Analyst I	\$85.11	\$86.90	\$88.72	\$90.59	\$92.49
CAI-IT-018	Programmer Analyst II	\$68.95	\$70.40	\$71.87	\$73.38	\$74.92
CAI-IT-019	Programmer Analyst III	\$57.56	\$58.76	\$60.00	\$61.26	\$62.54
CAI-IT-020	Software Engineer I	\$112.14	\$114.49	\$116.89	\$119.35	\$121.86
CAI-IT-021	Software Engineer II	\$95.15	\$97.15	\$99.19	\$101.27	\$103.40
CAI-IT-022	Administrative Specialist II	\$49.74	\$50.78	\$51.85	\$52.93	\$54.05
CAI-IT-023	Administrative Specialist I	\$64.96	\$66.32	\$67.72	\$69.14	\$70.59
CAI-IT-025	EVM Specialist	\$78.57	\$80.22	\$81.91	\$83.63	\$85.38
CAI-IT-026	Database Analyst	\$94.02	\$95.99	\$98.01	\$100.07	\$102.17
CAI-IT-027	IT Consultant I	\$102.89	\$105.05	\$107.25	\$109.51	\$111.80
CAI-IT-028	IT Consultant II	\$64.45	\$65.81	\$67.19	\$68.60	\$70.04

**This price list includes IFF and Standard and Non-Standard Discounts.**

**Pricing for contractor site work will be provided upon request.**



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### **31. CAI IT Professional Services Labor Category Descriptions**

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#### *CAI-IT-001 Sr. Consultant Level I*

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**Minimum/General Experience:** Twelve (12) years general work experience in relevant field. Specialist that has broad, high-level knowledge and experience relevant to the specific task being performed. Demonstrated experience in directing, designing, or developing plans, implementation or cutover plans, integration plans, or interoperability plans based on different business environments. Demonstrated experience in using experience and technical judgment to reach conclusions in the face of limited and/or uncertain data. Demonstrated ability to supervise multiple teams of specialty individuals working on highly complex projects.

**Functional Responsibility:** Supervises or manages the planning and is considered a leading expert in the field. Provides lead analysis for translating customer needs into usable products, plans, or implementation plans. Provides leadership or direction on innovative research associated with project execution. Performs management responsibilities for a program or staff for assigned projects. Provides in-depth analysis on network interoperability, topologies, technologies, interfaces, and protocols. May perform other duties as required.

**Minimum Education:** Doctorate in related field or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e., twelve (12) years experience is equivalent to a Master's degree).

#### *CAI-IT-002 Sr. Consultant Level II*

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**Minimum/General Experience:** Ten (10) years general work experience in relevant field. Demonstrated experience as a specialist that has in-depth knowledge of multiple aspects of plan and project integration. Demonstrated ability to use experience and technical judgment to reach conclusions in the face of limited and/or uncertain data. Is capable of supervising a team of specialty Engineers/Analysts working on highly complex projects.

**Functional Responsibility:** Supervises or manages the implementation of specific aspects of project planning. Provides lead specialty expertise for specific projects. Provides technical support in one or more specific areas associated with project execution, interoperability, or integration. Performs technical lead management responsibilities for specific technical areas of assigned projects. Provides in-depth analyses on network interoperability, topologies, technologies, interfaces, and protocols. May perform other duties as required.

**Minimum Education:** Master's Degree in related field or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).



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*CAI-IT-003 Sr. Consultant Level III*

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**Minimum/General Experience:** Eight (8) years general work experience in relevant field. A demonstrated specialist that has broad knowledge of multiple aspects of plan or program integration. This individual possesses broad knowledge in one or more relevant areas and may possess specialized knowledge in one or more areas. Capable of working alone on specific tasks associated with the implementation of specific aspects of a complex project.

**Functional Responsibility:** Provides limited guidance or supervision of Engineers or specialists in highly complex projects. Provides general support for plan and program integration. Provides technical support in one or more specific areas of research associated with assigned tasks. Provides support for the development of technical analysis, white papers, or research for specific technical areas on a project. Provides general analysis on interoperability with existing protocols or services. May perform other duties as required.

**Minimum Education:** A Master's Degree in related field with 8 years experience; with Bachelor's Degree – 12 years experience; 15 years – degree not required. Two (2) years experience may be substituted for one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

*CAI-IT-004 Sr. Consultant Level IV*

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**Minimum/General Experience:** Six (6) years general work experience in relevant field. A demonstrated specialist that has broad knowledge of multiple aspects of plan or program integration. This individual possesses broad knowledge in one or more relevant areas and may possess specialized knowledge in one or more areas. Capable of working alone on specific tasks associated with the implementation of specific aspects of a complex project and is capable of providing limited guidance or supervision of Engineers or specialists in highly complex projects.

**Functional Responsibility:** Provides general support for plan and program integration. Provides technical support in one or more specific areas of research associated with assigned tasks. Provides support for the development of technical analysis, white papers, or research for specific technical areas on a project. Provides general analysis on interoperability with existing protocols or services. May perform other duties as required.

**Minimum Education:** A Master's Degree in related field with 12 years experience; With Doctorate Degree – 10 years experience; With Bachelor's Degree – 15 years experience. Two (2) years experience may be substituted for one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

*CAI-IT-005 Commercial Job Title: Program Manager*

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**Minimum/General Experience:** Minimum of ten (10) years of experience in information technology with at least three (3) years involving program management. Specific experience areas



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include requirements definition, work planning, control of budget, schedule, task execution, and personnel management and supervision. Demonstrated ability to direct the performance of a variety of related projects, which may be organized by technology, program, or client. Ultimately responsible for project planning, execution, and performance. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Maintains the development and execution of business opportunities based on broad, general guidance. Confers with project manager to provide technical advice and to assist with problem resolution. Oversees the technology development and/or application, marketing, and resource allocation within program client base. Program areas typically represent more than three functional areas that may include engineering, systems analysis, quality control, administration, etc.

**Functional Responsibility:** Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items. Operates within client guidance contractual limitations, and Company business and policy directives. Serves as CAI focal point of contact with client regarding program activities. Ensures that all required resources including manpower, production standards, computer time, and facilities are available for program implementation. Manages program consisting of multiple projects including project identification, design, development and delivery. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical, administrative, and managerial problems. Establishes work plan and staffing for each phase of project. Responsible for marketing new technology and follow-on business acquisitions. May perform other duties as assigned.

**Minimum Education:** Master's Degree in Science or Business. Two (2) years experience is equivalent to one (1) year of education (i.e., twelve (12) years experience is equivalent to a Master's Degree).

*CAI-IT-006 Commercial Job Title: Principal Project Manager/ Team Leader*

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**Minimum/General Experience:** Twelve (12) years of experience in developing, specifying, managing, directing, controlling and executing simple to complex tasks, projects and programs. Demonstrated leadership and management skills commensurate with experience. Capable of managing multiple projects and exercising overall program management. Subject matter specialist, engineer, administrator or technologist.

**Functional Responsibility:** Plans, directs, coordinates, and controls technical and administrative activities for an entire program. Plans and directs technological improvements and project management implementation. Manages a diverse group of functional activities, subordinate groups of technical and administrative personnel. Oversees the technology development and/or application, marketing, and resource allocation within program client base. Reviews and maintains the quality of technical work performed on the program. Makes technical judgments and provides advice on resolving technical problems. Ensures goals and objectives of program are accomplished within contract terms and conditions. Maintains the development and



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execution of business opportunities based on broad, general guidance. Interfaces with client management personnel and has excellent oral and written communications. May perform other duties as assigned.

Minimum Education: Master's Degree. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's Degree).

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*CAI-IT-007 Commercial Job Title: Project Manager, Level I*

Minimum/General Experience: Ten (10) years of experience in developing, specifying, managing, directing, controlling and executing simple to complex tasks, projects and programs. Demonstrated leadership and management skills commensurate with experience. Capable of managing multiple projects and exercising overall program management, or working as deputy to a client program manager to the extent specified in the delivery order. Subject matter specialist, engineer, administrator or technologist.

Functional Responsibility: Manages multiple projects, manages and mentors Level II Project Managers, and may serve as the contractor's single contract manager. Responsible for instituting effective project management processes and providing project management guidance and training for less experienced project managers or task leaders. Conducts periodic project reviews with clients to ensure high quality work is performed on the program. Able to perform any or all of the functional responsibility of Project Manager and may serve as a backup to any Project Manager Level II. May perform other duties as assigned.

Minimum Education: Bachelor's Degree. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's Degree).

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*CAI-IT-008 Commercial Job Title: Project Manager, Level II*

Minimum/General Experience: Six (6) years of experience in developing, specifying, managing, directing, controlling and executing simple to complex tasks, projects and programs. Demonstrated leadership and management skills commensurate with experience. Capable of exercising overall program management, or working as deputy to a client program manager to the extent specified in the delivery order. Subject matter specialist, engineer, administrator or technologist.

Functional Responsibility: Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Directs the performance of a variety of related projects that may be organized by technology, program or client. Program areas typically represent more than three functional areas that may include engineering, systems analysis, quality control, administration, etc. Develops cost, technical, and schedule baselines and controls program(s) accordingly. Establishes individual performance



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criteria, hires appropriate people and oversees their performance. May perform some or all of the duties of Subject Matter Specialists, engineers, or technologists to the extent qualified and appropriate. Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items. May perform other duties as assigned.

Minimum Education: Bachelor's Degree. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's Degree).

*CAI-IT-009 Commercial Job Title: Project Manager, Level III*

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Minimum/General Experience: Four (4) years of experience in developing, specifying, managing, directing, controlling and executing simple to complex tasks, projects and programs. Demonstrated leadership and management skills commensurate with experience. Capable of exercising overall program management, or working as deputy to a client program manager to the extent specified in the delivery order. Subject matter specialist, engineer, administrator or technologist.

Functional Responsibility: Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Directs the performance of a variety of related projects that may be organized by technology, program or client. Program areas typically represent more than three functional areas that may include engineering, systems analysis, quality control, administration, etc. Develops cost, technical, and schedule baselines and controls program(s) accordingly. Establishes individual performance criteria, hires appropriate people and oversees their performance. May perform some or all of the duties of Subject Matter Specialists, engineers, or technologists to the extent qualified and appropriate. Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items. May perform other duties as assigned.

Minimum Education: Bachelor's Degree. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's Degree).

*CAI-IT-010 Commercial Job Title: Project Coordinator I*

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Minimum/General Experience: Minimum of six (6) years experience in supporting information technology projects. Well versed in understanding structured analysis and design methodologies for the translation of systems requirements from business needs, and is comfortable in supporting one or more project managers or team members with reporting, conducting project team meetings, preparing presentations, etc. Familiar with PMI PMBOK and implementation of standardized processes.

Functional Responsibility: Coordinates the planning of project documentation, prepares agendas, takes minutes of meetings, and other coordination roles as assigned. This may include maintaining project schedule using software tool, maintaining contact lists, and project



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documentation version control and some configuration management activities. May perform other duties, as assigned.

Minimum Education: Bachelor's Degree in Engineering, Computer Science, Business or other Information Technology discipline. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's Degree).

*CAI-IT-011 Commercial Job Title: Project Coordinator II*

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Minimum/General Experience: Minimum of four (4) years experience in supporting information technology projects. Well versed in understanding structured analysis and design methodologies for the translation of systems requirements from business needs, and is comfortable in supporting one or more project managers or team members with reporting, conducting project team meetings, preparing presentations, etc. Familiar with PMI PMBOK and implementation of standardized processes.

Functional Responsibility: Coordinates the planning of project documentation, prepares agendas, takes minutes of meetings, and other coordination roles as assigned. This may include maintaining project schedule using software tool, maintaining contact lists, and project documentation version control and some configuration management activities. May perform other duties, as assigned.

Minimum Education: Bachelor's Degree in Engineering, Computer Science, Business or other Information Technology discipline. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's Degree).

*CAI-IT-012 Commercial Job Title: Project Analyst I*

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Minimum/General Experience: Minimum of 8 years experience in the analysis, design, and integration of information systems and commercial-off-the-shelf (COTS) software. Well versed in understanding structured analysis and design methodologies for the translation of systems requirements from business needs, and is considered a Subject Matter Expert (SME) in one or more specific areas of computer system design and networking

Functional Responsibility: Support the planning, design and implementation of information systems. Tasks may include data analysis, process analysis, or direct support of other project staff. They often function as a business analyst understanding the client business rules and data. Their duties may include data warehouse activities, preparing statistical or analytical reports, special reports and working closely with project staff on key tasks such as requirements, testing, and documentation support. Work assignments are mostly related to functional aspects of systems. They are often asked to solve and analyze complex problems, to co-ordinate activities of others, and will have excellent verbal and written communication and ability to adapt new and varied assignment very quickly. May perform other duties, as assigned.



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Minimum Education: Masters Degree in Engineering, Computer Science, Physics, Mathematics or other Information Technology discipline. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's Degree).

*CAI-IT-013 Commercial Job Title: Project Analyst II*

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Minimum/General Experience: Minimum of 4 years experience in the analysis, design, and integration of information systems and commercial-off-the-shelf (COTS) software. Well versed in understanding structured analysis and design methodologies for the translation of systems requirements from business needs, and is considered a Subject Matter Expert (SME) in one or more specific areas of computer system design and networking

Functional Responsibility: Support the planning, design and implementation of information systems. Tasks may include data analysis, process analysis, or direct support of other project staff. They often function as a business analyst understanding the client business rules and data. Their duties may include data warehouse activities, preparing statistical or analytical reports, special reports and working closely with project staff on key tasks such as requirements, testing, and documentation support. Work assignments are mostly related to functional aspects of systems. They are often asked to solve and analyze complex problems, to co-ordinate activities of others, and will have excellent verbal and written communication and ability to adapt new and varied assignment very quickly. May perform other duties, as assigned.

Minimum Education: Masters Degree in Engineering, Computer Science, Physics, Mathematics or other Information Technology discipline. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's Degree).

*CAI-IT-014 Commercial Job Title: Systems Architect II*

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Minimum/General Experience: Minimum of 8 years experience in the analysis, design, and integration of information systems and commercial-off-the-shelf (COTS) software. Well versed in understanding structured analysis and design methodologies for the translation of systems requirements from business needs, and is considered a Subject Matter Expert (SME) in one or more specific areas of computer system design and networking. Capable of supervising a team of Sr. System Analysts, Sr. Systems Engineers, Systems Engineers, Sr. Network Engineers, and Network Engineers.

Functional Responsibility: Establishes system information requirements using the analysis from information engineer(s) in the development of enterprise-wide or large scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures that the common operating environment is ELC compliant, evaluates analytically and systematically problems of workflows, organization, and plans and develops appropriate corrective action. Senior level supervisor provides daily supervision and direction to staff.



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Plans and performs systems and networking engineering research, design development, and other assignments in conformance with system and network design, engineering, and client specifications. As Systems Architect, independently performs a variety of system design and engineering tasks which are broad in nature and are concerned with design and implementation of major enterprise systems development and integration, including supporting personnel, hardware, software, and support facilities and/or equipment. Supervises a team of Sr. System Analysts, Sr. Systems Engineers, Systems Engineers, Sr. Network Engineers, and Network Engineers. Responsible for highly complex technical/engineering projects. Coordinates the activities of Sr. System Analysts, Sr. Systems Engineers, Systems Engineers, Sr. Network Engineers, and Network Engineers assigned to specific system and network engineering projects. Lead technical authority on the project. May perform other duties, as assigned.

Minimum Education: Masters Degree in Engineering, Computer Science, Physics, Mathematics or other Information Technology discipline. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's Degree).

*CAI-IT-015 Commercial Job Title: Systems Architect I*

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Minimum/General Experience: Minimum of twelve(12) years experience in the analysis and automation of work processes through commercial workflow engines. Has ability to adapt to new situations and environments. Possesses keen troubleshooting skills to assist Sr. Systems Analysts and Program Managers.

Functional Responsibility: Establishes system information requirements using the analysis from information engineer(s) in the development of enterprise-wide or large scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures that the common operating environment is ELC compliant, evaluates analytically and systematically problems of workflows, organization, and plans and develops appropriate corrective

action. Senior level supervisor provides daily supervision and direction to staff.

Supports Sr. Systems Analysts and Program Managers, as required. Oversees the overall integration of all systems peripherals so that they can operate correctly within a predefined environment. Acts as lead in performing systems analysis of computer and communication/network systems. Oversees the overall installation of computer operating systems, network, and application software. Oversees hotline support to customers. Analyzes and develops technical documentation detailing the installation procedures. May perform other duties, as assigned.

Minimum Education: Masters Degree in Engineering, Computer Science, Physics, Mathematics or other Information Technology discipline. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's Degree).



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*CAI-IT-016 Commercial Job Title: Systems Analyst*

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**Minimum/General Experience:** Minimum of five (5) years experience in the analysis and automation of work processes through commercial workflow engines. Under general supervision, is able to perform systems analysis of computer and communication/ network systems. Has ability to adapt to new situations and environments. Possesses keen troubleshooting skills.

**Functional Responsibility:** Performs systems installation of computer operating systems, network, and applications software, and computer/network hardware. Performs systems analysis of computer and networking systems. Provides overall integration of all systems peripherals so that they operate correctly within a predefined environment. Provides hotline support to clients. Develops technical documentation detailing the installation procedures. May perform other duties, as assigned.

**Minimum Education:** Bachelor's Degree in Engineering, Computer Science, Physics, Mathematics or other Information Technology discipline. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's Degree).

*CAI-IT-017 Commercial Job Title: Programmer Analyst I*

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**Minimum/General Experience:** Minimum of eight (8) years experience in the analysis and automation of work processes through commercial workflow engines. Is able to translate requirements to code, and to support systems analysis of computer and communication/ network systems. Is able to support the installation of computer operating systems, network, and application software, and computer/network hardware. Possesses troubleshooting skills to assist Systems Analysts. At least five years experience in managing or supervising a team of developers in the development and support of small to large scale databases or client/server or application systems. Experience will include knowledge of commercial-off-the-shelf products and methods, which provide interoperable, portable, and scalable information technology platforms and solutions, such as MS SQL Server, Access, Oracle, C++, Visual Basic, Windows NT, Unix, Netware, etc. May include a working knowledge and/or familiarity with Defense Information Infrastructure Common Operating Environment (DII-COE), DoD acquisition practices and policies and the higher order programming language specified in the task order to develop the required software.

**Functional Responsibility:** Performs systems analysis of computer and networking systems. Supports a Systems Analyst, as required. Technically supports the overall integration of all system peripherals so that they operate correctly within a predefined environment. Supports the installation of computer operating systems, network, and application software, and computer/network hardware. Provides hotline support to clients. Develops technical documentation detailing the installation procedures. May perform other duties, as assigned.



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Minimum Education: Bachelor's Degree in Engineering, Computer Science, Physics, Mathematics or other Information Technology discipline. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's Degree).

*CAI-IT-018 Commercial Job Title: Programmer Analyst II*

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Minimum/General Experience: Five (5) years experience in analysis, design, development, implementation, and maintenance of simple to complex databases or client/server or application systems. At least three years experience in managing or supervising a team of developers in the development and support of small to large scale databases or client/server or application systems. Experience will include knowledge of commercial-off-the-shelf products and methods, which provide interoperable, portable, and scalable information technology platforms and solutions, such as MS SQL Server, Access, Oracle, C++, Visual Basic, Windows NT, Unix, Netware, etc. May include a working knowledge and/or familiarity with Defense Information Infrastructure Common Operating Environment (DII-COE), DoD acquisition practices and policies and the higher order programming language specified in the task order to develop the required software.

Functional Responsibility: Develops standards-compliant software utilizing industry-leading operating systems, languages, protocols, and relational databases. Directs and controls development of production application systems. Prepares project plans and schedules for significant application systems development efforts. Monitors assigned organization development projects to ensure consistency and satisfaction of interface requirements. Monitors and tracks application system development progress in order to appropriately recommend the deployment of resources to meet project deliverable schedules. Assists in monitoring the direction and growth of business to ensure the application of appropriate technologies and support resources. Codes, tests, and troubleshoots programs. Designs implementations of large projects and prepares programming assignments. Performs project/problem resolution and support activities. Coordinates system testing and programming assignments. Researches system problems. Codes and compiles programs. Performs full system tests. Designs, plans and supervises implementation of medium to large scale system projects. Performs unit and assembly testing. Performs problem resolution and support activities. Trains new employees on all aspects of an application or system project. May perform other duties as assigned.

Minimum Education: Masters Degree in Engineering, Computer Science, Physics, Mathematics or other Information Technology discipline. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's Degree).

*CAI-IT-019 Commercial Job Title: Programmer/Analyst III*

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Minimum/General Experience: 2-5 years experience in programming for the system(s)/environment being examined. Works under supervision to support the activities of a Programmer Analysts I and II. Assists in the support of the maintenance and operating efficiency



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of a major system, such as the teleprocessing network, database management system, etc. Experience will include exposure to commercial-off-the-shelf products and methods, which provide interoperable, portable, and scalable information technology platforms and solutions, such as MS SQL Server, Access, Oracle, C++, Visual Basic, Windows NT, Unix, Netware, etc. May include a working knowledge and/or familiarity with Defense Information Infrastructure Common Operating Environment (DII-COE), DoD acquisition practices and policies and the higher order programming language specified in the task order to assist in the development of the required software.

**Functional Responsibility:** Assists programmer analysts in the assessment of the performance of appropriate software systems to identify and correct problems which impact operation and work quality. Assists in analyzing performance indicators such as system response time and number of programs being processed to ensure operational efficiency. Codes, in accordance with specific design parameters, system software modules as directed by the Programmer Analyst. Assists in the identification, evaluation, customizing and implementation of vendor-supplied software packages. Assists in the support of special systems regenerations, where applicable, to reflect changes in peripheral configurations. Assists the Programmer Analyst in end user training in applications programming and other user personnel in the use of systems software and related hardware. May perform other duties as assigned.

**Minimum Education:** Bachelor's Degree. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's Degree).

*CAI-IT-020 Commercial Job Title: Software Engineer I*

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**Minimum/General Experience:** Minimum of ten (10) years of senior technical lead experience in client server development. Responsible for developing the presentation layer in client server applications (User Interface). Under general supervision, engineers software solutions based upon client requirements. Generally, has one or more Software Engineers on staff and heads up projects that make use of commercially available or custom Computer Aided Software Engineering (CASE) tools as required.

**Functional Responsibility:** Using Windows based 32-bit API tools, responsible for developing the user interface of information systems. Engineers software solutions based upon client requirements. Supervises a staff of Software Engineers as required. Manages projects that make use of commercially available or custom Computer Aided Software Engineering (CASE) tools as required. Develops technical documentation detailing the project design parameters. May perform other duties as assigned.

**Minimum Education:** Bachelor's Degree in Engineering, Computer Science, Physics, Mathematics or other Information Technology discipline. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's Degree).

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*CAI-IT-021 Commercial Job Title: Software Engineer II*

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**Minimum/General Experience:** Minimum of four (4) years of experience in client server development. Under general supervision, engineers software solutions based upon client requirements. Generally reports to a Sr. Software Engineer and makes use of commercially available or custom Computer Aided Software Engineering (CASE) tools as required.

**Functional Responsibility:** Engineers software solutions based upon client requirements. Supports a Sr. Software Engineer as required. Uses commercially available or custom Computer Aided Software Engineering (CASE) tools as required. Develops technical documentation detailing the project design parameters. May perform other duties as assigned.

**Minimum Education:** Bachelor's Degree in Engineering, Computer Science, Physics, Mathematics or other Information Technology discipline. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's Degree).

*CAI-IT-022 Commercial Job Title: Administrative Specialist II*

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**Minimum/General Experience:** 4 year of experience that applies to standard typing and language skills and operating automated typing equipment. Provides administrative-type support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc.

**Functional Responsibility:** Specializes in coordinating and planning office administration and support. Reports directly to a client, usually at the client location, to support its operations as required. Understands and provides documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc. required in changing office environments. May perform other duties as assigned.

**Minimum Education:** High School Diploma or other equivalent degree program.

*CAI-IT-023 Commercial Job Title: Administrative Specialist I*

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**Minimum/General Experience:** 8 years general experience. Establishes and maintains a process for evaluating systems and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the project life cycle.

**Functional Responsibility:** An Individual who assists in preparing and/or maintaining systems, programming, and operations documentation, procedures, and methods including user manuals. Maintains a current internal documentation library. Coordinates special documentation services as required. An individual very knowledgeable in computer-based documentation and presentation techniques, technical writing, technical proofreading and technical editing. Demonstrates excellent command and articulation of the English language. Demonstrates superior grammar skills.



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Provides administrative support such as technical writing, proofreading, technical editing of word processing and other computer-based documents, integration of various sources into a cohesive product that may be delivered as computer-based magnetic media, preparation of graphical and narrative presentation material. Works as part of a team.

Conducts formal and informal reviews at pre-determined points throughout the development life cycle. Provides technical and administrative direction for personnel performing systems development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates with the Project Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports/deliveries and presentations on the system concept to colleagues, subordinates, and end user representatives.

Minimum Education: Bachelor's Degree. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's Degree).

*CAI-IT-024 Commercial Job Title: EVM Specialist*

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Minimum/General Experience: Four (4) years general experience with project management and earned value management processes. Manages the processes and the collection of data to support the EVM program.

Functional Responsibility: Provides management techniques that relates resource planning to schedules and to technical, cost, and schedule requirements. All work is planned, budgeted, and scheduled in time-phased "planned value" increments constituting a cost and schedule measurement baseline. Reviews and reports effective internal cost and schedule management control systems to permit the Government to be able to rely on timely data produced for determining product-oriented contract status. Also provides subject matter expertise support in the creation and maintenance of detailed project plans and comparing work plans to statements of work. Conducts assessments and evaluations of project performance through the independent analysis and interpretation of objective and subjective evidence, and through direction discussion with project team members. Conducts extensive research on EVMS related topics in order to provide subject matter expertise to contracts with EVMS requirements.

Minimum Education: Bachelor's Degree. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's Degree).

*CAI-IT-025 Commercial Job Title: Database Analyst*

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Minimum/General Experience: Three to five years of experience in the use of database management systems (DBMS). Requires competence in current DBMS technologies and



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application design using DBMS languages. Possesses knowledge of products, tools and techniques for database design and development.

**Functional Responsibility:** Formulates and defines system scope and objectives. Prepares detailed specifications for programs. Designs, codes, tests, debugs and documents programs. Works at the highest technical level of all phases of applications, systems analysis and programming activities including the installation of enhancements, security features, and analytical tools. Provides guidance and training to less experienced analysts/programmers.

Designs, implements and maintains moderately complex databases with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation and statistical methods. Maintains database dictionaries, monitors standards and procedures and integration of systems through database design.

Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Maintains databases on day-to-day basis. May be responsible for backup and recovery operations for DBMS servers.

**Minimum Education:** Bachelor's degree or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

*CAI-IT-026 Commercial Job Title: Information Technology (IT) Consultant I*

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**Minimum/General Experience:** Five (5) years of experience with a knowledge of applicable standard applications and, if required, subject matter expertise. Provides technical and administrative direction for personnel performing knowledge management and/or software analysis tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Project and/or Program Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.

**Functional Responsibility:** Provides high level functional and IT analysis, design, development, integration, documentation, and implementation assistance on problems which require a thorough knowledge of the related technical subject matter for effective system deployment. Participates in all phases of systems development. Applies principals and methods of the functional area to difficult problems in technical areas to arrive at automated solutions. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the task order.



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An individual very knowledgeable in all aspects of IT. Has extensive experience in the specific IT discipline(s) described in an actual PWS, SOO, and SOW. Demonstrates very good oral and written communication skills. Provides highly technical and specialized guidance and solutions to complex IT problems. Performs elaborate analyses and studies. Prepares reports and gives presentations; Works independently or as a member of a team; May serve as contractor task order Project Manager.

Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects. Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

Minimum Education: Master's degree or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

*CAI-IT-027 Commercial Job Title: IT Consultant II*

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Minimum/General Experience: Minimum three (3) years of experience with a knowledge of applicable standard applications and, if required, subject matter expertise. Provides technical and administrative direction for personnel performing knowledge management and/or software analysis tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Project and/or Program Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.

Functional Responsibility: Provides functional and IT analysis, design, development, integration, documentation, and implementation assistance on problems which require a thorough knowledge of the related technical subject matter for effective system deployment. Participates in



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all phases of systems development. Applies principals and methods of the functional area to difficult problems in technical areas to arrive at automated solutions. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the task order. Provides highly technical and specialized solutions to complex IT problems. Works independently or as a member of a team.

Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects. Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

Minimum Education: Bachelor's degree or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).



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## **32. NAICS Reference Listing**

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Because many organizations use the North American Industrial Classification Standard (NAICS) to identify categories of support provided by their suppliers, we have included this listing of the major support categories provided by Cousins & Associates, Inc.

We have listed some NAICS categories multiple times to provide our customers with topical names that are more commonly used within government organizations. This is not intended to be an all-inclusive listing, but a listing of our most commonly supported topics. Many of our customers are primarily supported within one or more of the items listed below with tertiary support provided within other categories that are not listed.

- 541 Professional, Scientific, and Technical Services
- 541330 Strategic Planning for Technology Programs/Activities
- 541330 Concept Development and Requirements Analysis
- 541330 Integrated Logistics Support
- 541330 Acquisition and Life Cycle Management
- 5415 Computer Systems Design and Related Services
- 541512 Computer Systems Design Services
- 541512 Web Site Design and Maintenance Services
- 541513 Information Technology Professional Services
- 541513 Computer Facilities Management Services
- 541519 Other Computer Related Services
- 5416 Management, Scientific, and Technical Consulting Services
- 54161 Management Consulting Services
- 541611 Administrative Management and General Management Consulting Services
- 541612 Review and Integration Services
- 541618 Other Management Consulting Services
- 5419 Other Professional, Scientific, and Technical Services
- 561 Administrative and Support Services
- 56111 Office Administrative Services
- 5614 Business Support Services
- 561499 Other Business Support Services



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**33. Blanket Purchase Agreement**

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**Best Value  
Blanket Purchase Agreement  
Federal Supply Schedule**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and Cousins & Associates, Inc. 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 **GS-35F-0446X**.

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 Agreements 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

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Ordering Activity

Date

Cousins & Associates, Inc.

Date