

AUTHORIZED FEDERAL SUPPLY SERVICE
Information Technology Schedule Pricelist

General Purpose Commercial Information Technology Equipment,
Software and Services

Special Item No. 132-51 Information Technology Professional Services

FDPS Code D301	IT Facility Operation and Maintenance
FDPS Code D302	IT Systems Development Services
FDPS Code D311	IT Data Conversion Services
FDPS Code D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)

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

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

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

UNIBAND ENTERPRISES
HIGHWAY 5 WEST P.O. BOX 1059
BELCOURT, NORTH DAKOTA 58316
1-800-254-0650
www.uniband.com

DUNS No: 613195671

CONTRACT NUMBER: GS-35F-0483K
PERIOD COVERED BY CONTRACT: July 22, 2000 through July 21, 2010

General Services Administration
Federal Supply Service

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

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Information Applicable to all Special Item Numbers

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1. Geographic Scope of Contract

Uniband Enterprises provides Domestic delivery: 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.

[X] The Geographic Scope of Contract will be domestic delivery only.

2. Contractor's Address - Ordering and Payment:

ORDERING: UNIBAND ENTERPRISES.
Roland Desjarlais
Highway 5 West P.O. Box 1059
Belcourt, ND 58316
(701)-477-7244 Ph.
(701) 477-6448 Fax

PAYMENT: UNIBAND ENTERPRISES.
Diane Bercier
Highway 5 West P.O. Box 1059
Belcourt, ND 58316
(701)-477-7218 Ph.
(701) 477-6448 Fax

GSA SCHEDULE - INFORMATION FOR ORDERING ACTIVITIES

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

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance: **Phone: (701) 477-6445** **Fax (701)-477-6448**

3. Liability for Injury or Damage

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

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

Block 9: Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System: **613195671**
Block 30: **B. Small Disadvantaged Business**
Block 31: Woman-Owned Small Business - **No**
Block 36: Contractor's Taxpayer Identification (TIN): **45-0458548**
4a. Cage Code: **0H9H0**
4b.. has registered with the CCR database. **YES**

5. FOB

Destination

6. DELIVERY SCHEDULE

a. **Time of Delivery:** The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

Special Item Number 132-51

To be negotiated between the contractor and the ordering activity.

b. **Urgent Requirements:** : When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract. Discounts: Prices shown are NET prices; basic discounts have been deducted.

7. A. PROMPT PAYMENT: NONE.

b. Quantity: None.

c. Dollar Volume: Discounts for orders in excess of \$500,00 to be negotiated with ordering Activity

- d. **Government Educational Institutions:** Government Educational Institutions are offered the same discounts as all other Government customers.
- e. **Other:** **None.**

8. Trade Agreements Act of 1979, as amended:

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

9. Statement Concerning Availability of Export Packing

Not applicable; only services are provided under this contract

10. Small Requirements

The minimum dollar value of orders to be issued is \$ **100.00**

11. Maximum Order

Maximum dollar value of orders to be issued: \$ **500,000.00**

12. Ordering Procedures for Federal Supply Schedule Contracts

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. Federal Information Technology/Telecommunication Standards Requirements:

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 Federal Information Processing Standards Publications (FIPS Pubs):

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

13.2 Federal Telecommunication Standards (FED-STDS):

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and 14.

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

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

GSA SCHEDULE - INFORMATION FOR ORDERING ACTIVITIES

- (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. Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

15. Contract Administration for Ordering Activities:

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

16. GSA Advantage!

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

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

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

17. Purchase of Open Market Items

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated **as** open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

18. Contractor Commitments, Warranties and Representations

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

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

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

19. Overseas Activities

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

Not Applicable

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

20. Blanket Purchase Agreements (BPAs)

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

21. Contractor Team Arrangements

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

22. Installation, Deinstallation, Reinstallation

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

do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

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

23. Section 508 Compliance.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

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

24. Prime Contractor Ordering From Federal Supply Schedules.

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

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

(b) The following statement:

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

25. Insurance—Work On A Government Installation (Jan 1997)(Far 52.228-5)

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

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

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

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

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

26. Software Interoperability.

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

27. Advance Payments

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

Information Applicable To Information Technology (IT) Professional Services (SIN 132-51)

1. Scope

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

2. Performance Incentives

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. Order

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

4. Performance of Services

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. Stop-Work Order (Far 52.242-15) (Aug 1989)

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

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

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

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

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

6. Inspection Of Services

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

7. Responsibilities Of The Contractor

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

8. Responsibilities Of The Ordering Activity

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

9. Independent Contractor

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

10. Organizational Conflicts Of Interest

a. Definitions.

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

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

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

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

11. Invoices

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

12. Payments

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

13. Resumes

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

14. Incidental Support Costs

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

15. Approval of Subcontracts

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

16. Description of IT Services and Pricing.

a. Services.

Administrative Assistant

Minimum/General Experience: Three (3) of general office experience.

Functional Responsibility: Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail. Aids executive in staff capacity by coordinating office services, such as personnel, budget preparation and control, housekeeping, record control, and special duties.

Education Requirement: High school minimum; some college and experience preferred.

Analyst Programmer

Minimum/General Experience: Two (2) years experience with applicable software language package related development.

Functional Responsibility: Performs routine design, coding, and documentation of application programs for computers and related equipment used for information projects.

Education Requirement: BS/BA degree, in IT or Science related field.

Assistant Project Manager

Minimum/General Experience: Three (3) years of general technical experience.

Functional Responsibility: Assists in all aspect of the complex technology projects. To exercise independent judgment and solve technical, administrative, and managerial problems. Assist in the duties of planning and coordinating staff, and managing costs, quality, and schedule.

Education Requirement: BS/BA degree Business Management

Configuration Analyst

Minimum/General Experience: Four (4) years of Information Technology experience

Functional Responsibility: Establishing overall requirements, planning, implementing directives, and establishing and maintaining a disciplined environment to ensure configuration control.

Education Requirement: BS/BA degree in IT Management

Data Entry Operator II

Minimum/General Experience: Two (2) years experience and demonstrated proficiency required.

Functional Responsibility: Performs data entry through various media rapidly and accurately; performs data entry verification.

Education Requirement: High School Diploma or GED

Data Operations Manager

Minimum/General Experience: Eight (8) years of Information Technology experience

Functional Responsibility: Providing technical expertise and guidance in the definition, control, integrity, operations, and management of database management systems. Duties include but are not limited to evaluation and recommendation of products and services.

Education Requirement: BS/BA in Science or Administration

Documentation Specialist

Minimum/General Experience: Four (4) years of typical Information Technology related experience.

Functional Responsibility: To organize resources and express ideas. To work with modern PC-based word processors, graphics software, etc.

Education Requirement: High school Diploma or GED

Information Systems Technician

Minimum/General Experience: Three (3) years of related Information Technology experience.

Functional Responsibility: Installs and maintains personal computers and printers; installs local area networks (LANs); loads PC software including word processing, spreadsheet, database, communication, utility, and operating environment. Will work with modern IBM compatible microcomputers.

Education Requirement: BS/BA degree in Science or IT

Jr. Analyst Programmer

Minimum/General Experience: Zero (0) to two (2) years experience.

Functional Responsibility: Under, supervision, performs routine design, coding, and documentation of application programs for computers and related equipment used for information projects.

Education Requirement: BS/BA degree, IT or Science

Jr. Documentation Specialist

Minimum/General Experience: Two (2) years of typical Information Technology related experience.

Functional Responsibility: To organize resources and express ideas. To work with modern PC-based word processors, graphics software, etc.

Education Requirement: High school Diploma or GED

Jr. Maintenance Service Specialist

Minimum/General Experience: One (1) year directly related experience preferred.

Functional Responsibility: Operating and maintaining multiprocessor mainframes, associated peripherals, minicomputers, and client/server systems. Duties include monitoring operating system resources, consoles, and system utilization; performing system back-ups; and/or maintaining systems data security and integrity.

Education Requirement: High school diploma or equivalent (G.E.D.)

Jr. User Support Analyst

Minimum/General Experience: Two (2) years of related Information Technology experience.

Functional Responsibility: Utilize current market expertise of new products and technology; establish professional level relationships with clients. Work with automated systems division's standard word processing, spreadsheet, database, communications, and utility software. Provide direct support to end users.

Education Requirement: BS/BA degree Management or IT

Maintenance Service Specialist

Minimum/General Experience: Four (4) years Information Technology experience

Functional Responsibility: Operating and maintaining multiprocessor mainframes, peripherals, minicomputers, and client/server systems. Duties include monitoring operating system resources, consoles, and system utilization; performing system back-ups; and maintaining systems data security and integrity.

Education Requirement: High school diploma or equivalent (G.E.D.)

Network Analyst

Minimum/General Experience: Two (2) years of related Information Technology experience. Three (3) years of related Information Technology experience may be substituted for formal education.

Functional Responsibility: Under direction, configures and manages network hardware and software resources for maximum efficiency. Analyzes the quality of network performance and takes the most practical and cost effective steps available to cure deficiencies. Under direction, develops and implements network operating procedures that include network monitoring, diagnostics, troubleshooting, recovery/backup, shutdowns, reconfiguration.

Education Requirement: BS/BA or technical school degree/certifications In IT or Science field.

Network Technician

Minimum/General Experience: Four (4) years of Information Technology related experience.

Functional Responsibility: Performing tests on systems components to determine operability; troubleshooting; making required repairs; and installing and maintaining computer networks.

Education Requirement: Associate's degree in IT or Science field

Program Manager

Minimum/General Experience: Eight (8) years of experience in managing Information Technology programs.

Functional Responsibility: To exercise independent judgment and solve technical, administrative, and managerial problems. Responsible for planning and coordinating staff, and managing costs, quality, and schedule.

Education Requirement: BS/BA degree in IT/Communication field

Project Manager

Minimum/General Experience: Five (5) years of general technical experience. Three (3) years of specific professional experience in direct management of projects preferred.

Functional Responsibility: Managing complex technology-intensive projects. To exercise independent judgment on solving technical, administrative, and managerial problems. Responsible for planning, staff coordination, managing costs, quality, and schedule.

Education Requirement: BS/BA degree in IT/Communication field

Quality Control Inspector

Minimum/General Experience: Eight years Information Technology experience

Functional Responsibility: Establishing and maintaining policies and procedures for evaluating information management systems and associated documentation.

Education Requirement: BS/BA degree in Administration or Science

Reports Analyst

Minimum/General Experience: One year experience in using standard ASD supported software packages

Functional Responsibility: Working with various HW and SW inventory techniques; interpreting various incoming data and information and producing timely, accurate and innovative reports.

Education Requirement: Associate of Arts or Science degree; high school minimum/GED.

Site Manager

Minimum/General Experience: Three (3) years general technical experience. Two (2) years of management/supervision preferred

Functional Responsibility: Assists in all aspect of the complex technology projects. To exercise independent judgment and solve technical, administrative, and managerial problems. Assist in the duties of planning and coordinating staff, and managing costs, quality, and schedule.

Education Requirement: BS/BA degree in Administration/Science

Sr. Analyst Programmer

Minimum/General Experience: 5 years Information Technology experience preferred.

Functional Responsibility: Performs routine design, coding, and documentation of application programs for computers and related equipment used for information projects. Proven applicable software language package related development strengths/techniques are required.

Education Requirement: BS/BA degree in Science/IT related field

Sr. Information Systems Technician

Minimum/General Experience: Four (4) years of related Information Technology experience.

Functional Responsibility: Installs and maintains personal computers and printers; installs local area networks (LANs); loads PC software including word processing, spreadsheet, database, communication, utility, and operating environment. Will work with modern IBM compatible microcomputers.

Education Requirement: BS/BA degree in Management/IT related field

Sr. Microcomputer Specialist

Minimum/General Experience: Four (4) years Information Technology experience.
Functional Responsibility: Working with microcomputer environment. Installs, modifies, and makes minor repairs to microcomputer hardware and software systems and provides technical assistance and training to system users: Inspects microcomputer equipment and reads order sheet listing user requirements to prepare microcomputer for delivery.

Education Requirement: BS/BA degree in IT related field

Sr. Network Analyst

Minimum/General Experience: Three (3) years of related Information Technology experience. Five (5) years of related Information Technology experience may be substituted for formal education.

Functional Responsibility: Configures and manages network hardware and software resources for maximum efficiency. Analyzes the quality of network performance and takes the most practical and cost effective steps available to cure deficiencies. Develops and implements network operating procedures that include network monitoring, diagnostics, troubleshooting, recovery/backup, shutdowns, and reconfiguration.

Education Requirement: BS/BA or technical school degree/certifications in IT or Science.

Sr. Network Technician

Minimum/General Experience: Ten (10) years of related Information Technology experience.

Functional Responsibility: Performing tests on systems components to determine operability; troubleshooting; making required repairs; and installing and maintaining computer networks.

Education Requirement: BS/BA in IT/Communications field

Sr. Systems Analyst

Minimum/General Experience: Five (5) years of related Information Technology experience. Seven (7) years of related Information Technology experience may be substituted for formal education.

Functional Responsibility: Exercises analytical techniques in gathering information from users, designing computer programs, defining work problems, and developing procedures to resolve the problems. Develops complete specifications to enable computer programmers to prepare required programs. Determines necessary modifications to existing systems and determines whether new subsystems must be developed. Assigns, instructs reviews work of subordinates.

Education Requirement: BS/BA degree, technology related preferred.

Sr. Telecommunications Specialist

Minimum/General Experience: Four (4) years of Information Technology related experience

Functional Responsibility: Supervisor and coordinates wide area communication networks. Working with wide area networks and analyzing data communication requirements and developing LANs to support the implementation of major installation automation systems with communications.

Education Requirement: BS/BA degree in IT/Communication field

Sr. User Support Analyst

Minimum/General Experience: Three (3) years of related Information Technology experience.

Functional Responsibility: Performs written and oral technical services; performs support services for a microcomputer environment. Supporting HW/SW for end users; experience with telecommunications and emulation software packages. Working with automated systems division's (ASD) standard word processing, spreadsheet, communications, graphics, and operating system software; helping users solve problems using computer tools. Works with the functional and technical aspects of LANs.

Education Requirement: BS/BA degree in IT related field

Sr. User Support Specialist

Minimum/General Experience: Six (6) years of typical Information Technology related experience.

Functional Responsibility: Provides problem-solving support to computer users. Receives telephone calls from users having problems using computer software and hardware. Answers questions applying knowledge of computer software, hardware, and procedures.

Education Requirement: Associate's degree in IT/Science

Supervisor

Minimum/General Experience: Three (3) to five (5) years experience in field of expertise.

Functional Responsibility: Performs professional work and possesses the ability to apply knowledge in area of expertise. Able to lead work of others and to provide direction, to interpret data and apply principles and concepts to effectively solve technical problems.

Education Requirement: BS/BA degree in IT related field

Technical Support Manager

Minimum/General Experience: Four (4) years of related Information Technology experience.

Functional Responsibility: Assigns and coordinates work projects, i.e., converting to new hardware/software. Assign staff, establishes work priorities, and evaluates cost and time requirements. Reviews completed projects or computer programs to ensure that goals are met and that software programs are compatible with other applications already in use. Writes project reports and documentation for new or modified software and hardware.

Education Requirement: BS/BS degree in Management related field.

Telecommunications Specialist

Minimum/General Experience: Four (4) years of Information Technology experience

Functional Responsibility: Working with wide area networks and analyzing data communication requirements and developing LANs to support the implementation of major installation automation systems with communications.

Education Requirement: BS/BA degree in IT/Communication field

Trainer

Minimum/General Experience: Eight (8) years of Information Technology experience as the focal point for the instructional integrity of all multi-media training systems and man/machine interface design.

Functional Responsibility: Produces needs assessments and front end analysis, designs, and develops training materials, and conducts training.

Education Requirement: BS/BA degree in IT related field

Training Assistant

Minimum/General Experience: Three (3) to five (5) years experience in information technology.

Functional Responsibility: Participates in developing and conducting technical training courses on system and software applications. Duties include but are not limited to creating teaching outlines, developing structural aids, and organizing training programs.

Education Requirement: BS/BA degree in IT related field

User Support Specialist

Minimum/General Experience: Three (3) years of typical Information Technology related experience.

Functional Responsibility: Provides problem-solving support to computer users. Receives telephone calls from users having problems using computer software and hardware. Answers questions applying knowledge of computer software, hardware, and procedures.

Education Requirement: Associate's degree in IT or Science field.

Voice Communications Analyst

Minimum/General Experience: One (1) year directly related experience preferred.

Functional Responsibility: Recommend and provide services to meet user requirements. Train users to respond to user problems. Update of electronic directory service & electronic ordering of telephone services. Analyze, log, and report telephone trouble. Maintain and update as required.

Education Requirement: BS/BA degree in Communication/IT related field

Medical Records Technician(Coder/Biller)

Minimum/General Experience: Posses a minimum of 3 years of experience as a (Medical Records Coder) MCR or Medical Records Coder Quality Control within the proceeding 5 years Posses the ability to demonstrate administrative (typing) and computer skills and basic knowledge of medical terminology. Knowledge of classification systems and references such as ICD-9CM, Diagnostics related Groups (DRG), Ambulatory Patient Classifications (APC), American Dental Association, and Current Procedural Terminology.

Functional Responsibility: Reviews the medical records documentation and verifies correct codes assigned by the Medical Records Coder (MCR). Corrects errors made by MCR according to ICD-9CM, CPT, HCPCS, and E/M codes on each counters form. Provides feedback to MCR for corrective action plan in regards to coding errors. Maintains a Quality Assurance Plan to assure Compliance regulations set forth by HCFA,AMA and other regulatory agencies are adhered to at all times. Verifies the data entry of correct codes into designated system. Verifies correct data entry of forms following the guidelines set forth by HCFA,AMA, and other regulatory agencies. Flag Patient Encounter forms that cannot be completely processed due to illegibility, no diagnoses, etc. Adhere to confidentiality laws governed by Health Insurance Portability and Accountability Act of 1996, and Privacy Act of 1974.

Education Requirements: High School Diploma or GED certificate. Possess current certification from the American Academy of Professional Coders as a Certified Coder, CPC (Physician). -or- CPC-H, Certificate Professional Coder Hospital (Outpatient facility and physician outpatient coding). -or- Posses a two-year degree in medical records Science from a program accredited by the American Health Information management Association (AHMA). -or- Posse's current certification as a Registered Health Information Technician (RHIT).

GSA SCHEDULE ----- TERMS AND CONDITIONS

c. Pricing

Prices are net, discounts have been deducted.

Labor Category	Site Rate	Contractor Site Rate-Government
Analyst - Programmer	\$52.63	
Configuration Analyst		\$51.03
Data Operations Manager	\$29.69	
Documentation Specialist	\$68.81	
Information System Technician		\$39.94
Jr. Analyst – Programmer	\$41.71	
Jr. Documentation Specialist	\$54.74	
Jr. Maintenance Service Specialist		\$28.55
Jr. User Support Analyst		\$33.99
Maintenance Service Specialist		\$52.54
Network Analyst	\$50.92	
Network Technician		\$42.80
Program Manager		\$92.46
Reports Analyst		\$35.03
Sr. Analyst Programmer	\$65.31	
Sr. Information Systems Technician		\$71.36
Sr. Microcomputer Specialist	\$59.01	
Sr. Network Analyst	\$66.10	
Sr. Network Technician		\$71.36
Sr. Systems Analyst	\$95.94	
Sr. Telecommunications Specialist	\$79.43	
Sr. User Support Analyst		\$67.35
Sr. User Support Specialist		\$55.12
Supervisor	\$65.87	
Technical Support Manager		\$32.31
Telecommunications Specialist	\$55.81	
Trainer		\$52.87
Training Assistant		\$39.94
User Support Specialist		\$48.43
Medical Record Tech./ Coder/ Biller	\$30.25	\$39.22
Voice Mail Services Specialist		\$33.84

Per Piece Rate Table	
Service	GSA Pricing
Medical Data Abstracting	\$1.18
MEDICAL CODING	\$2.14
E/M Coding	\$.98
BILLING	5% OF BILLABLE CLAIMS
BILLING NON-BILLABLE	\$0.86
Q/C	\$0.59

GSA SCHEDULE ----- TERMS AND CONDITIONS

GSA Price List for Various Locations

GOVERNMENT SITE RATES

Labor Category	Houston, TX	Newark, NJ	San Francisco, CA	New York, NY	Chicago, IL	Miami, FL	Los Angeles, CA	All Other Sites
Administrative Assistant	\$26.71	\$28.55	\$30.76	\$31.76	\$23.72	\$22.12	\$26.14	\$22.12
Assistant Project Manager	\$64.35	\$64.35	\$64.35	\$64.35	\$54.03	\$54.03	\$54.03	\$54.03
Data Entry Operator II	\$23.59	\$25.46	\$26.19	\$26.81	\$18.54	\$20.88	\$22.07	\$22.07
Project Manager	\$85.80	\$85.80	\$85.80	\$85.80	\$60.04	\$60.04	\$60.04	\$60.04
Quality Control Inspector	\$36.10	\$36.10	\$36.10	\$36.10	\$33.68	\$33.68	\$33.68	\$33.68
Site Manager	\$57.92	\$57.92	\$64.35	\$64.35	\$48.11	\$48.11	\$48.11	\$48.11

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Uniband Enterprises 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 demonstrates our support for awarding contracts and subcontracts to small business concerns.

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact **Roland Desjarlais 701-477-7244, Desjarrrt@uniband.com**

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

(Insert Customer Name)

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

_____.

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

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

Signatures

Ordering Activity Date

Contractor Date

GSA SCHEDULE ----- BLANKET PURCHASE AGREEMENT

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Activity):

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

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;

GSA SCHEDULE ----- BLANKET PURCHASE AGREEMENT

- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

**BASIC GUIDELINES FOR USING
“CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

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

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

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

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

Here is a general outline on how it works:

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