

**AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE 70 PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE, AND SERVICES**

*Special Item No. 132-8 Commercial Information Technology Equipment
Special Item No. 132-12 Maintenance and/or Service/Repair of Equipment
Special Item No. 132-33 Perpetual Software License
Special Item No. 132-34 Maintenance of Software
Special Item No. 132-51 Information Technology Professional Services*



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Contract Number: GS-35F-0519J

Period Covered by Contract: 6/14/2004 THRU 6/13/2009

**General Services Administration
Federal Supply Service**

Price list current through Modification # P00037, dated 07/06/2007.

Products and ordering information in this Authorized FSS INFORMATION TECHNOLOGY Schedule 70 Price list are also available on the GSA Advantage System. Agencies can browse GSAAvantage by accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov>.

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Information for Ordering Offices

SPECIAL NOTICE TO AGENCIES:

Small Business Participation

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

For orders exceeding the 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.gsaadvantage.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:

The geographic scope of the contract includes the 48 contiguous states, the District of Columbia, Alaska, Hawaii and the Commonwealth of Puerto Rico. These rates are exclusive of the Cost of Living Adjustments (COLA) that are required for areas such as Alaska, Puerto Rico and Hawaii.

2. Contractor's Ordering Address and Payment Information:

Ordering Address:

A&T Marketing, Inc.
9861 Broken Land Pkwy, Ste 154
Columbia, MD 21046

Payment Address:

A&T Marketing, Inc.
9861 Broken Land Pkwy, Ste 154
Columbia, MD 21046

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

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

Phone: (410) 312-9900 Fax: (240) 399-1330

3. Liability for Injury or Damage

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

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

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Contractor Establishment Code (DUNS): 85-978-2419

Block 30: Type of Contractor - B. Small Business

Block 31: Woman-Owned Small Business - YES

Block 36: Contractor's Taxpayer Identification Number (TIN) – 52-1773897

4a. CAGE Code: 0ZPX2

5. FOB: Destination

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
<u>132-8</u>	<u>15 to 30 days</u>
<u>132-12</u>	<u>As needed</u>
<u>132-33</u>	<u>15 to 30 days</u>
<u>132-34</u>	<u>15 to 30 days</u>
<u>132-51</u>	<u>As negotiated</u>

b. **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall 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 agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. Discounts: Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: 0% - N/A days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity – Discounts of this nature can be negotiated on a case by case basis.
- c. Dollar Volume – Discounts of this nature can be negotiated on a case by case basis.
- d. Government Educational Institutions – Same as Schedule pricing.
- e. Discount for use of Government Commercial Credit Card – None.
- f. Other – None.

8. Trade Agreements Act of 1979, as amended:

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

9. Statement Concerning Availability of Export Packing: N/A.

10. Small Requirements: The minimum dollar value of orders to be issued is \$100.00 per order.

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

- b. Special Item 132-8 – Purchase of Equipment

The maximum dollar value per order for all purchased equipment will be \$500,000.

- c. Special Item 132-12 – Repair Parts/Spare Parts

The maximum dollar value per order for all repair parts/spare parts will be \$10,000.

e. Special Item 132-33 – Perpetual Software Licenses

The maximum dollar value per order for Perpetual Software Licenses will be \$500,000.

f. Special Item 132-34 – Non Perpetual Software Licenses

The maximum dollar value per order for Perpetual Software Licenses will be \$500,000.

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

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

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

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

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

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

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

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

(2) Trade-in considerations;

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

(4) Warranty considerations;

(5) Maintenance availability;

(6) Past performance; and

(7) Environmental and energy efficiency considerations.

c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--

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

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

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

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

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

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

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

d. Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR

8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

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

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS: Federal departments and agencies acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering offices, shall be responded to promptly by the Contractor.

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

service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

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

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

16. GSA Advantage!

GSA Advantage! is 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 INCIDENTAL, NON-SCHEDULE ITEMS

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

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

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

19. OVERSEAS ACTIVITIES

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

N/A

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

20. YEAR 2000 WARRANTY — COMMERCIAL SUPPLY ITEMS

(a) As used in this clause, “Year 2000 compliant” means, with respect to information technology, that the information technology accurately processes date/time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000 and leap year calculations, to the extent that other information technology used in combination with other information technology, shall accurately process date/time data if the other information technology being acquired, properly exchanges date/time data with it.

(b) The Contractor shall warrant that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the Contractor, provided that all products (e.g. hardware, software, firmware) used in combination with products properly exchange date data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those listed products as a system. The duration of this warranty and the remedies available under this warranty shall include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing within ninety (90) days after acceptance (installation is considered acceptance). The Contractor may offer an extended warranty to the Government to include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing at any time prior to June 1, 2000, or for a period of six months following acceptance (installation is considered acceptance) whichever is later. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

21. BLANKET PURCHASE AGREEMENTS (BPAs)

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as “...a simplified method of filling anticipated repetitive needs for supplies or services by establishing ‘charge accounts’ with qualified sources of supply.” The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c)(3), which reads, in part, as follows:

“BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract.”

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up “accounts” with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be

able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

22. CONTRACTOR TEAM ARRANGEMENTS

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. See the additional information regarding Contractor Team Arrangements in this Schedule Pricelist.

**I. TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT
(SPECIAL ITEM NUMBER 132-8)**

1. MATERIAL AND WORKMANSHIP

All equipment furnished hereunder must satisfactorily perform the function for which it is intended.

2. ORDER

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPA) agreements shall be the basis for purchase in accordance with the provisions of this contract. If time of delivery extends beyond the expiration date of the contract, the Contractor will be obligated to meet the delivery and installation date specified in the original order.

For credit card orders and BPAs, telephone orders are permissible.

3. TRANSPORTATION OF EQUIPMENT

FOB DESTINATION. Prices cover equipment delivery to destination, for any location within the geographic scope of this contract.

4. INSTALLATION AND TECHNICAL SERVICES

****NOTE: All equipment offered is self-installable.****

a. **INSTALLATION.** When the equipment provided under this contract is not normally self-installable, the Contractor's technical personnel shall be available to the Government, at the Government's location, to install the equipment and to train Government personnel in the use and maintenance of the equipment. The charges, if any, for such services are listed below, or in the price schedule:

****NOTE: CONTRACTORS SHOULD PROVIDE COMMERCIAL PRACTICES FOR INSTALLATION/DEINSTALLATION/REINSTALLATION FOR REVIEW AND POSSIBLE INCLUSION IN THE CONTRACT.****

b. **OPERATING AND MAINTENANCE MANUALS.** The Contractor shall furnish the Government with one (1) copy of all operating and maintenance manuals which are normally provided with the equipment being purchased.

5. INSPECTION/ACCEPTANCE

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any equipment that has been tendered for acceptance. The Government may require repair or replacement of nonconforming equipment at no increase in contract price. The Government must exercise its postacceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

6. WARRANTY

a. Unless specified otherwise in this contract, the Contractor's standard commercial warranty as stated in the contract's commercial pricelist will apply to this contract.

****Contractor's standard Warranty is the standard commercial warranty offered by the manufacturer.****

b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

c. **Limitation of Liability.** Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

d. If inspection and repair of defective equipment under this warranty will be performed at the Contractor's plant, the address is as follows:

7. PURCHASE PRICE FOR ORDERED EQUIPMENT

The purchase price that the Government will be charged will be the Government purchase price in effect at the time of order placement, or the Government purchase price in effect on the installation date (or delivery date when installation is not applicable), whichever is less.

8. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City or otherwise) covering work of this character, and shall include all costs, if any, of such compliance in the prices quoted in this offer.

9. TRADE-IN OF INFORMATION TECHNOLOGY EQUIPMENT

When an agency determines that Information Technology equipment will be replaced, the agency shall follow the contracting policies and procedures in the Federal Acquisition Regulation (FAR), the policies and procedures regarding disposition of information technology excess personal property in the Federal Property Management Regulations (FPMR) (41 CFR 101-43.6), and the policies and procedures on exchange/sale contained in the FPMR (41 CFR part 101-46).

**II. Applicable to Maintenance of Government-Owned
General Purpose Automatic Data Processing
Equipment, After Expiration of Guarantee Provisions
(Special Item 132-12)**

1. SCOPE

- A. The contractor will be obligated to provide maintenance on all equipment listed herein as requested by the Government agency during the contract term.
- B. Equipment being placed under this maintenance service contract shall be in good operating condition.
- C. In order to determine that the equipment is in good operating condition, the equipment shall be subject to inspection by the contractor, without charge to the Government.
- D. Costs of any repairs performed for the purpose of placing the equipment in good operating condition shall be borne by the contractor, if the equipment was under the contractor's guarantee or maintenance responsibility prior to the effective date of the maintenance order.
- E. If the equipment was not under the contractor's responsibility, the costs necessary to place the equipment in proper operating condition are to be borne by the Government, in accordance with the provisions of Special Items 132-18 and 132-19 (or outside the scope of this contract).

2. MAINTENANCE ORDER

- A. Written orders, EDI orders, credit card orders or, in the cas of BPA's or BOA's, telephone orders, are permissible. The contractor shall confirm orders within fifteen (15) calendar days from the date of receipt, except that confirmation of orders shall be considered automatic for renewals for maintenance (Special Item 132-12). Automatic acceptance of order renewals for maintenance service shall apply for machines, which may have been discontinued from use for temporary periods of time not longer than 120 calendar days. If the order is not confirmed by the contractor as prescribed by this paragraph, the order shall be considered to be confirmed by the contractor.
- B. The contractor shall honor orders for maintenance for periods of one year or less. Maintenance service shall commence on a mutually agreed to date, which will be written into the maintenance order. Maintenance orders shall not be made effective before the expiration of any applicable maintenance and parts guarantee period. Orders for maintenance service shall not extend beyond the end of the contract period.

- C. Maintenance may be discontinued by the Government on thirty (30) calendar days written notice, or shorter notice when agreed to by the contractor; such notice to become effective thirty (30) calendar days from the date on the notification. However, the Government may extend the original discontinuance date upon written notice to the contractor, provided that such notice is furnished at least ten (10) calendar days prior to the original discontinuance date.
- D. Annual Funding. When annually appropriated fiscal funds are cited on a maintenance order, the period of maintenance shall automatically expire on September 30th of the contract period, or at the end of the contract period, whichever occurs first. Renewal of a maintenance order citing the new appropriation shall be required, if maintenance is to continue during any remainder of the contract period.
- E. Cross-year Funding Within Contract Period. Where an ordering office's specific appropriation authority provides for a 12 month contract period which may cross fiscal years, the ordering office may place an order under this schedule contract for a period up to the expiration of the contract period (despite the intervening fiscal year ending).

3. LOSS OR DAMAGE

When the contractor removes equipment to his establishment for repairs, the contractor shall be responsible for any damage or loss, from the time the equipment is removed from the Government's installation, until the equipment is returned to such installation.

4. LIABILITY FOR INJURY OR DAMAGE

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

5. RESPONSIBILITIES OF THE GOVERNMENT

- A. Government personnel shall not perform maintenance or attempt repairs to equipment while such equipment is under the purview of this contract, unless agreed to by the contractor.
- B. Subject to security regulations, the Government shall permit access to the equipment which is to be maintained.

6. MAINTENANCE RATES

- 1. The contractor shall bear all costs of maintenance, including labor, parts, and such other expenses as are necessary to keep the equipment in good operating condition, provided that the required repairs are not occasioned by fault or negligence of the Government.

2. The basic monthly rate for each make and model of machine shall entitle the Government to remedial maintenance service during the period 8:00 a.m. to 5:00 p.m., Monday through Friday, exclusive of holidays observed by the Government.

Service Plan	Minimum Charge	Regular Hours	After Hours	Weekends & Holidays
Monthly	N/A	2% of Purchase Price	\$120.00/HR	\$180.00/HR
Per Hour A&T Location	\$60.00	\$60.00/HR	\$90.00/HR	\$120.00/HR
Per Hour Government Loc.	\$90.00	\$90.00/HR	\$135.00/HR	\$180.00/HR

7. SERVICE AREAS

A. AT GOVERNMENT LOCATION (WITHIN 50 MILES RADIUS)

The monthly maintenance rates listed herein are applicable to all Government locations within a 50 mile radius of the contractor's location.

B. TRAVEL AND TRANSPORTATION

1. If any charge is to apply, over and above the regular maintenance rates, because of the distance between the Government location and the contractor's service area, the charge will be: \$100.00/hour
2. Such additional charge, if any, will apply to each remedial maintenance request, and will be limited to one round trip for each service call.

C. QUANTITY DISCOUNTS: None offered.

8. INVOICES AND PAYMENTS

1. Invoices for maintenance service shall be submitted by the contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). **PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.**
2. Payment for maintenance service of less than one month's duration shall be prorated at 1/30th of the monthly rate for each calendar day.

**III. Terms And Conditions Applicable to Purchase Software
(Special Item 132-33) and
Maintenance of General Purpose Commercial ADP Software Licenses
(Special Item 132-34)**

1. PURCHASE TERMS

ACCEPTANCE. The Government shall accept or reject software in writing within thirty (30) calendar days after date of

- A. Title to and ownership of the software and documentation, and any reproductions thereof shall remain with the contractor.
- B. Use of the software and documentation shall be limited to the facility for which the software is acquired.
- C. FAR clauses 52.227-14 RIGHTS IN DATA—GENERAL (JUN 1987) and 52.227-19 COMMERCIAL COMPUTER SOFTWARE—RESTRICTED RIGHTS (JUN 1987) are incorporated by reference as part of this pricelist.

2. UTILIZATION LIMITATIONS

The Government agrees to refrain from changing or removing any insignia or lettering from the software or documentation that is provided, or producing copies of manuals or disks, except one copy for backup purposes, as allowed by the manufacturer. The Government also agrees to comply with the following:

- A. Title to and ownership of the software and documentation, and any reproductions thereof shall remain with the contractor.
- B. Use of the software and documentation shall be limited to the facility for which the software is acquired.
- C. FAR clauses 52.227-14 RIGHTS IN DATA—GENERAL (JUN 1987) and 52.227-19 COMMERCIAL COMPUTER SOFTWARE—RESTRICTED RIGHTS (JUN 1987) are incorporated by reference as part of this pricelist.

3. TECHNICAL SERVICES

The contractor, without additional charge to the Government, shall provide a hot line technical support number (888-215-7100) for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from 8:00am to 5:00pm EST.

**IV. TERMS AND CONDITIONS APPLICABLE TO INFORMATION
TECHNOLOGY (IT) PROFESSIONAL SERVICES
(SPECIAL ITEM NUMBER 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/EC Services within the scope of this Information Technology Schedule.

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

2. ORDERING PROCEDURES

a. Procedures for IT professional services priced on GSA schedule at hourly rates.

(1) FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for IT professional services (SIN 132-51) that are priced on schedule at hourly rates. These special ordering procedures which are outlined herein take precedence over the procedures in FAR 8.404.

(2) The GSA has determined that the rates for IT professional services contained in this pricelist are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(3) When ordering IT professional services ordering offices shall –

(i) Prepare a Request for Quotation:

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

(B) A request for quotation should be prepared which includes the performance-based statement of work and requests the contractors submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any

reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor hour and time and material orders.

- (C) The request for quotation may request the contractors, if necessary or appropriate, submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.
- (D) The request for quotation shall notify the contractors what basis will be used for electing the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (ii)(A) below, the request for quotations shall notify the contractors that will be the case.

(ii) Transmit the Request for quotation to Contractors:

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

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

(iii) Evaluate proposals and select the contractor to receive the order:

After responses have been evaluated against the factors identified in the request for quotation, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

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

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

(A) SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

(B) MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedure in (3)(ii)(B) above, and then place the order with the schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

(ii) Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

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

(6) When the ordering office's requirement involves both products as well as IT professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.

(7) The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased, and the amount

paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of schedule contractors' proposals that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

b. Ordering Procedures for other services available on schedule at fixed prices for specifically defined services or tasks.

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

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

(2) Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the service representing the best value, the ordering office may consider— (i) special features of the service that are required in effective program performance and that are not provided by a comparable service; and (ii) past performance.

(3) Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--

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

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

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

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

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

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

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

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

(5) Price reductions. In addition to the circumstances outlined in paragraph (3), above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

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

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

3. ORDER

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

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

4. PERFORMANCE OF SERVICES

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

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

c. The Contractor guarantees the satisfactory completion of the IT/EC Services performed under the task order and that all contract personnel utilized in the performance of IT/EC services under the task order shall have the education, experience, and expertise as stated in the task order.

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

5. INSPECTION OF SERVICES

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

6. RESPONSIBILITIES OF THE CONTRACTOR

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

7. RESPONSIBILITIES OF THE GOVERNMENT

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

8. INDEPENDENT CONTRACTOR

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

9. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

10. INVOICES

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

11. PAYMENTS

For firm-fixed price orders the Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

12. RESUMES

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

13. INCIDENTAL SUPPORT COSTS

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

14. APPROVAL OF SUBCONTRACTS

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

15. DESCRIPTION OF IT SERVICES AND PRICING

A description of the services available under this IT/EC Services follows these Terms and Conditions. These services are presented in the same manner that A&T Marketing sells to the commercial and other government clients. Hourly rates are offered and are directly related to A&T Marketing's commercial offerings.

For each skill available, there is a commercial job title; the minimum/general experience; functional/responsibility; and minimum education.

**USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS**

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact Tony Gharbawi, phone number 410/715-1020, e-mail address tgharbawi@atnetworks.com and fax number 410/715-1184.

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

In the spirit of the Federal Acquisition Streamlining Act (Agency) and A&T Marketing, 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(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 future decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the **Government that works better and costs less.**

Signatures

AGENCY

DATE

A&T Marketing, Inc.

DATE

BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

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

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

MODEL NUMBER/PART NUMBER DISCOUNT/PRICE	*SPECIAL BPA
132-8 _____	_____
132-12 _____	_____
132-33 _____	_____
132-34 _____	_____
132-51 _____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
FOB _____	As negotiated _____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

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

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

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

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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

LABOR CATEGORY DESCRIPTIONS

Services Skills Descriptions

1. Commercial Job Title: Project Manager

Minimum/General Experience: 5-8 years of experience in the Information Resources Management to include systems management experience. Duties include but are not limited to overall management of tasks, software development, installation, training, transition, maintenance, security, and acceptance.

Functional Responsibility: Provides supervisory technical and administrative direction for personnel performing tasks, including review of work products for correctness, adherence to the design concept, adherence to Government regulations and standards, and for progress IAW approved schedules. Responsible for the overall contract performance.

Education: Bachelor's Degree in Computer Science

2. Commercial Job Title: Assistant Project Manager

Minimum/General Experience: 3-5 years of progressively more responsible experience in systems support and management. Manages one or more small task orders in the following areas: performance of the assigned task or task area including cost, schedule, and technical performance. Provides leadership to the task team. Manages and directs the daily tasks required to perform ongoing support and operations/maintenance activities. Interfaces with the customer for a task area, and manages the overall task. Directs, oversees, and controls a team of multi-disciplined personnel to accomplish engineering activities of the separate task areas.

Functional Responsibility: Manages and directs the daily operations for one or more small tasks

Minimum Education: Bachelor's Degree in Information Technology

3. Commercial Job Title: Senior Information Systems Engineer

Minimum/General Experience: 5-8 years of progressively more responsible experience in both information systems design and management. Provides technical expertise or specialty engineering for the entire systems engineering life cycle. Life cycle support can include concept development, requirements development, system specifications, system analysis, tradeoffs, baseline management, architectural development, test specifications, product evaluations, feasibility analyses, transition planning, training, modeling, and simulation.

Functional Responsibility: Performs complex analysis, design and system engineering tasks.

Minimum Education: Bachelor's Degree in Information Engineering

4. Commercial Job Title: Information Systems Engineer

Minimum/General Experience: 3-5 years of progressively more responsible experience in both information systems design and management. Provides technical expertise or specialty engineering for the entire systems engineering life cycle. Life cycle support can include concept development, requirements development, system specifications, system analysis, tradeoffs, baseline management, architectural development, test specifications, product evaluations, feasibility analyses, transition planning, training, modeling, and simulation.

Functional Responsibility: Performs analysis, design and/or related system engineering tasks

Minimum Education: Bachelor's Degree in Information Engineering

5. Commercial Job Title: Junior Information Systems Engineer

Minimum/General Experience: 1-2 year of experience in information systems design. Provides technical assistance in the systems engineering life cycle. Life cycle support includes concept development, requirements development, system specifications, tradeoffs, baseline management, architectural development, test specifications, product evaluations, feasibility analyses, transition planning, training, modeling, and simulation.

Functional Responsibility: Supports complex analysis, design and/or related system engineering tasks

Minimum Education: Degree in Information Engineering

6. Commercial Job Title: Senior Systems Analyst

Minimum/General Experience: 5-8 years of progressively more responsible experience in systems analysis and engineering. Performs professional assignments in the general areas of computer hardware and software such as: analysis of computer systems, protocols, computer operations, database structuring and management, and evaluation of computer test plans and procedures. Translates user automation requirements into hardware, software, and communications requirements, and solutions. Provides expertise in the following: 4GL, object-oriented, client server technology, database technology, network

operating systems, military systems, electronic publishing tools, techniques and environments, and Internet Web technology.

Functional Responsibility: Performs system-wide analysis and engineering functions, primarily with computer functional allocations; software performance; hardware performance; computer security systems analysis, reliability, maintainability, and availability (RMA).

Minimum Education: Bachelors Degree in Information Engineering

7. Commercial Job Title: Systems Analyst

Minimum/General Experience: 3-5 years of progressively more responsible experience systems analysis and engineering. Assists with and performs professional assignments in the general areas of computer hardware and software such as: analysis of computer systems, protocols, computer operations, database structuring and management, and evaluation of computer test plans and procedures. Assists with the translation of user automation requirements into hardware, software, and communications requirements and solutions. Provides expertise in some of the following: 4GL, object-oriented, client server technology, database technology, network operating systems, military systems, electronic publishing tools, techniques, environments, and Internet Web technology.

Functional Responsibility: Performs system-wide analysis and engineering functions, primarily with respect to computer functional allocations; software performance; hardware performance; reliability, maintainability, and availability (RMA).

Minimum Education: Bachelors Degree in Information Engineering

8. Commercial Job Title: Junior Systems Analyst

Minimum/General Experience: 1-2 years of progressively more responsible experience in systems analysis and engineering. Assists with performing professional assignments in the general areas of computer hardware and software such as: analysis of computer systems, protocols, computer operations, database structuring and management, and evaluation of computer test plans and procedures. Assists with the translation of user automation requirements into hardware, software, and communications requirements and solutions. Provides expertise in one or more of the following: 4GL, object-oriented, client server technology, database technology, network operating systems, military systems, electronic publishing tools, techniques, and environments, Internet Web technology.

Functional Responsibility: Assists with system-wide analysis and engineering functions, primarily with respect to computer functional allocations; software performance; hardware performance; reliability, maintainability, and availability (RMA).

Minimum Education: Degree in Information Engineering

9. Commercial Job Title: Telecommunications Specialist

Minimum/General Experience: 3-5 years of experience in support of communication systems or networks.

Functional Responsibility: Supports the installation, testing, maintenance, and troubleshooting of operational systems or networks. Manages a variety of telecommunications support functions, including trouble ticket management, service order entry, and/or configuration management. Directs the testing of telecommunications and RF systems in support of systems planning, assembly, installation, implementation, and maintenance using both manual and automated tools. Evaluates system problems of workflow, organization, and planning. Develops appropriate corrective action. Knowledgeable of applicable telecommunications or RF systems engineering techniques and the use of automated support tools.

Minimum Education: Degree in Telecommunications

10. Commercial Job Title: Junior Telecommunications Specialist

Minimum/General Experience: 1-2 years of experience in support of communication systems or networks.

Functional Responsibility: Supports the assembly, installation, rigging and repair of operational. Performs a variety of telecommunications or network support functions, including trouble ticket management, service order entry, and/or configuration management. Performs scheduled system maintenance activities. Participates in the resolution of systems problems.

Minimum Education: Associates Degree

11. Commercial Job Title: Technical Writer/Editor

Minimum/General Experience: 3 years of experience in writing, designing, editing, and preparing business or technical documentation. Experience with and demonstrated knowledge of Department of Defense (DoD), Federal Information

Processing (FIP), Government Printing Office (GPO), or commercial documentation standards as appropriate to the assignment.

Functional Responsibility: Responsible for documentation design, development, and preparation throughout the production cycle that can include: technical writing/editing, editorial consultation, copy design/editing, proofreading, or overall documentation review. Works with management, technical personnel, authors, and subject matter experts to define documentation content, guidelines, specifications, and development schedules. Prepares required documentation in an appropriate format. Adheres to required configuration management or quality assurance standards. Analyzes the data and user requirements to ensure that documentation is clear, concise, and valid. Performs substantive editing that ensures document organization and quality. Ensures that documents follow the appropriate style guide. May be responsible for any activity in the production cycle through document delivery and maintenance. Coordinates or supervises resources during the production cycle.

Minimum Education: Degree in English

12. Commercial Job Title: Senior Systems Administrator

Minimum/General Experience: 5-8 years of progressively more responsible experience performing systems and network management/administration responsibilities. Provides expertise to properly maintain IT systems operations, monitoring application/system software and hardware operations, routine/high priority system problem identification, and high priority corrective action. Coordinates system resource availability with database analysts, system and application programmers, and other users. Performs and oversees systems administration and network management/administration responsibilities.

Functional Responsibility: Performs system administration duties to ensure efficient operation of computer systems site(s) that support database analysis and report production, and system maintenance by local and remote users.

Minimum Education: Bachelor's Degree in Information Technology

13. Commercial Job Title: Systems Administrator

Minimum/General Experience: 3 years of progressively more responsible experience in computer systems operations/maintenance. Provides customer support to provide expertise to properly maintain IT systems operations, monitoring application/system software and hardware operations, routine/high priority system problem identification, and high priority corrective action. Provides continuous liaison with users to identify unique and/or common

difficulties and prepare plans for their resolution. Assists with the coordination of system resource availability with database analysts, system and application programmers, and other users. Performs and oversees systems administration and network management/administration responsibilities.

Functional Responsibility: Ensures efficient operation of computer systems site(s) that support database analysis and report production, and system maintenance by local and remote users.

Minimum Education: Associate Degree in Information Technology

14. Commercial Job Title: Senior Programmer

Minimum/General Experience: 5-8 years of technical experience in software development, five of which are in operating systems and two years in a technical lead role. Has full technical knowledge of all phases of operating systems programming applications.

Functional Responsibility: Formulates/defines specifications for complex operating system software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents operating system software. Responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, linking peripheral devices, computer accounting, and advanced mathematical or scientific software packages. May direct and review the work of other systems analysts and programmers. Supports quality assurance review and evaluation of new and existing software products. May act as project leader.

Minimum Education: Bachelors Degree in Information Technology

15. Commercial Job Title: Programmer

Minimum/General Experience: 3-5 years of technical experience in software development, two years of which are in operating systems with demonstrated experience in most phases of operating systems programming applications.

Functional Responsibility: : Works from specifications to develop moderately complex operating system software programming applications or modifies/maintains moderately complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents operating system software. Responsible for applications dealing with the overall operating system, such as file maintenance routines, telecommunications networks, computer accounting, and mathematical or

scientific software packages. May support quality assurance review and evaluation of new and existing software products.

Minimum Education: Bachelor's Degree in Information Technology

16. Commercial Job Title: Senior Systems Engineer

Minimum/General Experience: 5-8 years of progressively more responsible experience in both information systems design and management. Provides technical expertise or specialty engineering for the entire system engineering life cycle. Life cycle support can include concept development, requirements development, system specifications, system analysis, tradeoffs, baseline management, architectural development, test specifications, product evaluations, feasibility analyses, transition planning, training, modeling, and simulation. Specialty engineering can include, but is not limited to configuration management, system safety, system security, reliability, availability, maintenance, human factors, and domain-specific expertise.

Functional Responsibility: Performs analysis, design and/or related system engineering tasks.

Minimum Education: Bachelor's Degree w/ CCIE or other Cisco network certifications

17. Commercial Job Title: Database Administrator

Minimum/General Experience: 3-5 years of technical experience in administration, analysis, and programming of computerized databases. Competent to work at a high level for all phases of database management.

Functional Responsibility: Designs, implements, and maintains complex databases with respect to the operating system, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, guidelines, and statistical methods. Maintains database dictionaries, monitors standards and procedures, and integrates system through database design.

Minimum Education: Bachelor's Degree in Information Technology

18. Commercial Job Title: Applications Engineer

Minimum/General Experience: 3 years experience. Analyzes systems requirements and design specifications. Participates in the development of

detailed designs. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including design and user documentation. Enhances software to reduce operating time or improve efficiency. Also supports the design, implementation, and maintenance of databases with respect to access methods, access time, device allocation, validation checks, organization, protection and security, documentation, guidelines, and statistical methods. Maintains database dictionaries, monitors standards and procedures, and integration of systems through database design.

Functional Responsibility: Supports the design and development of operating systems, communications software, education and training systems, database systems, compilers, assemblers, applications, and utility programs.

Minimum Education: Degree in Information Engineering

19. Commercial Job Title: System Operator

Minimum/General Experience: 3 years of technical experience in computer operations.

Functional Responsibility: Working under general direction, monitors and controls computers by operating the central console or on-line terminals in accordance with established routines. Assists in determining equipment settings and operating instructions. Continually observes the operation of the equipment, reporting any deviations from standard, and takes action as needed to maintain continuous operation. May assist in manipulating controls in accordance with standard procedures to rearrange sequence of job steps to continue operations when individual units of the system malfunction. Assists in maintaining operating records. Performs preventive maintenance and data backup according to a predetermined schedule.

Minimum Education: High School Diploma

20. Commercial Job Title: Advanced Cabling Installer

Minimum/General Experience: 3 years experience. Analyzes systems requirements and design specifications. Participates in the development of detailed designs. Prepares required documentation, including drawings. Enhances existing system to improve efficiency. Also supports the design, implementation, and maintenance of different types of wiring.

Functional Responsibility: Supports the design and development of cabling systems, indoor/outdoor cabling, educating and training other personnel.

Minimum Education: Degree in Engineering/Certification in Cabling

21. Commercial Job Title: Cabling Installer

Minimum/General Experience: 3 years of technical experience in cable installation, two years of which are in reading prints and implementing design. Cabling installer will demonstrated experience in most phases of new and add-on installations.

Functional Responsibility: : Works from drawings to complete installations required. Rating current system and proposing modifications and improvements and ways of implementation. Perform all maintenance requirements and upgrades as needed.

Minimum Education: High School and Cortication in Cabling

Labor Categories Rates

GSA Order Number	Description	Sell Price
GSS0001	Project Manager	\$78.00
GSS0002	Assistant Project Manager	\$69.00
GSS0003	Senior Information Systems Engineer	\$86.00
GSS0004	Information Systems Engineer	\$65.00
GSS0005	Junior Information Systems Engineer	\$50.00
GSS0006	Senior Systems Analyst	\$79.00
GSS0007	Systems Analyst	\$65.00
GSS0008	Junior Systems Analyst	\$50.00
GSS0009	Telecommunications Specialist	\$45.50
GSS0010	Junior Telecommunications Specialist	\$39.00
GSS0011	Technical Writer/Editor	\$35.00
GSS0012	Senior Systems Administrator	\$72.00
GSS0013	Systems Administrator	\$60.00
GSS0014	Senior Programmer	\$85.00
GSS0015	Programmer	\$74.00
GSS0016	Senior Systems Engineer	\$125.00
GSS0017	Database Administrator	\$76.00
GSS0018	Applications Engineer	\$49.00
GSS0019	System Operator	\$28.90
GSS0020	Advanced Cabling Installer	\$90.00
GSS0021	Cabling Installer	\$60.00