

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*®, a menu-driven database system. The INTERNET address *GSA Advantage!*® is: GSAAdvantage.gov.

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

Special Item No. 132-51 Information Technology Professional Services

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

FPDS Code D301 IT Facility Operation and Maintenance
FPDS Code D302 IT Systems Development Services
FPDS Code D306 IT Systems Analysis Services
FPDS Code D307 Automated Information Systems Design and Integration Services
FPDS Code D308 Programming Services
FPDS Code D310 IT Backup and Security Services
FPDS Code D311 IT Data Conversion Services
FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316 IT Network Management Services
FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or
Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

TKC Communications, LLC

13873 PARK CENTER RD STE 300N

Herndon VA 20171

TELEPHONE 703-766-6900

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TIN # 92-0173005

Contract Number: GS-35F-0574P

Period Covered by Contract: June 7, 2009 through June 6th, 2014

Pricelist current through Award date June 6th 2014

INFORMATION FOR ORDERING ACTIVITIES

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s). **132-51. See Price List and Labor Category Description on Page 4**
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. **See Price List on Page 4**
- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. **See Price List on Page 4**
2. Maximum order. **\$500,000**
3. Minimum order. **\$100**
4. Geographic coverage (delivery area). **Domestic Delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories.**
5. Point(s) of production (city, county, and State or foreign country). **US**
6. Discount from list prices or statement of net price. **Varies**
7. Quantity discounts. **None**
8. Prompt payment terms. **None**
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. **Yes**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. **No**
10. Foreign items (list items by country of origin). **N/a**
- 11a. Time of delivery. (Contractor insert number of days.) **TBD at Task Order Level**
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery. **TBD at Task Order Level**
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. **TBD at Task Order Level**
- 11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery. **TBD at Task Order Level**
12. F.O.B. point(s). **Destination**

13a. Ordering address(es).

13873 PARK CENTER RD STE 300N
Herndon VA 20171

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address(es).

13873 PARK CENTER RD STE 400N
Herndon VA 20171

Warranty provision.

- 15. Export packing charges, if applicable. **N/a**
- 16. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). **N/a**
- 17. Terms and conditions of rental, maintenance, and repair (if applicable). **N/a**
- 18. Terms and conditions of installation (if applicable). **N/a**
- 19. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **N/a**

20a. Terms and conditions for any other services (if applicable).

- 20. List of service and distribution points (if applicable). **N/a**
- 21. List of participating dealers (if applicable). **N/a**
- 22. Preventive maintenance (if applicable). **N/a**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **N/a**
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
- 25. Data Universal Number System (DUNS) number. **872845941**
- 26. Notification regarding registration in Central Contractor Registration (CCR) database. **Yes**

GSA Rates

Labor Category	GSA Rates Including IFF
Administrative Support Specialist	\$42.15
Senior Computer Systems Analyst	\$98.34
Computer Systems Analyst	\$65.92
Installation Technician	\$55.11
Senior Program Manager	\$129.67
Program Manager	\$118.86
Systems Engineer	\$98.34
Business Systems Analyst	\$103.11
Database Administrator	\$149.12
Database Architect	\$138.49
Software Engineering Manager	\$139.64
Software Engineering Manager (Senior)	\$232.60
Software Engineer (Associate)	\$119.99
Software Engineer	\$102.97
Software Engineer (Senior)	\$135.42
Software Engineer (Principal)	\$176.32
Software Support Engineer (Senior)	\$135.42
Solutions Consultant (Principal)	\$199.98
Senior Consultant	\$145.60
Associate Consultant	\$156.95
Subject Matter Expert V	\$208.56
Subject Matter Expert IV	\$204.30
Subject Matter Expert III	\$149.59
Subject Matter Expert II	\$130.66
Subject Matter Expert I	\$100.76
Technician	\$103.83
Associate Technician	\$100.55

Labor Category Description

Labor Category	Minimum / General Experience and Years of Experience	Functional Responsibility	Educational Requirements
Administrative Support Specialist	1 – 3 years	Support project managers and program managers on client engagements. Executive Assistants perform tasks such as: draft executive correspondence, transcribe dictation from tape, voicemail, etc., arrange domestic and international travel plans, maintain files and records relating to projects and engagements, Produce and assemble documents such as spreadsheets and presentations using standard personal computer software.	Relevant industry experience
Computer Systems Analyst (Senior)	7 – 10 years.	Senior- level professional; able to independently accomplish complex requirements. Resolves complex network problems. Addresses network security issues. Interfaces with all client levels. Presents recommendations on network interfaces and configurations. Participates in all aspects of major network installations and upgrades. Works with vendors and network analysts as appropriate to resolve complex issues. Provides guidance to less experienced network administrators. Any and all other duties as assigned.	Bachelor's degree, related technical training (or equivalent experience) plus at least five years of directly related experience
Computer Systems Analyst	3 – 5 years	Trains end-users and responds to user inquiries. Diagnoses and resolved complex end-user hardware / software problems. Coordinates computer upgrade / replacement process. Creates new network and mail accounts. Write instructions for standard problem solving and test procedures. Monitors the network and troubleshoots problems. Interfaces with vendors to ensure appropriate resolution during outages or periods of reduced performance. Acts as a customer liaison. Any and all other duties as assigned.	Bachelor's degree, related technical training (or equivalent experience) plus 2 or more years of related experience. Certification may be required and progress toward certification is expected.
Installation Technician	1 – 3 years.	Responsible for moderate complex testing, troubleshooting, installing, calibrating, repairing and modifying computer or electronic equipment and systems. Performs on-site installation, preventive maintenance, routine repair, and calibration of company's products and equipment.	Bachelor's Degree or related experience

Program Manager (Senior)	7 – 10 years	Ability to effectively manage multiple parallel task orders from an oversight perspective, monitoring financial, technical, and schedule performance. Competent proposal writing skills to address recurring flow of rapid response competitive Task Order RFPs from an oversight and development perspective. Solid interpersonal communications and team leadership skills are a must. Provide day to day oversight of operational needs such as staffing, space allocation, subcontracts, and customer relations.	BS in Computer Science or related experience and MBA preferred.
Program Manager	3 – 6 years.	Provides leadership for a large group of employees, or manages a substantially large, complex function. Forecasts budgets, employment levels, and performance metrics for project or department. Interfaces with customers on high level issues. Fully participating in decisions related to employment and counseling employees with progressive discipline.	Bachelor's degree or equivalent experience plus at least 8 years' experience.
Systems Engineer	5 – 10 years	In-depth data Network Architecture knowledge—both WAN and LAN. Experience in router and LAN infrastructure switch installation, configuration, and operation. Must possess a thorough understanding of standard and proprietary routing protocols. Must be proficient in the use of protocol analyzers and network test equipment. Must have in-depth knowledge debugging problems related to communications protocols. Must have superior troubleshooting skills related to the following network architectures: ETHERNET, Token Ring, FDDI, ISDN, Frame Relay, T1, T3, SONET, ATM. Must have working practical knowledge of all associated cabling technologies and in-house wiring systems and punch downs. Must have a working practical knowledge of Network Monitoring and administrative tools.	Bachelor's degree or related experience required.
Business Systems Analyst	2 years	Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs. Familiar with relational database concepts, and client-server concepts. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.	Associate's Degree in Computer Science, Information Management, or related field and/or equivalent work experience (3 years related experience = 1 year college in a degree)
Database Administrator	2 years	Administers, maintains, develops and implements policies and procedures for ensuring the security and integrity of the company database. Implements data models and database designs, data access and table maintenance codes; resolves	Bachelor's Degree in Computer Science, Information Management, or related field and/or equivalent

		database performance issues, database capacity issues, replication, and other distributed data issues. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.	work experience (3 years related experience = 1 year college in a degree program)
Database Architect	7 years	Designs and builds relational databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Cleans and maintains the database by removing and deleting old data. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	Bachelor's Degree in Computer Science, Information Management, or related field and/or equivalent work experience (3 years related experience = 1 year college in a degree program)
Software Engineering Manager	5 years	Manages a team of software engineers to architect, design enterprise software products/operating systems. Writes product requirement documents, implements and tracks development timelines, negotiates feature sets with the development leads and product. Knowledge of e-commerce infrastructure, customer relationship management, data warehousing, and business intelligence. Generally manages a group of software developers/engineers. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager. Experience with software development in Java, VB, and/or C# .NET, strong relational database knowledge.	Bachelor's Degree in Computer Science, Information Management, or related field and/or equivalent work experience (3 years related experience = 1 year college in a degree program)
Software Engineering Manager, Senior	7 years	Manages a team of software engineers to architect, design enterprise software products/operating systems. Writes product requirement documents, implements and tracks development timelines, negotiates feature sets with the development leads and product. Knowledge of e-commerce infrastructure, customer relationship management, data warehousing, and business intelligence. Generally manages a group of software developers/engineers. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager. Experience with software development in Java, VB, and/or C# .NET, strong relational database knowledge.	Bachelor's Degree in Computer Science, Information Management, or related field and/or equivalent work experience (3 years related experience = 1 year college in a degree program)
Software Engineer, Associate	0-2 years	Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications/operating systems.	Bachelor's Degree in Computer Science, Information Management,

		Participates in the testing process through test review and analysis, test witnessing and certification of software. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.	or related field and/or equivalent work experience (3 years related experience = 1 year college in a degree program)
Software Engineer	2 years	Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications/operating systems. Participates in the testing process through test review and analysis, test witnessing and certification of software. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.	Bachelor's Degree in Computer Science, Information Management, or related field and/or equivalent work experience (3 years related experience = 1 year college in a degree program)
Software Engineer, Senior	5 years	Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications/operating systems. Participates in the testing process through test review and analysis, test witnessing and certification of software. Designs, plans, and coordinates work teams. Provides technical support to project team members. Generally manages a group of software developers/engineers. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager. Familiar with a variety of the field's concepts, practices, and procedures.	Bachelor's Degree in Computer Science, Information Management, or related field and/or equivalent work experience (3 years related experience = 1 year college in a degree program)
Software Engineer, Principal	7 years	Designs, modifies, develops, writes and implements software programming applications/operating systems. Also, coordinates work teams. Provides technical support to project team members. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. May report to an executive or a manager.	Bachelor's Degree in Computer Science, Information Management, or related field and/or equivalent work experience (3 years related experience = 1 year college in a degree program)
Software Support Engineer, Senior	5 years	Troubleshoots and develops technical solutions related to software and setup errors for field engineers, technicians, and customers. Creates workaround procedures when standard procedures have failed and ensures issues are resolved in a timely fashion. Escalates urgent problems requiring more in-depth knowledge	Bachelor's Degree in Computer Science, Information Management, or related field and/or equivalent work experience (3 years related

		to appropriate internal resources. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager.	experience = 1 year college in a degree program)
Solutions Consultant, Principal	7 years	Designs, modifies, develops, writes and implements software programming applications. Reviews, analyzes, and modifies the programming systems including encoding, testing, and debugging to support an organization's Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), Enterprise Content Management (ECM), Business Process Management (BPM) or other enterprise applications. Ensures that software can be completely integrated into the ERP, CRM, ECM, BPM, or other systems. Supports and/or installs software applications/operating systems. Participates in the testing process through test review and analysis, test witnessing and certification of software. Designs, plans, and coordinates work teams. Provides technical support to project team members. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. May report to an executive or a manager.	Bachelor's Degree in Computer Science, Information Management, or related field and/or equivalent work experience (3 years related experience = 1 year college in a degree program)
Senior Consultant	5 years	*Lead Solutions Advocate and Technical lead to ensure development or analysis or deployment remains on schedule and in line with the current capabilities and future directions of Microsoft products.	Bachelor's Degree in Computer Science, Information Management, or related field and/or equivalent work experience (3 years related experience = 1 year college in a degree program)
Associate Consultant	1 year	*Works to support the Project manager to ensure development, analysis or deployment remains on schedule and in line with the current capabilities and future directions of Microsoft products.	Bachelor's Degree in Computer Science, Information Management, or related field and/or equivalent work experience (3 years related experience = 1 year college in a degree program)
Subject Matter Expert V (Senior Technical Project Support)	8 years	*Works closely with Project manager as the Solutions Advocate and sole or shared Technical lead to ensure development or analysis or deployment remains on schedule and in line with the current capabilities and future directions of	Bachelor's Degree in Computer Science, Information Management, or related field and/or equivalent

		Microsoft products.	work experience (3 years related experience = 1 year college in a degree program)
Subject Matter Expert IV (Lead Technical Project Support)	5 years	*Works closely with Project manager as the Solutions Advocate and sole or shared Technical lead to ensure development or analysis or deployment *remains on schedule and in line with the current capabilities and future directions of Microsoft products.	Bachelor's Degree in Computer Science, Information Management, or related field and/or equivalent work experience (3 years related experience = 1 year college in a degree program)
Subject Matter Expert III (Technical Project Support)	5 years	Assists in delivering technical presentations to customer staff. Designs and writes code as required for selected customer systems or assists in infrastructure design and deployment activities. Develops documentation on selected customer systems and objectives. Directly involved in the hands-on implementation of customer systems. Meets and interviews customer to capture specific requirements in concise format. Works with technical personnel and customer staff personnel to support technical strategy and control objectives. Five plus years demonstrated performance in related technology. Experienced in topic such complex networks, cross-platform integration and large-scale, complex systems design and implementation. This individual will have been trained in product futures, and relevant Certified Training associated with Microsoft's products. *Works to support the Project manager to ensure development, analysis or deployment remains on schedule and in line with the current capabilities and future directions of Microsoft products.	Bachelor's Degree in Computer Science, Information Management, or related field and/or equivalent work experience (3 years related experience = 1 year college in a degree program)
Subject Matter Expert II (Project Support)	3 years	Assists in delivering technical presentations to customer staff. Designs and writes code as required for selected customer systems or assists in infrastructure design and deployment activities. Develops documentation on selected customer systems and objectives Directly involved in the hands-on implementation of customer systems. Works with technical personnel and customer staff personnel to support technical strategy and control objectives. Three to five years demonstrated performance in related technology. Experienced in topic such complex networks, cross-platform integration and large-scale, complex systems design and implementation. This individual will have been trained in product futures, and relevant Certified Training associated with Microsoft's products. *Works to support the Project manager to ensure	Bachelor's Degree in Computer Science, Information Management, or related field and/or equivalent work experience (3 years related experience = 1 year college in a degree program)

		development, analysis or deployment remains on schedule and in line with the current capabilities and future directions of Microsoft products.	
Subject Matter Expert I	1 year	<p>Designs and writes code as required for selected customer systems or assists in deployment activities. Directly involved in the hands-on implementation of customer systems. Provides technical writing and documentation support. Works with technical personnel and customer staff to support technical strategy and control objectives.</p> <p>One to five years demonstrated performance or internship in related technology. Experienced in topic such complex networks, cross-platform integration and large-scale, complex systems design and implementation. This individual will have been trained in product futures, and relevant Certified Training associated with Microsoft's products. *Works to support the Project manager to ensure development, analysis or deployment remains on schedule and in line with the current capabilities and future directions of Microsoft products.</p>	Bachelor's Degree in Computer Science, Information Management, or related field and/or equivalent work experience (3 years related experience = 1 year college in a degree program)
Technician	1 year	<p>Designs and writes code as required for selected customer systems or assists in deployment activities. Directly involved in the hands-on implementation of customer systems. Provides technical writing and documentation support. One to three years demonstrated performance or internship in related technology. Experienced in topic such networks, integration and systems design and implementation. *Works to support the Project manager to ensure development, analysis or deployment remains on schedule and in line with the current capabilities and future directions of Microsoft products.</p>	Bachelor's Degree in Computer Science, Information Management, or related field and/or equivalent work experience (3 years related experience = 1 year college in a degree program)
Associate Technician	None	*Works to support the Project manager to ensure development, analysis or deployment remains on schedule and in line with the current capabilities and future directions of Microsoft products. Writes edits and provides quality assurance on project documents and deliverables.	Relevant industry experience

**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 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.

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

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact **(Insert Company Point of contact, phone number, e-mail address, fax 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;

(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 ordering activity requirements.

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

Orders under a Team Arrangement 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.