

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

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

SIN 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 D316	IT Network Management Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

- Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.
- Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.
- Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

Martek Global Services, Inc.
7920 Norfolk Ave, Suite 920
Bethesda, MD 20814-2500
(301)-656-3700
Fax: (301) 656-5567
jtornillo@martekglobal.com
www.martekglobal.com

Contract Number: GS-35F-0581K

Period Covered by Contract: August 11, 2000 through August 10, 2010

General Services Administration
Federal Supply Service

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

Table of Contents

	Page
IT Pricelist Section	
Information for Ordering Offices	3
Terms & Conditions Applicable to IT Professional Services (SIN 132-51)	10
Labor Category Pricing	15
Labor Category Descriptions	17
USA Commitment to Promote Small Business Participation Procurement Programs	36
Blanket Purchase Agreements	37
Basic Guidelines for Using Contractor Team Arrangements	40

INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal 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!TM on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!TM and the Federal Supply Service Home Page (www.fss.gsa.gov) contains 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:

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

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

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
- The Geographic Scope of Contract will be overseas delivery only.
- The Geographic Scope of Contract will be domestic delivery only.

2. Contractor's Ordering Address and Payment Information:

Martek Global Services, Inc.
7920 Norfolk Ave, Suite 920
Bethesda, MD 20814-2500

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

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

Technical: (301)-656-3700
Ordering: (301)-656-3700

3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 005168039

Block 30: Type of Contractor - Small Disadvantaged Business

Block 31: Woman-Owned Small Business - NO

Block 36: Contractor's Taxpayer Identification Number (TIN) - 52-2003055

4a. CAGE Code: 1E0S8

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

5. FOB Destination

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	As Negotiated

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

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

a. Government Educational Institutions are offered the same discount as all other Government Customers.

8. Trade Agreements Act of 1979, as amended:

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

9. Statement Concerning Availability of Export Packing: Not applicable.

10. Small Requirements: The minimum dollar value of orders to be issued is \$100

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

a. The Maximum Order value for the following Special Item Number (SIN) is \$500,000:

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

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

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

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

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

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or

can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

- (c) Certifications, Licenses and Accreditation's: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditation's for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditation's should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

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

16. GSA Advantage!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

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

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

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:

None

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE.

Not applicable.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

–

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

(b) The following statement:

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

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

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

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

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

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

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

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 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. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)
(G-FCI-920) (MAR 2003)

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 services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of the DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering activity 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.

- (a) When ordering services, ordering activities shall—
 - (1) Prepare a Request (Request for Quote or other communication tool):
 - (i) A statement of work (a performance-based statement of work is preferred) 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.
 - (ii) The request should include the statement of work and request the contractors to 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 activity 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 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-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request shall notify the contractors what basis will be used for selecting 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 qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and price lists, the ordering activity should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

NOTE: 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.

(i) The request should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.

(ii) For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the ordering activity's needs.

(iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.

(iv) Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

(b) 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 activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall—

(1) Inform contractors in the request (based on the ordering activity'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.

(i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering activity 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 should be awarded the BPA. (See FAR 8.404)

(ii) **MULTIPLE BPAs:** When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.

(2) **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. (See FAR 8.404)

(c) The ordering activity 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.

(d) When the ordering activity's requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

(e) The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, 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 ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes 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.

4. 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.

5. 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.

6. 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.

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 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 I (APR 1984) 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 (DEC 2002) applies to labor-hour orders placed under this contract.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

Labor Category	3/07 - 3/08	3/08 - 3/09	3/10 - 8/10/10
Project Management	\$ 91.65	\$ 94.86	\$ 98.18
Database Developer	\$ 84.78	\$ 87.75	\$ 90.82
Database Administrator	\$ 97.38	\$ 100.79	\$ 104.32
Object Oriented Developer	\$ 103.11	\$ 106.72	\$ 110.45
PeopleSoft Developer	\$ 126.02	\$ 130.43	\$ 135.00
Developer Client Sever	\$ 77.90	\$ 80.63	\$ 83.45
Web/Internet Developer	\$ 82.49	\$ 85.37	\$ 88.36
Test Engineer	\$ 95.09	\$ 98.42	\$ 101.86
Systems Analyst	\$ 83.63	\$ 86.56	\$ 89.59
UNIX Administrator	\$ 74.47	\$ 77.07	\$ 79.77
Systems Administration	\$ 71.03	\$ 73.52	\$ 76.09
Business Process Re-Engineer Expert	\$ 140.92	\$ 145.85	\$ 150.95
Data Modeler	\$ 84.78	\$ 87.75	\$ 90.82
Business Analyst	\$ 51.55	\$ 53.36	\$ 55.23
Modeler II	\$ 102.15	\$ 105.72	\$ 109.42
Modeler I	\$ 79.70	\$ 82.49	\$ 85.38
Functional Expert	\$ 97.59	\$ 101.00	\$ 104.54
Subject Matter Expert II	\$ 168.38	\$ 174.27	\$ 180.37
Subject Matter Expert I	\$ 123.48	\$ 127.80	\$ 132.27
Software Developer IV	\$ 117.86	\$ 121.99	\$ 126.26
Software Developer III	\$ 95.41	\$ 98.75	\$ 102.21
Software Developer II	\$ 78.58	\$ 81.33	\$ 84.18
Software Developer I	\$ 61.74	\$ 63.90	\$ 66.14
Systems Design Engineer IV	\$ 114.50	\$ 118.50	\$ 122.65
Network Engineer Level I	\$ 47.14	\$ 48.79	\$ 50.50
Network Engineer Level II	\$ 56.13	\$ 58.09	\$ 60.12
Network Engineer Level III	\$ 62.86	\$ 65.06	\$ 67.34
Network Engineer Level IV	\$ 70.72	\$ 73.20	\$ 75.76
Program Manager I	\$ 157.15	\$ 162.65	\$ 168.34
Program Manager II	\$ 140.31	\$ 145.22	\$ 150.30
Project Manager	\$ 68.48	\$ 70.87	\$ 73.35
Cost Analysis	\$ 120.29	\$ 124.50	\$ 128.86
Data Manager	\$ 58.37	\$ 60.41	\$ 62.53
Systems Architect	\$ 103.11	\$ 106.72	\$ 110.45
Technical Writer	\$ 69.60	\$ 72.03	\$ 74.56
Technical Editor	\$ 50.51	\$ 52.28	\$ 54.11
Instructor	\$ 71.84	\$ 74.36	\$ 76.96
Training Specialist	\$ 59.49	\$ 61.58	\$ 63.73
Training Courseware Specialist	\$ 64.16	\$ 66.40	\$ 68.73
Configuration Management Specialist	\$ 67.35	\$ 69.71	\$ 72.15

Labor Category	3/07 - 3/08	3/08 - 3/09	3/10 - 8/10/10
Technician	\$ 51.63	\$ 53.44	\$ 55.31
Administrative Assistant	\$ 40.10	\$ 41.50	\$ 42.95
Contract Administrator	\$ 138.07	\$ 142.91	\$ 147.91
Contract Specialist I	\$ 59.49	\$ 61.58	\$ 63.73
Contract Specialist II	\$ 74.47	\$ 77.07	\$ 79.77
Contract Specialist III	\$ 85.92	\$ 88.93	\$ 92.04

MGS-1	Commercial Job Title: Project Manager
<p>Minimum/General Experience: Project management certification or four years of Project management experience. Strong oral and written communication skills. Excellent analytical skills, and proven project management and organizational skills. Excellent requirements definition and design skills.</p> <p>Functional Responsibility: Participate in the definition and coordination of projects in varying stages of development. Phase support is required from the Project Initiation phase through the Implementation and follow-on production support. Within the project phases, understand and support the specific corporate methodology to ensure the successful development/contingency solutions for new and revised business applications.</p> <p>Assist with development and implementation of project plans for business systems and application development. Provide interdependent project links. Provide graphic representations needed for project support within specific, company-defined formats.</p> <p>Define, validate and balance dependencies within projects, communicate the alternatives and balance resources to facilitate the goals and objectives established by senior management.</p> <p>Assist with contingency planning and execution of implementation plans specific to project objectives.</p> <p>Minimum Education: BS in Computer Science, Computer Engineering, Information Technology, or equivalent degree. MBA or MS in Computer Science/Project Management preferred.</p>	
MGS-2	Commercial Job Title: Database Developer
<p>Minimum/General Experience: Minimum three years experience working with the specific language/platform for which the position is targeted. Participate in all technical aspects of the planning evaluation, installation maintenance and performance tuning of servers and related software.</p> <p>Strong debugging skills and strong communication skills, both written and oral.</p> <p>Functional Responsibility: Develop workstation-based client/server applications to support business needs. Use structured analysis and design techniques (including object-oriented methodologies) to derive complex business and system requirements. As needed, build software prototypes as a means of soliciting and validating end-user requirements. Hands-on analysis, design implementation or testing experience desired.</p> <p>Acquire in-depth knowledge of the problem domain. Produce requirements and design documentation that describes system functional requirements, performance criteria, data flows, system test plans, database schema, and network and end-user interfaces.</p> <p>Develop and test software modules. Support software unit and system testing. Assist in the development of technical documentation, end-use documentation, and training materials.</p> <p>Minimum Education: BA/BS or equivalent work experience.</p>	
MGS-3	Commercial Job Title: Database Administrator
<p>Minimum/General Experience: Four years of business system database design, development and administration experience. A minimum of two years of experience in an application design and development environment as a database administrator with specific software experience. Implementation and maintenance experience with client/server technology as related to supporting business applications and experience with configuration management techniques and products is desirable.</p> <p>Functional Responsibility: Provide guidance and advice to development teams on the successful completion of day-to-day administration activities supporting application development project on time with a high degree of quality. Perform data sourcing, imports and validation of data loads and support multiple database environments.</p> <p>Within the context of a project plan, define the worksteps necessary and develop business systems database design. Design, implement and maintain physical database. Provide performance and tuning consulting, and develop benchmark and performance tuning plans for database objects and applications. Monitor plan execution, evaluate</p>	

results, and recommend improvements to manager/team leader. Provide quality client/server ability to apply technical skills in a client/server environment using relational database technology.

Provide guidance and advice to project management on how to support database access security design and administration, monitor database backups, perform database backup audits and review application code from transaction integrity and performance. Prepare status reports on schedule and according to team procedures. Accurately communicate progress and provide early notification of problems that could impact the project schedule to manager/team leader.

Minimum Education: Four year degree or equivalent experience.

MGS-4 Commercial Job Title: Object Oriented Developer

Minimum/General Experience: Five years experience in system integration (combination of commercial software application, low-level programming language and database integration). Strong experience in client's particular environment.

Demonstrate ability in OO development methodology, and demonstrated ability in decomposing problems using structured analysis and design techniques. Strong written and communication skills.

Functional Responsibility: Develop workstation-based client/server applications to support business units. Use Object-Oriented Analysis and Design techniques consistently in developing solutions to meet complex business requirements.

When required, build software prototypes as a means of soliciting and validating end-user requirements. Produce documents at each critical step of the development process that is consistent with the Object-Oriented methodology, as defined by specific project. Produce quality documents, which describe system performance criteria, data flows, system test plans, database schema, and network and end-user interfaces.

Support unit testing and system testing of software. Assist in developing technical documentation, end-user documentation and training materials.

Minimum Education: BA/BS degree or equivalent work experience.

MGS-5 Commercial Job Title: Developer: PeopleSoft

Minimum/General Experience: Three years experience with various PeopleSoft applications from production through testing.

Functional Responsibility: Implement PeopleSoft applications to support corporate business units. Use structured analysis and design techniques to develop complex business requirements.

Produce design documents, which describe system functional requirements, performance criteria, data flows, system test plans, data schema, and end-user interfaces, as needed. Support unit testing and system testing of software. Assist in developing technical documentation, end-user documentation and training materials.

Minimum Education: BA/BS degree or equivalent work experience.

MGS-6	Commercial Job Title: Developer Client Server
<p>Minimum/General Experience: Minimum 3 years experience working with the specific language/platform for which the position is targeted. Senior-level candidates should possess at least 5 years of demonstrated success.</p> <p>Must have strong communication skills, both written and verbal. Depending upon the requirements of the specific position, demonstrated experience with one or more of the following languages: C, C++, Windows, Visual Basic, Clipper, Gupta, Lotus Notes, SQL. Demonstrated experience building graphical user interfaces on one or more of the following platforms: UNIX, X-Windows, MS Windows, DOS, NT.</p> <p>Functional Responsibility: Develop workstation-based client/server applications to support business needs. Use structured analysis and design techniques (including object-oriented methodologies) to derive complex business and system requirements.</p> <p>As needed, build software prototypes as a means of soliciting and validating end-user requirements. Acquire in-depth knowledge of the problem domain (i.e., mortgage, and banking). Produce requirements and design documentation that describes system functional requirements, performance criteria, data flows, system test plans, database schema, and network and end-user interfaces.</p> <p>Develop and test software modules in accordance with software development standards. Support software unit and system testing. Assist in the development of technical documentation, end-user documentation, and training materials.</p> <p>Strong debugging skills.</p> <p>Minimum Education: BA/BS degree or equivalent work experience in lieu of a degree. Advanced degrees and/or significant related work experience required for senior positions.</p>	

MGS-7	Commercial Job Title: Web/Internet Developer
<p>Minimum/General Experience: Responsibility for this position is for the full life cycle development, testing, installation, integration, support and implementation of various web and internet projects. Strong communication skills, both written and verbal.</p> <p>Functional Responsibility: A person in this category is expected to have HTML, JavaScript, CGI, ColdFusion (or other application engine experience), SQL, Perl and Java. Also to be able to coordination with internal and external customers to define requirements, develop system specifications, project planning and tracking.</p> <p>Minimum Education: BS degree or equivalent work experience.</p>	

MGS-8	Commercial Job Title: Test Engineer
<p>Minimum/General Experience: This position requires 3+ years of QA and test experience, preferably working with the specific language/platform for which the position is targeted. Strong communication skills, both written and verbal.</p> <p>Functional Responsibility: A person in this category is expected to participate in analysis and design reviews. Analyze, design and develop test requirements, plans, procedures and scripts documenting the results of unit, system, performance, and functionality tests. Assist in the development of technical test strategies.</p> <p>Minimum Education: Bachelor's Degree in Computer Science, Business Administration or related degree or equivalent work experience.</p>	

MGS-9	Commercial Job Title: Systems Analyst
<p>Minimum/General Experience: This position requires participation in and has the ability to supervise computer-based systems development and/or system maintenance projects. Systems Analyst shall also have the ability to present oral and written reports; perform project management; review system performance and supervise subordinates.</p> <p>Functional Responsibility: A person in this category is expected perform system design activities including but not limited to logical design, and GUI design; conduct detail discussions in order to review, evaluate, and analyze existing manual or computer-based systems. This work may be done on a variety of platforms within multi-tier architecture.</p> <p>Minimum Education: BS in Computer Science or equivalent experience.</p>	

MGS-10	Commercial Job Title: UNIX Administrator
<p>Minimum/General Experience: 2 years UNIX System Administrator. Must be able to work well in a team or matrixed setting, or individually. Be able to work on several projects simultaneously, able to adapt to changing requirements and environments. Has strong technical writing and verbal skills. And has strong analysis and debugging skills.</p> <p>Functional Responsibility: The incumbent will be responsible for providing UNIX technical knowledge for the purpose of solving production issues and fulfilling technical roles and responsibilities on projects.</p> <p>This person is accountable for the technical decisions made and to Systems Engineering for the standards, policies and procedures that need to be followed.</p> <p>Make sound judgements based on the technological environment as well as the strategic directions being set by Systems Engineering as they relate to the technology. This position requires the individual to perform root cause analysis of existing and/or potential problems and that this individual actively recommends improvements to bulletproof and enhance the reliability, availability and scalability of the existing UNIX environment.</p> <p>Minimum Education: Bachelors degree in Computer Science, Engineering or a related major, or demonstrated experience in the required skill.</p>	

MGS-11	Commercial Job Title: Systems Administration
<p>Minimum/General Experience: Specific O/S, language and programming skills will vary depending on the client company's particular needs. Proven technical leadership skills. Strong technical writing and verbal skills. Strong analysis and debugging skills.</p> <p>Functional Responsibility: Provide a high level of Solaris UNIX (or other system) technical knowledge. Accountable for the technical decision made and to Systems Engineering for the standards, policies and procedures that need to be followed. Make sound judgements based upon the current technological environment as well as the strategic directions being set by Systems Engineering as they relate to the technology infrastructure as a whole.</p> <p>Perform root cause analysis of existing and/or potential problems. Actively recommend improvements to bulletproof and enhance the reliability, availability and scalability of the existing environment.</p> <p>Ability to work well in a team or matrix setting, or individually. Ability to work on several projects simultaneously. Ability to adapt to changing requirements and environments. Presentation of ideas and recommendations in a formal setting is required.</p> <p>Minimum Education: Bachelor's degree in Computer Science, Engineering or a related major or demonstrated experience in the required skill.</p>	

MGS-12	Commercial Job Title: Business Process Re-Engineering Expert (BPR)
<p>Minimum/General Experience: Minimum of 10 years experience with implementing technical solutions generated from broad business requirements using consulting skills, technical expertise, personal commitment and influencing skills. Working knowledge and experience designing and implementing two and/or three-tiered C/S applications. Must have experience in high level executive positions. Strong oral and written communication skills. Familiarities with appropriate software packages and development and modeling tools, as required by the client.</p> <p>Functional Responsibility: This position will guide the BPR effort from a technical and sociological perspective. Responsible for completeness/correctness of all AS-IS technical architecture. Will be able to lead development of a AS-IS and TO-BE process and data models. Will analyze process requirements and develop automated system design alternatives to satisfy those requirements. Will conduct interviews and facilitate workshops. Performs</p>	

data and activity modeling using Visio 2000, Logic Works, Erwin (IDEF1X- data tool) and BP Win (IDEF0 – process tool), to design AS-IS and TO-BE models. Will conduct benchmarking studies and supply best practice examples. Assess how well AS-IS processes are meeting performance objectives. Identify non-value added AS-IS activities. Facilitate creation of TO-BE performance measures. Support the development of complex business and technical requirements to address business needs. Interact with user departments to identify and document functional business requirements. Use structured design techniques to design and document complex technical solutions to functional business requirements.

Minimum Education: BA/BS degree in Computer Science, Math, Finance or Business. Advanced degree is preferred, but relevant work experience can be substituted.

MGS-13 Commercial Job Title: Data Modeler

Minimum/General Experience: Minimum five years experience as systems programmer with at least two years experience as primary support for operating systems. Experienced in the generation and maintenance of system documentation, processing flow charts, and trouble reports for software and hardware.

Excellent command of commands, utilities, and backup processes and techniques. Excellent analytical and debugging skills, comfortable with system logs, hardware logs, and dumps. Excellent oral and written and communication abilities. Familiarity with office products such as word processing, mail, trouble, ticket programs, and graphics packages.

Functional Responsibility: This individual participates in all technical aspects of the planning, evaluation and maintenance of system software. Provides technical support in problem determination, isolation, and resolution for system software. Monitors and tune system performance. Supports in-house developed software and utilities. Consult in strategies for software and hardware evaluations. Maintain the recovery site system and participate in recovery exercises as scheduled.

Minimum Education: BS degree or relevant work experience can be substituted.

MGS-14	Commercial Job Title: Business Analyst
<p>Minimum/General Experience: Three (3) years of related work experience in a business setting and has the ability to initiate, develop and maintain smooth, cooperative working relationships with co-workers, management and other internal customers.</p> <p>This position requires strong analytic skills with demonstrable proficiency and experience in formatting spreadsheets, creating formulas, macros, database tables, queries, forms and reports. Additional requirements are strong communication skills, organizational and time management skills.</p> <p>Functional Responsibility:</p> <p>Takes primary lead in the production of monthly, quarterly and yearly Management Information System reporting. The individual typically supports all budget and financial information reporting, project work, resource planning, staffing and space management. The Business Analyst observes discrepancies, trends, and interrelationships in data or activities and is able to analyze elements of a problem or situation and identify potential solutions. The analyst executes and maintains the business and reporting process.</p> <p>Minimum Education: Bachelor's Degree or equivalent experience.</p>	

MGS-15	Commercial Job Title: Modeler II
<p>Minimum/General Experience: 2 years experience Specializing in activity, process, or data modeling using automated tools.</p> <p>Functional Responsibility: With minimal direction: interprets and documents end-user information needs, including business rules; designs logical database models using normalization/standardization techniques to satisfy client requirements; reverse engineers logical data base models from current system data dictionaries and other available resources; design activity/process models using proven methodologies to satisfy client requirements; obtains functional requirements from subject matter experts during group workshops or follow-up interviews; provides assistance and advice to programmers and analysts in the design of physical data base structures; and assures compliance with data administration standards.</p> <p>Minimum Education: BA degree or 2 years of work experience may be substituted for one year of education.</p>	

MGS-16	Commercial Job Title: Modeler I
<p>Minimum/General Experience: Specializes in activity, process flow, or data modeling using automated tools.</p> <p>Functional Responsibility: Assist in documenting end-user information needs. Provides appropriate research to ascertain standardization techniques, legacy data dictionary terminology, and functional requirements. Acts as a technographer during data collection sessions. Provides guidance on data administration standards.</p> <p>Minimum Education: Some college or relevant work experience can be substituted.</p>	

MGS-17	Commercial Job Title: Functional Expert
<p>Minimum/General Experience: Expert in his/her field of endeavor. Ten (10) years of progressive experience on various project related fields. Proven capability in one or more of the service areas. During the 10 years, the Functional Expert shall have developed a reputation, as evidence by publications, testimonials, patents, or prestigious awards.</p> <p>Functional Responsibility: Applies specialized expertise within general areas of computer science, systems integration, data management, networks, telecommunications, simulation, and/or business functions in the investigation, analysis, design, development, implementation and evaluation of complex systems. May function as the technical lead in the analysis of systems requirements, development of systems architectures, development of system integration approaches, preparation of detailed test plans and investigation of system problems. May evaluate data management, automation, and simulation software in the context of overall system requirements; and provides detailed recommendation in the areas of system architecture, system design, system evaluation, system modification, system reengineering, system improvement and/or system problems.</p> <p>Minimum Education: BS or equivalent in Computer Science, Mathematics, Business or other related academic degree. Relevant work experience can be substituted. A higher educational degree in a related field may be substituted for the experience requirement.</p>	

MGS-18	Commercial Job Title: Subject Matter Expert II
<p>Minimum/General Experience: Ten (10) years extensive, specialized and recent experience in the specific technical area required for task order. Applies specialized detail systems knowledge to particular task. Designs major system projects and provides program management oversight for large, detailed projects or has specific knowledge in a highly specialized technical area. Must be able to communicate highly technical and specialized information to variety of audience orally and in writing.</p> <p>Functional Responsibility: The Subject Matter Expert provides analysis, requirement definition, and development support in the area of specialization for unique projects or capabilities. The level of concentration of expertise is such that significant research and study would otherwise be required and thus be less cost effective. The expert may be called upon to verify findings, design principles, or concept definition in the development stages as well as verify functionality of prototype or BETA configurations.</p> <p>Minimum Education: BA/BS degree or 2 years of work experience can be substituted for one year of education. A higher educational degree in a related field may be substituted for the experience requirement.</p>	

MGS-19	Commercial Job Title: Subject Matter Expert I
<p>Minimum/General Experience: Five (5) or more years of specialized experience is required in the area of tasking. Designation as a Subject Matter Expert may be achieved with fewer years of experience if expertise is in a limited area of specialization not otherwise available.</p>	
<p>Functional Responsibility: The Subject Matter Expert provides analysis, requirement definition, and development support in the area of specialization for unique projects or capabilities. The level of concentration of expertise is such that significant research and study would otherwise be required and thus be less cost effective. The expert may be called upon to verify findings, design principles, or concept definition in the development stages as well as verify functionality of prototype or BETA configurations.</p>	
<p>Minimum Education: BA degree or 2 years of work experience can be substituted for one year of education.</p>	

MGS-20	Commercial Job Title: Software Developer IV
<p>Minimum/General Experience: 8 years of experience in applications software development or real time system software engineering in the analysis, design, development, implementation, testing, maintenance, quality assurance, troubleshooting and/or upgrade of software systems. Experience should include the development of software for embedded systems, dedicated processing systems, data acquisition systems, telemetry systems and operating system programming and/or the development of specifications and design of systems using a variety of computer languages, database management systems, operating systems, architectures, and peripheral devices to meet project needs.</p>	
<p>Functional Responsibility: Responsible for multiple projects or programs involving unique or controversial problems. Plans, organizes and supervises work of others in the respective department. Works with very broad and complex assignments under general guidance contributing across a broad spectrum of disciplines on issues. Typical tasks will apply formal software development methodologies and off the shelf development tools and may include the design and development of other tools as needed. Assignments may include the use of machine languages working within tight constraints on module size, data storage, system latency and responsiveness/throughput or tasks that involve engineering, scientific, mathematical, computer science, multimedia, or business applications.</p>	
<p>Minimum Education: BS Computer Science, Mathematics, Engineering, or 2 years of work experience may be substituted for one year of education. A higher educational degree in a related field may be substituted for the experience requirement.</p>	

MGS-21	Commercial Job Title: Software Developer III
<p>Minimum/General Experience: 5 years of experience in applications software development or real time system software engineering in the analysis, design, development, implementation, testing, maintenance, quality assurance, troubleshooting and/or upgrade of software systems. Experience should include the development of software for embedded systems, dedicated processing systems, data acquisition systems, telemetry systems and operating system programming and/or the development of specifications and design of systems using a variety of computer languages, database management systems, operating systems, architectures, and peripheral devices to meet project needs.</p> <p>Functional Responsibility: Responsible for effort on multiple projects usually within a particular program. Is responsible for making independent decisions, while consulting supervisor on unusual problems and developments. Provides supervision for lower level employees. Works with very broad and complex assignments under general guidance lending expertise and individual perspective in identifying and resolving complex scientific issues at the program level. Typical tasks will apply formal software development methodologies and off the shelf development and may include the design and development of other tools as needed.</p> <p>Minimum Education: BS Computer Science, Mathematics, Engineering, or 2 years of work experience may be substituted for one year of education. A higher educational degree in a related field may be substituted for the experience requirement.</p>	

MGS-22	Commercial Job Title: Software Developer II
<p>Minimum/General Experience: 3 years of experience in applications software development or real time system software engineering in the analysis, design, development, implementation, testing, maintenance, quality assurance, troubleshooting and/or upgrade of software systems. Experience should include the development of software for embedded systems, dedicated processing systems, data acquisition systems, telemetry systems and operating system programming and/or the development of specifications and design of systems using a variety of computer languages, database management systems, operating systems, architectures, and peripheral devices to meet project needs.</p> <p>Functional Responsibility: Accepts moderate assignments under general supervision as a team leader performing related tasks, balancing resources and schedules, responding to unusual situations, organizing and analyzing data, producing reports and documentation. Typical tasks will apply formal software development methodologies and off the shelf development tools and may include the design and development of other tools as needed.</p> <p>Minimum Education: AA/BA/BS, or 2 years of work experience may be substituted for one year of education.</p>	

MGS-23	Commercial Job Title: Software Developer I
<p>Minimum/General Experience: Perform applications software development or real time system software engineering in the analysis, design, development, implementation, testing, maintenance, quality assurance, troubleshooting and/or upgrade of software systems. Experience should include the development of software for embedded systems, dedicated processing systems, data acquisition systems, telemetry systems and operating system programming and/or the development of specifications and design of systems using a variety of computer languages, database management systems, operating systems, architectures, and peripheral devices to meet project needs.</p> <p>Functional Responsibility: Accepts limited assignments under close supervision performing necessary sets of related tasks, gathering, organizing and analyzing data, and producing required documentation. Problem solving limited to narrowly defined applications. Typical tasks will apply formal software development methodologies and off the shelf development tools and may include the design and development of other tools as needed.</p> <p>Minimum Education: AA/BA/BS, or 2 years of work experience may be substituted for one year of education.</p>	

MGS-24	Commercial Job Title: Systems Design Engineer IV
<p>Minimum/General Experience: 8 years of experience planning, designing, building, and implementing IT systems.</p> <p>Functional Responsibility: Must be able to supervise the design of information systems, including designing the application architecture, database, and interfaces. Responsible for gathering and analyzing the user requirements and translating them into system designs. Must be able to perform design of information systems, including the design of the application architecture, database, and interfaces. Responsible for gathering and analyzing user requirements and translating them into system designs.</p> <p>Minimum Education: BA/BS, or 2 years of work experience may be substituted for one year of education.</p>	

MGS-25	Commercial Job Title: Network Engineer Level I
<p>Minimum/General Experience: Demonstrate knowledge on analysis, design, and installation of local area networks; analysis and installation of communications systems; and use of engineering documentation. Familiar with network configurations and topologies, X.25, TCP/IP, frame relay, bridges, and routers. General experience includes increasing responsibilities in technical management.</p> <p>Functional Responsibility: Conducts site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Follows engineering plans and site installation Technical Design Packages. Develops installation schedules. Works with network installation team. Assists in the preparation of drawing and documenting configuration changes at each site. Prepares site installation and test reports.</p> <p>Minimum Education: High School Diploma.</p>	
MGS-26	Commercial Job Title: Network Engineer Level II
<p>Minimum/General Experience: 2 years experience in the design, installation, and maintenance of local area network systems.</p> <p>Functional Responsibility: Analyzes, evaluates, and architects LAN application solutions to make the most of resources and technology available to meet business requirements. Installs, tests and optimizes LAN systems hardware such as repeaters, bridges, routers, gateways, firewalls, cabling, modems, controllers, servers, multiplexers and testing and monitoring equipment.</p> <p>Minimum Education: Associate's degree in computer science or a related field, or certification of technical training or 2 years of work experience may be substituted for one year of education.</p>	
MGS-27	Commercial Job Title: Network Engineer Level III
<p>Minimum/General Experience: 3 years experience in designing, developing, testing, implementing and maintaining communication networks. Includes evaluating and creating procedures, processes, techniques and modules necessary for creation, implementation and maintenance.</p> <p>Functional Responsibility: Possesses knowledge of troubleshooting and monitoring tools to assist in problem resolution. Performs engineering functions in a specific engineering or scientific discipline to support the development of information network systems. Reviews and analyzes complex task statements, standards, specifications, engineering drawings and other documentation to determine requirements. Designs medium to highly complex assemblies and subsystems. Writes and implements test plans, obtains and analyzes test data. Prepares reports and documents. Functions may apply to all engineering and scientific disciplines relating to research, development, acquisition, integration, test and installation or fielding of information networks.</p> <p>Minimum Education: BS/BA Degree or 2 years of work experience may be substituted for one year of education.</p>	

MGS-28	Commercial Job Title: Network Engineer Level IV
<p>Minimum/General Experience: Must have 5+ years of experience planning, designing, building, and implementing IT systems.</p> <p>Functional Responsibility: Must be able to supervise the design of information systems, including designing the application architecture, database, and interfaces. Responsible for gathering and analyzing the user requirements and translating them into system designs. Must be able to perform design of information systems, including the design of the application architecture, database, and interfaces. Responsible for gathering and analyzing user requirements and translating them into system designs.</p> <p>Minimum Education: BA/BS, or 2 years of work experience may be substituted for one year of education.</p>	
MGS-29	Commercial Job Title: Program Manager II
<p>Minimum/General Experience: 8 years of experience providing business management and technical direction on complex projects to project personnel. Must be familiar with the principles of exercising independent judgment, as well as a high level of analytical skill, in solving complex and unusual technical, administrative, and managerial problems. Provides overall direction of program.</p> <p>Functional Responsibility: May be responsible to ask to engage many aspects of performance (i.e., technical, contractual, administrative, financial). Consults with the customer to ensure conformity to contractual obligations, establishes and maintains technical and financial reports to show progress of projects to management and customers, organizes and assigns responsibilities to subordinates, and oversees the successful completion of all assigned tasks.</p> <p>Minimum Education: BA/BS in a related field or 2 years of work experience may be substituted for one year of education.. A higher educational degree in a related field may be substituted for the experience requirement.</p>	
MGS-30	Commercial Job Title: Program Manager I
<p>Minimum/General Experience: 5 years experience with at least two years experience in a technical management role.</p> <p>Functional Responsibility: Provide administrative and technical leadership in the completion of multiple contracts, including responsibility for cost, schedule and overall performance. Plan and procure necessary staff to achieve work completion milestones and deliverables. Direct the investigation and resolution of operational problems in conjunction with other engineering and technical personnel. Develop detailed staffing requirements, assignments and plans to meet customer needs.</p> <p>Minimum Education: MBA or MS in business or technical or BA/BS in a related field or 2 years of work experience may be substituted for one year of education. A higher educational degree in a related field may be substituted for the experience requirement.</p>	

MGS-31	Commercial Job Title: Project Manager
<p>Minimum/General Experience: 2 years experience in supervising project goals and plans, leadership in team situations, and demonstration of capability to solve interpersonal problems and facilitate the resolution of technical issues to ensure project goals are met.</p> <p>Functional Responsibility: Provides the basic management interface between a client and contractor. Develops and implements project plans and monitors project progress and status of task execution. Meets with customers to determine needs and to ensure that commitments are met and results meet expectations.</p> <p>Minimum Education: Some college or 2 years of work experience may be substituted for one year of education. A higher educational degree in a related field may be substituted for the experience requirement.</p>	
MGS-32	Commercial Job Title: Cost Analysis
<p>Minimum/General Experience: Must have the ability to advise on and perform professional or technical work in cost estimating, cost analysis, budgeting, scheduling, performance measurement, and/or cost research.</p> <p>Functional Responsibility: Possesses substantial knowledge of the techniques, uses and content of the work described above to accomplish the most complex of efforts. This encompasses a basic knowledge of statistical techniques, scheduling techniques, network analysis, applied mathematics, economics and the engineering disciplines.</p> <p>Minimum Education: Individual must, as a minimum, have a Bachelors degree in business, or mathematics with cost estimating, cost analysis, budgeting, scheduling, operations research, or engineering experience or 2 years of work experience may be substituted for one year of education.</p>	
MGS-33	Commercial Job Title: Data Manager
<p>Minimum/General Experience: 4 years of experience performing data management support functions for specific project/program areas. Must be familiar with the principles involved in the receipt, development, storage, control, and distribution of all project/program-related data.</p> <p>Functional Responsibility: Under general supervision, evaluates project/contact requirements and establishes/maintains a data tracking system (including financial data) to monitor and control data development, revision, and delivery. Coordinates the development, review, and submission of deliverable data in accordance with schedule and project/program requirements; evaluates project/program changes to determine the need for revision of relevant technical/ project documentation; periodically conducts audits of project/program documentation to ensure that a detailed and adequate audit trail exists; maintains contents and controls access to/distribution of project/ program files and technical library data; and prepares presentation of project/program baseline changes for consideration of the Configuration Control Board.</p> <p>Minimum Education: BS Degree or 2 years of work experience may be substituted for one year of education. A higher educational degree in a related field may be substituted for the experience requirement.</p>	

MGS-34	Commercial Job Title: Systems Architect
<p>Minimum/General Experience: 4 years experience. Experience includes: supervision of system architects; use of structured analysis, design methodologies, and design tools; knowledge of object-oriented principles; and experience with logical, functional, and technical architectures of large and complex information systems. General experience includes increasing responsibilities in systems engineering.</p> <p>Functional Responsibility: Establishes information requirements, using analytical methods, for enterprise-wide or large-scale information systems. Designs architectures that include software, hardware, and communications solutions to support information requirements. Ensures architectures are in compliance with open systems standards as they apply to the customer's environment. Evaluates compatibility of information system development efforts with agency architectures and recommends adjustments, as appropriate. Provides daily supervision and direction to staff.</p> <p>Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or related scientific or 2 years of work experience may be substituted for one year of education. A higher educational degree in a related field may be substituted for the experience requirement.</p>	

MGS-35	Commercial Job Title: Technical Writer
<p>Minimum/General Experience: Has at least three (3) years of experience in technical writing for computer systems including user documentation (draft through final document preparation) and experience verifying typed manuscripts for omission of material, typing errors and adherence to documentation preparation standards.</p> <p>Functional Responsibility: Supports project members and clients and project management with a full range of writing and documentation support in business and technical subject areas.</p> <p>Minimum Education: College level work in English, Journalism, or related discipline(s) from an accredited college or university or 2 years of work experience may be substituted for one year of education. A higher educational degree in a related field may be substituted for the experience requirement.</p>	

MGS-36	Commercial Job Title: Technical Editor
<p>Minimum/General Experience: Two (2) years of related experience providing technical editing and rewriting of technical reports, proposals, and promotional materials. Must be familiar with the principles of engaging in interdepartmental contact and acting as a liaison between customers and the technical staff.</p> <p>Functional Responsibility: Under general supervision, edits and rewrites online and hardcopy documents for grammatical, syntactical, and usage errors; spelling; punctuation; and adherence to standards, including consistency, format, and presentation. Proofreads documentation and graphics for accuracy and adherence to original content; provides quality control checking for documents received from photocopying and word processing; assembles master copies, including graphics, appendices, table of contents, and title pages; assists in scheduling printing, copying, and graphics with vendors. Obtains quotes and determines best price to achieve quality documents, assists in determining level of effort required for incoming documents, assists in document tracking and logging, and consults with technical staff to determine format, content, and the organization of technical reports and proposals.</p> <p>Minimum Education: Bachelor's degree, or equivalent, in an associated discipline or 2 years of work experience may be substituted for one year of education. A higher educational degree in a related field may be substituted for the experience requirement.</p>	
MGS-37	Commercial Job Title: Instructor
<p>Minimum/General Experience: Must have up to 6 years of experience in information system development, training, or related fields.</p> <p>Functional Responsibility: Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Provides daily supervision of, and direction to, staff.</p> <p>Minimum Education: BA/BS or 2 years of work experience may be substituted for one year of education.</p>	
MGS-38	Commercial Job Title: Training Specialist
<p>Minimum/General Experience: This position requires a demonstrates knowledge in developing and providing technical and end-user training on computer hardware, application software, or telecommunications technologies. Demonstrated ability to communicate orally and in writing.</p> <p>Functional Responsibility: Develops, revises, or selects training courses. Prepares training catalogs. Develops instructor materials, such as course outline, background material, and training aids. Develops student materials, such as course manuals, workbooks, handouts, completion certificates, and course critique forms. Conducts formal classroom courses, workshops, seminars, and computer-based training. Provides daily supervision and direction to staff.</p> <p>Minimum Education: High School or equivalence in any discipline or 2 years of work experience.</p>	

MGS-39	Commercial Job Title: Training Courseware Specialist
<p>Minimum/General Experience: Experienced in direct development and restructuring of training programs.</p> <p>Functional Responsibility: Provide objective assessment of current/future training plans based on examination of the business plan, training needs, and priorities.</p> <p>Minimum Education: BS/BA in a related discipline or 2 years of work experience may be substituted for one year of education.</p>	

MGS-40	Commercial Job Title: Configuration Management Specialist
<p>Minimum/General Experience: 3 years hardware/software configuration analysis experience. May also direct the activities of lower-level support personnel, as necessary. Engages in frequent contact with staff members and customers.</p> <p>Functional Responsibility: Plans, monitors, and directs configuration management processes. Includes developing and maintaining configuration management plans, and scheduling and documenting all configuration management reviews. Develops work plans and project internal controls. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses. Capable of using CM tools to execute complex configuration management plans.</p> <p>Minimum Education: High School in a related field or 2 years of work experience.</p>	

MGS-41	Commercial Job Title: Technician
<p>Minimum/General Experience: Personnel in this category must have demonstrated knowledge or experience related to the task to be performed. Each person in this category must have experience in the following hands-on activities: designing, implementing designs, testing, troubleshooting, installing/integrating, and operating special purpose equipment and devices.</p> <p>Functional Responsibility: Direct on-site customer interface for installation, design, repair, upgrade and maintenance network hardware and software components. Diagnose, repair, assemble and upgrade hardware and software. Maintain liaison with outside hardware and software vendors for system upgrades and maintenance. Provide technical assistance and informal training in implementing network programs based on user requirements. Administer and manage complex local area networks including installation of server software and hardware, system monitoring, license compliance, virus detection, disaster prevention and backups, capacity management, usage reporting and the e-mails system.</p> <p>Minimum Education: High School or equivalent or 2 years of work experience.</p>	

MGS-42	Commercial Job Title: Administrative Assistant
<p>Minimum/General Experience: Has knowledge of English grammar, spelling, and punctuation of documents being typed and experience in reviewing documents with highly specialized terminology relating to automatic data process equipment for proper English grammar, spelling, and punctuation.</p> <p>Functional Responsibility: Provides clients and project management with administrative support in business and technical subject areas. Supports routine electronic and paper-based filing systems, processes administrative issues/orders and provides clerical support as needed.</p> <p>Minimum Education: High school diploma and at least one (1) year of typing experience using word processing or desktop publishing software or relevant work experience.</p>	
MGS-43	Commercial Job Title: Contract Administrator
<p>Minimum/General Experience: Four or more years of government contract administration experience management and administration of company contracts including overseeing proposal preparation and contract compliance.</p> <p>Functional Responsibility: May lead and conduct proposal preparation, contract negotiation and administration of highly complex major contracts. Monitors company performance for conformance to original proposal. Serves as primary point of contact for customers. Acts as contracts management representative regarding legal requirements, accounting requirements, customer specifications and government regulations. May provide work leadership for lower level employees.</p> <p>Minimum Education: BA/BS Degree or 2 years of work experience may be substituted for one year of education. A higher educational degree in a related field may be substituted for the experience requirement.</p>	
MGS-44	Commercial Job Title: Contract Specialist I
<p>Minimum/General Experience: Contract experience providing personnel with knowledge of basic procurement procedures and techniques and commonly used contracting methods and contract types related to re-award, pre-award, post-award, and price/cost analysis.</p> <p>Functional Responsibility: Contract experience providing personnel with knowledge of basic procurement procedures and techniques and commonly used contracting methods and contract types related to re-award, pre-award, post-award, and price/cost analysis.</p> <p>Minimum Education: High School diploma, GED, or equivalent work experiences with a minimum of 2 years work experience dealing with the FAR.</p>	

MGS-45	Commercial Job Title: Contract Specialist II
<p>Minimum/General Experience: Contract experience providing personnel with knowledge of basic procurement procedures and techniques and commonly used contracting methods and contract types related to pre-award, post-award, and price/cost analysis.</p> <p>Functional Responsibility: Competently perform various procurement activities and if necessary in accordance with the Federal Acquisition Regulations and Commerce regulations and policies. Must be able to provide personnel with the ability to evaluate solicitation responsiveness, contractor responsibility, contractor performance and present factual information, compose memoranda, minutes, and reports, and draft contract provisions and supporting documents.</p> <p>Minimum Education: AA or equivalent work experiences with a minimum of 5 years work experience dealing with the FAR or 2 years of work experience may be substituted for one year of education.</p>	

MGS-46	Commercial Job Title: Contract Specialist III
<p>Minimum/General Experience: Contract experience providing personnel with knowledge of basic procurement procedures and techniques and commonly used contracting methods and contract types related to pre-award, post-award, and price/cost analysis.</p> <p>Functional Responsibility: Competently perform various procurement activities and if necessary in accordance with the Federal Acquisition Regulations and Commerce regulations and policies. Must be able to provide personnel with the ability to evaluate solicitation responsiveness, contractor responsibility, contractor performance and present factual information, compose memoranda, minutes, and reports, and draft contract provisions and supporting documents.</p> <p>Minimum Education: AA or equivalent work experiences with a minimum of 7 years work experience dealing with the FAR or 2 years of work experience may be substituted for one year of education.</p>	

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

PREAMBLE

Martek 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 John Tornillo at 301-656-3700.

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

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

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

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

Signatures

Ordering Activity Date

Contractor

Date

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

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

(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.