



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

Special Item No. 132-51 Information Technology Professional Services

Note: Contractor has been awarded all SINs under the cooperative purchasing program.

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 D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Automated News Services, Data Services, or Other Information 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 ordering activities 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.

ADVANCED TECHNOLOGY & RESEARCH CORPORATION

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Columbia, MD 21046-1701

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Internet Address: www.atrcorp.com

Contract Number: GS-35F-0588J

Period Covered by Contract: July 8, 1999 through July 7, 2009

General Services Administration
Federal Supply Service

Pricelist current through Modification #PO-0016, dated April 26, 2006.

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

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AUTHORIZED PRICING

Advanced Technology & Research Corporation (ATR)	
Contract #GS-35F-0588J	
LABOR CATEGORY	RATE/HOUR Effec. 4/26/06
Principal Engineer II	\$ 138.33
Principal Engineer I	\$ 118.51
Senior Engineer II	\$ 100.63
Senior Engineer I	\$ 80.02
Engineer/Scientist	\$ 71.52
Junior Engineer/Scientist	\$ 45.69
Sr Config Mgmt Specialist	\$ 69.59
Senior Computer Scientist	\$ 78.98
Computer Scientist	\$ 67.18
Junior Computer Scientist	\$ 44.40
Computer Programmer	\$ 44.40
Senior Analyst	\$ 72.29
Analyst	\$ 59.44
Junior Analyst	\$ 30.55
Graphic Specialist	\$ 31.65
Senior Technician III	\$ 81.20
Senior Technician II	\$ 74.97
Senior Technician I	\$ 56.88
Technician	\$ 40.65
Junior Technician	\$ 29.96
Senior Draftsman	\$ 72.85
Draftsman	\$ 40.47
Sr Network Engineer II	\$ 84.35
Sr Network Engineer I	\$ 72.46
Network Engineer	\$ 49.60
Junior Network Engineer	\$ 46.82
Network Technician II	\$ 76.96
Network Technician I	\$ 35.42
Senior Technical Writer	\$ 61.25
Technical Writer	\$ 41.89
Typist/Word Processor	\$ 24.99
Principal Software Engineer	\$ 179.25
Senior Software Engineer	\$ 158.17

**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!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT

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 the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

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

Advanced Technology & Research Corporation
15210 Dino Drive
Burtonsville, MD 20866-1172

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 can be used by ordering activities to obtain technical and/or ordering assistance: 301-989-2499

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: 016565277

Block 30: Type of Contractor B. Other Small Business

Block 31: Woman-Owned Small Business - No

Block 36: Contractor's Taxpayer Identification Number (TIN): 52-0977059

4a. CAGE Code: 7S553

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 Between the Contractor and the Ordering Activity

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

7. DISCOUNTS: PRICES SHOWN ARE NET PRICES; BASIC DISCOUNTS HAVE BEEN DEDUCTED

a. Prompt Payment: None, Net 30 days from receipt of invoice or date of acceptance, whichever is later.

b. Quantity: None

c. Dollar Volume: None

d. Government Educational Institutions: None

8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING

Not applicable

10. SMALL REQUIREMENTS

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

- 11. MAXIMUM ORDER (ALL DOLLAR AMOUNTS ARE EXCLUSIVE OF ANY DISCOUNT FOR PROMPT PAYMENT.)**
a. The Maximum Order value for the following Special Item Numbers (SINs) 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.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (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.fss.gsa.gov/>.

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.401(d).

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)

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

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

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

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

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:
“This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.”

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

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
 - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

1. SCOPE

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

2. PERFORMANCE INCENTIVES

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

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

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

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

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

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

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

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

6. INSPECTION OF SERVICES

The Inspection of Services-Fixed Price (AUG 1996) 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

Please refer to the labor category descriptions and pricing incorporated into this GSA Pricelist.

17. SUBSTITUTIONS

ATR reserves the right to make the following substitutions in the education and/or experience requirements of any of the service skill categories set forth herein.

1. One year of experience is the equivalent of one year of education.
2. One year of education is the equivalent of one year of experience.
3. Certification related to the technology is equivalent to two years of experience or education requirement.

***ADVANCED TECHNOLOGY & RESEARCH CORPORATION'S
INFORMATION TECHNOLOGY
LABOR CATEGORY DESCRIPTIONS***

PRINCIPAL ENGINEER II

Minimum/General Experience: Twenty years of experience in or directly related to complex, uncommon, or unique fields of endeavor specifically requested by the client. The skill category applies when the client requires a specific individual, widely recognized for his or her unique capabilities, achievements, or abilities, relative to specific client requirements. The individual should possess credentials and acclaim within the professional community relevant to client-designated tasks, advice or counsel.

Functional Responsibility: Recognizing the highly specific and variable nature of this skill category, the client should exercise broad latitude in consultation with the contractor to adjust, increase, combine or waive educational and experience criteria in order to fulfill his exceptional requirements. Duties include but are not limited to providing the technical supervision, analysis and engineering of information systems, defining requirements and limitations, technical guidance and direction, systems testing and developing engineering plans/schedules.

Minimum Education: A Masters Degree in any discipline acceptable to the client.

PRINCIPAL ENGINEER I

Minimum/General Experience: Twenty years of experience in or directly related to complex fields of endeavor specifically requested by the client. The skill category applies when the client requires a specific individual, widely recognized for his or her capabilities, achievements, or abilities, relative to specific client requirements. The individual should possess credentials and acclaim within the professional community relevant to client-designated tasks, advice or counsel.

Functional Responsibility: Duties include but are not limited to overall management of tasks, software development, installation, training, transition, maintenance, security and acceptance. Provides supervisory technical and administrative direction for personnel performing tasks, including review of work products for correctness, adherence to the design concept, adherence to Government regulations and standards.

Minimum Education: A Bachelor's degree in mathematics, physics, chemistry, computer science, engineering, or other disciplines.

SENIOR ENGINEER II

Minimum/General Experience: A minimum of fifteen years experience analyzing, designing or managing the design of hardware, software or systems. General experience should include; information technology, engineering design and analysis, systems engineering or technical management.

Functional Responsibility. Under minimal supervision, plans, conducts, leads and accomplishes broad information technology, and engineering assignments. Provides guidance and assistance in coordinating tasks and ensuring technical adequacy of the end product. Ensures compliance with technological standards throughout the project. Client contact is routine and frequent. May be called upon to deliver presentations, plan tasks, coordinate resources and budgets.

Minimum Education: This position requires a Bachelor's degree in the disciplines of engineering, computer science, information systems, business, physics, chemistry or mathematics.

SENIOR ENGINEER I

Minimum/General Experience: A minimum of ten years experience in the applicable technologies and/or programmatics associated with the design, test and evaluation, or analysis of information and engineering systems, and project management.

Functional Responsibility: Provide analysis, design, testing and managing support on hardware, software and information systems development.

Minimum Education: This position requires a Bachelor's degree in the disciplines of engineering, computer science, information systems, business, physics, chemistry or mathematics.

ENGINEER/SCIENTIST

Minimum/General Experience: A minimum of five years work experience in the applicable technologies and/or programmatics associated with the design, test and evaluation, or analysis of engineering and information systems.

Functional Responsibility: Under general supervision, performs a variety of assigned duties, including analysis, information systems design and development, evaluation, specifications, procedures, troubleshooting and documentation. May be called upon to deliver presentations and assist in task planning.

Minimum Education: This position requires a Bachelor's degree in engineering, computer science, chemistry, mathematics or physics.

JUNIOR ENGINEER/SCIENTIST

Minimum/General Experience: One year of experience in design, analysis and testing support on hardware, software and system development.

Functional Responsibility: Under close supervision and within well defined guidelines, applies knowledge of engineering to assist in solving client problems. Applies engineering principals to investigate, analyze, plan design, develop, implement, test, or evaluate information technology systems.

Minimum Education: This position requires a Bachelor's degree in engineering, computer science, chemistry, mathematics or physics as an entry-level position.

SENIOR CONFIGURATION MANAGEMENT SPECIALIST

Minimum/General Experience: Fifteen (15) years of experience in software/hardware/system Configuration Management. Additionally, an in-depth understanding of all types of technical documentation and material specifications is required.

Functional Responsibility: Develop requirements for all aspects of software/hardware/systems configuration and provide day-to-day systems configuration management operational support.

Minimum Education: At least 60 credits in Data Management, Configuration Management, Systems Engineering or related disciplines.

SENIOR COMPUTER SCIENTIST

Minimum/General Experience: Ten (10) years of experience in information systems, artificial intelligence, programming languages, data processing, computer networking, interactive computer graphics, software development and validation, computer hardware, computer architecture, or combinations thereof.

Functional Responsibility: Under minimal supervision, plans, conducts, leads, and accomplishes broad information technology assignment. Provide software/hardware/systems/ design and development support. Perform systems development life cycle support. Conduct systems installation, testing, and integration services.

Minimum Education: Bachelor's Degree in Computer Science, Physical Sciences, Engineering, or Mathematics.

COMPUTER SCIENTIST

Minimum/General Experience: Five (5) years of experience in information systems, artificial intelligence, programming languages, data processing, computer networking, interactive computer graphics, software development and validation, computer hardware, computer architecture, or combinations thereof.

Functional Responsibility: Under general supervision, performs a variety of assigned information technology duties, including design and development software/hardware/systems. Perform systems development life cycle support. Conduct systems installation, testing, and integration services.

Minimum Education: Bachelor's degree in Computer Science, Physical Sciences, Engineering, or Mathematics.

JUNIOR COMPUTER SCIENTIST

Minimum/General Experience: Entry level in information systems management, programming languages, data processing, computer networking, software development and validation, computer hardware, or combinations thereof.

Functional Responsibility: Under close supervision and within well-defined guidelines applies knowledge of Information Technology to assist in solving client problems. Produce software programming and systems documentation. Conduct systems installation, testing, and integration services.

Minimum Education: Bachelor's degree in Computer Science, Physical Sciences, Engineering, or Mathematics.

COMPUTER PROGRAMMER

Minimum/General Experience: Entry level knowledge of information systems management, programming languages, data processing, computer networking, software development and validation, computer hardware, or combinations thereof.

Functional Responsibility: Perform software programming and coding support, analyze systems requirements and design specifications. Provide software and systems installation, testing, integration services, and the development of supporting documentation.

Minimum Education: Bachelor's degree in Computer Science or Information Science.

SENIOR ANALYST

Minimum/General Experience: Ten (10) years of experience in the development, interfacing and application of computer based hardware and software systems, with experience in the areas of data structure, configuration management, information technology, software programming languages.

Functional Responsibility: Applies advanced and comprehensive knowledge of methodologies, principals and practices related to information technology, data structure, and software programming languages. Conducts and directs project and performs in a professional position requiring in-depth knowledge. Responsible for ensuring compliance with technological standards throughout the project. Operates with considerable latitude for actions and decisions. May serve as a prime point of contact with the client. May be called upon to deliver presentation, plan tasks, coordinate resources and budgets. .

Minimum Education: High School Diploma

ANALYST

Minimum/General Experience: Five (5) years of experience in the development, interfacing and application of computer based hardware and software systems, with experience in the areas of data structure, configuration management, information technology, software programming languages.

Functional Responsibility: Under general supervision, performs a variety of assigned duties, including analysis, design and development, evaluation, specifications, procedures, troubleshooting and documentation. May be called upon to deliver presentations and assist in task planning. .

Minimum Education: High School Diploma

JUNIOR ANALYST

Minimum/General Experience: Two (2) years of experience in the development, interfacing and application of computer based hardware and software systems, with experience in the areas of data structure, configuration management, software programming languages.

Functional Responsibility: Under close supervision within well-defined guidelines applies Information Technology knowledge to assist in solving client problems. Duties include but are not limited to supporting the analysis of systems requirements, identification and correction of problems, and the development of requirement definition.

Minimum Education: 80 credit hours in Computer Science or Information Science.

GRAPHICS SPECIALIST

Minimum/General Experience: Two (2) years of experience in the use of computer aided graphics software packages.

Functional Responsibility: Provide user support in preparation of illustrations, graphs, charts, tables and labeling for technical reports, manuals, handbooks, and presentation material.

Minimum Education: High School Diploma

SENIOR TECHNICIAN III

Minimum/General Experience: A minimum of twenty years of specialized technical experience in installation checkout, and maintenance of Information Technology systems

Functional Responsibility: Demonstrated ability to manage and direct work of complex technical teams in performing functional requirements on integrated computer systems. Has experience in understanding client requirements, implementation systems and software solutions according to specifications. Possesses the analysis and presentation skills necessary to enhance any system and software design to be implemented for solving client needs.

Minimum Education: Applicable Information Technology Certification.

SENIOR TECHNICIAN II

Minimum/General Experience: A minimum of fifteen years of broad range technical experience in installation checkout and maintenance of Information Technology systems

Functional Responsibility: Provides operational assistance to clients and/or implementation, integration, testing, and maintenance services. Capable of handling a wide range of information technology assignments.

Minimum Education: Applicable Information Technology Certification.

SENIOR TECHNICIAN I

Minimum/General Experience: A minimum of ten years of specialized technical experience in installation checkout and maintenance of Information Technology systems

Functional Responsibility: Under general supervision, does troubleshooting, repair and calibration of Information Technology instrumentation; installation, maintenance of systems, modification, operation and testing of integrated computer systems.

Minimum Education: Applicable Information Technology Certification.

TECHNICIAN

Minimum/General Experience: Five years of specialized technical experience in installation checkout and maintenance of Information Technology systems

Functional Responsibility: Under close supervision, performs testing, troubleshooting, aligning, and adjusting of complete electronic and computer systems or components. Knowledge of electronic theory and practice, the use of schematic diagrams and test procedure, the operations of complex test equipment, and development of prototype circuits and components.

Minimum Education: Applicable Information Technology Certification.

JUNIOR TECHNICIAN

Minimum/General Experience: A minimum of two years specialized technical experience in installation checkout and maintenance of Information Technology and or engineering systems.

Functional Responsibility: Under close supervision and within well-defined guidelines, applies knowledge of engineering to assist in solving client problems. Provide assembly and test of computer electronic or Information Technology component systems.

Minimum Education: 60 credit hours in electronic or computer technology.

SENIOR DRAFTSMAN

Minimum/General Experience: A minimum of ten years specialized technical experience in design and create engineering drafting for computer and Information Technology systems.

Functional Responsibility: Preparation of engineering drawings and parts lists per client Standards. It also requires the preparation and checking of layout drawings of complex mechanical and electrical systems and the preparation of engineering change orders. Proficient in the use of AUTOCAD. Supervise or review the work of other drafting technicians and illustrators.

Minimum Education: One year technical schooling or equivalent.

DRAFTSMAN

Minimum/General Experience: A minimum of five years specialized technical experience in design and create engineering drafting for computer and Information Technology systems.

Functional Responsibility: With general supervision, makes electrical and mechanical drawings, interface drawings and views using popular CAD (Computer Aided Design) software. Proficient in performing the common CAD (Computer Aided Design) functions, such as enlarging or reducing material, checking completed drawings for accuracy and completeness, and ensuring conformance to standards.

Minimum Education: One-year technical schooling or equivalent.

SENIOR NETWORK ENGINEER II

Minimum/General Experience: Ten (10) years experience in computer networking directly related to the installation, configuration and operation of LANs (Local Area Networks) and/or WANs (Wide Area Networks) in both software and hardware.

Functional Responsibility: Provide analytical support on software/hardware systems in networking design and development process. Perform systems administration support. Conduct networking systems installation, testing, and integration services.

Minimum Education: Bachelor's degree in engineering, physics, chemistry, mathematics, or computer, science.

SENIOR NETWORK ENGINEER I

Minimum/General Experience: Five (5) years experience in computer networking directly related to the installation, configuration and operation of LANs (Local Area Networks) and/or WANs (Wide Area Networks) in both software and hardware.

Functional Responsibility: Provide analytical support on software/hardware/systems/ in networking design and development process. Perform systems administration support. Conduct networking systems installation, testing, and integration services.

Minimum Education: Bachelor's degree in engineering, physics, chemistry, mathematics, or computer, science

NETWORK ENGINEER

Minimum/General Experience: Three (3) years experience in computer networking directly related to the installation, configuration and operation of LANs (Local Area Networks) and/or WANs (Wide Area Networks) in both software and hardware.

Functional Responsibility: : Under general supervision, performs a variety of assigned information technology duties, including design and development networking systems. Provide analytical support on software/hardware/systems/ in networking design and development process. Perform systems administration support. Conduct networking systems installation, testing, and integration services.

Minimum Education: Bachelor's degree in engineering, physics, chemistry, mathematics, or computer, science.

JUNIOR NETWORK ENGINEER

Minimum/General Experience: A minimum of two (2) years working in computer networking directly related to the installation, configuration and operation of LANs (Local Area Networks) and/or WANs (Wide Area Networks) in both software and hardware.

Functional Responsibility: Under close supervision and within well-defined guidelines, applies knowledge of engineering to assist in solving client problem. Provide analytical support on software/hardware/systems/ in networking design and development process. Perform systems administration support. Conduct networking systems installation, testing, and integration services.

Minimum Education: Bachelor's degree in engineering, physics, chemistry, mathematics, or computer, science.

NETWORK TECHNICIAN II

Minimum/General Experience: Five (5) years experience in the computer field with a working knowledge related to networking.

Functional Responsibility: Provide operational support on software/hardware/systems/ in networking design and development process. Perform basic systems administration functions. Conduct networking systems installation, testing, and integration services.

Minimum Education: 30 credit hours completion in a college or technical curriculum

NETWORK TECHNICIAN I

Minimum/General Experience: At least one (1) year or experience in the computer field with a working knowledge related to networking.

Functional Responsibility: Provide operational support on software/hardware/systems/ in networking tasks. Perform systems wiring and cabling functions. Conduct networking systems installation, testing, and integration services.

Minimum Education: High School Diploma

SENIOR TECHNICAL WRITER

Minimum/General Experience: A minimum of ten years of specialized technical experience in creating technical documentation for Information Technology and or engineering systems...

Functional Responsibility: Proficient in document editing, document structure, logic flow, and writing for both technical and non-technical audiences. Has the knowledge and ability to interpret engineering and maintenance drawings, and operational procedures, and to absorb and synthesize large quantities of Information Technology related information.

Minimum Education: A Bachelor's degree

TECHNICAL WRITER*

Minimum/General Experience: A minimum of five years of specialized technical experience in creating technical documentation for Information Technology and or engineering systems.

Functional Responsibility: Must exhibit the ability to understand, interpret and put into writing technical and non-technical data as generated by testing or as obtained from other sources and the knowledge to format and edit in accordance with various documentation standards.

Minimum Education: High School diploma.

TYPIST/WORD PROCESSOR*

Minimum/General Experience: This position requires word processing experience with skills and knowledge of automated data processing equipment.

Functional Responsibility: Tasks include typing reports, typing, organizing and binding manuals; and miscellaneous clerical duties, and preparation of final form technical documents. Must be proficient in the use of commonly used word processing and desktop publishing software programs.

Minimum Education: High School diploma.

PRINCIPAL SOFTWARE ENGINEER

Minimum/General Experience: Twenty (20) years of experience in the phases of software design, development, deployment, operation, sustaining maintenance of data, information processing, and control systems architectures. Complete knowledge in RCS (Real-time Control System) architecture, methodology and application: in system code development, integration, testing and validation, in the design and implementation of communications interfaces and protocols between RCS control system and other system components and controllers, in network design, installation, certification, and in cell control. A minimum of fifteen (15) years of experience directly related to complex, uncommon, or unique fields of endeavor specifically requested by the client. The skill category applies when the client requires a specific individual, widely recognized for his or her unique capabilities, achievements, or abilities, relative to specific client requirements. The individual should possess credentials and acclaim within the professional community relevant to client-designated tasks, advice or counsel.

Functional Responsibility: Recognizing the highly specific and variable nature of this skill category, the client should exercise broad latitude in consultation with the contractor to adjust, increase, combine or waive educational and experience criteria in order to fulfill his exceptional requirements. Duties include but are not limited to providing the technical supervision, establishing system software requirements and limitation, analysis and engineering of information systems, technical guidance and direction, systems testing developing software engineering plans/schedules. Specifically, provide technical assistance for Real-time Control System (RCS) application and integration activities in cell control architecture, system control process design paradigm, and communications interfaces and protocols between the RCS control system and to other system components and controllers.

Minimum Education: A PhD Degree in computer science or related field.

SENIOR SOFTWARE ENGINEER

Minimum/General Experience: A minimum of twelve (12) years of experience with software language or program development or application covering the phases of software design, development, deployment, validation, operation, and sustaining maintenance of data, information processing, and control systems architectures. Knowledge in RCS (Real-time Control System) architecture, methodology and application. Provides expert consultation services to customers during the above development phases, in the design and implementation of communications interfaces and protocols between RCS control system and other system components and controllers.

Functional Responsibility: Either individually or as leader of a team, performs: establishment of performance requirements, research into new methods, application of computer aided software development tools and engineering, prototype program and algorithm development, program design, high level database design, development, testing and evaluation, deployment and installation, operation, and sustaining maintenance. Provide technical assistance for Real Time Control System (RCS) application and integration activities. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures.

Minimum Education: This position requires a Bachelor's degree in the disciplines of computer science, information systems, engineering, business, physics, chemistry or mathematics, plus one to two years of graduate work.

*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.

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

PREAMBLE

Advanced Technology & Research Corporation 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

David E. Lupi

Contracts Manager

Phone: (301) 989-8058

Fax: (301) 989-8052

E-Mail: dlupi@atrcorp.com

***THE FOLLOWING IS A SUGGESTED
BLANKET PURCHASE AGREEMENT (BPA) FORMAT***

**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.