AUTHORIZED
MULTIPLE AWARD SCHEDULE PRICELIST
CATEGORY F: INFORMATION TECHNOLOGY

Special Item No. 54151S Information Technology Professional Services

Note: Contractor has been awarded all Special Item Numbers under the Cooperative Purchasing and Disaster Recovery Programs.

SPECIAL ITEM NUMBER 54151S - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

- 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 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.

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20 Courthouse Square, Suite 218
Rockville, MD 20850
Phone: (202) 747-4215 Fax: (877) 534-7233
Website: www.gritterfrancona.com

Contract Number: GS-35F-0588W

Period Covered by Contract: August 12, 2010 through August 11, 2025

Pricelist current through Modification PA-0034, dated September 1, 2020

General Services Administration
Federal Acquisition Service

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (http://www.gsaadvantage.gov).
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1a. Table of awarded the special item number with appropriate cross-reference to item descriptions and awarded price.

Special Item No. 54151S Information Technology Professional Services
OLM Order Level Materials

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

See Price Sheet

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

Skill category descriptions begin on page 8.

2. Maximum order. $500,000

3. Minimum order. $100

4. Geographic coverage (delivery area). Domestic only

5. Point(s) of production (city, county, and State or foreign country).

   Same as company address.

6. Discount from list prices or statement of net price. Government prices are net.

7. Quantity discounts. None

8. Prompt payment terms. None

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Notification that Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin). None

11a. Time of delivery. (Contractor inserts number of days.)

   As negotiated on the task order level.
11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery. 

As negotiated on the task order level

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. 

As negotiated on the task order level

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery. 

As negotiated on the task order level

12. F.O.B. point(s). Not Applicable

13a. Ordering address(es). Same as company address.

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

14. Payment address(es). Same as company address.

15. Warranty provision. Not Applicable

16. Export packing charges, if applicable. Not Applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). None

18. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable

19. Terms and conditions of installation (if applicable). Not Applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable

20a. Terms and conditions for any other services (if applicable). Not Applicable

21. List of service and distribution points (if applicable). Not Applicable

22. List of participating dealers (if applicable). Not Applicable

23. Preventive maintenance (if applicable). Not Applicable
24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). *Not Applicable*

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Number System (DUNS) number: 078793803

26. Notification regarding registration in SAM.gov (formerly the Central Contractor Registration) database. *CAGE Code: 6WCJ3*
1. **SCOPE**
   a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional 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.

   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.
   b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
   c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

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

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

5. **STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**
   a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
      
      (1) Cancel the stop-work order; or
      (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
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.

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.

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**

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 (Dec 2007) 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 Professional Services.

9. **INDEPENDENT CONTRACTOR**
   All IT Professional 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 Professional 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 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIAITION I – FEB 2007) 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 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIAITION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31 (Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:
(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
   (1) The offeror;
   (2) Subcontractors; and/or
   (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

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 PROFESSIONAL SERVICES AND PRICING

**Project Director**
GSA Rate $204.55

*Experience*
Ten years experience in leading and providing technical direction of Information Technology (IT) projects. Demonstrated ability to provide guidance and direction for multiple IT projects. Capability to manage multitask projects of high complexity.

*Education*
Bachelors Degree in Information Technology or related field

*Functional Responsibility*
Provides primary interface with client management personnel regarding strategic issues. Directs the completion of projects within estimated time frames and budget constraints. Coordinates all parties to tasks, reviews work products for completeness and adherence to customer standards. Delivers presentations and leads strategic level client meetings.

**Program Manager**
GSA Rate $174.64

*Experience*
Eight years of progressive experience in leading IT projects. Demonstrated ability to provide guidance and direction for specific projects or sub-tasks. Capability to manage multitask projects of high complexity.
Education
Bachelors Degree in Information Technology or related field

Functional Responsibility
Increasing responsibility in design and management of IT projects. Directs the completion of projects within estimated time frames and budget constraints. Coordinates project specific parties and reviews work products for completeness and adherence to customer requirements.

Manager

Experience
Six years of progressive experience in leading and participating in IT projects. Demonstrated ability to manage a project and to provide guidance and direction for specific projects or sub-tasks. Proven expertise in two or more of the service areas.

Education
Bachelors Degree in Information Technology or related field

Functional Responsibility
Increasing responsibility in IT system design and management. Interfaces with the client on a day to day basis. Directs the completion of project specific tasks within estimated time frames and budget constraints. Manages the day-to-day activities and reviews work products for completeness and adherence to customer requirements. Delivers presentations and leads client meetings.

Senior IT Specialist

Experience
Three years of progressive experience in participating in IT projects. Demonstrated ability to provide guidance and direction for specific sub-tasks of a project. Specific expertise in one or more of the service areas and knowledgeable in at least one other.

Education
Bachelors Degree in Information Technology or related field

Functional Responsibility
Interfaces with the client on a day-to-day basis. Supports the completion of project specific tasks within estimated time frames and budget constraints.

IT Specialist

Experience
Two years experience in participating in IT projects. Specific expertise in one of the service areas.

Education
Bachelors Degree in Information Technology or related field

Functional Responsibility
Interfaces with the client on a day-to-day basis. Supports the completion of project specific tasks within estimated time frames and budget constraints. Supports presentations and client meetings.
IT Staff

**Experience**
One year experience in participating in IT projects. Progressive experience in any one of the service areas.

**Education**
Bachelors Degree in Information Technology or related field

**Functional Responsibility**
Perform specific procedures under the guidance of an IT Specialist.

Senior Security Manager

**Experience**
15 years of experience in information systems implementation, change management efforts, security system design or business process redesign and may possess a security clearance.

**Education**
Bachelors Degree in Information Technology or related field; CISSP Certification

**Functional Responsibility**
Apply broad management skills and specialized functional and technical expertise to lead complex, large projects in delivering client solutions or to manage the operations of multiple projects. Provide subject matter expertise in industry, process or technology areas. Qualified to perform such tasks as: Plan and manage the work of information systems project teams; design and implement new organization structures; design and implement information and security standards; conceptual design and development of training curricula; work with client executives to facilitate organizational change programs and realize business goals.

Principal Subject Matter Expert

**Experience**
12 years of combined new and related older technical experience in the IT field directly related to the required area of expertise.

**Education**
Bachelors Degree in Information Technology or related field

**Functional Responsibility**
Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex systems in the subject matter area. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in the following specialties: information systems architecture, COTS implementation, networking, telecommunications, automation, communications protocols, risk management/electronic analysis, software, lifecycle management, software development methodologies, modeling and simulation.

Sr. Subject Matter Expert/Technical Expert

**Experience**
10 years of combined new and related older technical experience in the IT field directly related to the required area of expertise

**Education**
Bachelors Degree in Information Technology or related field

**Functional Responsibility**
Defines problems and analyzes and develops solutions and requirements in the subject matter area for moderately complex to complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the following specialties: information systems architecture, COTS implementation, networking, telecommunications, automation, communications protocols, risk management/electronic analysis, software, lifecycle management, software development methodologies, and modeling and simulation.

**Senior Architect**

**Experience**

12 years of general experience in the IT field directly related to the required area of expertise

**Education**

Bachelors Degree in Information Technology or related field

**Functional Responsibility**

Acts as a lead in defining and executing integration engineering activities within a project. These activities may consist of concept exploration and assessment, systems integration, systems of systems integration, performance management, technology assessment, testing and validation, and development and staffing of a systems integration plan. Principal Duties and Responsibilities: 1. Performs concept exploration and assessment, systems integration, systems of systems integration, performance management, technology assessment, testing and validation. 2. Development and staffing of a systems integration management plan. 3. Supports other Engineers and Program Managers, as required. 4. Analyzes and develops technical documentation detailing the integration and system performance. 5. Coordinates the activities of system integration engineers assigned to specific systems integration projects.

**Senior Integration Consultant**

**Experience**

8 years of general experience in the IT field directly related to the required area of expertise. Possesses and applies comprehensive knowledge across multiple fields, key tasks components, and high impact assignments. Has well-developed leadership skills in building staff and executing projects. Develops, plans, and leads major technology consulting assignments. Evaluates performance results and recommends major changes affecting short-term and near-term project growth and success. Functions as a technical expert across multiple projects.

**Education**

Bachelors Degree in Information Technology or related field

**Functional Responsibility**

Contributes overall strategic vision and integrates a broad range of solutions in support of client requirements for IT projects. Formulates and defines system scope and objectives, develops or modifies processes to solve complex problems for computer systems and business and electronic interfaces to achieve desired results through the use of innovative technologies. Develops and applies advanced engineering and design methods, theories, and research techniques in the investigation and solution of complex and advanced system requirements, hardware/software interfaces and applications, and solutions. Responsible for design, development, engineering, integration, and architecture. Senior staff manages, plans, and conducts major phases of significant projects. Design and Development disciplines include but are not limited to systems and network architecture design and analysis, systems design engineering and integration, network engineering, enterprise resource planning (ERP) integration, systems development, mission engineering, technology planning, applications development and programming, certification and authentication, data conversion, data warehousing, database design and administration, enterprise architecture integration, information assurance, biometrics, identity protection and access management, IV&V, continuity operational planning and disaster recovery, PKI development, quality assurance system performance, test and validation.
Integration Consultant  

**GSA Rate $120.91**

**Experience**

3 years of general experience in the IT field directly related to the required area of expertise. Applies fundamental concepts, processes, practices, and procedures of the specific professional or technical assignment or specialty area. Performs work that requires practical experience and training. Work is performed independently, with evaluation and innovation in analyzing and identifying data, processes, problems, and solutions

**Education**

Bachelors Degree in Information Technology or related field

**Functional Responsibility**

Formulates and defines system scope and objectives, develops or modifies processes to solve complex problems for computer systems and business and electronic interfaces to achieve desired results through the use of innovative technologies. Develops and applies engineering and design methods and research techniques in the investigation and solution of complex and advanced system requirements, hardware/software interfaces and applications, and solutions. Responsible for design, development, engineering, integration, and architecture. Design and Development disciplines include but are not limited to systems and network architecture design and analysis, systems design engineering and integration, network engineering, enterprise resource planning (ERP) integration, systems development, mission engineering, technology planning, applications development and programming, certification and authentication, data conversion, data warehousing, database design and administration, enterprise architecture integration, information assurance, biometrics, identity protection and access management, IV&V, continuity operational planning and disaster recovery, PKI development, quality assurance system performance, test and validation.

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Senior FileNet Consultant  

**GSA Rate $135.42**

**Experience**

Four years of progressive experience in selecting and implementing IBM FileNet Commercial- Off-the-Shelf (COTS) enterprise content management applications. Completed comprehensive training in the implementation of at least one of these disciplines: Knowledge Management (KM), Imaging, Document Management, Web Content Management, Business Process Management and Workflow. Experience includes: COTS software installation and configuration for multiple functional modules; Software and system developmental and acceptance testing; Legacy system interface design, development, and implementation; Tuning and administration of the systems.

**Education**

Bachelors Degree in Information Technology or related field. Maintains IBM FileNet certification in one or more modules or disciplines.

**Functional Responsibility**

Leads the design, configuration, and implementation of COTS hardware and software solutions at the functional module level. Provides technical input into enterprise system architectures and integration plans, and supports analysis of technical alternatives.

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FileNet Consultant  

**GSA Rate $106.40**

**Experience**

Two years of progressive experience in selecting and implementing IBM FileNet Commercial- Off-the-Shelf (COTS) enterprise content management applications. Completed comprehensive training in the implementation of at least one of these disciplines: Knowledge Management (KM), Imaging, Document Management, Web Content Management, Business Process Management and Workflow. Experience includes: COTS software installation and configuration for multiple functional modules; Software and system developmental and acceptance testing; Legacy system interface design, development, and implementation; Tuning and administration of the systems.

**Education**

Bachelors Degree in Information Technology or related field. Maintains IBM FileNet certification in one or more modules or disciplines.
Functional Responsibility

Performs roles in the configuration, development, and implementation of COTS hardware and software solutions at the functional module level. Provides technical input into enterprise system architectures and integration plans, and supports analysis of technical alternatives.

17. SUBSTITUTIONS

Gritter-Francona, Inc. 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 or vice-versa.
USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS

PREAMBLE
Gritter-Francona, Inc 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

Cory Gritter
Managing Partner
Phone: (202) 747-4215
Fax: (877) 534-7233
cjgritter@gritterfrancona.com
**Include the following SUGGESTED Blanket Purchase Agreement (BPA) format in the proposed FSS IT Schedule Pricelist.  THIS IS ONLY A SUGGESTED TEMPLATE**

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
(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:

<table>
<thead>
<tr>
<th>MODEL NUMBER/PART NUMBER</th>
<th>*SPECIAL BPA DISCOUNT/PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(2) Delivery:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>DELIVERY SCHEDULES / DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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:

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>POINT OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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.

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**Include the following language regarding Contractor Team Arrangements in the proposed FSS IT Schedule Pricelist.**

**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.