

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

**SIN 132-51: Information Technology (IT) Professional Services**

IT Systems Development Services (FPDS Code D302)  
IT Systems Analysis Services (FPDS Code D306)  
Automated Information Systems Design and Integration Services (FPDS Code D307)  
Programming Services (FPDS Code D308)  
IT Backup and Security Services (FPDS Code D310)  
Other Information Technology Services, Not Elsewhere Classified (FPDS Code D399)



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Website: [www.oculusgroupllc.com](http://www.oculusgroupllc.com)

Contract Number: **GS-35F-0599S**

Period Covered by Contract: **Sep 5, 2011– Sep 4, 2016**

**General Services Administration  
Federal Supply Service**

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



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## **SECTION 1.0: INTRODUCTION**

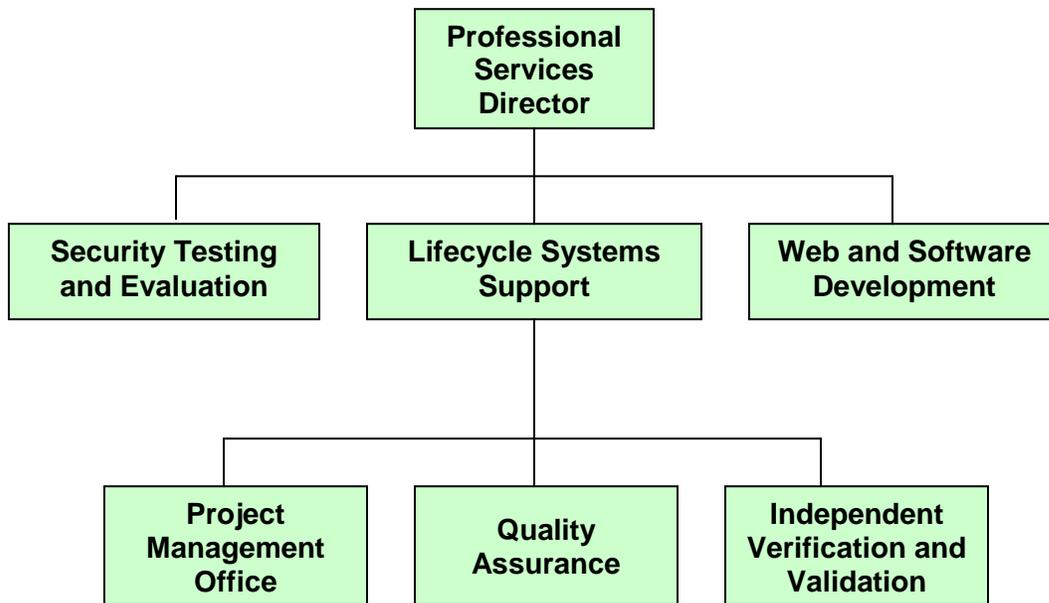
In part 1, Oculus Group LLC presents an overview of our corporate history and a chart of the organization’s structural elements.

### **1.1 History and Overview**

Founded by Dr. Hueifen (Mary) Wu, Oculus Group LLC (Oculus Group), a minority, woman-owned small business, is an information technology assurance services company, headquartered in Arlington, Virginia. Oculus Group provides independent verification and validation (IV&V), quality assurance (QA), web-development, and computer system security certification and accreditation (C&A) in support of federal government and private industry clients.

For the past eleven years, Oculus Group has consulted for the US Department of Veterans Affairs, the US Department of Housing and Urban Development, the US Department of Homeland Security - Transportation Security Administration, Porter Novelli, TieBridge Inc., and DC WASA.

### **1.2 Organizational Elements - IT Professional Services**



## SECTION 2.0: INFORMATION FOR ORDERING ACTIVITIES

### 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 micro-purchase 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](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://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 micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

#### 2.1 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.

The Geographic Scope of Contract will be domestic delivery only.

#### 2.2 Contractor's Ordering Address and Payment Information

Oculus Group will 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.

For computer-to-computer EDI orders, the point of contact is:

[mwu@oculusgroupllc.com](mailto:mwu@oculusgroupllc.com)

Dr. Mary Wu, President

Oculus Group LLC

2111 Wilson Blvd., Suite 230

Arlington, VA 22201

For orders by facsimile transmission, the point of contact is:

Fax: (703-294-4161)

Dr. Mary Wu, President

Oculus Group LLC

2111 Wilson Blvd., Suite 230

Arlington, VA 22201

For mailed orders, the address is:

Dr. Mary Wu, President

Oculus Group LLC

2111 Wilson Blvd., Suite 230

Arlington, VA 22201

**Remittance Address:**

Back account information for wire transfer payments will be shown on each Oculus Group invoice.

Ordering agencies can use the following telephone number to obtain technical and/or ordering assistance:

(571) 385-3801

### **2.3 Liability for Injury or Damage**

Oculus Group 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 Oculus Group, unless such injury or damage is due to the fault or negligence of Oculus Group.

**2.4 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: 01-442-3227

Block 30: Type of Contractor – B. Other Small Business

Block 31: Woman-Owned Small Business – Yes

Block 36: Contractor's Taxpayer Identification Number (TIN): 54-2029505

2.4a CAGE Code: 43EP1

2.4b Oculus Group has registered with the Central Contractor Registration Database.

**2.5 FOB Destination**

**2111 Wilson Blvd., Suite 230**

**Arlington, VA 22201**

**2.6 Delivery Schedule**

**2.6a Time of Delivery**

Oculus Group will 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 Ordering Agency and Oculus Group

**2.6b 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. Oculus Group will reply to the inquiry within 3 workdays after receipt. (Telephonic replies will be confirmed by Oculus Group in writing.) If Oculus Group offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame will be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

## **2.7 Discounts**

**2.7a Prompt Payment:** 1 % when payment is received within 20 days (except on Credit Card orders).

**2.7b Quantity:** None

### **2.7c Dollar Volume**

Oculus Group reserves the right to offer discounts in instances where the value of order exceeds \$500,000 or when further discounts represent a good business decision.

### **2.7d Government Educational Institutions**

Government Educational Institutions are offered the same discounts as all other Government customers.

**2.7e Discount for Use of Government Purchase Card:** None

## **2.8 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.

## **2.9 Statement Concerning Availability of Export Packing**

All packaging will meet export-packaging requirements.

## **2.10 Small Requirements**

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

## **2.11 Maximum Order**

All dollar amounts are exclusive of any discount for prompt payment.

### **2.11a Special Item Number 132-51 - Information Technology (IT) Professional Services**

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

## **2.12 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.

### **2.12a FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.**

### **2.12b FAR 8.405-2 Ordering procedures for services requiring a statement of work.**

## **2.13 Federal Information Technology/Telecommunications 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, will be responded to promptly by Oculus Group.

### **2.13.1 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.

### **2.13.2 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.

## **2.14 Contractor Tasks / Special Requirements (C-FSS-370) (NOV 2001)**

### **2.14 (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.

### **2.14 (b) Travel**

The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

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

### **2.14 (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.

### **2.14 (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.

**2.14 (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.

**2.14 (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.

**2.14 (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.

**2.14 (h) Data/Deliverable Requirements**

Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

**2.14 (i) Government-Furnished Property**

As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

**2.14 (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.

### **2.15 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.)

### **2.16 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/>.

### **2.17 Purchase of Open-Market Items**

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

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

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

## **2.18 Contractor Commitments, Warranties and Representations**

**2.18a** 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.

**2.18b** The above is not intended to encompass items not currently covered by the GSA Schedule contract.

## **2.19 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.

Upon request of Oculus Group, the ordering activity may provide Oculus Group 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 Oculus Group technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

## **2.20 Blanket Purchase Agreements (BPAs)**

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize



the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

### **2.21 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.

### **2.22 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.

### **2.23 Section 508 Compliance**

Not Applicable.

### **2.24 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.

## **2.25 Insurance — Work on a Government Installation (JAN 1997)(FAR 52.228-5)**

**2.25(a)** Oculus Group will, 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.

**2.25(b)** Before commencing work under this contract, Oculus Group will 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 Oculus Group gives written notice to the Contracting Officer, whichever period is longer.

**2.25(c)** Oculus Group will 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. Oculus Group will maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

## **2.26 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>.



### **2.27 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)

## **SECTION 3.0: TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

### **3.1 Scope**

**3.1a** 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.

**3.1b** Oculus Group will provide services at Oculus Group facility and/or at the ordering activity location, as agreed to by Oculus Group and the ordering activity.

### **3.2 Performance Incentives**

**3.2a** Performance incentives may be agreed upon between Oculus Group and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.

**3.2b** The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

**3.2c** 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.

### **3.3 Order**

**3.3a** 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.



**3.3b** 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.

### **3.4 Performance of Services**

**3.4a** Oculus Group will commence performance of services on the date agreed to by the ordering activity and Oculus Group.

**3.4b** Oculus Group agrees to render services only during normal working hours, unless otherwise agreed to by ordering activity and Oculus Group.

**3.4c** 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.

**3.4d** 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.

### **3.5 Stop Work Order (FAR 52.242-15) (AUG 1989)**

**3.5(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.



**3.5(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.

**3.5(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.

**3.5(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.

### **3.6 Inspection of Services**

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection – Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

### **3.7 Responsibilities of the Contractor**

Oculus Group will comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

### **3.8 Responsibilities of the Ordering Activities**

Subject to security regulations, the ordering activity shall permit Oculus Group access to all facilities necessary to perform the requisite IT Services.

### **3.9 Independent Contractor**

All IT Services performed by Oculus Group under the terms of this contract will be as an independent Contractor, and not as an agent or employee of the ordering activity.

### **3.10 Organizational Conflicts of Interest**

#### **3.10a 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.

**3.10b** 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.

### **3.11 Invoices**

Oculus Group, upon completion of the work ordered, will 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 will be submitted monthly for recurring services performed during the preceding month.

### **3.12 Payments**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

### **3.13 Resumes**

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

### **3.14 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.

### **3.15 Approval of Subcontractors**

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.

### **3.16 Description of IT Services and Pricing**

#### **3.16a Service Offering**

Services offered by Oculus Group under this schedule include professional information technology services under SIN 132-51, and include support in the following areas:

- IT Systems Development Services (FPDS Code D302)
- IT Systems Analysis Services (FPDS Code D306)
- Automated Information Systems Design and Integration Services (FPDS Code D307)
- Programming Services (FPDS Code D308)
- IT Backup and Security Services (FPDS Code D310)
- Other Information Technology Services, Not Elsewhere Classified (FPDS Code D399)



### **3.16b Pricelist, Labor Categories and Qualifications**

The Oculus Group IT services pricelist and labor category descriptions and qualifications are presented as follows.

#### **Table 3-1. Services Pricelist (See next page for Pricelist)**

All Oculus Group labor category descriptions are presented in Table 3-2. Labor Category Descriptions follow Table 3-1.

**Table 3-1. Services Pricelist**

Contract Line Item No. Proposed Pricing for Government Professional Services Title	Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate	
	9/5/2011 - 9/30/2011		10/1/2011 - 9/30/2012		10/1/2012 - 9/30/2013		10/1/2013 - 9/30/2014		10/1/2014 - 9/30/2015		10/1/2015 - 9/4/2016	
	Client Site	Offsite	Client Site	Offsite	Client Site	Offsite	Client Site	Offsite	Client Site	Offsite	Client Site	Offsite
51-001 Administrative Support	\$26.68	\$30.94	\$27.49	\$31.87	\$28.31	\$32.83	\$29.17	\$33.82	\$30.04	\$34.84	\$30.94	\$35.89
51-002 Business Analyst	\$56.71	\$65.79	\$58.40	\$67.75	\$60.16	\$69.79	\$61.96	\$71.89	\$63.83	\$74.04	\$65.74	\$76.26
51-003 Functional Analyst	\$38.07	\$44.15	\$39.22	\$45.48	\$40.39	\$46.85	\$41.60	\$48.26	\$42.85	\$49.70	\$44.14	\$51.20
51-004 Information Security Analyst	\$78.55	\$91.12	\$80.91	\$93.86	\$83.33	\$96.67	\$85.84	\$99.57	\$88.41	\$102.56	\$91.05	\$105.63
51-005 IV&V Functional Analyst	\$137.22	\$159.18	\$141.33	\$163.95	\$145.57	\$168.87	\$149.93	\$173.93	\$154.43	\$179.15	\$159.07	\$184.52
51-006 IV&V Project Manager	\$158.32	\$183.67	\$163.08	\$189.18	\$167.97	\$194.85	\$173.00	\$200.70	\$178.19	\$206.73	\$183.53	\$212.92
51-007 IV&V Specialist	\$237.49	\$275.49	\$244.62	\$283.75	\$251.97	\$292.27	\$259.52	\$301.04	\$267.31	\$310.07	\$275.33	\$319.37
51-008 IV&V Test Engineer	\$105.55	\$122.43	\$108.71	\$126.11	\$111.97	\$129.89	\$115.32	\$133.79	\$118.79	\$137.81	\$122.35	\$141.94
51-009 Program Manager	\$131.95	\$153.06	\$135.91	\$157.64	\$139.98	\$162.38	\$144.18	\$167.25	\$148.51	\$172.26	\$152.96	\$177.43
51-010 Project Control Specialist	\$72.80	\$84.45	\$74.98	\$86.98	\$77.23	\$89.59	\$79.55	\$92.28	\$81.94	\$95.04	\$84.39	\$97.89
51-011 PMO Technical Consultant	\$126.66	\$146.93	\$130.47	\$151.33	\$134.38	\$155.87	\$138.42	\$160.54	\$142.57	\$165.37	\$146.85	\$170.32
51-012 Quality Assurance Specialist	\$158.32	\$183.67	\$163.08	\$189.18	\$167.97	\$194.85	\$173.00	\$200.70	\$178.19	\$206.73	\$183.53	\$212.92
51-013 Risk Specialist	\$179.05	\$207.70	\$184.43	\$213.92	\$189.96	\$220.35	\$195.65	\$226.95	\$201.52	\$233.76	\$207.56	\$240.77
51-014 Software Developer	\$89.18	\$103.44	\$91.86	\$106.54	\$94.61	\$109.75	\$97.46	\$113.03	\$100.38	\$116.43	\$103.38	\$119.92
51-015 Software Engineer	\$74.90	\$86.89	\$77.15	\$89.50	\$79.47	\$92.19	\$81.86	\$94.95	\$84.31	\$97.81	\$86.84	\$100.73
51-016 Sr. IV&V Project Manager	\$290.27	\$336.72	\$298.98	\$346.81	\$307.96	\$357.22	\$317.19	\$367.94	\$326.71	\$378.98	\$336.50	\$390.35
51-017 Sr. Program Manager	\$176.78	\$205.07	\$182.09	\$211.22	\$187.55	\$217.55	\$193.18	\$224.08	\$198.97	\$230.80	\$204.93	\$237.73
51-018 Sr. Software Engineer	\$85.04	\$98.65	\$87.59	\$101.61	\$90.22	\$104.65	\$92.93	\$107.80	\$95.71	\$111.03	\$98.58	\$114.35
51-019 Sr. Systems Analyst	\$103.44	\$119.99	\$106.54	\$123.59	\$109.75	\$127.29	\$113.03	\$131.11	\$116.43	\$135.05	\$119.92	\$139.11
51-020 Sr. Systems Engineer	\$116.11	\$134.67	\$119.59	\$138.72	\$123.18	\$142.88	\$126.88	\$147.17	\$130.68	\$151.58	\$134.60	\$156.13
51-021 Subject Matter Expert	\$237.49	\$275.49	\$244.62	\$283.75	\$251.97	\$292.27	\$259.52	\$301.04	\$267.31	\$310.07	\$275.33	\$319.37
51-022 Systems Analyst	\$82.29	\$95.46	\$84.75	\$98.32	\$87.29	\$101.27	\$89.91	\$104.30	\$92.61	\$107.44	\$95.38	\$110.66
51-023 Systems Engineer	\$85.04	\$98.65	\$87.59	\$101.61	\$90.22	\$104.65	\$92.93	\$107.80	\$95.71	\$111.03	\$98.58	\$114.35
51-024 Technical Analyst	\$63.95	\$74.20	\$65.87	\$76.42	\$67.85	\$78.71	\$69.89	\$81.06	\$71.98	\$83.50	\$74.15	\$86.00
51-025 Technical Lead	\$94.99	\$110.18	\$97.84	\$113.49	\$100.78	\$116.89	\$103.81	\$120.41	\$106.92	\$124.01	\$110.13	\$127.74
51-026 Technical Writer/Editor	\$94.99	\$110.18	\$97.84	\$113.49	\$100.78	\$116.89	\$103.81	\$120.41	\$106.92	\$124.01	\$110.13	\$127.74
51-027 Tester I	\$31.67	\$36.74	\$32.62	\$37.85	\$33.60	\$38.98	\$34.61	\$40.16	\$35.65	\$41.36	\$36.71	\$42.60
51-028 Tester II	\$53.61	\$62.20	\$55.22	\$64.06	\$56.88	\$65.98	\$58.59	\$67.96	\$60.34	\$70.00	\$62.16	\$72.09
51-029 Tester III	\$76.83	\$89.12	\$79.14	\$91.80	\$81.52	\$94.56	\$83.96	\$97.39	\$86.49	\$100.31	\$89.08	\$103.31
51-030 Website Developer	\$103.44	\$119.98	\$106.54	\$123.58	\$109.75	\$127.28	\$113.03	\$131.11	\$116.43	\$135.03	\$119.92	\$139.09
51-031 Sr. Functional Analyst	\$123.43	\$143.18	\$127.14	\$147.48	\$130.95	\$151.90	\$134.88	\$156.46	\$138.92	\$161.16	\$143.09	\$165.99
51-032 Project Manager	\$140.72	\$163.23	\$144.94	\$168.13	\$149.28	\$173.17	\$153.76	\$178.37	\$158.38	\$183.73	\$163.13	\$189.24
51-033 IT Specialist	\$262.39	\$304.38	\$270.27	\$313.51	\$278.38	\$322.92	\$286.73	\$332.61	\$295.34	\$342.59	\$304.19	\$352.88
51-034 Test Engineer	\$92.05	\$106.78	\$94.82	\$109.99	\$97.66	\$113.29	\$100.59	\$116.68	\$103.61	\$120.18	\$106.71	\$123.79
51-035 Project Controller	\$63.05	\$73.14	\$64.94	\$75.33	\$66.89	\$77.59	\$68.90	\$79.92	\$70.97	\$82.31	\$73.09	\$84.79
51-036 Executive Director	\$339.74	\$394.10	\$339.74	\$405.93	\$295.61	\$418.10	\$304.47	\$430.64	\$313.61	\$443.56	\$323.02	\$456.87
51-037 Expert Consultant	\$254.82	\$295.59	\$254.82	\$304.45	\$262.46	\$313.59	\$270.34	\$323.00	\$278.45	\$332.69	\$286.80	\$342.67



**Table 3-2. Labor Category Description**

<b>Contract Line Item No. Professional Services Title</b>
<p><b>51-001 Administrative Support</b></p> <p><b>General Summary</b> Provides administrative-type support such as meeting time/space arrangement to the project team. Coordinates and manages the preparation of meetings and materials.</p> <p><b>Principal Duties and Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Coordinates and plans project administration activities/tasks.</li> <li>2. Provides documentation support (e.g., making copies of meeting materials), and plans meeting or events.</li> <li>3. Perform other duties as assigned.</li> </ol> <p><b>Job Specifications</b> High school degree or other equivalent degree program. Personal Computer experience required.</p>
<p><b>51-002 Business Analyst</b></p> <p><b>General Summary</b> Supports the development and implementation of business solutions using technology. Acts as a liaison between customers and other stakeholders to define and baseline business processes, systems, and product requirements.</p> <p><b>Principal Duties and Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Analyzes business needs and recommends potential solutions.</li> <li>2. Documents specifications, reflecting a complete understanding of the customer's or government client's requirements.</li> <li>3. Supports aspects of the business cycle including proposals, feasibility studies, implementations, and new business development.</li> <li>4. Plans and leads client projects with some guidance.</li> <li>5. Develops proactive solutions to client problems.</li> <li>6. Participates in training activities for peers and clients.</li> <li>7. Initiates process improvement measures.</li> </ol> <p><b>Job Specifications</b> High school degree or equivalent, and six (6) years of industry experience. With an Associate's degree, four (4) year of general experience is required.</p>



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Professional Services Title**

**51-003 Functional Analyst**

**General Summary**

Performs as a functional area analyst for his/her specialized area, and ability to analyze problems to satisfy task order requirements. Capable of implementing project tasks for the specified functional area and performing business practice analysis.

**Principal Duties and Responsibilities**

1. Provides technical knowledge and analysis of his/her specialized area, and provides advice on problems which require knowledge of the subject matter for effective solutions.
2. Applies principles, methods and knowledge of the functional area of expertise to specific task order requirements. Assists in the design and preparation of technical reports and related documentation.
3. Support documentation planning, project administration, general support, and system constructions.
4. Providing technical leadership for functional area analysis
5. Possesses the ability to work independently and provides supervision to staff.

**Job Specifications**

High school degree or equivalent, and five (5) years of general experience. With an Associate's degree, two (2) year of general experience is required.

**51-004 Information Security Analyst**

**General Summary**

Under general direction; provides information security support to internal and external customers.

**Principal Duties and Responsibilities**

1. Analyzes basic customer security requirements and makes recommendations for improvement to information security databases or platforms.
2. Provides information security support, such as violation reports, PC security policies, and maintenance, to customers.
3. Promotes customer information security compliance, according to corporate and local security standards, by verifying data from pre-existing audit programs.
4. Investigates information security logging and violation reports and contacts managers as appropriate.
5. Assists in system consolidations, software upgrades and internal information security



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investigations.

6. Assists contingency management groups in planning and executing disaster recovery procedures.

**Job Specifications**

A Bachelor's degree and five (5) years of general experience is required. Must have applied experience in the analysis and installation of information security practices and programs. Should have a complete understanding of commercially available technologies and have experience in application of leading edge security products/practices.

**51-005 IV&V Functional Analyst**

**General Summary**

Possesses in-depth functional knowledge of independent verification and validation (IV&V) standards, processes, and is familiar with industry standards and best practices including IEEE 1012-2004 standard, and SEI CMMI guidelines. Performs complex IV&V evaluations of existing procedures, processes, techniques, models, and/or project related documentation.

**Principal Duties and Responsibilities**

1. Performs complex IV&V analysis and compliance review to support the project development life cycle.
2. Can brief government clients on new standards, and regulations in a short notice.
3. Is capable of presenting and explaining IV&V assessment results to the government clients in a meaningful way that clients understand.

**Job Specifications**

A Bachelor's degree and three (3) years of hands-on general IV&V experience is required. A Master's degree and two (2) years of hands-on general IV&V experience. With a PhD, one (1) year of general experience is required.

**51-006 IV&V Project Manager**

**General Summary**

Possesses high-level knowledge of independent verification and validation (IV&V) standards, processes, technologies and tools, integrates this information with knowledge of project management methodologies to organize, manage, and direct resources and deliver IV&V products and services, including consulting and research, for government clients. Capable of managing the IV&V planning, execution, and delivery phases for complex system implementation projects within the constraints of contract terms and conditions and government procurement regulations.



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**Principal Duties and Responsibilities**

1. Responsible for managing resources, scheduling, and allocation of funding in order to deliver contracted IV&V products and services on time.
2. Serves as point of contact for details regarding IV&V project progress.
3. Can work with government client's management, or directly with Contract Officer/Contract Officer's Technical Representative, to identify and address changes in project scope, schedule, and budget.
4. Provides expert assessment and advice to assist with project problem resolution.
5. Is capable of developing proposals for new work and changes to existing work.

**Job Specifications**

A Master's degree in Engineering, Computer Science, Math, or Physics and four (4) years of project management experience with at least 1 year managing government projects is acceptable. With a PhD in Engineering, Computer Science, Math, or Physics, two (2) years of general experience is required.

**51-007 IV&V Specialist**

**General Summary**

Develops and implements IV&V instruments and strategies to meet verification and validation requirements.

**Principal Duties and Responsibilities**

1. Designs and develops IV&V assessment instruments and review strategies.
2. Develops relevant and measurable IV&V assessment criteria, standards, and methodologies.
3. Conducts analysis of IV&V requirements.
4. Interviews subject matter experts or incumbents to collect information.
5. Designs reliable and valid assessment materials.
6. Prepares reports and technical documentation related to assessment.
7. Works on complex analysis or test development projects.
8. May serve as a technical team/task lead.

**Job Specifications**

A Master's degree with eight (8) years of IV&V project experience. With a PhD, four (4) years of general experience is required. In addition, must have knowledge of the principles, methods, and techniques used in analysis and assessment as well as the use and application of related off-the-shelf tools.



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Professional Services Title**

**51-008 IV&V Test Engineer**

**General Summary**

Applies independent verification and validation (IV&V) testing methodology to lead IV&V testing effort and produce IV&V outputs on time. Familiar with automated testing technologies and tools. Capable of leading a team of IV&V testers to use automatic or manual testing techniques or tools to effectively perform IV&V for complex system implementation projects.

**Principal Duties and Responsibilities**

1. Develops test plans, test designs, test procedures, and test cases.
2. Sets up appropriate test environment or configuration to perform testing and evaluation.
3. Is capable of planning and performing IV&V testing without supervision.
4. Prepares testing results to government clients.

**Job Specifications**

A Bachelor's degree in Engineering, Computer Science, Math, or Physics and (3) years of hands-on IV&V testing experience is required. A Master's degree and two (2) years of hands-on IV&V testing experience. With a PhD, one (1) year of general testing experience is required.

**51-009 Program Manager**

**General Summary**

Responsible - with full authority - for management, performance, and completion of projects such as: computer applications, systems development, facilities management, network operations, and engineering studies. Establishes and monitors master plans and schedules. Oversees the development of design concepts, test and acceptance criteria, and directs integration and installation activities. Establishes and maintains contact with client, business partners, and project team members to ensure conformance to customer requirements.

**Principal Duties and Responsibilities**

1. Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items.
2. Operates within client guidance, contractual limitations, and company business and policy directives.
3. Serves as focal point-of-contact with client regarding program activities.
4. Ensures that all required resources including manpower, production standards, computer time, and facilities are available for program implementation.
5. Manages program consisting of multiple projects including project identification, design, development, and delivery.



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6. Maintains the development and execution of business opportunities based on broad, general guidance.
7. Confers with project manager to provide technical advice and to assist with problem resolution.
8. Responsible for marketing new technology and follow-on business acquisitions.
9. May perform other duties as assigned.

**Job Specifications**

Bachelor's degree or equivalent and ten (10) years of general experience. Six (6) years of general experience is equivalent to a Bachelor's degree. With a Master's degree, eight (8) years of general experience is acceptable. With a PhD, six (6) years of general experience is required.

**51-010 Project Control Specialist**

**General Summary**

Provides support necessary to manage a medium to large-scale computer system in the area of execution toward delivery of final product utilizing a predefined and documented set of procedures and directions. Tracks work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing project status.

**Principal Duties and Responsibilities**

1. Analyze system input data to determine applicability to client requirements.
2. Develop procedures to determine validity of reports produced during project development cycle. Analyze error transactions to determine corrective action.
3. Provides daily reports to government clients if necessary.

**Job Specifications**

High school diploma or equivalent and two (2) years experience in production control/support related activities.

**51-011 PMO Technical Consultant**

**General Summary**

Perform program management office (PMO) support function, provide technical documentation, and helps maintains the level of quality throughout the entire IT project life cycle.

**Principal Duties and Responsibilities**

1. Provide technical support function throughout the project development life cycle.
2. Support the project manager to ensure problem solution and user satisfaction.



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**Professional Services Title**

3. Prepares milestone status reports and deliveries/presentations as required to support PMO activities.

**Job Specifications**

Bachelor's degree or equivalent and 2 years of general experience. With a Master's degree, no experience is required.

**51-012 Quality Assurance Specialist**

**General Summary**

Specializes in analysis and design of complex business applications, procedures and processes. Provides recommendation. Is able to work independently or under only general direction on complex application or systems problems involving all phases of development life cycle.

**Principal Duties and Responsibilities**

1. Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards/requirements are adhered to, and for progress in accordance with schedules.
2. Coordinates with project manager (and/or quality assurance manager) to ensure problem solution and user satisfaction.
3. Makes recommendation, if needed, for approval of major systems installations. Prepares milestones status reports and deliveries/presentations on the system concept to colleague, subordinates, and end user representatives.

**Job Specifications**

A Master's degree with six (6) years of general IT experience. With a PhD, three (3) years of general IT experience is required.

**51-013 Risk Specialist**

**General Summary**

Identifies potential risk for the entire software development life cycle. Develops and prioritizes migration/abatement strategies or task to reduce implementation risk.

**Principal Duties and Responsibilities**

1. Conducts forums to collect risk data, monitor and report the progress of risk mitigation activities.
2. Establishes and implements the risk management process and procedures.



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3. Develops and implements the risk management plan.
4. Assists the project manager in identifying, prioritizing, developing, migration/ abatement strategies, and tracking the status of the program and project risks to reduce the possibility of adverse impacts on cost, schedule, and technical requirements over the life cycle of projects.

**Job Specifications**

A Master's degree with eight (8) years of IT implementation experience. With a PhD, three (3) years of IT implementation experience is required.

**51-014 Software Developer**

**General Summary**

Develops, troubleshoots, and implements software code to meet client's software application requirements.

**Principal Duties and Responsibilities**

1. Develops, troubleshoots, and implements software code using client specified programming language such as C++ or FORTRAN.
2. Works with graphic designers and other members of a project team to develop the software interface design, and architecture.
3. Responsible for interface implementation.

**Job Specifications**

Bachelor's degree and two (2) years of software development experience.

**51-015 Software Engineer**

**General Summary**

Under general supervision to develop engineering software solutions based upon software or government client's requirements.

**Principal Duties and Responsibilities**

1. Develop engineering software solutions based upon software or government clients' requirements as directed.
2. Supports a Sr. Software Engineer as required.
3. Supports the development of technical design documentation.

**Job Specifications**

Bachelor's degree or equivalent and five (5) years of general experience. Six (6) years of general



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experience is considered equivalent to a Bachelor's degree. With a Master's degree, three (3) years of general experience is required. With a PhD, one (1) year of general experience is required.

**51-016 Sr. IV&V Project Manager**

**General Summary**

Possesses expert-level knowledge of independent verification and validation (IV&V) standards, processes, technologies and tools, integrates this information with knowledge of project management methodologies to organize, manage, and direct resources and deliver IV&V products and services, including consulting and research, for government clients. Capable of managing the IV&V planning, execution, and delivery phases for complex system implementation projects within the constraints of contract terms and conditions and government procurement regulations.

**Principal Duties and Responsibilities**

1. Responsible for managing resources, scheduling, and allocation of funding in order to deliver contracted IV&V products and services on time.
2. Serves as point of contact for details regarding IV&V project progress.
3. Can work with government client's management, or directly with Contract Officer/Contract Officer's Technical Representative, to identify and address changes in project scope, schedule, and budget.
4. Provides expert assessment and advice to assist with project problem resolution.
5. Is capable of developing proposals for new work and changes to existing work.

**Job Specifications**

A Master's degree in Engineering, Computer Science, Math, or Physics and ten (10) years of project management experience with at least one (1) year managing government projects is acceptable. With a PhD in Engineering, Computer Science, Math, or Physics, five (5) years of general experience is required.

**51-017 Sr. Program Manager**

**General Summary**

Directs the performance of highly technical projects, and provides oversight for the development and/or application, and resource allocation. Establishes and monitors master plans and schedules. Oversees the development of design concepts, test and acceptance criteria, and plans and manages implementation and installation activities. Communicates with government client, business partners, and project team members to ensure conformance to client requirements.

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**Principal Duties and Responsibilities:**

1. Responsible for the effective budget and resource management to ensure the quality and timely delivery of all contractual items.
2. Operates within client guidance, contractual limitations, and company's business and policy directives.
3. Serves as a point of contact with government clients for all program related activities.

**Job Specifications**

Bachelor's degree or equivalent and fourteen (14) years of general experience. Six (6) years of general experience is equivalent to a Bachelor's degree. With a Master's degree, twelve (12) years of general experience is acceptable. With a PhD, ten (10) year of general experience is required.

**51-018 Sr. Software Engineer**

**General Summary**

Develop engineering software solutions based upon software or government client's requirements.

**Principal Duties and Responsibilities**

1. Develop engineering software solutions based upon software or government clients' requirements.
2. Supervises junior software engineers as required.
3. Manages the development of technical design documentation.

**Job Specifications**

Bachelor's degree or equivalent and eight (8) years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's degree. With a Master's degree, six (6) years of general experience is required. With a PhD, four (4) years of general experience is required.

**51-019 Sr. Systems Analyst**

**General Summary**

Leads the analysis of hardware and software systems, and/or networks. Possesses keen troubleshooting skills to assist other sr. systems analysts and/or project managers.

**Principal Duties and Responsibilities**

1. Performs systems analysis.



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**Professional Services Title**

2. Supports other sr. systems analysts and/or project managers as required.
3. Analyzes and develops technical documentation including system operations and installation procedures.

**Job Specifications**

Bachelor's degree or equivalent and eight (8) years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's degree. With a Master's degree, six (6) years of general experience is acceptable. With a PhD, four (4) years of general experience is required.

**51-020 Sr. Systems Engineer**

**General Summary**

Provides technical management and supervision to a team of technical or functional specialists and/or computer analysts and software engineers supporting a particular client project. Analyzes high-level specification to establish functional requirements that are both technically sound and cost effective. Identifies capabilities and deficiencies of system design. Conceptually designs systems based upon analysis of the business domain, computing environment, interfaces, software requirements, and network architectures as elements of total system design. Prepares specifications for software development or applications. Establishes test plans and validation procedures to measure system performance and reliability.

**Principal Duties and Responsibilities**

1. Performs systems engineering planning, information security planning, performance management, capacity planning, testing and validation, risk assessment, benchmarking, information engineering, security impact analysis.
2. Development and staffing of a systems engineering or security management plan.
3. Supports other Sr. Systems Engineers and Program Managers, as required.
4. Analyzes and develops technical documentation detailing the integration and system performance or information security.
5. Coordinates the activities of Systems Engineers and Jr. Systems Engineers assigned to specific systems engineering projects.
6. May perform other duties as assigned.

**Job Specifications**

Bachelor's degree or equivalent and eight (8) years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's degree. With a Master's degree, six (6) years of general experience is required. With a PhD, four (4) years of general experience is required.



**Contract Line Item No.  
Professional Services Title**

**51-021 Subject Matter Expert**

**General Summary**

Expert in single or multiple technical disciplines. Provides expert guidance and insight into the specialized area. Defines requirements, analyzes, and develops plans in the subject matter area of expertise, with an emphasis on highly complex subject areas. Ability to apply new and unique methods and procedures to the assignment.

**Principal Duties and Responsibilities**

1. Plans and performs research, design assessment, development, integration and other assignments in a specific technical discipline.
2. Supervises broad team of technical and/or systems engineers.
3. Responsible for highly complex technical/systems/engineering areas.
4. Coordinates and manages the preparation of analysis, evaluation, and recommendation of programs and systems specifications in the required specialties, including areas such as; information systems; information architecture; networking; communications protocols; configuration management; systems design/development/maintenance; security, lifecycle management, and; information or engineering methodologies.
5. Provides consultative guidance or supervision to assigned staff as required by the project or project phase.
6. Perform other duties, as assigned.

**Job Specifications**

Master's degree in an associated discipline and twelve (12) years related experience. The capability to understand technical, financial, and/or policy issues confronting the project. A combination of education and training, and additional experience beyond fifteen (15) years that provides the required skills, knowledge and abilities may be substituted for the Master's degree. With a PhD in an associated discipline and five (5) years related experience is required.

**51-022 Systems Analyst**

**General Summary**

Under general supervision to perform analysis of hardware and software systems, and/or networks. Possesses troubleshooting skills to support other team members in troubleshooting systems related issues.

**Principal Duties and Responsibilities**

1. Performs systems analysis.
2. Supports other team members in troubleshooting systems related issues.
3. Develops technical documentation including system operations and installation procedures.

**Contract Line Item No.**

**Professional Services Title**

4. Perform other duties, as assigned.

**Job Specifications**

Bachelor's degree or equivalent and five (5) years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's degree. With a Master's degree, three (3) years of general experience is acceptable. With a PhD, one (1) year of general experience is required.

**51-023 Systems Engineer**

**General Summary**

Under general supervision to define and execute systems engineering activities within a project. These activities may consist of systems planning, information security planning, performance management, capacity planning, testing and validation, risk assessment, benchmarking, information engineering, and development and staffing of a systems engineering or security management plan.

**Principal Duties and Responsibilities**

1. Performs systems engineering planning, information security planning, performance management, capacity planning, testing and validation, risk assessment, benchmarking, information engineering, security impact analysis.
2. Development and staffing of a systems engineering or security management plan.
3. Supports a Sr. Systems Engineer, as required.
4. Analyzes and develops technical documentation detailing the integration and system performance or information security.
5. Coordinates the activities of Systems Engineers and Jr. Systems Engineers assigned to specific systems engineering projects.
6. May perform other duties as assigned.

**Job Specifications**

Bachelor's degree or equivalent and five (5) years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's degree. With a Master's degree, three (3) years of general experience is required. With a PhD, one (1) year of general experience is required.

**51-024 Technical Analyst**

**General Summary**

Under general direction; performs analysis on complex technical or systems problems involving all phases of systems implementation.



**Contract Line Item No.**  
**Professional Services Title**

**Principal Duties and Responsibilities**

1. Reviews, analyzes and evaluates complex technical design, documentation or white paper to determine whether systems objectives are met.
2. Prepares technical or system design specifications (to meet requirements).
3. Analyzes procedures and systems to refine their formulation and convert to programmable formats.
4. Analyzes data requirements to determine data source and destinations.
5. Coordinates with clients or team members to define problem, determine data availability, report requirements, and resolve system design problems.
6. Creates logical data models based on functional requirements.
7. Provides technical support and solutions to users.

**Job Specifications**

Bachelor's degree or equivalent and four (4) years of general experience. With a Master's degree, two (2) years of general experience is required. With a PhD, no experience is required.

**51-025 Technical Lead**

**General Summary**

Directs and manages design, analysis, development and testing of systems or website implementation projects.

**Principal Duties and Responsibilities**

1. Reviews, analyzes, tests and evaluates technical design, documentation or white paper to determine whether systems objectives and requirements are met.
2. Analyzes procedures and systems to refine their formulation and convert to programmable formats.
3. Provides direction to team members to define problem, determine data availability, report requirements, and resolve system design problems.
4. Provides technical support and solutions to team members.

**Job Specifications**

Bachelor's degree or equivalent and six (6) years of IT project management experience. With a Master's degree, three (3) years of IT project management experience. With a PhD, six (6) months of general project management experience is required.

**51-026 Technical Writer/Editor**



**Contract Line Item No.**

**Professional Services Title**

**General Summary**

Works with programmers, functional specialists, technical staff, and project managers to produce documentation in support of IV&V technical findings, and/or to document system related documents such as system/user requirements, test plans, and systems specifications and instructions. Assists as an adjunct to other contract activities. Uses advanced word processing applications and prepares plans, charts, tables, diagrams, and presentation materials.

**Principal Duties and Responsibilities**

1. Collects raw technical data from team members.
2. Provides suggestions or beautifies the presentation of raw data to ensure readability and clarity of the produced documents.
3. Is capable of preparing proposals to meet requirements stated in the RFP (request for proposal) for government contracts.
4. Familiar with popular word processing applications.
5. Edits functional descriptions, system specifications, user's manuals, special reports, or any other client deliverables and documents or information security related documents.

**Job Specifications**

Bachelor's degree or equivalent and four (4) years of related experience, or an equivalent combination of education and training that provides the required skills, knowledge and abilities.

**51-027 Tester I**

**General Summary**

Follows test procedures and script to perform testing and document testing results as directed.

**Principal Duties and Responsibilities**

1. Develop test cases, test procedures and test scripts as directed.
2. Follow established procedures to perform IV&V testing and document testing results.
3. Works under general supervision.

**Job Specifications**

High school degree or equivalent, and one (1) year of general testing experience. With an Associate's degree, three (3) months of general testing experience is required. With a Bachelor's degree, no experience is required.

**51-028 Tester II**

**General Summary**



**Contract Line Item No.**

**Professional Services Title**

Follows test procedures and script to perform testing and document testing results as directed.

**Principal Duties and Responsibilities**

1. Develop test cases, test procedures and test scripts with minimum supervision.
2. Follow established procedures to perform IV&V testing and document testing results.
3. Possesses the ability to work independently.

**Job Specifications**

High school degree or equivalent, and two (2) years of general testing experience. With an Associate's degree, one (1) year of general testing experience is required. With a Bachelor's degree, six (6) months of general testing experience is required.

**51-029 Tester III**

**General Summary**

Manages the development of test procedures and script to perform IV&V testing and document testing results.

**Principal Duties and Responsibilities**

1. Leads the development of test cases, test procedures and test scripts with minimum supervision.
2. Reviews junior staff's testing related documentation.
3. Provides supervision for junior testing staff.
4. Prepares written and oral communications materials, including giving formal presentations to different audiences.

**Job Specifications**

High school degree or equivalent, and three (3) years of general testing experience. With an Associate's degree, two (2) years of general testing experience is required. With a Bachelor's degree, eight (8) months of general testing experience is required.

**51-030 Website Developer**

**General Summary**

Develops, troubleshoots, and implements website components to meet client's software application requirements.

**Principal Duties and Responsibilities**

1. Develops, troubleshoots, and implements website components using client specified

**Contract Line Item No.**

**Professional Services Title**

- programming language such as HTML and java.
- 2. Works with graphic designers and other members of a project team to develop the software interface design, and architecture.
- 3. Responsible for interface implementation.

**Job Specifications**

High school degree or equivalent, and three (3) years of website development experience. With Bachelor's degree and one (1) years of website development experience.

**51-031 Sr. Functional Analyst**

**General Summary**

Performs as an expert functional area analyst for his/her specialized area, and has the ability to analyze problems to satisfy task order requirements. Capable of implementing project tasks for the specified functional area and performing business practice analysis.

**Principal Duties and Responsibilities**

- 1. Provides technical knowledge and analysis of his/her specialized area, and provides advice on problems which require knowledge of the subject matter for effective solutions.
- 2. Applies principles, methods and knowledge of the functional area of expertise to specific task order requirements. Assists in the design and preparation of technical reports and related documentation.
- 3. Support documentation planning, project administration, general support, and system constructions.
- 4. Providing technical leadership for functional area analysis
- 5. Possesses the ability to work independently and provides supervision to staff.

**Job Specifications**

High school degree or equivalent, and seven (7) years of general experience. With an Associate's degree, four (4) year of general experience is required.

**51-032 Project Manager**

**General Summary**

Performs and functions as the lead responsible for overall management and operation of projects and contracts. Oversees day-to-day activities of projects, including processing and analysis of data and reports generated by the project. Serves as the main POC and go between for contractor and Government representatives.



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**Professional Services Title**

**Principal Duties and Responsibilities**

1. Works to assist customer's key management and lead personnel to accomplish tasks and realize project goals/objectives.
2. Assists in maintaining QA standards.
3. Manages and coordinates significant issues affecting project success.
4. Analyzes user needs to determine functional and cross functional requirements.
5. Communicates recommendations through proper and official channels using the appropriate system.

**Job Specifications**

A Master's degree in Engineering, Computer Science, Math, or Physics and three (3) years of project management experience with at least 1 year managing government projects is acceptable. With a PhD in Engineering, Computer Science, Math, or Physics, one (1) year of general experience is required.

**51-033 IT Specialist**

**General Summary**

Plans and coordinates the design, implementation, installation, testing, operation, troubleshooting, and maintenance of hardware and/or software systems. Brings a strong background of IT intensive training and experience to provide a thorough approach to the task on hand.

**Principal Duties and Responsibilities**

1. Skills in an IT specialty area such as Systems Design, Software Development, Systems Administration, Database Administration, Systems Programming, Systems Test, Quality Assurance or Management of Network Administration.
2. Communicates closely with project lead to ensure a structured and methodical approach is used for all tasks.
3. Communicates needs and concerns related to the project in an effective and efficient manner.
4. Maintains existing project milestones and target dates throughout the project lifecycle.

**Job Specifications**

Possesses a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or a related discipline, and holds at least five years of experience in the given area of focus.



**Contract Line Item No.  
Professional Services Title**

**51-034 Test Engineer**

**General Summary**

Applies testing methodology to testing effort and produces outputs on time. Familiar with automated testing technologies and tools. Capable of leading a team of testers to use automatic or manual testing techniques or tools to effectively perform for complex system implementation projects.

**Principal Duties and Responsibilities**

1. Develops test plans, test designs, test procedures, and test cases.
2. Sets up appropriate test environment or configuration to perform testing and evaluation.
3. Capable of planning and performing testing without supervision.
4. Prepares testing results to government clients.

**Job Specifications**

A Bachelor's degree in Engineering, Computer Science, Math, or Physics and two (2) years of hands-on testing experience is required. A Master's degree and one (1) years of Hands-on testing experience. A PhD is considered sufficient experience.

**51-035 Project Controller**

**General Summary**

Responsible for verifying project policies and procedures and ensuring cost and schedule are properly maintained and tracked for one or more projects.

**Principal Duties and Responsibilities**

1. Ensures consistency with budget allocations throughout the lifecycle of the project.
2. Verifies expenditure documents for approval.
3. Analyzes, evaluates, and forecasts current cost and schedule status against an established budget and baseline schedule.
4. Performs analytical reviews of generated financial reports and project schedules.

**Job Specifications**

Possesses a Bachelor's degree and holds hands-on three (3) years of project experience related to budgets and schedules.

**51-036 Executive Director**

**General Summary**

Interacts with top management personnel assigned to the engagement and ultimate



**Contract Line Item No.**

**Professional Services Title**

responsibility for decisions made with respect to any technical, management, or administrative matters encountered. Responsible for applying in-depth knowledge and expertise to educate and guide clients on best practices in the areas of management, financial and operational systems and problem identification and solution implementation. Organizational lead, from a technical and/or leadership perspective.

**Principal Duties and Responsibilities**

1. Develops strategies and policies to ensure that all project objectives are met.
2. Responsible for the hiring, training and supervision of staff.
3. Engages the client to provide high level guidance and support when necessary.
4. Designs and creates developmental plans for the welfare of the project.
5. Creates project objectives that will meet the needs of the client in a comprehensive in thorough manner.

**Job Specifications**

Graduate degree and 12 years or more relevant work experience

**51-037 Expert Consultant**

**General Summary**

Possesses unique subject matter expertise in a defined competency area with a strong history of success in the execution of those competencies. Knowledgeable in the assessment of organization wide, and other major program/product initiatives. Ability to quickly identify deficiencies, provide recommendations and guide course correction.

**Principal Duties and Responsibilities**

1. Possesses in depth knowledge of a particular subject matter.
2. Works closely with the client to provide comprehensive advice and guidance related to area of expertise.
3. Analyzes, evaluates, and forecasts information to provide strong recommendations in relation to subject matter.
4. Performs analytical reviews in order to identify issues and create recommendations for their correction.

**Job Specifications**

BA/BS and 10+ years of experience in the management of large-scale business initiatives and in a specified competency area.

**3.16c Allowable Substitutions of Educations and Experience**



When determining the qualifications of an individual to fill one of the positions offered, substitutions for the educations and experience requirements may be made, as shown in Tables 3-3 and 3-4. The minimum education and experience will be met when the educational equivalences in Table 3-3 and 3-4 are considered.

**Table 3-3. Education Substitutions for Experience**

<b>Required Education</b>	<b>Actual Education Obtained</b>	<b>Additional Years of Experience Credited the Oculus Group Employee</b>
MA/MS	Ph.D.	4
BA/BS	Ph.D.	6
BA/BS	MA/MS	2
HS/GED	BA/BS	4

**Table 3-4. Experience Substitutions for Education**

<b>Actual Education</b>	<b>Required Education</b>	<b>Additional Years of Experience Required by Oculus Group</b>
None	HS/GED	2
HS/GED	Technical Institute /Military Training	2
HS/GED	BA/BS	4
HS/GED	MA/MS	6
HS/GED	Ph.D.	No equivalency
BA/BS	MA/MS	2
BA/BS	Ph.D.	6
MA/MS	Ph.D.	4

Incumbency in a position shall be considered to meet all the requirements of a position regardless of any other education or experience requirements for a labor category.



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

### **PREAMBLE**

Oculus Group 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:

**Mary Wu, President**

Phone: 571-385-3801

Fax: 703-294-4161

Email: [mwu@oculusgroupllc.com](mailto:mwu@oculusgroupllc.com)



**BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and Oculus Group LLC 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 BPA DISCOUNT/PRICE	*SPECIAL
_____	_____
_____	_____
_____	_____

(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 of 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.