# Authorized Federal Supply Service

**Information Technology Schedule Pricelist**

**General Purpose Commercial Information Technology Equipment, Software, and Services**

### SIN 54151S - Information Technology (IT) Professional Services

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**Evergreen Information Technology Services, Inc.**

**14502 Greenview Drive, Suite 300A**

**Laurel, MD 20708**

**Tel. (301) 270-6200, Fax (301) 270-8167**

**www.evergreenits.com**

**Contract Number:**  
GS-35F-0616N

**Period Covered by Contract:**  
May 16, 2018 - May 15, 2023

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*General Services Administration*  
*Federal Supply Service*

**Updated March 30, 2021**

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/](http://www.fss.gsa.gov/)
SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

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

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

1. Geographic Scope of Contract:

2. Contractor's Ordering Address and Payment Information:
EVERGREEN INFORMATION TECHNOLOGY SERVICES, INC.
14502 Grenview Drive, Suite 300A
Laurel, MD 20708
Tel. (301) 270-6200, Fax (301) 270-8167
www.evergreenITS.com

Evergreen Information Technology Services, Inc. will accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering agencies to obtain technical and/or ordering assistance:
Tel. (301) 270-6200

3. Liability For Injury Or Damage
The Contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.
4. Statistical Data for Government Ordering Office Completion of Standard Form 279:
   Block 9: G. Order/Modification Under Federal Schedule
   Block 16: Data Universal Numbering System (DUNS) Number: 038085549
   Block 30: Type of Contractor – Small Business
   Block 31: Woman-Owned Small Business - Yes
   Block 36: Contractor's Taxpayer Identification Number (TIN): 52-2258038
   a. CAGE Code: 1X7F3
   b. Contractor has registered with the Central Contractor Registration Database.

5. FOB Destination

6. DELIVERY SCHEDULE
   a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:
      
      | SPECIAL ITEM NUMBER | DELIVERY TIME (Days ARO) |
      |--------------------|---------------------------|
      | 132-51             | As negotiated when order signed |

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

7. Discounts: Prices shown are NET Prices; Basic Discounts have been deducted.
   a. Prompt Payment: None
   b. Quantity: None
   c. Dollar Volume: None
   d. Government Educational Institutions: same as all other government customers
   e. Other: None

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

9. Statement Concerning Availability of Export Packing: N/A

10. Small Requirements: The minimum dollar value of orders to be issued is $10,000.00.

11. Maximum Order (All dollar amounts are exclusive of any discount for prompt payment.)
   a. The Maximum Order value for the following Special Item Numbers (SINs) is $500,000:
      Special Item Number 132-3 - Leasing of Product
      Special Item Number 132-4 – Daily / Short Term Rental
      Special Item Number 132-8 - Purchase of Equipment
      Special Item Number 132-32 - Term Software Licenses
12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

Federal departments and agencies 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 offices, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDs):

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDs) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDs should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L’Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.
14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

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

15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES:

Any ordering office, 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 Government’s convenience, and (m) Termination for Cause (See C.1.)

16. GSA Advantage!

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

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

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

17. Purchase Of Open Market Items

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

For administrative convenience, an ordering office 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 office contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
3. The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
4. All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

1. Time of delivery/installation quotations for individual orders;
2. Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
3. Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

Terms and conditions only apply to the 48 contiguous states and the District of Columbia, plus Alaska, Hawaii, and the Commonwealth of Puerto Rico.

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

The requisitioning 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 reinstallaton services under SIN 132-8.

23. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

The EIT standard can be found at: www.Section508.gov.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.
Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of a Federal Agency, shall follow the terms of the applicable schedule and authorization and include with each order—

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

(b) The following statement:
   This order is placed under written authorization from _______ dated _______. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

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

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

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

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

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

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

26. **SOFTWARE INTEROPERABILITY.**

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

27. **ADVANCE PAYMENTS**

   A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)
1. SCOPE
   a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and Special Item Number 132-52 Electronic Commerce Services apply exclusively to IT/EC Services within the scope of this Information Technology Schedule.
   b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

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

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

4. PERFORMANCE OF SERVICES
   a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
   b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
   c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
   d. Any Contractor travel required in the performance of IT/EC Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.
5. **STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

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

1. Cancel the stop-work order; or

2. Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

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

1. The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

2. The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

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

6. **INSPECTION OF SERVICES**

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

7. **RESPONSIBILITIES OF THE CONTRACTOR**

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

8. **RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT/EC Services.

9. **INDEPENDENT CONTRACTOR**

All IT/EC 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/EC services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. **PAYMENTS**

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

Evergreen Information Technology Services, Inc. is proposing services under Special Item Number 132-51. A description of all corresponding commercial job titles (labor categories) for those individuals who will perform the services is provided, as follows:

**Engagement Program Manager/Client Principal (Program Manager)**

**Functions:** Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communication policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance.

**Qualifications:** A Bachelor’s Degree of Science or four additional years related work experience. Masters Degree preferred. Seven years experience with increasing responsibilities in information resource management; system design, development, and maintenance; implementation and testing of hardware circuits, components, systems, etc. or data center management. Experience in the following areas is highly desired: complete engineering project development from inception to deployment, demonstrated ability to provide guidance and direction in information system tasks, proven expertise in the management and control of funds and resources, and demonstrated capability in managing multi-task information technology contracts.

**Junior Computer Systems Analyst**

**Functions:** Works under general direction on computer systems that are moderately complex to analyze, plan, program and operate. Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management. Specifically, supports the design and modification of computer systems by turning user requirements into a set of functional specifications, which are the blueprint of the system. Assists in the development of solutions to user's problems, determine the technical and operational feasibility of their solutions, as well as estimate the costs to develop and implement them. Supports the development of prototypes of the system along with the users, so that the final specifications are examples of screens and reports that have been carefully reviewed.

**Qualifications:** A Bachelor’s Degree in Computer Science or Engineering with related experience. Minimum two years experience.

**Network Engineer**

**Functions:** Performs a variety of network engineering tasks, which are broad in nature and are concerned with the design and implementation of integrated networks, including personnel, hardware, software and support facilities and/or equipment.

**Qualifications:** A Bachelors Degree in Engineering or degree in related field is required or four additional. Minimum four years experience. Demonstrated working with integrated network environments. Responsible for the installations, configuring and maintenances of the network. Builds networks and maintains external and internal web presence, administers the networks. Performs system backups on its internal and external web network servers. Designs and supports server system(s) and supporting software.
**Senior Computer Systems Analyst**

**Functions:** Responsible for the development of an information system. Design and modify systems by turning user requirements into a set of functional specifications, which are the blueprint of the system. Develop the manual and machine procedures and the detailed processing specs for each data entry, update, query and report program in the system. Develop solutions to user's problems, determine the technical and operational feasibility of their solutions, as well as estimate the costs to develop and implement them. Develop prototypes of the system along with the users, so that the final specifications are examples of screens and reports that have been carefully reviewed. A balanced mix of business and technical knowledge, interviewing and analytical skills and a good understanding of human behavior.

**Qualifications:** Bachelors degree in Engineering, Science and Math required. Minimum four years experience.

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**Technical Subject Matter Expert**

**Functions:** Provides expert consultation in one or more areas for the design, development and implementation of technical products and systems. Recognized as technical leader and resource. Responsible for all internal activities and product development. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

**Qualifications:** Requires a Bachelor's Degree in engineering or related field. Minimum ten years of related work experience is required.

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**Subject Matter Expert Architect**

**Functions:** Provide senior program management responsibility for the delivery of systems architecture and IT application functions, including software/systems planning, construction, qualification, and software/systems deployment. Provide technical leadership by ensuring applications and systems designs are delivered and consistent with client vision. Establish technical direction in the design and delivery of complex architectures and provide specific technology skills in the development and implementation of such architectures. Analyze and resolve difficult and complicated program support deficiencies. Primarily responsible for planning, organizing, and leading tasks and projects, and ensuring the quality of client deliverables. Apply well-developed consulting, assignment management, and functional skills in the execution of the work. Maintain and expand client relationships through delivery of high quality work. Manage client assignments, technical/functional content, budgets, and staff resources.

**Qualifications:** Bachelors Degree in Computer Science, Information Systems in related area required. Masters Degree preferred. Minimum 10 years of experience in developing secure IT architectures to support businesses and government applications.

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**Project Manager**

**Functions:** Acts as overall system engineer, technical manager, and administrator for one or more delivery orders; serves as the primary interface and point of contact with the Program Manager, on technical program/project issues. Supervises program/project operations by developing system engineering and management procedures, planning and execution of the engineering and technical effort. Responsible for monitoring and reporting progress, management of acquisition and employment of the program/project resources management and control of financial and administrative aspects of the program/project with respect to delivery order requirements.

**Qualifications:** A Bachelor’s Degree in Computer Science, Engineering, Business Administration, or a related field and eight (8) years of experience in the area outlined above. At least five (5) years of the total experience should consist of management and supervisory experience including the performance of functions with respect to engineering program/projects; at least two (2) years of the total experience spent as a team leader investigating large and complex problems. Demonstrates ability to make sound recommendations relevant to computing, quality control, analysis, and testing systems.

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**Security Systems Specialist**
**Functions:** Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses and assessments.

**Qualifications:** A Bachelor’s Degree in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related discipline may be substituted for three (3) years experience. A minimum of eight years, three (3) of which shall be in defining computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems.

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**Computer Security Systems Specialist**

**Functions:** Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses and assessments.

**Qualifications:** A Bachelor’s Degree in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related discipline may be substituted for three (3) years experience. A minimum of eight years, three (3) of which shall be in defining computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems.

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**Lead Information Engineer**

**Functions:** Performs information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, system upgrades and documentation preparation. Implements information engineering projects, systems analysis, design and programming using CASE and IE tools and methods, systems planning, business information planning, and business analysis. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Manages planned projects for overall installation of application and network systems. Develops action plans with milestones for system upgrades. Provides technical leadership for analysis, integration and support of new products, interfaces and performance enhancements. Analyzes and resolves system software issues. Administers accounts and system access as needed. Assists with the development of training curriculum for customer orientation and use of new and improved systems. Also assists with application customization through process analysis and workflow development including advising customers of database file & table configuration best practices.

**Qualifications:** A Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business or equivalent and five (5) years of general experience. Specific experience in the following is required: applying business process improvement practices to re-engineer methodologies/principles and business process modernization projects, developing and applying organization-wide information plans and models for use in designing and building integrated, shared software and database management systems, and constructing logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives. Possesses the ability to work independently.

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**Applications Programmer**

**Functions:** Plans, develops, tests, and documents computer programs, applying knowledge of programming techniques and database system. Evaluates user requests for new or modified programs. Analyzes and develops specifications for a design to determine feasibility, cost and time required, compatibility with current system, and database capabilities. Consults with user to identify current operating procedures and clarify program objectives. Formulates plan to develop program, using structured analysis and design techniques and methodologies. Prepares diagrams to illustrate sequence of steps programs must follow and to describe logical operations involved. Converts project specifications, using diagrams, into a sequence of detailed instructions and logical steps for coding into computer language, applying knowledge of programming techniques and computer languages. Runs and tests programs to detect syntax or logic errors. Replaces, deletes, or modifies codes to correct errors. Analyzes, reviews, and alters program(s) to increase operating efficiency or adapt to new requirements. Writes documentation to describe program development, logic, coding performed, and corrections made. Writes manuals for users to describe
installation and operating procedures. Assists users to solve operating problems. Recreates steps taken by user to locate source of problem and rewrites program to correct errors.

**Qualifications:** A Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. A High School diploma and four additional years of recent experience performing the foregoing functions can be substituted for a degree. Requires a minimum of four years’ recent experience managing or performing software engineering activities, of which at least three years must be specialized and two of which shall be within the last four years. Specialized experience includes: demonstrated experience working with ADA, SQL, and third/fourth generation languages in the design and implementation of systems and using database management systems. General experience includes experience in software engineering activities. Requires knowledge of applicable standards.

**Applications Specialist**

**Functions:** Applies knowledge of automated data processing (ADP) functions, hardware and software systems operation, and computer programming languages and techniques, and software applications products to produce technical or management information products. Uses standard database, spreadsheet, or document-producing software applications programs on microcomputer, minicomputer, or mainframe computer systems. Designs and formats databases and input screens. Searches, queries, or compiles data, creating reports or other documents to meet user requirements. Writes and debugs flow charts, code, programs, or routines in fourth generation languages. Maintains and manages databases, files, and back-ups. Operates computer terminals printers, plotters, and other peripheral hardware, entering commands and data required to control their operation. Prepares software change requests and trouble reports. Prepares user manuals, advises, and/or trains users on new software system operations.

**Qualifications:** A Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. A High School diploma and four additional years of recent experience performing the foregoing functions can be substituted for a degree. Requires a minimum of four years’ recent experience managing or performing software engineering activities, of which at least three years must be specialized and two of which must be within the last four years.

**Hardware Installation Technician**

**Functions:** Conducts sites surveys, and assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Analyzes existing requirements and prepares specifications for hardware acquisitions. Prepares engineering plans and site installation technical design packages. Develops hardware installation schedules. Prepares site installation and test reports. Configures computers, communications devices, and peripheral equipment. Installs network hardware. Trains site personnel in the proper use of hardware. Builds specialized interconnecting cables.

**Qualifications:** A High School diploma or equivalent. Requires a minimum of five years’ experience, and at least three years must be specialized. Specialized experience includes: analysis and installation of computer based systems, analysis and installation of local area nets, fiber optic cable installation, specialized interconnect cable design and fabrication, and analysis and installation of communications systems. Must have a proven ability to work independently or under only general direction.

**Lead Network Technician**

**Functions:** Under general direction, monitors and responds to complex technical control facility, hardware, and software problems utilizing a variety of hardware and software testing tools and techniques. Provides the primary interface with contractor support service groups or provides internal analysis and support to ensure proper escalation during outages or periods of degraded system performance. May provide network server support. Functions as the lead in providing guidance and training for less experienced technicians.

**Qualifications:** Bachelor's Degree or equivalent, or a High School Diploma and four additional years of recent work experience. Requires five years of general experience and three years’ experience in network operations. Requires extensive knowledge of PC/network communications hardware/software in a multi-protocol environment, and network management software.
Network Installation Technician

Functions: Conducts site surveys, documents current site network configuration, and captures user requirements. Designs and optimizes network topologies. Performs installation activities by following engineering plans and site installation technical design packages. Follows installation schedules and works with network installation team. Assists in the preparation of drawing and documenting configuration changes at each site. Prepares site installation and test reports/inputs.

Qualifications: A High School diploma or equivalent. Requires a minimum of three years specialized experience. Specialized experience includes use of engineering documentation, network configurations and topologies, X.25, TCP/IP, Frame Relay, Bridges, and Routers.

Sr. Program/Business Manager

Functions: Responsible for business and financial, programmatic and administrative aspects of an IT project performance (e.g., contractual, administrative, deliverables management, program performance metrics and project financial management). Manages and supervises personnel involved in relevant areas of project activity. Supports the program and project manager in metrics gathering and analysis. Shares responsibility for IT program financial and business management with Program Manager. In conjunction with the Program Manager, establishes and maintains technical and financial reports in order to show progress to Program Manager, and government program authorities. Maintains client contact to ensure conformity to all contractual obligations. In conjunction with the Program Manager, supports the development, maintenance, and implementation of work order management plans; a document that guides the performance of all functional activities performed on the individual work orders. Monitors and reports on program progress relative to program plans, with respect to programmatic and financial baselines.

Qualifications: A Bachelor’s Degree or demonstrated program experience in Accounting, Program Management, Information Systems, Electronic Publishing, Communications or related field. Requires a minimum of ten years of successful IT program/business management experience, three years on large government IT-related technical contracts.

Senior Programmer

Functions: Oversees assignments, including those employing novel approaches to conducting high-level studies and resolving complex management problems. Addresses scientific, engineering or business objectives by writing, modifying, or adapting computer programs in machine level, assembly, and third or fourth generation programming languages. Interfaces with and uses minicomputer and mainframe computer systems in addressing project objectives. Identifies and uses standard, unconventional and original mathematical, algorithmic, and programmatic approaches to define, plan, organize, design, develop, modify, test and integrate data base or data processing systems, computer hardware systems, and simulation models. Formulates architectural design, functional specification, interfaces and documentation of hardware or software systems considering system interrelationships, operating modes, and software or equipment configurations. Researches unconventional applications of software and operating systems in designing and developing new methodologies, signification modifications, or adaptations of standardized techniques. Responsible for developing project plans, guidelines and controls.

Qualifications: A Bachelor’s Degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university. A High School diploma and four additional years of recent experience performing the functions described above can be substituted for a Bachelor’s Degree. Requires six years of recent experience performing the functions described below. At least four years of the total experience must have been in programming.

Systems Architect Specialist

Functions: Supports the application of sound system engineering and management concepts and practices to the acquisition or operation of government embedded, real-time systems, information processing systems and personal computing environments. Participates and supports projects and teams in the technical analysis of systems in defining systems and infrastructure architecture. Uses experience and knowledge in object oriented technology, COTS/NDI, software engineering tools and techniques to assist the customer to develop program guidance for
projects in testing and evaluation, software aspects of certification, and other systems engineering subjects as well as rendering direct systems assistance. Applies COT/NDI operational knowledge and expertise in the sound operation and management of systems and applications including, but not limited to, configuration, updates and changes to settings and parameters to meet required performance, and availability requirements.

**Qualifications:** Require a Bachelor’s Degree in Engineering, Computer Science, Mathematics, Physics, or in an appropriate discipline. Four additional years of demonstrated experience in an enterprise architecture environment may be substituted for a Bachelor’s Degree. Minimum/General Experience: Requires at least seven years of directly related experience.

**Telecommunications Specialist**

**Functions:** Provides senior level technical staff functions regarding new systems design efforts. Provides high-level expertise in design decisions relating to hardware systems configurations, software design and database, user interface design, and display features for operational display systems. Serves as a senior level manager of large multi-disciplined department of telecommunication engineers, human factors, and specialty technical personnel involved in the design and development of the advanced automation systems. Must be technically current in telecommunications systems design functions and project planning relating to large scale distributed computer systems and equivalent design work related to medium and smaller scale "stand-alone" systems.

**Qualifications:** High School diploma or equivalent. A Bachelor’s Degree in a directly related field may be substituted for four years of experience. Requires a minimum of eight years of experience. Three years must consist of direct experience in supporting telecommunications system design and management. Must have demonstrated experience in supporting program and staff management, business practice, and system evaluation.

**Training Specialist**

**Functions:** Conducts the research necessary to develop and revise training courses. Develops and revises training courses and prepares appropriate training catalogs and support materials. Prepares instructor materials (e.g., course outline, background material, and training aids). Designs and prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars.

**Qualifications:** Requires a Bachelor's Degree in education, a technical field, or any directly related subject. Four additional years of training support experience can be substituted for a degree. Requires a minimum of four years of experience developing and providing technical and end-user training on computer hardware and software, information systems development, and related IT topics.
## SIN 132-51 - Information Technology (IT) Professional Services

**May 16, 2018 - May 15, 2023**

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Rate w/IFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engagement Manager/Client Principal (Program Manager)</td>
<td>$211.16</td>
</tr>
<tr>
<td>Junior Computer Systems Analyst</td>
<td>$32.33</td>
</tr>
<tr>
<td>Network Engineer</td>
<td>$97.97</td>
</tr>
<tr>
<td>Senior Computer Systems Analyst</td>
<td>$66.62</td>
</tr>
<tr>
<td>Technical Subject Matter Expert</td>
<td>$162.14</td>
</tr>
<tr>
<td>Subject Matter Expert Architect</td>
<td>$174.58</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$94.03</td>
</tr>
<tr>
<td>Security Systems Specialist</td>
<td>$103.96</td>
</tr>
<tr>
<td>Computer Security Systems Specialist</td>
<td>$89.11</td>
</tr>
<tr>
<td>Lead Information Engineer</td>
<td>$105.14</td>
</tr>
<tr>
<td>Applications Programmer</td>
<td>$96.75</td>
</tr>
<tr>
<td>Applications Specialist</td>
<td>$90.35</td>
</tr>
<tr>
<td>Hardware Installation Technician</td>
<td>$62.08</td>
</tr>
<tr>
<td>Lead Network Technician</td>
<td>$80.97</td>
</tr>
<tr>
<td>Network Installation Technician</td>
<td>$61.70</td>
</tr>
<tr>
<td>Sr. Program/ Business Manager</td>
<td>$126.49</td>
</tr>
<tr>
<td>Sr. Programmer</td>
<td>$102.65</td>
</tr>
<tr>
<td>Systems Architect Specialist</td>
<td>$149.63</td>
</tr>
<tr>
<td>Telecomm. Specialist</td>
<td>$99.04</td>
</tr>
<tr>
<td>Training Specialist</td>
<td>$81.83</td>
</tr>
</tbody>
</table>
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

(Name of Company) provides commercial products and services to the Federal Government. 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 Federal Government contracts. To accelerate potential opportunities please contact Evergreen Information Technology Services (Evergreen), Thelma Martin, Tel. (301) 270-6200, Fax (301) 270-8167, contracts@evergreenITS.com.
BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (Agency) 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 Government that works better and costs less.

Signatures

________________________________________  ______________________________
Agency                                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 Agency):

(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>
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<tr>
<td>_________________________</td>
<td>___________________________</td>
</tr>
</tbody>
</table>

(3) The Government 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>
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</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.
Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency 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.