

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

Contract Number: GS-35F-0640K

Special Item No. 132-51 - Information Technology Professional Services

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D316	IT Network Management Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

Keane, Inc.
1410 Spring Hill Road, Suite 500, McLean, VA 22102
Office: (703) 848-7200 - Facsimile (703) 848-7604

DUNS Number: 07-1707764

<http://www.keane.com>

email: Federal_Contracts@keane.com

Period Covered by Contract: September 8, 2005 to September 7, 2010

General Services Administration - Federal Supply Service

Pricelist current through Modification #9 dated 10/21/2005.

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

Table of Contents

Part I. Information For Ordering Offices Applicable To All Special Item Numbers 4

- 1. Geographic Scope of Contract 4
- 2. Contractor's Ordering Address and Payment Information 4
- 3. Liability for Injury or Damage..... 5
- 4. Statistical Data for Government Ordering Office Completion of Standard Form 279 5
- 5. FOB: Destination 5
- 6. Delivery Schedule..... 5
- 7. Discounts 5
- 8. Trade Agreements Act of 1979, as amended: 6
- 9. Statement Concerning Availability of Export Packing..... 6
- 10. Small Requirements..... 6
- 11. Maximum Order 6
- 12. Ordering Procedures for Federal Supply Schedule Contracts 6
- 13. Federal Information Technology/Telecommunication Standards Requirements 6
- 14. Contractor Tasks / Special Requirements (C-Fss-370) (Nov 2001) 7
- 15. Contract Administration For Ordering Offices..... 8
- 16. GSA *Advantage!*..... 8
- 17. Purchase of Open Market Items 8
- 18. Contractor Commitments, Warranties And Representations..... 9
- 19. Overseas Activities 9
- 20. Blanket Purchase Agreements (BPAs) 9
- 21. Contractor Team Arrangements 9
- 22. Installation, Deinstallation, Reinstallation..... 10
- 23. Section 508 Compliance 10
- 24. Prime Contractor Ordering From Federal Supply Schedules 10
- 25. Insurance—Work On A Government Installation (Jan 1997)(Far 52.228-5)..... 10
- 26. Software Interoperability..... 11
- 27. Advance Payments 11

Part II. TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) 11

- 1. Scope..... 11
- 2. Performance Incentives..... 11
- 4. Performance of Services 12
- 5. Stop-Work Order (Far 52.242-15) (Aug 1989)..... 12
- 6. Inspection of Services 13
- 7. Responsibilities Of The Contractor 13
- 8. Responsibilities of the Ordering Activity 13
- 9. Independent Contractor..... 13
- 10. Organizational Conflicts of Interest 13
- 11. Invoices..... 13
- 12. Payments..... 14
- 13. Resumes..... 14

14. Incidental Support Costs..... 14

15. Approval Of Subcontracts 14

16. Description of IT Services 14

17. Description of Job Titles and Qualifications 16

18. Pricing of IT Services 31

**Part III. USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS..... 36**

PART IV. BEST VALUE BLANKET PURCHASE AGREEMENT 37

Part V. BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”. 39

PART I. INFORMATION FOR ORDERING OFFICES APPLICABLE TO ALL SPECIAL ITEM NUMBERS**SPECIAL NOTICE TO AGENCIES: Small Business Participation**

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

For orders exceeding the 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 (<https://www.fss.gsa.gov>). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (<http://www.fss.gsa.gov>) contains information on a broad array of products and services offered by small business concerns.

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

For orders exceeding the 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.

1. Geographic Scope of Contract

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

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

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

2. Contractor's Ordering Address and Payment Information

Keane Inc.

1410 Spring Hill Road, Suite 500

McLean, VA 22102

Office: 703-848-7200 - Facsimile 703-848-7604

POC: Tiffany M. Shorts, Sr. Contracts Administrator

email: Federal_Contracts@keane.com

Contractors are required to 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:

703-848-7200 – Ask for the Contracts Manager

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: **07-1707764**

Block 30: Type of Contractor: **C. Large Business**

Block 31: Woman-Owned Small Business: **No**

Block 36: Contractor's Taxpayer Identification Number (TIN): **04-2437166**

a) **CAGE Code: 5E935**

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:

<u>SPECIAL ITEM NUMBER</u>	<u>DELIVERY TIME (Days ARO)</u>
132-51	As negotiated with ordering agency.

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. (The Contractor in writing shall confirm telephonic replies.) 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:** 0% – 30 days from receipt of invoice or Date of acceptance, whichever is later.
- b) **Quantity:** None
- c) **Dollar Volume:** None
- d) **Government Educational Institutions:** Same discounts 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

Not applicable to Professional Services SIN 132-51

10. Small Requirements

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

11. Maximum Order

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

- a) The maximum dollar value per order for all Special Item Number 132-51 - Information Technology (IT) Professional Services is \$500,000. The Contractor is not obligated to honor any order for a combination of items in excess of \$500,000.
- b) Notwithstanding paragraph (a) above, The Contractor shall honor any order exceeding the maximum order amount in paragraph (a), unless that order (or orders) is returned to the ordering office within 5 workdays after receipt, with written notice stating the Contractor's intent not to provide the item (or items) called for and the reasons. Upon receiving this notice, the ordering activity may acquire the supplies or services from another source.
- c) Notwithstanding paragraph (a) and (b) above, the Contractor shall honor any purchase card orders exceeding the maximum order amount in paragraph (a), unless that order (or orders) is returned to the ordering office within 24 hours after receipt, with written notice stating the Contractor's intent not to provide the item (or items) called for and the reasons. Upon receiving this notice, the ordering activity may acquire the supplies or services from another source.

12. Ordering Procedures for Federal Supply Schedule Contracts

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

- a) FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b) FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. Federal Information Technology/Telecommunication Standards Requirements

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

- a) **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.

b) Federal Telecommunication Standards (Fed-Stds)

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

14. Contractor Tasks / Special Requirements (C-Fss-370) (Nov 2001)

- a) **Security Clearances:** The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- b) **Travel:** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

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

- c) **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- d) **Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- e) **Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

- f) **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- g) **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- h) **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- i) **Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- j) **Availability of Funds:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. Contract Administration For Ordering 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. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

- 1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition

requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

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

18. Contractor Commitments, Warranties And Representations

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

19. Overseas Activities

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

No Exceptions

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, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. Installation, Deinstallation, Reinstallation

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

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

23. Section 508 Compliance

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

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

24. Prime Contractor Ordering From Federal Supply Schedules

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

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

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

25. Insurance—Work On A Government Installation (Jan 1997)(Far 52.228-5)

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

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

26. Software Interoperability

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

27. Advance Payments

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

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

1. Scope

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

2. Performance Incentives

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

3. Order

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

- b) All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. Performance of Services

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

5. Stop-Work Order (Far 52.242-15) (Aug 1989)

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

9. Independent Contractor

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

10. Organizational Conflicts of Interest

a) Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b) To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. Invoices

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. Payments

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

13. Resumes

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

14. Incidental Support Costs

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

15. Approval Of Subcontracts

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

16. Description of IT Services

This section describes each type of IT Service offered under Special Item Number 132-51.

FPDS Class D301 IT Facility Operation and Maintenance. Keane, Inc. provides computer center and network systems administration; operations, evaluation, and tuning; security management; logistics and program support; data systems, and production control. In addition, we provide resource management, configuration management and inventory tracking. Finally, we provide enterprise network; network control center operations; software, hardware, and networking support to end-users (Help Desk).

Daily support includes network and system administration, E-mail administration, Help Desk operation, training, hardware and software enhancement, and configuration and asset management. Network and computer system facility's operation and administration includes installing network hardware/software upgrades; systems administration of network servers; support and administration of network and local printers; documentation; and periodic backup and restoration of files.

Computer center and network support also includes developing standard operating procedures and schedules for performing required functional operations, systems management functions, performing network diagnostics, hardware and software verification and validation, configuration management, and testing and evaluation. Keane, Inc. also provides files and data transfer and translation, data recovery, physical facility security, library maintenance, computer graphics, desktop publishing, and computer supplies management.

FPDS Class D302 IT Systems Development Services. Keane, Inc. designs, develops, prototypes, tests, and implements centralized database systems, distributed database systems, and cooperative architectures using a specified database management system and other software tools (such as data dictionary and CASE tools). Keane supports data modeling techniques, logical and physical data structures, and client/server, including back ends. To complete the life-cycle support, Keane also prepares system documentation and user manuals.

Keane provides database engineering to ensure that system databases are compatible, standard data dictionaries are enforced where directed, data are non-repetitive, and that the implementation remains as consistent as possible from task inception through each phase of development until the system is tested, evaluated, and accepted by the customer.

The database development life cycle includes requirement analyses, design, prototyping, development, testing, implementation, and maintenance. The Keane, Inc. approach includes a focus on data quality, data distribution/topology evaluation, synchronization analysis, performance tuning, scalability, and interoperability.

Activities encompass data policy planning, analysis, and review; data standardization; data architectures and modeling; database development and maintenance; performance tuning; and data security. This function also supports database administration.

FPDS Class D306 IT Systems Analysis Services. Keane, Inc. performs a variety of system analysis service activities, including but not limited to: Strategic, Operational, Migration, FIP Acquisition, and Security Plans; Continuity of Operations, Studies, Reviews, Technology Assessments; Risk Analysis, Configuration Audits and Reviews, Quantitative Analysis, Requirements Analysis, Functional Economic Analysis, Alternative Analysis, Technical Specifications, IDEF/Data Modeling, and Developmental Test and Evaluation (DT&E). Requirements Analysis includes identification of the mission; definition of user tasks; specification of user's skill levels; identification of existing AIS capabilities and functions; analysis of user environments; determination of potential system functions; and analysis of functional and operational requirements and impacts.

FPDS Class D307 Automated Information Systems Design and Integration Services. Keane, Inc. performs a variety of system design, and related integration and installation support activities, including but not limited to:

Design – Designs Systems Architecture; Systems Transition and Conversion; Telecommunications Systems (including WANs, MANs, and LANs) and Component Systems; Client/Server Systems; C2 Level Trusted Computing Environment; Application Software; and Database Management Systems.

Integration and Installation – Installs and configures mainframe, minicomputer, and microcomputer, PC LAN-based COTS and custom developed software, hardware, systems; workstation/file servers; COTS/GOTS, and software/upgrade support; cable installation; and system integration. Provides technical assistance during the installation of and transition to the operational system, including installation support, training, and system operations and maintenance support.

FPDS Class D308-1 Programming Services. Keane, Inc. designs, develops, and implements software systems and subsystems for conventional or rapid prototyping approaches for mainframe, minicomputers, and client/server environments. All software development is in accordance with development and documentation policies, standards, formats, and acceptance criteria specified by the customer.

Keane, Inc.'s staff develops and maintains a work plan delineating the technical approach to development; assessment of major risks; development plans; recommended user/system interface approach; integration and interoperability issues; milestones; detailed task schedule; and personnel assignments. Keane ensures that the functionality of the requirement is clearly traceable and testable through the program code and documentation, and demonstrated through customer monitored tests and evaluations.

FPDS Class D310 IT Backup and Security Services. Keane performs information technology systems backup and related security services. These services are provided in support of network administration for local and wide area networks to ensure that file integrity is maintained and that access is limited to

authorized personnel. In addition, Keane provides support in the development of Intranet/Internet security systems that make it possible to limit access to sensitive portions of data maintained on a web server.

FPDS Class D311 IT Data Conversion Services. Keane, Inc. performs conversion and implementation of customer owned applications, systems software, COTS software, hardware, and firmware as required. We develop a plan with milestones, an initial working prototype, and the full-scale, converted system, and conduct detailed requirements analyses to define functional requirements and conversion or implementation objectives.

Keane reviews user information systems architecture and identifies hardware/software incompatibilities prior to initiation of conversion/integration projects. We coordinate cutover to new systems; test converted applications in a non-operational environment; and implement system upgrades during off-peak or non-duty hours.

FPDS Class D316 IT Network Management Services. Keane, Inc. provides supervision, management, and personnel to design, develop, modify, maintain, operate, administer, and implement Enterprise Networks, Network Control Centers, LANs, WANs, and MANs, including cable installation. Keane employs personnel qualified and certified with most of the current networking architectures, protocols, and conventions. Activities include operations and tuning; administration; design and documentation; installation and removal; integration; implementation; modification; maintenance, configuration management, and Internet support.

Keane, Inc. provides full network services including network administration and network engineering. In addition, Keane, Inc. provides administrative support to ensure that products satisfy the requirements and needs of clients; ensures procedure compliance with governmental regulations for system back-ups, restarts, software upgrades and new applications and workstation equipment; and, includes providing and implementing fail-safe security and backups.

Keane's network engineering support provides full life cycle support for the installation of, or migration to new technology systems. Connectivity support provides planning, scheduling, and coordinating the utilization, relocation, installation, changing, expansion, rearrangement, connection and/or disconnection of assigned networked computer systems and their network servers, including ancillary data stations, embedded networks, local and wide area networks, maintenance of communications switches, software testing, cabling and environmental considerations.

FPDS Class D399 Other Information Technology Services (N.E.C.). Keane provides a broad range of services that integrate its substantial scientific and engineering capabilities with information technology solutions. Keane, Inc. also provides additional information technology services not easily classified in one of the previous categories. Services lacking a specific area among the previous FPDS Classes are grouped here. Keane, Inc. provides specialized information technology, logistics, acquisition, environmental, engineering, scientific, and Program Management Support (discussed below) not classified under other FPDS Class codes.

Information technologies utilized for Program Management Support Services include dedicated networking (local, wide-area, metro) support, computer facilities management, help desk/call center operations, independent verification and validation, business process re-engineering, document management/imaging, electronic commerce (Internet, Intranet, Extranet, EDI/EC and FACNET), information systems security, and computer aided design.

17. Description of Job Titles and Qualifications

Keane's descriptions are grouped in eleven series of job titles to highlight the functional requirements and years of experience and education.

CLIN	GSA ITS Job Title	Description of Minimum and General Experience & Years of Experience	Functional Responsibility	Minimum Education
100 Series	Project Manager	Manages a large project ensuring that the project comes in on time and under budget. Works with the Contracting Officer’s Representative (COR), the task level COR(s), government management personnel and customer agency representatives. Responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems. Assigns and delegates tasks to analysts and developers also working on the project. Tracks the progress of a project using tools such as Microsoft’s Project. This position requires the minimum experience noted below. A MS-MA Degree is equivalent to two additional years of experience.	Manages a large project ensuring that the project comes in on time and under budget.	Degree in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technology-related discipline.
CLIN	Job Series Position Title	Degree and Years of Experience		
101	Project Manager I	BA-BS & 5 years relevant experience		
102	Project Manager II	BA-BS & 6-10 years relevant experience		
103	Project Manager III	BA-BS & 11-15 years relevant experience		
104	Project Manager IV	BA-BS & 16-20 years relevant experience		
105	Project Manager V	BA-BS & 21-25 years relevant experience		
106	Project Manager VI	BA-BS & 26-30 years relevant experience		

CLIN	GSA ITS Job Title	Description of Minimum and General Experience & Years of Experience	Functional Responsibility	Minimum Education
200 Series	Business Analyst	Devises, designs, or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Prepares detailed specifications, data flow diagrams, or flowcharts from which programs will be written. Analyzes and revises existing system logic and documentation as necessary. Has full technical knowledge of all phases of applications systems analysis. May use CASE tools. Also has duties instructing, directing, and checking the work of other systems analysis personnel. Responsible for testing and quality assurance review. This position requires the minimum experience noted below in information systems, computer programming, analysis and developing systems involving computer technology. A MS-MA Degree is equivalent to two additional years of experience.	Formulates / defines system scope and objectives based on user defined needs.	Degree in Computer Science, Information Systems, Engineering, Business, Finance, Physical Science, or other technology-related discipline.
CLIN	Job Series Position Title	Degree and Years of Experience		
201	Business Analyst I	BS-BA & 1 year relevant experience		
202	Business Analyst II	BS-BA & 2 years relevant experience		
203	Business Analyst III	BS-BA & 3 years relevant experience		
204	Business Analyst IV	BS-BA & 4 years relevant experience		
205	Business Analyst V	BS-BA & 5 years relevant experience		
206	Business Analyst VI	BS-BA & 6 years relevant experience		
207	Business Analyst VII	BS-BA & 7 years relevant experience		
208	Business Analyst VIII	BS-BA & 8 years relevant experience		

CLIN	GSA ITS Job Title	Description of Minimum and General Experience & Years of Experience	Functional Responsibility	Minimum Education
300 Series	Information Systems Consultant	Top-level technical expert. Specializes in software development on mainframe, midrange, desktop, client/server, or web platforms. Works with user groups to solve business problems with available technology including hardware, software, databases, and peripherals. Has high level of diverse technical experience related to studying and analyzing system needs, systems development and systems process analysis, design, and re-engineering. Has skills and experience related to business management, systems engineering, operations research, or management engineering. Typically has specialization in particular software or business application utilized in an end user environment. Keeps abreast of technological developments and applications. This position requires the minimum experience noted below in information systems, computer programming, analysis and developing system involving computer technology. A MS-MA Degree is equivalent to two additional years of experience; and a BS-BA is equivalent to four.	Works with user groups to solve business problems with available technology.	Degree in Computer Science, Information Systems, Engineering, Business, Finance, Physical Science, or other technology related discipline.
CLIN	Job Series Position Title	Degree and Years of Experience		
301	Information Systems Consultant I	AS-AA & 1 year relevant experience		
302	Information Systems Consultant II	AS-AA & 2 years relevant experience		
303	Information Systems Consultant III	BS-BA & 1 year relevant experience		
304	Information Systems Consultant IV	BS-BA & 2 years relevant experience		
305	Information Systems Consultant V	BS-BA & 3 years relevant experience		
306	Information Systems Consultant VI	BS-BA & 4 years relevant experience		
307	Information Systems Consultant VII	BS-BA & 5 years relevant experience		
308	Information Systems Consultant VIII	BS-BA & 6 years relevant experience		
309	Information Systems Consultant IX	BS-BA & 7 years relevant experience		
310	Information Systems Consultant X	BS-BA & 8 years relevant experience		
311	Information Systems Consultant XI	BS-BA & 9 years relevant experience		
312	Information Systems Consultant XII	BS-BA & 10 years relevant experience		
313	Information Systems Consultant XIII	BS-BA & 11 years relevant experience		

CLIN	GSA ITS Job Title	Description of Minimum and General Experience & Years of Experience	Functional Responsibility	Minimum Education
400 Series	Web Developer	Responsible for planning, developing, and deploying web sites including preparation of text, graphics, audio, and video for web pages. Works directly with clients to determine project scope and specifications. Manages resources, and ensures overall quality of completed web site. Requires understanding of web-based technologies and thorough knowledge of tag-based languages such as HTML, DHTML, or XML. At the higher levels, requires experience with web-based languages such as Java, J++, or VB Script. Typically requires an Associates degree and understanding of web technologies. This position requires the minimum experience noted below in information systems, computer programming, analysis and developing systems involving computer technology. A BS-BA Degree is equivalent to four additional years of experience. A MS-MA Degree is equivalent to two additional years of experience.	Planning, developing, and deploying web sites.	Degree in Computer Science, Information Systems, Engineering, Business, Graphics, Physical Science or other technology related discipline.
CLIN	Job Series Position Title	Degree and Years of Experience		
401	Web Developer I	AS-AA & 1		
402	Web Developer II	AS-AA & 2		
403	Web Developer III	AS-AA & 3		
404	Web Developer IV	AS-AA & 4		
405	Web Developer V	AS-AA & 4 w/2 Java/J++/VB Script		
406	Web Developer VI	AS-AA & 5 w/2 Java/J++/VB Script		
407	Web Developer VII	BS-BA & 3 w/2 Java/J++/VB Script		
408	Web Developer VIII	BS-BA & 4 w/2 Java/J++/VB Script		
409	Web Developer IX	BS-BA & 5 w/2 Java/J++/VB Script		
410	Web Developer X	BS-BA & 6 w/2 Java/J++/VB Script		

CLIN	GSA ITS Job Title	Description of Minimum and General Experience & Years of Experience	Functional Responsibility	Minimum Education
500 Series	Enterprise Resource Planning (ERP) Package Developer	Responsible for implementation of a large Enterprise Resource Planning Package (such as SAP, Baan, Peoplesoft, J.D. Edwards, Oracle Financials, Deltek). Duties may include task management, business analysis, data mapping and migration, or software design and modification involved in the implementation of an ERP package. Performs enterprise wide horizontal integration planning and interfaces to other functional systems. This position requires the minimum experience noted below in information systems, computer programming, analysis and developing systems involving computer technology. A MS-MA Degree is equivalent to two additional years of experience.	Assists in the implementation of an Enterprise Resource Planning Package.	Degree in Computer Science, Information Systems, Finance, Engineering, Management Information Systems or other technology related discipline.
CLIN	Job Series Position Title	Degree and Years of Experience		
501	ERP Developer I	BS-BA & 2 w/1 ERP		
502	ERP Developer II	BS-BA & 2 w/2 ERP		
503	ERP Developer III	BS-BA & 3 w/2 ERP		
504	ERP Developer IV	BS-BA & 4 w/2 ERP		
505	ERP Developer V	BS-BA & 5 w/2 ERP		
506	ERP Developer VI	BS-BA & 6 w/3 ERP		
507	ERP Developer VII	BS-BA & 7 w/3 ERP		
508	ERP Developer VIII	BS-BA & 8 w/3 ERP		

CLIN	GSA ITS Job Title	Description of Minimum and General Experience & Years of Experience	Functional Responsibility	Minimum Education
600 Series	Database Architect	A Database specialist experienced in data normalization, data modeling, database administration, database design, or SQL programming. Experienced with a data modeling tool capable of producing an entity-relationship diagram and capable of forward or reverse engineering (such tools include ERWIN, System Architect, and Designer 2000). Experienced with a large-scale relational database (such as Oracle, Sybase, or SQL Server). May also be experienced in database development using SQL or a Computer Aided Software Engineering (CASE) tool. At the higher levels, may also have Database Administration (DBA) skills. Also at the higher levels, may be capable of fine-tuning a database and database optimization. This position requires the minimum experience noted below in information systems, computer programming, analysis and developing systems involving computer technology. A MS-MA Degree is equivalent to two additional years of experience.	A Database specialist experienced in data normalization, modeling, database administration, database design, or SQL programming.	Degree in Computer Science, Information System Engineering, Management Information Systems, or other technology related discipline.
CLIN	Job Series Position Title	Degree and Years of Experience		
601	Database Architect I	BS-BA & 1 year		
602	Database Architect II	BS-BA & 2 years		
603	Database Architect III	BS-BA & 3 years		
604	Database Architect IV	BS-BA & 4 years		
605	Database Architect V	BS-BA & 5 years		
606	Database Architect VI	BS-BA & 6 years		
607	Database Architect VII	BS-BA & 7 years		
608	Database Architect VIII	BS-BA & 8 years		

CLIN	GSA ITS Job Title	Description of Minimum and General Experience & Years of Experience	Functional Responsibility	Minimum Education
700 Series	Network Engineer	<p>Manages LAN performance and maintains LAN security. Installs network software. Troubleshoots LAN problems and network configuration problems. Implements network LAN policies, standards, and procedures. Administers and manages User Accounts, File and Print Sharing services including server file system security policies and procedures. Administers and manages Electronic Mail accounts and policies. Troubleshoots LAN Server problems.</p> <p>At the more senior levels, responsible for the overall integration of the network including the planning, design, installation, maintenance, management, and coordination of the corporate LAN/WAN (may include local, metropolitan, and wide area networks). Has responsibility for technical architecture and recommendations related to LAN/WAN.</p> <p>At the enterprise level, recommends enterprise network policies and procedures including network security and firewall configuration and policies. Knowledgeable in a multi-platform, multi-protocol environment. Knowledgeable in troubleshooting and testing equipment and tools.</p> <p>This position requires experience in PC/LAN Administration including a good knowledge of Network Operating Systems such as Windows NT Server, and Novell NetWare. This position requires the minimum experience noted below in information systems, computer programming, analysis and developing systems involving computer technology. A MS-MA Degree is equivalent to two additional years of experience.</p>	Monitors and responds to complex technical hardware and software problems including network infrastructure and communication hardware and software configuration problems.	Degree or Professional Certifications such as MCSE, CNE, CCNA, CCNP, or CCIE.
CLIN	Job Series Position Title	Degree and Years of Experience		
701	Network Engineer I	BS-BA & 2 years		
702	Network Engineer II	BS-BA & 3 years		
703	Network Engineer III	BS-BA & 4 years		
704	Network Engineer IV	BS-BA, Certification & 4 years		
705	Network Engineer V	BS-BA, Certification & 6 years		
706	Network Engineer VI	BS-BA, Enterprise Certification, & 8 years		

CLIN	GSA ITS Job Title	Description of Minimum and General Experience & Years of Experience	Functional Responsibility	Minimum Education
800 Series	LAN Administrator	Studies vendor products to determine those which best meet company needs; assists in presentation of information to management resulting in purchase and installation of hardware, software, and telecommunication equipment. Manages LAN performance and maintains LAN security. Ensures that security procedures are implemented and enforced. Adds, alters, and removes users from the system. Establishes and implements LAN policies, procedures and standards and ensures their conformance with information systems and company's objectives. This position requires the minimum experience noted below in information systems, computer programming, analysis and developing system involving computer technology. A BS-BA Degree is equivalent to four years of experience. A MS-MA Degree is equivalent to two additional years of experience.	Administration and security of the site's Local Area Network.	Associates degree or Technical Product Certifications such as MCP, MCSE, CNA, A+, and CNE.
CLIN	Job Series Position Title	Degree and Years of Experience		
801	LAN Administrator I	AS-AS & 2 years		
802	LAN Administrator II	BS-BA & 2 years		
803	LAN Administrator III	BS-BA & 4 years		

CLIN	GSA ITS Job Title	Description of Minimum and General Experience & Years of Experience	Functional Responsibility	Minimum Education
900 Series	Help Desk Coordinator	Responds to and diagnoses problems through discussions with users. Includes problem recognition, research, isolation and resolution steps. Typically is able to resolve less complex problems immediately, while more complex problems are elevated to higher-level Help Desk tiers. May involve use of problem management database and help desk systems. This position requires the minimum experience noted below in information systems and computer technology. A BS-BA Degree is equivalent to four years of experience. A MS-MA Degree is equivalent to two additional years of experience.	Supports a Help Desk and diagnoses problems through discussions with users.	High School or G.E.D
CLIN	Job Series Position Title	Degree and Years of Experience		
901	Help Desk Coordinator I	HS-GED & 2 years		
902	Help Desk Coordinator II	HS-GED & 4 years		
903	Help Desk Coordinator III	AS-AA & 4 years		
904	Help Desk Coordinator IV	BS-BA & 4 years		
905	Help Desk Coordinator V	BS-BA & 5 years		
906	Help Desk Coordinator VI	BS-BA & 6 years		

CLIN	GSA ITS Job Title	Description of Minimum and General Experience & Years of Experience	Functional Responsibility	Minimum Education
1000 Series	P.C. Technician	Responds to and diagnoses problems related to PC hardware and software issues. The Help Desk may pass problems. Problem resolution steps include problem recognition, research, isolation, and correction. Installs and configures PC software and hardware components and configure PCs as standalone or as network devices. A good knowledge in office automation software and tools, networking concept, and network client software are also required. This position requires the minimum experience noted below in information systems, computer programming, analysis and developing systems involving computer technology. A BS-BA Degree is equivalent to four years of experience. A MS-MA Degree is equivalent to two additional years of experience.	Installs and configures desktop PCs. Diagnoses and resolves problems related to desktop PCs hardware and software.	High School, Technical School, Vendor Certifications, or A+ Certification.
CLIN	Job Series Position Title	Degree and Years of Experience		
1001	PC Technician I	HS-GED & 2 years		
1002	PC Technician II	HS-GED & 3 years		
1003	PC Technician III	HS-GED & 4 years		

CLIN	GSA ITS Job Title	Description of Minimum and General Experience & Years of Experience	Functional Responsibility	Minimum Education
1100 Series	Technical Writer	Develops, drafts, revises, and edits reports, articles, manuals, specifications, presentation materials, and other technical documents. Interprets information obtained through research and provided by technical specialists. Applies knowledge of documentation content and format standards to prepare, edit, and publish technical materials. Proficient in the use of Help Editors or tools such as Microsoft’s Word or Powerpoint. This position requires the minimum experience noted below in technical writing and/or editing technical documents. A MS-MA Degree is equivalent to two additional years of experience.	Develops, drafts, revises manuals and other technical documents.	Bachelor’s Degree.
CLIN	Job Series Position Title	Degree and Years of Experience		
1101	Technical Writer I	BS-BA & 2 years		
1102	Technical Writer II	BS-BA & 3 years		
1103	Technical Writer III	BS-BA & 4 years		
1104	Technical Writer IV	BS-BA & 5 years		
1105	Technical Writer V	BS-BA & 6 years		
1106	Technical Writer VI	BS-BA & 7 years		

The table below presents a summary of the Degree and Years of Experience for each Job Title.

CLIN	SIN 132-51 Information Technology Professional Services Job Titles	Summary of Degree and Years of Experience
101	Project Manager I	BA-BS & 5 years relevant experience
102	Project Manager II	BA-BS & 6-10 years relevant experience
103	Project Manager III	BA-BS & 11-15 years relevant experience
104	Project Manager IV	BA-BS & 16-20 years relevant experience
105	Project Manager V	BA-BS & 21-25 years relevant experience
106	Project Manager VI	BA-BS & 26-30 years relevant experience
201	Business Analyst I	BS-BA & 1 year relevant experience
202	Business Analyst II	BS-BA & 2 years relevant experience
203	Business Analyst III	BS-BA & 3 years relevant experience
204	Business Analyst IV	BS-BA & 4 years relevant experience
205	Business Analyst V	BS-BA & 5 years relevant experience
206	Business Analyst VI	BS-BA & 6 years relevant experience
207	Business Analyst VII	BS-BA & 7 years relevant experience
208	Business Analyst VIII	BS-BA & 8 years relevant experience
301	Information Systems Consultant I	AS-AA & 1 year relevant experience
302	Information Systems Consultant II	AS-AA & 2 years relevant experience
303	Information Systems Consultant III	BS-BA & 1 year relevant experience
304	Information Systems Consultant IV	BS-BA & 2 years relevant experience
305	Information Systems Consultant V	BS-BA & 3 years relevant experience
306	Information Systems Consultant VI	BS-BA & 4 years relevant experience
307	Information Systems Consultant VII	BS-BA & 5 years relevant experience
308	Information Systems Consultant VIII	BS-BA & 6 years relevant experience
309	Information Systems Consultant IX	BS-BA & 7 years relevant experience
310	Information Systems Consultant X	BS-BA & 8 years relevant experience
311	Information Systems Consultant XI	BS-BA & 9 years relevant experience
312	Information Systems Consultant XII	BS-BA & 10 years relevant experience
313	Information Systems Consultant XIII	BS-BA & 11 years relevant experience
401	Web Developer I	AS-AA & 1
402	Web Developer II	AS-AA & 2
403	Web Developer III	AS-AA & 3
404	Web Developer IV	AS-AA & 4
405	Web Developer V	AS-AA & 4 w/2 Java/J++/VB Script
406	Web Developer VI	AS-AA & 5 w/2 Java/J++/VB Script

CLIN	SIN 132-51 Information Technology Professional Services Job Titles	Summary of Degree and Years of Experience
407	Web Developer VII	BS-BA & 3 w/2 Java/J++/VB Script
408	Web Developer VIII	BS-BA & 4 w/2 Java/J++/VB Script
409	Web Developer IX	BS-BA & 5 w/2 Java/J++/VB Script
410	Web Developer X	BS-BA & 6 w/2 Java/J++/VB Script
501	ERP Developer I	BS-BA & 2 w/1 ERP
502	ERP Developer II	BS-BA & 2 w/2 ERP
503	ERP Developer III	BS-BA & 3 w/2 ERP
504	ERP Developer IV	BS-BA & 4 w/2 ERP
505	ERP Developer V	BS-BA & 5 w/2 ERP
506	ERP Developer VI	BS-BA & 6 w/3 ERP
507	ERP Developer VII	BS-BA & 7 w/3 ERP
508	ERP Developer VIII	BS-BA & 8 w/3 ERP
601	Database Architect I	BS-BA & 1 year
602	Database Architect II	BS-BA & 2 years
603	Database Architect III	BS-BA & 3 years
604	Database Architect IV	BS-BA & 4 years
605	Database Architect V	BS-BA & 5 years
606	Database Architect VI	BS-BA & 6 years
607	Database Architect VII	BS-BA & 7 years
608	Database Architect VIII	BS-BA & 8 years
701	Network Engineer I	BS-BA & 2 years
702	Network Engineer II	BS-BA & 3 years
703	Network Engineer III	BS-BA & 4 years
704	Network Engineer IV	BS-BA, Certification, & 4 years
705	Network Engineer V	BS-BA, Certification, & 6 years
706	Network Engineer VI	BS-BA, Enterprise Certification, & 8 years
801	LAN Administrator I	AS-AS & 2 years
802	LAN Administrator II	BS-BA & 2 years
803	LAN Administrator III	BS-BA & 4 years
901	Help Desk Coordinator I	HS-GED & 2 years
902	Help Desk Coordinator II	HS-GED & 4 years
903	Help Desk Coordinator III	AS-AA & 4 years
904	Help Desk Coordinator IV	BS-BA & 4 years
905	Help Desk Coordinator V	BS-BA & 5 years

CLIN	SIN 132-51 Information Technology Professional Services Job Titles	Summary of Degree and Years of Experience
906	Help Desk Coordinator VI	BS-BA & 6 years
1001	PC Technician I	HS-GED & 2 years
1002	PC Technician II	HS-GED & 3 years
1003	PC Technician III	HS-GED & 4 years
1101	Technical Writer I	BS-BA & 2 years
1102	Technical Writer II	BS-BA & 3 years
1103	Technical Writer III	BS-BA & 4 years
1104	Technical Writer IV	BS-BA & 5 years
1105	Technical Writer V	BS-BA & 6 years
1106	Technical Writer VI	BS-BA & 7 years

The following table indicates the allowable substitutions of education, and/or technical certification, which may be used to allow a specific individual to meet the job description requirements for experience. The use of this table of substitutions permits a determination that the minimum education will be met when the equivalencies in the tables below are considered.

Required Education or Certification	Actual Education or Certification Obtained	Added YRS EXP Credited Employee
MA/MS	Ph.D.	4
BA/BS	Ph.D.	6
BA/BS	MA/MS	2
AA/Tech Institute Degree	2 Years College	2
HS/GED	BA/BS	4
Networking Certification (e.g. MCSE, CNE)	Bachelor's degree in Computer Science	2
Network Administration Certification (e.g. CNA)	Bachelor's degree in Computer Science	2
Operating System Certification (e.g. UNIX)	Bachelor's degree in Computer Science	2
Software Development Certification (e.g. MCSD)	Bachelor's degree in Computer Science	2
Database Certification (e.g. MSDBA, OCP)	Bachelor's degree in Computer Science	2
Network Equipment Certification	Bachelor's degree in Computer Science	2
Networking Certification (e.g. MCSE, CNE)	Equivalent Certifications	2
Network Administration Certification (e.g. CNA)	Equivalent Certifications	2
Operating System Certification (e.g. UNIX)	Equivalent Certifications	2
Software Development Certification (e.g. MCSD)	Equivalent Certifications	2
Database Certification (e.g. MSDBA, OCP)	Equivalent Certifications	2
Network Equipment Certification	Equivalent Certifications	2

Required Education or Certification	Actual Education or Certification Obtained	Added YRS EXP Credited Employee
Engineer in Training	BS in Engineering	2
Professional Engineer	BS in Engineering	N/A

The following table indicates the allowable substitutions of experience, which may be used to allow a specific individual to meet the job description requirements for education, and/or technical certification. The use of this table of substitutions permits a determination that the minimum education will be met when the equivalencies in the tables below are considered.

Actual Education or Certification	Required Education or Certification	Added YRS EXP Needed for Educational Reqs Equivalency
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.	No equivalency
MA/MS	Ph.D.	4
HS/GED	AA/Tech Institute Degree	2
BS in Computer Science	Networking Certification (e.g. MCSE, CNE)	1
BS in Computer Science	Network Administration Certification (e.g. CAN)	1
BS in Computer Science	Operating System Certification (e.g. UNIX)	1
BS in Computer Science	Software Development Certification (e.g. MCSD)	1
BS in Computer Science	Database Certification (e.g. MSDBA, OCP)	1
BS in Computer Science	Network Equipment Certification	1
Coursework for a Professional Certification (such as MCSE, OCP, MCSD)	The Professional Certification (such as MCSE, OCP, MCSD)	1
BS in Engineering	Engineer In Training	2
BS in Engineering	Professional Engineer	No equivalency

18. Pricing of IT Services

The Hourly prices for Keane’s IT Services are shown in the tables below.

On-site pricing is provided to reflect the assignment of Keane personnel to the Client’s site for the duration of the project or assignment. In the event that off-site work is requested, the costs of the required facilities, equipment, furnishings, utilities, hardware, software licenses, and other expenses will be negotiated as Other Direct Charges (ODCs) with the ordering activity’s Contracting Officer.

CLIN	Keane Inc. Multi-Year Price Schedules Commercial Job Titles for 132-51 (The IFF .075% Fee is included in this table) Period Covered by contract September 08, 2005 to September 7, 2010	GSA ITS				
		6th Year Prices	7th Year Prices	8th Year Prices	9th Year Prices	10th Year Prices
	Period	09/08/05 to 09/07/06	09/08/06 to 09/07/07	09/08/07 to 09/07/08	09/08/08 to 09/07/09	09/08/09 to 09/07/10
101	Project Manager I	\$90.40	\$93.90	\$97.60	\$101.40	\$105.40
102	Project Manager II	\$104.10	\$108.20	\$112.40	\$116.80	\$121.40
103	Project Manager III	\$114.30	\$118.80	\$123.40	\$128.20	\$133.20
104	Project Manager IV	\$133.20	\$138.40	\$143.80	\$149.40	\$155.20
105	Project Manager V	\$191.50	\$199.00	\$206.80	\$214.90	\$223.30
106	Project Manager VI	\$232.10	\$241.20	\$250.60	\$260.40	\$270.60
201	Business Analyst I	\$55.30	\$57.50	\$59.70	\$62.00	\$64.40
202	Business Analyst II	\$62.40	\$64.80	\$67.30	\$69.90	\$72.60
203	Business Analyst III	\$68.50	\$71.20	\$74.00	\$76.90	\$79.90
204	Business Analyst IV	\$72.60	\$75.40	\$78.30	\$81.40	\$84.60
205	Business Analyst V	\$79.20	\$82.30	\$85.50	\$88.80	\$92.30
206	Business Analyst VI	\$87.30	\$90.70	\$94.20	\$97.90	\$101.70
207	Business Analyst VII	\$94.70	\$98.40	\$102.20	\$106.20	\$110.30
208	Business Analyst VIII	\$110.70	\$115.00	\$119.50	\$124.20	\$129.00
301	Information Systems Consultant I	\$52.30	\$54.30	\$56.40	\$58.60	\$60.90
302	Information Systems Consultant II	\$58.30	\$60.60	\$63.00	\$65.50	\$68.10
303	Information Systems Consultant III	\$63.70	\$66.20	\$68.80	\$71.50	\$74.30
304	Information Systems Consultant IV	\$69.60	\$72.30	\$75.10	\$78.00	\$81.00
305	Information Systems Consultant V	\$74.90	\$77.80	\$80.80	\$84.00	\$87.30

CLIN	Keane Inc. Multi-Year Price Schedules Commercial Job Titles for 132-51 (The IFF .075% Fee is included in this table) Period Covered by contract September 08, 2005 to September 7, 2010	GSA ITS				
		6th Year Prices	7th Year Prices	8th Year Prices	9th Year Prices	10th Year Prices
	Period	09/08/05 to 09/07/06	09/08/06 to 09/07/07	09/08/07 to 09/07/08	09/08/08 to 09/07/09	09/08/09 to 09/07/10
306	Information Systems Consultant VI	\$80.80	\$84.00	\$87.30	\$90.70	\$94.20
307	Information Systems Consultant VII	\$86.80	\$90.20	\$93.70	\$97.40	\$101.20
308	Information Systems Consultant VIII	\$92.80	\$96.40	\$100.20	\$104.10	\$108.20
309	Information Systems Consultant IX	\$100.60	\$104.50	\$108.60	\$112.80	\$117.20
310	Information Systems Consultant X	\$104.10	\$108.20	\$112.40	\$116.80	\$121.40
311	Information Systems Consultant XI	\$110.10	\$114.40	\$118.90	\$123.50	\$128.30
312	Information Systems Consultant XII	\$116.00	\$120.50	\$125.20	\$130.10	\$135.20
313	Information Systems Consultant XIII	\$121.30	\$126.00	\$130.90	\$136.00	\$141.30
401	Web Developer I	\$59.50	\$61.80	\$64.20	\$66.70	\$69.30
402	Web Developer II	\$66.70	\$69.30	\$72.00	\$74.80	\$77.70
403	Web Developer III	\$72.60	\$75.40	\$78.30	\$81.40	\$84.60
404	Web Developer IV	\$77.30	\$80.30	\$83.40	\$86.70	\$90.10
405	Web Developer V	\$85.10	\$88.40	\$91.80	\$95.40	\$99.10
406	Web Developer VI	\$92.80	\$96.40	\$100.20	\$104.10	\$108.20
407	Web Developer VII	\$104.10	\$108.20	\$112.40	\$116.80	\$121.40
408	Web Developer VIII	\$109.50	\$113.80	\$118.20	\$122.80	\$127.60
409	Web Developer IX	\$116.00	\$120.50	\$125.20	\$130.10	\$135.20

CLIN	Keane Inc. Multi-Year Price Schedules Commercial Job Titles for 132-51 (The IFF .075% Fee is included in this table) Period Covered by contract September 08, 2005 to September 7, 2010	GSA ITS				
		6th Year Prices	7th Year Prices	8th Year Prices	9th Year Prices	10th Year Prices
	Period	09/08/05 to 09/07/06	09/08/06 to 09/07/07	09/08/07 to 09/07/08	09/08/08 to 09/07/09	09/08/09 to 09/07/10
410	Web Developer X	\$144.50	\$150.10	\$156.00	\$162.10	\$168.40
501	ERP Developer I	\$82.10	\$85.30	\$88.60	\$92.10	\$95.70
502	ERP Developer II	\$88.70	\$92.20	\$95.80	\$99.50	\$103.40
503	ERP Developer III	\$104.10	\$108.20	\$112.40	\$116.80	\$121.40
504	ERP Developer IV	\$115.40	\$119.90	\$124.60	\$129.50	\$134.60
505	ERP Developer V	\$121.30	\$126.00	\$130.90	\$136.00	\$141.30
506	ERP Developer VI	\$130.80	\$135.90	\$141.20	\$146.70	\$152.40
507	ERP Developer VII	\$192.10	\$199.60	\$207.40	\$215.50	\$223.90
508	ERP Developer VIII	\$235.10	\$244.30	\$253.80	\$263.70	\$274.00
601	Database Architect I	\$57.70	\$60.00	\$62.30	\$64.70	\$67.20
602	Database Architect II	\$67.30	\$69.90	\$72.60	\$75.40	\$78.30
603	Database Architect III	\$76.80	\$79.80	\$82.90	\$86.10	\$89.50
604	Database Architect IV	\$87.30	\$90.70	\$94.20	\$97.90	\$101.70
605	Database Architect V	\$96.90	\$100.70	\$104.60	\$108.70	\$112.90
606	Database Architect VI	\$104.10	\$108.20	\$112.40	\$116.80	\$121.40
607	Database Architect VII	\$141.60	\$147.10	\$152.80	\$158.80	\$165.00
608	Database Architect VIII	\$154.60	\$160.60	\$166.90	\$173.40	\$180.20
701	Network Engineer I	\$80.80	\$84.00	\$87.30	\$90.70	\$94.20
702	Network Engineer II	\$94.10	\$97.80	\$101.60	\$105.60	\$109.70
703	Network Engineer III	\$104.10	\$108.20	\$112.40	\$116.80	\$121.40
704	Network Engineer IV	\$116.00	\$120.50	\$125.20	\$130.10	\$135.20

CLIN	Keane Inc. Multi-Year Price Schedules Commercial Job Titles for 132-51 (The IFF .075% Fee is included in this table) Period Covered by contract September 08, 2005 to September 7, 2010	GSA ITS				
		6th Year Prices	7th Year Prices	8th Year Prices	9th Year Prices	10th Year Prices
	Period	09/08/05 to 09/07/06	09/08/06 to 09/07/07	09/08/07 to 09/07/08	09/08/08 to 09/07/09	09/08/09 to 09/07/10
705	Network Engineer V	\$144.50	\$150.10	\$156.00	\$162.10	\$168.40
706	Network Engineer VI	\$178.50	\$185.50	\$192.70	\$200.20	\$208.00
801	LAN Administrator I	\$69.60	\$72.30	\$75.10	\$78.00	\$81.00
802	LAN Administrator II	\$82.70	\$85.90	\$89.30	\$92.80	\$96.40
803	LAN Administrator III	\$96.90	\$100.70	\$104.60	\$108.70	\$112.90
901	Help Desk Coordinator I	\$51.70	\$53.70	\$55.80	\$58.00	\$60.30
902	Help Desk Coordinator II	\$63.20	\$65.70	\$68.30	\$71.00	\$73.80
903	Help Desk Coordinator III	\$69.60	\$72.30	\$75.10	\$78.00	\$81.00
904	Help Desk Coordinator IV	\$80.30	\$83.40	\$86.70	\$90.10	\$93.60
905	Help Desk Coordinator V	\$85.10	\$88.40	\$91.80	\$95.40	\$99.10
906	Help Desk Coordinator VI	\$93.30	\$96.90	\$100.70	\$104.60	\$108.70
1001	PC Technician I	\$51.70	\$53.70	\$55.80	\$58.00	\$60.30
1002	PC Technician II	\$60.70	\$63.10	\$65.60	\$68.20	\$70.90
1003	PC Technician III	\$66.70	\$69.30	\$72.00	\$74.80	\$77.70
1101	Technical Writer I	\$38.70	\$40.20	\$41.80	\$43.40	\$45.10
1102	Technical Writer II	\$54.80	\$56.90	\$59.10	\$61.40	\$63.80
1103	Technical Writer III	\$61.70	\$64.10	\$66.60	\$69.20	\$71.90
1104	Technical Writer IV	\$66.70	\$69.30	\$72.00	\$74.80	\$77.70
1105	Technical Writer V	\$69.60	\$72.30	\$75.10	\$78.00	\$81.00
1106	Technical Writer VI	\$78.70	\$81.80	\$85.00	\$88.30	\$91.70

**PART III. USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS****PREAMBLE**

Keane, Inc. 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 demonstrates 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:

Ms. Tiffany Shorts

Sr. Contracts Administrator

Keane Inc.

1410 Spring Hill Road,

Suite 500,

McLean, VA 22102,

(703) 848-7200 (Office),

(703) 848-7604 (Fax),

Federal_Contracts@keane.com (Email).

PART IV. BEST VALUE BLANKET PURCHASE AGREEMENT

FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (Agency) and Keane, Inc. 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) GS-35F-0640K

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: the 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 NAME

KEANE, INC.

AGENCY

DATE

CONTRACTOR

DATE

BPA Number _____

(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number GS-35F-0640K, 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:

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____

(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:

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.

PART V. 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 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.