Make *remarkable* your standard performance

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

Special Item No. 132-51 Information Technology Professional Services
Note: Contractor has been awarded all Special Item Numbers under the Cooperative Purchasing and Disaster Recovery Programs

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
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.

Projility, Inc.
8300 Greensboro Drive, Suite 800
McLean, VA 22102-3661
Phone: 703-448-6777 Fax: 540-301-6366
www.projility.com

Contract Number: **GS-35F-0666S**

Period Covered by Contract: **September 28, 2006 to September 27, 2021**
General Services Administration
Federal Supply Service

Pricelist current through Modification #PA-0012, dated May 18, 2016.

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

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INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage! ™ on-line shopping service (www.fss.gsa.gov). 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 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.

1a. Table of awarded the special item number with appropriate cross-reference to item descriptions and awarded price.

Special Item No.132-51 Information Technology Professional Services

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

See Price Sheet

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

Skill category descriptions begin on page 10.

2. Maximum order. *$500,000*

3. Minimum order. *$100*

4. Geographic coverage (delivery area). *Domestic only*

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

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

7. Quantity discounts. *1% for orders over $300,000*

8. Prompt payment terms. *2%, 15 days, NET 30*

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

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

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

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

As negotiated on the task order level.

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

As negotiated on the task order level

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

As negotiated on the task order level

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

As negotiated on the task order level

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

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

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

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

15. Warranty provision. *Not Applicable*

16. Export packing charges, if applicable. *Not Applicable*

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

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

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

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

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

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

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

23. Preventive maintenance (if applicable). *Not Applicable*

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

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

25. Data Universal Number System (DUNS) number. *614748742*

26. Notification regarding registration in SAM.gov (formerly the Central Contractor Registration) database. *CAGE Code: 48S40*

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 ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51. IT Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

PROJILITY, INC. LABOR CATEGORIES AND RATES

All rates are the same for on-site and off-site location.

GSA Labor Category Title: System Analyst 5

GSA Rate: $84.11

Minimum Education/Experience: Functional systems analysis experience demonstrating excellent writing skills and command of the written language. Experience working as an assistant to a business analyst on IT projects between $25,000 and $200,000 in total cost. Demonstrated ability to assist on the development of Business Requirements & Process Documentation. Requires proficient use of technologies and basic understanding of the Systems Lifecycle.

Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and 2 years of experience performing the foregoing functions, OR a high school diploma and 4 years of experience performing the foregoing functions.

Functional Responsibility: Reviews technical documentation, including but not limited to user manuals and detailed design documents.

GSA Labor Category Title: System Analyst 8

GSA Rate: $116.15

Minimum Education/Experience: Functional system analysis experience with the basic understanding of the Systems Lifecycle, programming concepts and Projility's Consulting Methodology. Experience working as an assistant to a business analyst on IT projects which exceed $200,000 in total cost. Demonstrated ability to assist on the development of Business Requirements & Process Documentation.

Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and 2 years of experience performing the foregoing functions, OR a high school diploma and 4 years of experience performing the foregoing functions.

Functional Responsibility: Performs functional tasks on a day-to-day basis for a project. Typically a development and documentation of systems design.

GSA Labor Category Title: Systems Engineer 3

GSA Rate: $162.14

Minimum Education/Experience: Technical experience demonstrating a full understanding of the Systems Lifecycle, Projility's Consulting Methodology, and the programming concept. Requires expert knowledge of databases, including traditional systems or web systems, in addition to understanding database management tools and database design. Will also need to conduct technical training to others. Experience working as a technical lead on IT Projects. Experience developing code for custom solutions under minor supervision in addition this person demonstrates experience in managing junior technical resources on IT project or technology team.

Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and between 3 and 5 years experience performing the foregoing functions, OR a high school diploma and 7 years of experience performing the foregoing functions.

Functional Responsibility: Assumes primary development responsibility while assisting staff developers with day to day implementation tasks. This role is responsible for the system development or configuration needed for the system to work according to specifications.

GSA Labor Category Title: Systems Engineer 5

GSA Rate: $173.89

Minimum Education/Experience: Technical and functional project experience with a full understanding of both the Systems Lifecycle and Projility's Consulting Methodology. Must be able to create and manage an initial project plan, as well as communicate functional and process workflows with the client. Will be required to manage technical and functional staff. Has working knowledge of EPM solutions. Must have IT project experience working on both functional & technical tasks. This role requires a minimum of one (1) deployment of an EPM (Enterprise Project Management) COTS tool.

Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and 4 years of experience performing the foregoing functions, OR a high school diploma and 6 years experience performing the foregoing functions.

Functional Responsibility: Works closely with the project manager performing the functional day to day tasks to ensure that the project is on scope and on target. Will also communicate strategies related to available technical options and architect a solution combining multiple disciplines (network, database, content, application environments).

GSA Labor Category Title: Systems Engineer 7

GSA Rate: $186.01

Minimum Education/Experience: Technical and functional project experience with a full understanding of both the Systems Lifecycle and Projility's Consulting Methodology. Deemed an expert in systems and application design. Has the ability to conduct training on various technology topics. Has expert knowledge of EPM solutions from both the technical and functional aspects. IT project experience working on both functional & technical tasks. This role requires a minimum of three (3) deployment of an EPM (Enterprise Project Management) COTS tool with over $70,000 in total cost for each project.

Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and between 5 years experience performing the foregoing functions, OR a high school diploma and 7 years of experience performing the foregoing functions.

Functional Responsibility: Responsible for communicating strategies related to available technical options and architect a solution combining multiple disciplines (network, database, content, application environments). Will also provide technical implementation support to developers.

GSA Labor Category Title: Manager 1

GSA Rate: $209.26

Minimum Education/Experience: Technical and functional project experience with a full understanding of both the Systems Lifecycle and Projility's Consulting Methodology. Will be required to prepare work estimates, create project plans, manage and resolve complex problems/projects, and serve as a mentor to project teams. In addition, will be responsible for conducting training on project management and technical concepts. This person typically has a PMP certification or a PM Certificate. Is familiar with average size projects of medium complexity. Demonstrated Project Management experience on a minimum of two (2) full System Development Lifecycles. Has managed teams of over three (3) resources.

Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and between 5 years experience performing the foregoing functions, OR a high school diploma and 7 years of experience performing the foregoing functions with a PMP certification.

Functional Responsibility: Responsible for overseeing the project team from a PROJILITY perspective and will be the first level of support for any issues that arise during the project life cycle.

GSA Labor Category Title: Manager 3

GSA Rate: $232.51

Minimum Education/Experience: Technical and functional project experience with a full understanding of both the Systems Lifecycle and Projility's Consulting Methodology. Will be required to perform all the responsibilities of a project manager. In addition, is an expert in best practices for various industries, as well as an expert in issue and conflict resolution. Duties also include conducting training on project management and technical concepts. These roles typically has a PMP certification and has experience in the management of EPM solutions as well as large and complex IT systems development projects where the resource has served as Project manager. IT project experience working on both functional & technical tasks. This role requires a minimum of five (5) deployment of an EPM (Enterprise Project Management) COTS tool with over $100,000 in total cost for each project. Project Should be of a complex nature such as 2 and 3 tier environments. In addition this person has acted as Project Manager on IT projects related to EPM COTS tools.

Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and between 6 years experience performing the foregoing functions, OR a high school diploma and 8 years of experience performing the foregoing functions and PMP certification and a Microsoft Certified Professional Certification.

Functional Responsibility: Responsible for overseeing the project team from a Projility perspective and will be the ultimate level of support for any issues that arise during the project life cycle. Will also be required to perform Quality Assurance testing. This is an executive client facing resource on the project that will interact as needed when its high level of expertise is required to move the project forward.

GSA Labor Category Title: Executive Manager

GSA Rate: $314.76

Minimum Education/Experience: Bachelor's degree in Computer Science, Information Systems, Mathematics, Business Management and Administration or a related field from an accredited college or university and 10 years experience performing the foregoing functions, OR a high school diploma and 12 years experience performing the foregoing functions and PMP certification and a Microsoft Certified Professional Certification.

Functional Responsibility: Directs and implements overall project engagement and serves as the subject matter expert in information technology system architecture and design. Provides executive level management and direction on client engagements. Experienced in project definition and systems analysis and design, resource management, database planning and design, network services, system configuration and customization, implementation support, data/records management, network services

project management and other services. Creates competitive strategies, and integration of technical information technology solutions. Provides guidance on overall technical strategy regarding technology systems deployment and support. Provides key link to customer executive management to address and resolve customer issues and objectives. Experienced in managing multiple programs and projects involving large-scale networks and complex systems design and implementation.

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Projility, Inc. provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.
To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.
To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.
To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.
To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.
To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.
To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.
We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact:

Jose A. Marroig
President
703-448-6777 (phone)
540-301-6366 (fax)

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)
In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.
Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6. This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

_____		_____	
Ordering Activity	Date	Contractor	Date

BLANKET PURCHASE AGREEMENT

BPA NUMBER_____

(CUSTOMER NAME)

Pursuant to GSA Federal Supply Schedule Contract Number(s)_____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

(a) Name of Contractor;
(b) Contract Number;
(c) BPA Number;
(d) Model Number or National Stock Number (NSN);
(e) Purchase Order Number;
(f) Date of Purchase;
(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.
These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.
Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.
Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.
Customers should refer to FAR 9.6 for specific details on Team Arrangements.
Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer's 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.