

Information Technology

Authorized Federal Supply Service Information Technology Schedule Price List
General Purpose Commercial Information Technology Equipment, Software and Services



Communications Products, Inc.
7301 E. 90th Street, Suite 111
Indianapolis, IN 46256
Phone: 800.999.0197 or
317.576.0332
Fax: 317.842.0278
www.commprod.com

Communications Products, Inc.
is a minority and veteran owned
small disadvantaged business

Contract Number:
GS-35F-0784J

Period Covered by Contract:
9/28/09 through 9/27/19

Price List Current Through
Modification Dated 9/12/2014

IT Schedule 70

Schedule Input Number: 132-51

FPDS Code

- D301 IT Facility Operation and Maintenance
- D302 IT Systems Development Services
- D306 IT Systems Analysis Services
- D307 Automated Information Systems Design & Integration Services
- D310 IT Backup and Security Services
- D316 IT Network Management Services
- D399 Other IT 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 re-selling 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.

Products and ordering information in this Authorized FSS Information Technology Schedule Price List are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! via the Internet at <https://www.gsadvantage.gov>.

Table of Contents

Information for Ordering Offices

Page 2



Terms and Conditions Applicable to
Information Technology (IT) Profes-
sional Services (SIN 132-51)

Page 8



Profile of Communications Products,
Inc.

(CPI)

Page 11



Descriptions of Services Offered

Page 12



GSA Prices for Services Offered

Page 15



Small Business Participation
Information

Page 16



Blanket Purchase Agreements

Page 17



Contractor Teaming Agreements

Page 18

INFORMATION FOR ORDERING ACTIVITIES

SPECIAL NOTICE TO AGENCIES:

Small Business Participation

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/price lists 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/price lists, 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 price lists for a best value determination.

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

1. Geographic Scope of Contract:

The geographic scope of this contract will be domestic delivery only, which is delivery within the 48 contiguous United States, Alaska, Hawaii, Puerto Rico, Washington DC, and U.S. Territories.

2. Contractor’s Ordering Address and Payment Information:

Ordering Address:

Communications Products, Inc.
Attn: Carla Kraus
7301 E. 90th St. Suite 111
Indianapolis, IN 46256
Phone: 317.596.7980
Fax: 317.842.0278
ckraus@commprod.com

Payment Information:

ACH Coordinator: Charlene Ebbott
Phone No: (317) 574-1540
Fax No: (317) 574-1542
Routing Transit No: 071102568
Account Name: Communications Products, Inc.
Escrow Account
Account No: 79500447
Type of Account: Operating Account (Checking)
Financial Institution: Busey Bank
ACH Customer Services
10321-B N. Pennsylvania St.
Indianapolis, IN 46280

Accounts Receivable:

Communications Products, Inc.
Attn: Accounts Receivable
7301 E. 90th St. Suite 111
Indianapolis, IN 46256
Phone: 317.595.7873
Fax: 317.842.0278

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering agencies to obtain technical and/or ordering assistance:

Nancy Doucette: 317.596.7916
Carla Kraus: 317.596.7980

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by 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 GS-35F –0784J
Block 16: Data Universal Numbering System (DUNS)
Number: 117342618
Block 30: Type of Contractor - A. Small, Disadvantaged, Veteran Owned Business
Block 31: Woman-Owned Small Business - No
Block 36: Contractor’s Taxpayer Identification Number (TIN): 35-1586620

- a. CAGE Code: 0NH98
- b. Contractor has registered with the SAM (System for Award Management).

5. FOB Destination

6. DELIVERY SCHEDULE

- a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER DELIVERY TIME (Days ARO)

SIN 132-51 See Below

Commencement of services and due date for deliverables is to be negotiated by Ordering Agency and CPI as set forth on each Delivery Order. Expedited delivery will be negotiated by Ordering Agency and CPI, subject to availability of resources.

- 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 business days after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. Discounts:

Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity - Negotiable per Task Order
- c. Dollar Volume - Negotiable per Task Order
- d. Government Educational Institutions - offered the same discounts as all other government customers.
- e. Other - Negotiable per Task Order

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 under the scope of this Contract.

10. Minimum Order 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.)

The Maximum Order Value for the following Special Item Number (SIN) is \$500,000:

Special Item Number 132-51—Information Technology (IT) Professional Services

12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS.

In accordance with FAR 8.404:

[NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services and 132-52 EC Services; refer to the terms and conditions for those SINs.]

Orders placed pursuant to a Multiple Award Schedule (MAS) using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined

the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

a. Orders placed at or below the micro-purchase threshold.

Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.

Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/price lists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider—

- (1) Special features of the supply or service that affect program performance and that are not provided by a comparable supply or service;
- (2) Trade-in considerations;
- (3) Probable life of the item selected as compared with that of a comparable item;
- (4) Warranty considerations;
- (5) Maintenance availability;
- (6) Past performance; and
- (7) Environmental and energy efficiency considerations.

c. Orders exceeding the maximum order threshold.

Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph "b" above, and before placing an order that exceeds the maximum order threshold, ordering offices shall—

- (1) Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
- (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and

- (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- (2) Offer the lowest price available under the contract;
or
- (3) decline the order (orders must be returned in accordance with FAR 52.216-19).

d. Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

e. Price reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

f. Small business. For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

g. Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an

Explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202) 619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899 (301.975.2833).

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001) FSS A/L FC 01-5

- (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.
- (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 ACTIVITIES:** Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the 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, non-contract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

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:

NONE

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to 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)

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, deliv-

ery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive 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:

www.commprod.com

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.

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) 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

Please see Descriptions of Services and GSA Pricing on Pages 12-13.

Communications Products, Inc.

Company Overview and History

Communications Products, Inc. is a technology integration company with extensive experience in designing, implementing and supporting the latest voice, data, and cabling solutions.

As new innovations have continued to blur the line between voice and data communications, CPI has proven leadership in implementing converged technologies.

Serving the public begins with a well-designed and engineered communication infrastructure. Leveraging newer communication technology improves business efficiencies, increases productivity and promotes collaboration. This enables your agency to complete its objectives in a timely manner.

Initiatives such as Voice-over Internet Protocol (VoIP); Unified Communications; Real-time Collaboration; Increased Security; and Connectivity solutions for voice, data and video in both wired and wireless enterprise networks are best administered by a single provider like Communications Products, Inc.

With over 3 decades of experience in the separate and distinct worlds of voice, data, and cabling, we are uniquely positioned to guide our clients as these technologies evolve. CPI helps agencies create value for their customers. We do that by helping organizations maximize their potential through development of customer-specific technology solutions that foster efficient and effective information management.

Telephony Solutions

CPI has extensive experience in all facets of telephony and digital PBX integration--from design through implementation and support--with clients of various sizes in both government and industry. The range of telephony integration services includes:

- Telephony System Engineering and Installation
- Wireless/Mobility solutions
- IP Telephony
- Unified Messaging and Voice Messaging

Networking Solutions

CPI offers extensive experience in both Local Area Networks (LANs) and large multi-site/multi-department Wide Area Networks (WANs), and is also an authorized reseller of a variety of leading hardware and software manufacturers. Data Networking solutions include a full range of consulting, design, development, implementation and support services:

- Network infrastructure design
- Intelligent hub and router configuration and installation
- High availability network services
- Microsoft and Novell product design and support
- Enterprise messaging systems
- Custom application development for messaging
- Groupware implementation and support

Structured Cabling Solutions

CPI has successfully handled some of the most difficult challenges in the cabling industry. Our skilled engineers and technicians benefit from extensive vendor and industry training, which keeps them up to date with cabling standards and requirements. Additionally, CPI holds a variety of key industry certifications. Our structured cabling solutions and capabilities include:

- Cable plant design and engineering to BICSI standards
- Support systems design and installation (conduit, ladder, tray)
- Special conditions (asbestos abatement, firestop and sleeve requirements)
- Copper and optic fiber installation
- Termination and testing to the strictest standards
- Complete documentation to include CAD drawings
- Adherence to all applicable standards, codes and practices
- Safety, quality control, and training
- Complete project management and independent verification and validation services

1. Commercial Job Title: Program Manager

Minimum/General Experience: Seven to ten years of progressively responsible experience in project management with focus on current telecommunications, technical and business issues.

Job Description: This individual is responsible for the overall performance success of specific programs and contracts. The Program Manager is skilled in oral and written presentation, financial analysis, and business management. Experience also includes staff management and exposure to contract administration.

Minimum Education: High School diploma required with additional technical course certification mandatory. Post secondary education in a business - related program preferred.

2. Commercial Job Title: Network Engineer

Minimum/General Experience: 3-6 years applicable experience in project design and implementation in large LAN/WAN environments. Must possess excellent organizational, presentation, and interpersonal skills as well as excellent written communication skills. The Network Engineer will possess a wide background of experience in areas such as graphical user interfaces, software productivity suites, application development tools, project management, database software, and troubleshooting skills encompassing PCs, servers, raid arrays, hierarchical storage management (HSM), tape subsystems, hubs, network interface cards (NICs), and routers.

Job Description: The ability to provide extensive project-level design, conversion, implementation, and supervision of installations of Network Operation Systems (NOS), including NetWare or NT is essential to this position. The ability to assess server and other hardware requirements, software upgrades, backup methodology, infrastructure capacity, network protocols, and routing/switching/bridging and how they interact are all key skills. Routinely configure and integrate commercial off-the-shelf software to provide customers working solutions.

Minimum Education: High School graduate required, with training and certification in data networking. Bachelor's Degree in Computer Science, Electrical Engineering, or Business is preferred.

3. Commercial Job Title: Senior Fiber/Cable Technician

Minimum/General Experience: Structured cabling installation experience for a minimum of four years and the ability to take initiative and responsibility to assure projects are performed correctly.

Job Description: Main responsibilities include installation, fastening, labeling, terminating, and testing data, voice, and fiber optic cables. Additionally, a senior cable technician must be capable of operating power tools, drills, saws, corers as well as some heavy equipment in the performance of his duties. The technician must be responsible for documentation, reading, red lining of drawings detailing building layouts, drop locations, telecom closet and patch panel locations. Additional test documentation must be completed. The senior technician must be capable of leading a crew of cable technicians and large projects, while managing resources.

Minimum Education: High School diploma, trade school is desirable.

4. Commercial Job Title: Cable Technician

Minimum/General Experience: The cable technician must have 1 - 3 years cabling experience and the demonstrated ability to take initiative and responsibility to see projects be performed correctly.

Job Description: Main responsibilities include installation, fastening and labeling of data and voice cables. Terminating and testing skills are a plus. Additionally, the cable technician must be capable of operating power tools, drills, saws, and corers as well as some heavy equipment in the performance of his duties. The technician may be responsible for documentation, reading, red lining and drawing prints detailing building layouts, drop locations, telecom closet and patch panel locations.

Minimum Education: High School diploma, trade school is desirable.

5. Commercial Job Title: Telecommunication Systems Technician

Minimum/General Experience: Minimum 3-4 years experience installing, programming, and maintaining PBX and/or Key telephone systems, network facilities and associated ancillary equipment.

Job Description: Install and maintain PBX and Key telecommunications systems including switching equipment, software programming, telephone sets, voice mail systems, attendant consoles, central office lines and other ancillary equipment. The technician also coordinates installation and maintenance with the customer and the local telephone company to minimize service interruptions.

Minimum Education: High School graduate with training in various telecommunications products.

6. Commercial Job Title: Call Center Engineer (effective 10/26/2010)

Minimum/General Experience:

- A minimum of 3-5 years of experience in Network or Systems Engineering
- A minimum of 3 years of experience in working directly with call center products, preferably in a support role
- Microsoft Professional and/or CCNA certifications preferred
- Must exhibit demonstrated ability to effectively present information and respond to questions from a group of managers, customers, and the general public
- Excellent organizational, interpersonal and written communication skills
- Ability to multi-task is a must

Job Description: This position is responsible for utilizing knowledge and experience to perform any number of specific tasks related to the design, installation, operation, troubleshooting, and optimization of VoIP networks. Specific examples include troubleshooting VoIP networks, technical proficiency in call center systems, Microsoft Windows, knowledge of Microsoft Exchange, CRM, and Microsoft SQL server. Specific responsibilities include:

- Serve as primary customer contact for providing accurate and creative technical solutions to user problems of moderate to difficult nature
- Provide support to customers with installation, administration and post installation issues regarding call center technologies
- Perform engineering design evaluations and provide consultative services
- Participate in full deployment of systems from scope to cutover
- Participate in needs analysis and set appropriate customer expectations

Minimum Education: Bachelor's degree in Computer Science, Computer Technology, related fields or equivalent experience is required.

7. Commercial Job Title: Telecom Application Engineer (effective 10/26/2010)

Minimum/General Experience:

- A minimum of 4+ years of related telecommunications field experience
- Exhibit advanced knowledge of commonly-used concepts, practices and procedures within the telecommunications field
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Demonstrated ability to effectively present information and respond to questions from managers,

clients, customers and the general public.

- Ability to lead and direct the work of others
- Ability to prioritize situations and respond quickly in an interrupt-driven environment
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Demonstrate a wide degree of creativity and latitude
- Interpret a variety of instructions furnished in written, oral, diagram or schedule form

Job Description: This position is primarily responsible for installing, troubleshooting, repairing and maintaining advanced telephony products and applications, including large PBX and Key systems, Computer Telephony Integrations (CTI) and call center products. Position will be expected to analyze telecommunications functions of organizations, perform programming and debug functions, component assembly and associated intricate functions. This position will work closely with customers to engineer and execute complex upgrades. Specific responsibilities include:

- Oversee and assist in installation of Computer Telephony Integrations (CTI), call center solutions, Nortel, Avaya and various vendor Key and PBX systems
- Perform engineering design evaluations and provide consultative services
- Engineer and perform moves, adds, and changes
- Troubleshoot, diagnose and resolve complex telephony problems
- Identify available connectivity options and assure appropriate system capacity
- Apply advanced working knowledge of telephony products and features to troubleshoot end-user problems
- Ensure integrity and quality of equipment
- Position and terminate cables, install jumpers, wires and strappings
- Install and maintain telephones and other business communication systems at customer premises
- Install, test and carry out restorative and routine maintenance on basic telecommunications, switching and transmission equipment
- Determine appropriateness of moderate equipment changes or modifications and carry out modifications
- Analyze system faults with a high degree of diagnostic skill
- Call Center solutions; Computer Telephony Integrations (CTI)
- Develop and maintain good relations with internal and external customers

Minimum Education:

- High school diploma or equivalent required, with 4+ years of related experience in the field.
- Two year certificate from college or technical school desired.
- Nortel, Avaya, PBX and/or Key system certifications

8. Commercial Job Title: Senior Telecom Technician (effective 10/26/2010)

Minimum/General Experience:

- Position requires self-direction, a high level of motivation and drive for success.
- Must be Nortel/Avaya certified on current TDM technology platforms
- Strong analytical and problem solving skills
- Extensive upgrade and break/fix experience
- Ability to work in a fast paced environment
- Strong communication skills; thorough and attentive to details; able to prioritize, multitask and respond quickly in an interrupt-driven environment; proactive and deadline-oriented
- Ability to interact effectively with customers, vendors and employees at all levels of the organization
- Exhibits expert knowledge of telephony concepts, practices and procedures within the telecommunications field

Job Description: This position is primarily responsible for programming, installing, troubleshooting, repairing and maintaining advanced telephony systems and associated equipment, including PBX and Key systems as well as VoIP and the integration of voice technology to support customer telephony requirements. The Senior Telecom Technician works with minimal supervision and guidance may lead projects and also performs preventative maintenance, moves, adds, changes, and executes system upgrades as required. Specific responsibilities include:

- Responsible for being resident expert in all aspects of the TDM / VoIP platform
- Participate in major project initiatives including project planning and implementation
- A minimum of 5+ years of experience in performing complete Nortel/Avaya system installations and commissioning with minimal guidance
- Ensure integrity and quality of equipment
- Position and terminate cables, install jumpers, and wires as necessary
- Provide technical recommendations as require
- Interface with vendors and other technicians to diagnose and resolve problems and outages
- Develop and maintain good relations with internal and external customers
- Works with minimal supervision and guidance, leads projects and direct others as necessary

Minimum Education:

- High school diploma or equivalent required with five to seven years of related experience in the field or in a related area
- Two year certificate from college or technical school desired
- PBX, Key system and VoIP current release certifications are required

9. Commercial Job Title: Training Specialist (effective 10/26/2010)

Minimum/General Experience:

- Position requires self-direction and ability to work with minimal supervision
- Must be able to work at offsite locations to present training. Travel varies from 20%-40%
- Excellent written and presentation skills are essential as well as comprehensive computer skills
- Ability to interact effectively with customers, vendors and employees at all levels of the organization
- Exhibits basic to advanced knowledge of telephony concepts, practices and procedures within the telecommunications field

Job Description: This objective for the Training Specialist is to develop and deliver end-user training courses in support of various telecommunications systems. Primary responsibilities include designing and developing training curriculum on assigned products including preparation of all support materials, Power Point presentations, maintaining a professional training environment and training evaluation. It is imperative that this position communicate with technical support and field personnel to identify training needs/issues to achieve product support training objectives. Specific responsibilities include:

- Train and support customers/end-users on various telephony products
- Develop and maintain a training program for additional staff
- Support and maintain development of database collection
- Maintain help desk at system cutover
- Establish accurate written troubleshooting and diagnostic procedures for the system and implement into administrator training programs in compliance with the project objectives
- Design and develop training support material on assigned products
- Assist other support areas (technical support and field personnel) as required
- Ensure training courses and materials meet project objectives

Minimum Education:

- High school diploma or equivalent required with a minimum of four years of related experience in the field or in a related area
- Advanced education from college or technical school desired
- Extensive knowledge of PBX, Key system and VoIP systems

GSA PRICE LIST

<u>Labor Category</u>	<u>Price Per Hour</u>
Call Center Engineer	\$125.00
Program Manager	\$115.00
Network Engineer	\$115.00
Telecom Application Engineer	\$115.00
Senior Telecom Technician	\$ 85.00
Training Specialist	\$ 85.00
Telecommunications Systems Tech	\$ 70.00
Senior Fiber/Cable Technician	\$ 68.00
Cable Technician	\$ 49.00

A 1-hour minimum is required.

Travel or per diem costs are priced separately.

Travel charges apply when an overnight stay is required in the performance of the task order. Such charges will be in accordance with Federal Government Joint Travel Regulations.

CPI's Standard Hours of Business are 8 am to 5 pm, excluding CPI observed holidays.

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

BPA NUMBER _____

**COMMUNICATIONS PRODUCTS, INC.
BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE**

PREAMBLE

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

COMMITMENT

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

Carla Kraus
Contracts and Sales Administrator
Phone: 317.596.7980
Fax: 317.595.7898
Email: ckraus@commprod.com

(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 GS-35F-0784J.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity Date

Contractor Date

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) GS-35F-0784J, 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 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.