



MULTIPLE AWARD SCHEDULE CONTRACT NO. GS-35F-0835N

AGJ SYSTEMS & NETWORKS, INC.
1636 POPPS FERRY RD
SUITE M
BILOXI, MISSISSIPPI 39532

COMPANY PROFILE

AGJ Systems & Networks, Inc. is a veteran-owned small business that serves federal, state, and local government agencies as well as private enterprises in the State of Mississippi and throughout the United States and Canada. AGJ is dedicated to providing your business with the IT solutions it requires offering a variety of services including Business Process Analysis and Workflow Reengineering; Network design, installation and management; Diagnostic Imaging configuration; Content and Document Management implementation; and Website Design/Hosting.

US News and World Report spotlighted AGJ Systems and Networks, Inc. as an example of a growing small business entrepreneurship in a stagnant economy. AGJ was also recognized as the Mississippi Commercial Small Business of the Year for 2005 and is the Gulf Coasts only two-time Tapestry Technology Award winner. AGJ is recognized as Harrison County Development Commission's Commercial Small Business of the Year for 2004 and as Mississippi's Southern Regional Governor's Cup winner.

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

FPDS Code D301: IT Facility Operation and Maintenance

FPDS Code D302: IT Systems Development Services

FPDS Code D306: Systems Analysis Services

FPDS Code D307: Automated Information Systems Design and Integration Services

FPDS Code D308: Programming Services

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Contract # GS-35F-0835N

FPDS Code D310: IT Backup and Security Services

FPDS Code D311: IT Data Conversion Services

FPDS Code D316: IT Network Management Services

FPDS Code D399: Other Information Technology Services, Not Elsewhere Classified

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

Note 2: Offerors and Agencies are advised that the Group 70 - Information Technology Schedule is not to be used as a means to procure services, which properly fall under the Brooks Act. These services include but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services 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 performed by the publisher or manufacturer or one of their authorized agents.

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Contract Number: GS-35F-0835N

Contract Period: August 11, 2003 – August 11, 2008

Business Size: Small

Pricelist current through Modification # P00002, dated June 20, 2006.

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

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT

The geographic scope of this contract is the 48 contiguous states and the District of Columbia. Services provided outside of the continental United States shall be provided on an as-needed basis and shall include any additional expenses required such as travel and living expenses.

2. AGJ SYSTEMS AND NETWORKS, INC. (AGJ) ORDERING ADDRESS AND PAYMENT INFORMATION

Ordering Information:

a. For mailed orders:

**AGJ Systems and Networks, Inc.
ATTN: Bud Jones, GSA, Business Development
1636 Popp's Ferry Rd., Suite M
Biloxi, MS 39532**

b. For FAX orders:

1636 Popp's Ferry Rd., Suite M4, Biloxi, MS 39532

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Phone: 228-392-7133, Fax: 228-392-7601

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Bud Jones, GSA, Business Development
Fax Number: (229) 392-7601

Payment Information:

c. Remit all payments to:

AGJ Systems and Networks, Inc.
ATTN: Bud Jones, GSA, Business Development
1636 Popp's Ferry Rd., Suite M
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AGJ is required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

(228) 392-7133

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

**4.4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE
 COMPLETION OF STANDARD FORM 279:**

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: **112799312**

Block 30: Type of Contractor B. **Other Small Business Veteran Owned**

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

Block 36: Contractor's Taxpayer Identification Number (TIN): **024285140**

4a. CAGE Code: 3C9J2

4b. Contractor has registered with the CENTRAL CONTRACTOR REGISTRATION

5. FOB DESTINATION

It is expected that all information Technology Professional Services described herein will be performed either at an AGJ facility or at a government designated facility. Place of performance shall be designated on the purchase order or in the Statement of Work.

6. DELIVERY SCHEDULE

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

<u>SPECIAL ITEM NUMBER</u>	<u>DELIVERY TIME (Days ARO)</u>
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SIN 132-51	As agreed upon between AGJ and ordering agency
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b. **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS - Prices shown are NET Prices; Basic Discounts have been deducted.

AGJ Systems and Networks, Inc. does not currently have quantity discounts, but is willing to negotiate a Quantity (volume sales) discount with ordering activity as permissible by this contract.

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

8. TRADE AGREEMENT 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 Offered.

10. SMALL REQUIREMENTS

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

11. MAXIMUM ORDER THRESHOLD

The Maximum Order Threshold for Special Item Number 132-51- Information Technology Services is \$500,000 per order.

12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS

In accordance with FAR 8.404: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services; refer to the terms and conditions applicable to Information Technology (IT) Professional Services (SIN 132-51).

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/pricelists 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 are required in effective 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--Review additional Schedule Contractors

- (1) 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 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

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mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. SECURITY REQUIREMENTS

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.

15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES

Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the Government's convenience, and (m) Termination for Cause (See C.1.)

16. GSA Advantage!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

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

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering office contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

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

19. OVERSEAS ACTIVITIES

Not Offered

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.

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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, delivery 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.

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

<http://www.agjsys.com>

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

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

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

(b) The following statement:

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

Terms and conditions applicable to Information Technology Professional Services (SIN 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 Government location, as agreed to by the Contractor and the ordering office.

2. PERFORMANCE INCENTIVES

- a. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.
- b. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.
- d. The above procedures do not apply to Time and Material or labor hour orders.

3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

GSA has determined that the prices for services contained in the contractor s price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

- (a) When ordering services, ordering offices shall

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- (1) Prepare a Request (Request for Quote or other communication tool):
 - (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
 - (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.
 - (iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor s experience and/or past performance performing similar tasks.
 - (iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2)(i) below, the request shall notify the contractors that will be the case.
- (2) Transmit the Request to Contractors:
 - (i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132 51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under

other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall

(1) Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(i) SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(ii) MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.

(2) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

(c) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

(d) When the ordering office s requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under Information for Ordering Offices, paragraph #12.

4. 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 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.

5. PERFORMANCE OF SERVICES

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.

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

6. INSPECTION OF SERVICES

The Inspection of Services Fixed Price (AUG 1996) 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.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

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 Government contract, without some restriction on 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 Government, ordering offices 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 office 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 Government 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 (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency 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

IT FACILITY OPERATIONS AND MAINTENANCE (FPDS CODE D301)

Services or staffing for data center operations, database/application administration, general desktop support and all level of help-desk operations, network monitoring and maintenance and IT administration assistance (inventory, documentation, etc.).

IT SYSTEMS DEVELOPMENT SERVICES (FPDS CODE D302)

Program/Project Management, Network Implementation, Network Upgrades, Network wiring remediation, Network Cable Planning and installation, Product and Process Description, Help-desk services assessment, planning, and implementation.

SYSTEMS ANALYSIS SERVICES (FPDS CODE D306)

Business Assessments, Business Case Development, Source Selection, Requirement s Analysis, Resource Planning, Capacity Planning, Business Process Reengineering, Product and Process Description, Network Analysis & Design, Functional Analysis

AUTOMATED INFORMATION SYSTEMS DESIGN AND INTEGRATION SERVICES (FPDS CODE D307)

LAN/WAN Design, Information System Design, System Documentation, Wireless Network Design, Content Management System and Portal Design, RDBM integration, Client/Serve & Office Telephone Communications Configuration

PROGRAMMING SERVICES (FPDS CODE D308)

All prevalent LAN and WAN technologies, such as NT and Novell, TCP/IP, SNA, Token Ring, Ethernet, Routers, Bridges, High-Speed Switches, Gateways, Fiber Optics.

IT BACKUP AND SECURITY SERVICES (FPDS CODE D310)

IT Security Program development; Security Training; Security Policy/Standards review; Network Security Assessments and Engineering; VPN, Firewall, Router, implementation and configuration; Business and Disaster Recovery planning and development; SANS/NAS planning and implementation.

IT DATA CONVERSION SERVICES (FPDS CODE D311)

Database migration, workstation OS and desktop application migration, E-Mail mailbox migration, Document Management repository data conversion

IT NETWORK MANAGEMENT SERVICES (FPDS CODE D316)

Network Service Level support contracts, Network monitoring software installation, HP's OpenView, and other popular systems.

**OTHER INFORMATION TECHNOLOGY SERVICES,
NOT ELSEWHERE CLASSIFIED (FPDS CODE D399)**

Content Management Implementations, Portal Implementations, configuration and implementation of all Microsoft Enterprise Collaboration software, Healthcare Diagnostic Imaging and IPACs interface and maintenance; Web Design, Hosting, and Developers

PRICELIST

		April, 2006
Labor Category		GSA Hourly Rate
101	Program Manager	\$124.00
102	Project Manager	\$120.00
103	Senior Sys. Engineer	\$124.00
104	System Engineer	\$120.00
105	Senior Technician	\$100.00
106	Technician	\$75.00
107	Configuration Data Mgmt Analyst	\$80.00
108	Information Security Consultant	\$120.00
109	Electronic Document Mgmt Sys. Engineer	\$110.00
110	Software Development Specialist	\$80.00
111	Database Specialist	\$80.00
112	Web Developer	\$75.00
113	Technical Writer	\$68.00
114	Program Control Specialist	\$68.00
115	Cable Installation Manager	\$80.00
116	Sr. Cable Installer	\$65.00
117	Cable Installer	\$60.00
117	Jr. Cable Installer	\$50.00

AGJ Systems and Networks, Inc. offers personnel who meet or exceed the minimum qualification requirements stated in the Job Descriptions provided herein. GSA and/or the ordering activities may have access to any AGJ Systems and Networks, employee resume (by request), during, or after assignment of any GSA order. If for some extenuating reason a person assigned to an order must be replaced or substituted, the ordering activity will be notified in advance, in writing, and the substitute will have equal or greater qualifications than the replaced employee.

The following Job Codes/Titles correspond to the Labor Category description contained in the pricelist for Information technology Professional services special item Number (SIN) 132-51.

Job Code*/Title	Minimum/General Experience	Functional Responsibility	Minimum Education
101 Program Manager	10 years IT Project Management experience with 4 years managing Federal Government Programs.	Manages medium to complex programs. Task coordination can be extensive with multiple interdependencies. Manage the installation of all products and services. Coordinate all project requirements per contractual obligations. Serves as primary point-of-contact with government contract management staff for reporting project status and negotiating change orders	Masters Degree in Business, Engineering Information Systems Management. Masters Degree can be substituted by an additional 5 years of experience in IT Program/Project Management positions with applicable IT professional Industry Certifications
102 Project Manager	5 years of professional experience in managing IT projects worth \$250,000 or higher.	Responsible for handling the day-to-day management and administration of project tasks. Develops detailed work plans and schedules in response to support service requests. Assigns staff responsibilities and supervises all staff efforts. Utilizes, maintains control over, and redirects available resources as necessary to complete tasking in accordance with scheduled milestones and constraints. Performs quality checks of all work products.	Bachelors degree in an Information Technology Science discipline or 10 years experience in IT Project Management positions and Project specific IT Industry Certifications
103 Senior System Engineer	8 years of extensive, high-end technical experience in a wide range of technical and complex solutions in integration and analysis of computer networks. 3 years specific experience in Network Management Systems (NMS) and Fault, Configuration, Authentication), Performance, Security Management Expertise in Quality of Service (QOS) and Mobility. 2 years experience in internet protocol (IP) addressing, TCP/IP, BGP-4, OSPF, Policy Routing, switch/router configuration and management, various LAN's, NAT, Security Policies, firewalls, IPSec, VPN's, carrier services (T-1, DS-3, ATM, frame relay), DNS, and DHCP.	Plans, designs, implements, maintains LANs, backbone connections, and WAN connections. Designs and manages network security systems including the firewall. Monitors and troubleshoots network and telecommunications connectivity. Monitors and troubleshoots, upgrades Microsoft Technologies. Answers and/or appropriately routing network or system support questions - Creating, setting up, and configuring PC systems and other hardware as needed - Demonstrated experience in managing a wide-area network utilizing TCP/IP over T1, DSL, ISDN, or other links	Requires a Bachelors degree in a discipline such as System Programming, Engineering or Computer Science. An additional 4 years experience performing System Engineer tasks with job specific Industry Certifications can substitute for formal degree.
104 System Engineer	5 years of extensive, high-end technical experience concentrating in logic, software concepts, methods with knowledge of the various interfacing hardware and computer systems. Should have special emphasis in end-to-end Internetwork computer solutions.	A technical resource providing analysis to customers for products and integrated solutions such as LAN, WAN, INTERNET, RDMS, PC and data networking. Assumes principal technical role in the delivery of solutions. Furnishes technical expertise and address customer questions on hardware or software.	Requires an Associate degree in a technical field, such as System Programming, Engineering or Computer Science. Degree can be substituted with an additional 3 years as a Senior Computer Technician.

105 Senior Technician	6 years of general experience working with computer systems software designer or systems technical programmer, in various programming and integration efforts. Working to gain experience to move to solutions that are more complex. Requires competence in logic, software programming and feature interaction. Also requires knowledge of the various interfacing hardware systems. Depending upon the area, the experience will range from one to five years' experience.	Provides technical assistance and support to end users of delivery systems hardware, software and network (voice, video, and data) to resolve end user computing problems. Works directly with end users of computing resources, providing guidance on effective use of delivery systems products and services. Identifies and evaluates complex customer requirements and recommends solutions. Assists in the implementation of delivery systems products and services. Ensures compliance of solutions with company service standards. Trains users. Creates and maintains change and configuration documentation. Assists in deployment management plans and schedules.	Requires various industry certifications such as MCSE, CCNA, A++.
106 Technician	1 year of maintaining PC hardware and software. This includes setting up PC's and printers, installing and / or replacing hardware components and software and assisting users with application issues / questions.	Troubleshoot and resolve a wide variety and range of PC, printer, and software problems. Resolves problems on multiple operating systems, vendor software packages, network configurations and homegrown applications. Install new computers and appropriate software applications. Plans and coordinates desktop moves with building services and telecom services. Support end-users on hardware and software related peripherals. Provides technical expertise/training to end-users as needed to resolve equipment or operator problems. Communicates with customer supervisors and managers on software/hardware and end-user issues.	Requires various industry certifications such as MCSE, CCNA, A++.
107 Configuration Data Management Analyst	3 years of experience in configuration control and data administration	Conducts and prepares configuration management plans and procedures, performs configuration audits, monitors trouble reports and change requests, evaluates and selects tools to automate the change control process, and provides status accounting support. Coordinates with users and developers on the release of new software versions. Establishes, operates, and maintains program document support libraries. Assists in the evaluation, definition, standardization, and tracking of data elements and object names. Determines entity relationships, assigns attributes, and develops procedures for maintaining enterprise data models. Facilitates working groups of functional experts to establish central repository requirements for data storage, protection, and retrieval. Creates or populates data dictionaries. Provides full range of data mapping, validation, and documentation.	Bachelor's degree in Engineering, Computer Science, Business, or related Information Technology field.
108 Information Security Consultant	5 years experience managing corporate level systems security programs. Must have an excellent understanding of networking concepts with emphasis on security related technologies. Strong project management skills. Understanding of network protocols, routing principles, and information security assessment methodologies. Knowledgeable in system security certification and accreditation methodologies.	Will collaborate with executives and IT professionals in the development of IT security strategies, policies, technical standards, processes, procedures and programs. Identifies and analyzes organization's information security risks and vulnerabilities. Documents and presents findings to technical and non-technical audiences. Implements Federal Government security system certification and accreditation methodologies. Performs system audits and network penetration studies in support of customers' security standards.	Bachelors degree or in computer science, engineering, or telecommunications. Must possess Industry security certifications. Degree can be substituted with 3 additional years of experience in implementing and maintaining technical network security devices within the Federal Govt.

109 Electronic Document Management System Engineer	3 years of experience in the design, development, implementation, and maintenance of Electronic Document Management Systems (EDMS)	Performs customer interviews and business process analysis. Designs, installs, customizes and configures EDMS. Teaches users and administrators the use of the EDMS. Maintains and troubleshoots system and performs system administrative functions.	Associates degree in a Computer Technology field. An additional year experience working Document Management Systems (DMS) or a COMTIA certification.
110 Software Development Specialist	8 years of work experience as well as fluency in various languages such as VB, C++ or some other OO programming language.	Member of development teams designing highly complex software systems for large client applications. Designs and develops new software products or major enhancements to existing software. Acts as high-level technical expert, addressing problems of system integration, compatibility, and multiple platforms. Responsible for project completion.	Bachelor's degree in Math or Computer Science. Degree can be substituted with 2 additional years of programming experience in Object Oriented Programming languages.
111 Database Specialist	2 years of experience in the installation, development, implementation, and maintenance of COTS Relational data base management systems (RDMS).	Provides database-related expertise to evaluate client IT, telecommunications, telephony, internet/web or electronic commerce needs and develop effective database solutions on a cost-effective basis. Controls the global view of data bases, controls the access to the data bases, assures the safekeeping of the data bases (from accidental or intentional damage or loss), monitors the usage of data bases, and develops standards, procedures, and conventions for use. Is an authority on the design and use of COTS database systems.	An Associates Degree in Computer Science or a field in Information Technology. May substitute degree with an additional year of RDMS experience and industry specific certifications such as MS SQL 2000 or Oracle 8/9i.
112 Web Developer	2 years of working with emerging web technologies including Flash, DreamWeaver, XML, SSL, HTML, PHP, Front Page, JAVA, ColdFusion, shopping carts, and certificate servers.	Responsible for preparation, design, development, and installation of Internet and Intranet web sites. Performs maintenance and monitoring of customer web sites.	Associate Degree in Computer Science. Degree requirement can be substituted by 1 additional year of Web Site creation experience with 1 industry certification.
113 Technical Writer	3 years of experience researching written text, and coordinating layout and manual organization. Under general direction of the Program Manager, is responsible for preparation of operation and maintenance manuals and technical publications. Ability to work with development/engineering information such as drawings, design reports, equipment and test specifications. Must have strong team working skills.	Gathers technical information prepares written text, and coordinates layout and manual organization. Interfaces with users, engineers, analysts, programmers, etc., to obtain necessary information on technologies, methods, and standards. Writes individualized copy of analytical, interpretative, documentary or promotional literature. Prepares and upkeeps operation and maintenance manuals and technical publications. Performs final quality assurance on all IT written materials.	Associate degree in Business, Technical Writing or English. Degree requirement may be substituted with an additional 2 years work experience writing IT technical documentation.
114 Program Control Specialist	2 years of office administration experience in a Technology Environment. Must have experience using MS Office Suite and other business support computer software packages.	Responsible for the preparation of correspondence and technical documents in final form, answers telephones, schedules meetings, distributes mail and makes travel arrangements. Develops correspondence guidelines and procedures. Reviews office correspondence, staff actions and reports prepared for management's signature for thoroughness, clarity, completeness, grammatical, and procedural correctness. Maintains a standardized system for filing. Establishes and maintains both centralized and decentralized office files, management and record keeping systems.	Associates Science Degree with a concentration in Computer Science. May substitute degree requirement with an additional 2 years office administration experience in a Computer Technology Environment.

115 Cable Installation Manager	Seven (7) years of experience as a cable/technician with three years of Project Management experience. Must have excellent working knowledge of ANSI/TIA/EIA/IEEE/AWG cabling standards and the National Electric Codes. Must have worked in a Senior Computer Network or Telecommunications Network Engineer position.	Prepare budget, determine work force requirements, and establish production schedules to meet work plan. Conduct walk-through, inspect construction sites and installations to ensure service deadlines are met. Manages vendor relations and contracts with voice carriers & suppliers when required. Supervises job task until completed. Plan, assign, direct work, address complaints, and resolve problems.	Bachelor's degree in a technical field. An additional 4 Years Network and telephone cable experience can be substituted in lieu of college degree.
116 Senior Cable Installer	This position requires a minimum of five (5) years telecommunications training and/or experience as well as demonstrated proficiency and profitability at the Installer level. Must have experience with all aspects of Category 5/6 and fiber optic installation and functional knowledge of telecommunications wire and devices experience.	Helps determine work force requirements, and establish schedules to meet work plan. Tests, troubleshoots, and documents test results on copper and optical fiber cable (Wire map & USOC). Builds out telecommunications rooms and equipment rooms. Reads and understands blueprints and floor plans. Installs horizontal station cables and backbone cables (OM1,2,3, OS1).	High school degree and technical school. A technical telecommunications or computer network certification. BICSI certification at this level is desired but not mandatory.
117 Cable Installer	Two (2) years experience installing telecommunications or Ethernet cable.	Installs and tests data and voice communications cabling systems. Installs and pulls cable from closet to closet or to work stations, and testing, certifying, and labeling as built drawings. Prepares workstation outlet locations (installs wall, floor, or modular furniture jacks). Makes custom patch cables to replace unusable cable for special requirements.	High school degree or GED; Telecommunications or Computer Network Technical certification, and at least one (1) year OJT under the supervision of Senior Cable Technician.
118 Jr. Cable Installer	Must have knowledge of cabling materials and tools.	Pulls cable from closet to closet or to work stations. Carries cabling materials and tools to and from work areas. Assists cable crew with other work as needed.	High school degree or GED, User knowledge of computer workstations.

USA Commitment to promote Small Business Participation in Procurement Programs

PREAMBLE

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

COMMITMENT

- To actively seek and partner with small businesses;
- To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical;

- To develop and promote company policy initiatives that demonstrates our support for awarding contracts and subcontracts to small business concerns;
- To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company;
- To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged and women-owned small businesses;
- To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner; and
- To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact:

**Best Value
Blanket Purchase Agreement
Federal Supply Schedule**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (Agency) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s)

_____.

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

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

Signatures

Ordering Activity	Date	Contractor	Date

BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

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

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

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

(2) Delivery:

DESTINATION	DELIVERY 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

Best Guidelines for Using “Contractor Team Arrangements”

Federal Supply Schedule Contractors may use Contractor Team Arrangements (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

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

