



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

FSC 70

SERVICES

Special Item No. 132-51 IT Services

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Automated News Services, Data Services, or Other Information Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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

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



**2140 E. Bidwell St.
Folsom, CA 95630
(916) 987-3261
www.infintech.com**

Special Item No. 132-51

**Professional Information Technology Services
throughout the forty-eight (48) Contiguous United States**

Contract Number: GS-35F-0875N

Period Covered by Contract: Aug. 31 2008 thru Aug. 31 2013

General Services Administration
Federal Supply Service

Pricelist current through Modification #9, Dated: 02 December 2010

**For additional copies, explanations,
or further information please contact:**

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

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INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

For orders exceeding the 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:
 - a. The 48 contiguous states and the District of Columbia.

2. Contractor's Ordering Address and Payment Information:
 - a. Ordering Address:
Infinte Technologies, Inc.
2140 E. Bidwell St.
Folsom, CA 95630

Contractors are required to accept the 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: Ordering and Technical Assistance: (916) 987-3261

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
Block 16: Data Universal Numbering System (DUNS) Number: 96-478-3914
Block 30: Type of Contractor - B-Other Small Business

- a. Small Disadvantaged Business
- b. Other Small Business
- c. Large Business
- d. Other Nonprofit Organization
- e. Foreign Contractor

Block 31: Woman-Owned Small Business - Yes
Block 36: Contractor's Taxpayer
Identification Number (TIN): _86-0771877

- 4a. CAGE Code: IHRWO
- 4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB

Destination, except travel costs are included for professional services. (Services rendered as agreed upon each individual contract.)

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: 132-51 DELIVERY TIMES (Days ARO): As required in each task order.

- b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities 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 activity, 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.
No discounts are offered.

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:

Export packing is outside the scope of this contract, and is not applicable.

10. Small Requirements:

The minimum dollar value of orders to be issued is \$2500.00.

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

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:
Special Item Number 132-51 - Information Technology (IT) Professional Services
- b. The Maximum Order value for the following Special Item Numbers (SINs) is \$25,000:
Special Item Number 132-50 - Training Courses
- c. The Maximum Order value for the following Special Item Numbers (SINs) is \$10,000
Special Item Number 132-12 ~ Repair Parts/Spare Parts ONLY

Note: Maximum Orders do not apply to Special Item Numbers 132-12 Maintenance and Repair Service (except for Repair Parts/Spare Parts) or 132-34 Maintenance of Software.

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 activities 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 activities 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 ordering activity's needs.

- a. Orders placed at or below the micro-purchase threshold. ordering activities 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 activities 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 ordering activity's needs. In selecting the supply or service representing the best value, the ordering activity may consider—
 - i. 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;
 - ii. Trade-in considerations;
 - iii. Probable life of the item selected as compared with that of a comparable item;
 - iv. Warranty considerations;
 - v. Maintenance availability;
 - vi. Past performance; and
 - vii. 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 activity 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 activities shall--

Review additional Schedule Contractors

- i. catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
- ii. 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

- iii. 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 activity determines that it is appropriate.

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

- i. 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);
 - ii. Offer the lowest price available under the contract; or
 - iii. 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 BP A provisions. Ordering activities 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 activities will find it advantageous to request a price reduction. For example, when the Ordering activity 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 activity 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 ordering activity for a specific order.
 - f. Small business. For orders exceeding the micro-purchase threshold, ordering activities 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 ordering activity 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 activity shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the ordering activity'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 activities, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):

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

14. 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 ordering activity policy; however, the burden of administering the security requirements shall be with the ordering activity. 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 ACTIVITIES:

Any Ordering activity, with respect to anyone 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 Ordering activity's convenience, and (m) Termination for Cause (See c.l.)

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:

- a. Manufacturer;
- b. Manufacturer's Part Number; and
- c. 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 INCIDENTAL, NON-SCHEDULE 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 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

- a. 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 IS), and small business programs (Part 19);
- b. 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
- c. 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:
 - i. Time of delivery/installation quotations for individual orders;
 - ii. 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.

- b. Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- c. 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:

Not applicable. However, Professional services outside the 48 contiguous states, negotiated as necessary. 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 BP A 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. 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 received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, de-installation, 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.intintech.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 a Federal ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order-

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 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 (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)

1. SCOPE

- a. The prices, terms and conditions stated under Special [tern 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. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, 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. 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.
- 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 80402 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 80404 (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 activity 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 activities shall-
 - i. Prepare a Request (Request for Quote or other communication tool):
 1. 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.
 2. 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 activity 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.
 3. 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 similar tasks.

4. 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 (ii)(1) below, the request shall notify the contractors that will be the case.
- ii. Transmit the Request to Contractors:
 1. Based upon an initial evaluation of catalogs and price lists, the ordering activity 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 activity, 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 ordering activity's needs are available, if the order is estimated to exceed the micro-purchase threshold.
 2. 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 ordering activity's needs. Ordering activities 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.
 - iii. 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 BP As 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 activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall-
 - i. Inform contractors in the request (based on the ordering activity's requirement) if a single BP A or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BP As.
 1. SINGLE BPA: Generally, a single BP A should be established when the ordering activity 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)
 2. MULTIPLE BPAs: When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BP As. When multiple BP As 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.
 - ii. 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)

1. The ordering activity 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.
- c. When the ordering activity's requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity 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 activity, 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 ordering activity 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 activities," 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 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 ordering activity 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. If the end product of a task order is software, then FAR 52.227 -14 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 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 (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 2002) (Alternate II (FEB 2002» 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 ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING



- a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

Job Title: Program Manager

Responsible for management of contracts and accountable for technical quality, content, and results of all projects.

Educational Requirements: BS/MA, Information Systems, Business Management, Computer Science

Experience Requirements: Ten years or six years with a Master's degree, including 6 years management of multiple projects.

Job Title: Project Technical Manager

Accountable to the Program Manager for one or more task orders placed against the contract. Shall serve as a focal point for assigned projects.

Educational Requirements: BS/MS, Computer Science, Software, Mathematics, or Physics.

Experience Requirements: 7 yrs (5 yrs with MS degree) of progressive experience, including 3yrs management of substantive contracts.

Job Title: Principal Industry/Functional Area Expert

Recognized for strong expertise in industry issues and trends. Utilize functional area expertise gained through direct industry experience to assess the operational and functional baseline of an organization and its organizational components. Participate in account strategy sessions, strategic assessments and design reviews to validate enterprise approach and associated work products, such as ERP implementations.

Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks, possesses ability to meet and operate under deadlines.

Educational Requirement: Bachelor's degree from an accredited college or university in computer science, information systems, engineering, scientific or a mathematics-intensive discipline.

Experience Requirements: Ten years or six years with a Master's degree or PhD and 4 years of general IT experience, including formal training and 3 years experience in BPR methods, plus training and 1 year experience in enterprise applications.

Job Title: Assistant Project Technical Manager

Supports Project Technical Manager in the execution of their duties. Provides highly technical delivery order expertise and technical guidance in solving complex hardware/software problems. Provides technical leadership of all phases of hardware/software design analysis, development, integration, and implementation. Capable of determining appropriate use of technologies in solving engineering problems.

Educational Requirements: BS, Computer Science, Software, Mathematics, or Physics.

Experience Requirements: 7yrs of progressive experience in systems integration and analysis of military hardware and software systems/processes. 2 yrs experience leading system design, integration, and analytical efforts.



Job Title: Technical Subject Matter Specialist (Senior)

Applies subject matter knowledge to high level analysis, design, development, integration, installation, documentation and implementation. Resolves problems, which require an intimate knowledge of the related technical subject matter. Applies principals and methods of the subject matter to specialized solutions. Includes but not limited to; medical and legal transcription, environmental, scientific, and logistical support activities.

Educational Requirements: Applicable functional area certification or two years undergraduate education.

Experience Requirements: Ten years of intensive and progressive experience in the applicable specialty field.

Job Title: Technical Subject Matter Specialist (Intermediate)

Applies subject matter knowledge to high level analysis, design, development, integration, installation, documentation and implementation. Resolves problems which require an intimate knowledge of the related technical subject matter. Applies principals and methods of the subject matter to specialized solutions. Includes but not limited to; medical and legal transcription, environmental, scientific, and logistical support activities.

Educational Requirements: Applicable functional area certification or two years undergraduate education.

Experience Requirements: Five years of intensive and progressive experience in the applicable specialty field.

Job Title: Senior Professional Support Staff

Senior level services and technical leadership. Includes scientists, statisticians, mathematicians, program control, trainers, human factors, etc.

Educational Requirements: BS/MS Degree

Experience Requirements: 7yrs directly related experience (5yrs with MS degree). At least 3yrs progressive responsibility in providing technical leadership.

Job Title: Senior Consultant

Lead medium to large complex projects and major phases of very large projects. Manages the fact finding, analysis, and development of hypothesis/ conclusions, production of final reports and delivery of presentations. Responsible for ensuring that the project delivers to client expectations on time and to budget. Has expert knowledge of practice, consulting group and matrixed organization operations and business objectives. Has in-depth knowledge of market/ industry and service line.

Educational Requirements: Bachelors degree from an accredited college or university which provides substantial knowledge of the information sciences.

Experience Requirements: Six years of intensive and progressive experience demonstrating the required proficiency levels related to task. Education may be substituted with 10 years of intensive and progressive experience demonstrating the required proficiency levels related to task.

Job Title: Consultant

Leads major portions of large or medium projects, and leads small projects autonomously. Gathers facts through research, interviewing, surveys, etc. analyze the client's business, draw conclusions, prepare final reports and gives presentations. Proficient in the use of key analysis and graphics tools. Uses in-depth consultative skills and business knowledge based on accumulated experience and education aligned to practice business objectives and processes.

Educational Requirements: Bachelor's degree from an accredited college or university which provides substantial knowledge of the information sciences.



Experience Requirements: Five years of intensive and progressive experience demonstrating the required proficiency levels related to task. Education may be substituted with 9 years of intensive and progressive experience demonstrating the required proficiency levels related to task.

Job Title: Senior Systems Engineer

Supports the Project Technical Project Manager in the execution of their duties. Provides highly technical expertise and guidance in solving complex hardware/software engineering problems. Provides technical leadership of all phases of hardware/software design analysis, development, integration, and implementation. Capable of determining appropriate use of technologies in solving engineering problems.

Educational Requirements: BS/MA in Engineering, Computer Science, Mathematics, or Physics

Experience Requirements: Seven years of directly related experience or five years with a MS degree

Job Title: Systems Engineer

Provides technical expertise and guidance in solving complex hardware/software engineering problems. Provides technical support of all phases of hardware/software design analysis, development, integration, and implementation. Capable of determining appropriate use of technologies in solving engineering problems.

Educational Requirements: BS/MA in Engineering, Computer Science, Mathematics, or Physics

Experience Requirements: Three years of directly related experience or two years with a MS degree

Job Title: Principle Software Engineer

Perform software requirement analysis through engagement with Project Manager. Responsible for code development, software design, and engineering. Lead and supervise development and deployment of software products while providing leadership to software development teams. Evaluate existing software architecture, proposing new directions, developing change management plans, and leading change.

Educational Requirements: BS/MS in Software Engineering, Computer Science, Information Technologies

Experience Requirements: Twelve years or ten years with a MS degree

Job Title: Sr. Software Engineer

Perform software requirements analysis through engagement with project manager. Responsible for code development, software design, and engineering. Lead and supervise development and deployment of software products while providing leadership to the software development teams.

Educational Requirements: BS/MS in Software Engineering, Computer Science, or Information Technologies

Experience Requirements: Seven years or five years with a MS degree

Job Title: Software Engineer

Responsible for code development, software design and engineering.

Educational Requirements: BS/MS in Software Engineering, Computer Science or Information Technology

Experience Requirements: Three years or two years with a MS degree

Job Title: Jr. Software Engineer

Responsible for code development, software design and engineering.

Educational Requirements: BS/MS in Software Engineering, Computer Science or Information Technology



Experience Requirements: Zero to two years

Job Title: Principle Systems Analyst

Acts as a lead in performing systems analysis of computer and communications/network systems. Oversees the overall installation of computer operating systems, network, and application software, SOA software (Web Servers, Business Process Software, Portal Servers). Has ability to adapt to new situations and environments. Possesses keen troubleshooting skills to assist other Sr. Systems Analyst and Program Managers to analyze enterprise information and geospatial architecture, process workflow management, and Web services.

Educational Requirements: BS/MS in Software Engineering, Computer Science, Information Technologies

Experience Requirements: Twelve years or ten years with a MS degree

Job Title: Sr. Systems Analyst

Acts as a lead in performing systems analysis of computer and communications/network systems. Oversees the overall installation of computer operating systems, network, and application software, SOA software (Web Servers, Business Process Software, Portal Servers). Has ability to adapt to new situations and environments. Possesses keen troubleshooting skills to assist Principle Systems Analysts.

Educational Requirements: BS/MS in Software Engineering, Computer Science, or Information Technologies

Experience Requirements: Seven years or five years with a MS degree

Job Title: Software Analyst

Under general supervision, performs systems analysis of computer and communications/network systems. Performs systems installation of computer operating systems, network, and applications software, and computer/hardware, SOA software, (Web Servers, Business Process Software, Portal Servers). Provides hotline support to customers. Has the ability to adapt to new situations and environments. Possesses keen troubleshooting skills to assist Sr. Systems Analyst.

Educational Requirements: BS/MS in Software Engineering, Computer Science or Information Technology

Experience Requirements: Three years or two years with a MS degree

Job Title: Jr. Software Analyst

Under supervision, performs systems analysis of computer and communications/network systems. Supports the installation of computer operating systems, network, and applications software, and computer/hardware, SOA software, (Web Servers, Business Process Software, Portal Servers). Provides hotline support to customers. Has the ability to adapt to new situations and environments. Possesses keen troubleshooting skills to assist Systems Analysts, spatial data conversions and distributed computer systems.

Educational Requirements: BS/MS in Software Engineering, Computer Science or Information Technology

Experience Requirements: Zero to two years

Job Title: Network/Hardware Support Technician (Intermediate)

Monitors and responds to hardware, software, and network problems utilizing hardware and software testing tools and techniques. Interfaces with vendor support service groups to ensure appropriate notification during outages or period of degraded system performance. Assists with installation of terminals and associated hardware. Provides LAN server support. Requires strong knowledge of PC/LAN communications hardware and software, in multi-protocol environment, and network management software.

In support of microcomputer applications, analyzes requirements; creates, designs and develops requirements in required media; provides program support; tests, debugs and writes documentation as required. May have



responsibilities for providing customer assistance support in setting up microcomputers and/or installing software packages. Provides user training for hardware/software products; identifies problems and resolves hardware/software/network malfunctions; performs minor hardware/software/network maintenance such as board replacement, cable switching, communication assistance, hardware (CRTs, printers) installation/replacement; interfaces with mainframe, CAD/CAM, digitizers, LANs, provides analysis support for such requirements.

Educational Requirements: High school graduate or equivalent.

Experience Requirements: Three years of increasingly complex and progressive experience in computer system/network engineering. Includes one year of specialized experience related to the task.

Job Title: Data/Configuration Management Specialist (Lead)

Responsible for configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Responsible for configuration planning. Identifies and maintains the original configuration of requirements documentation, design documentation, software, and related documentation. Responsible for configuration change control. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software. Responsible for configuration status accounting. Tracks all problems and changes in product documents and software and reports changes and current configuration. Responsible for configuration audits. Supports audits to verify that requirements of all baselines have been met by the as-built software. Supports the Software Quality Assurance process audits.

Educational Requirements: Bachelor's degree from an accredited college or university in computer science, mathematics, or engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited institution.

Experience Requirements: Seven years' experience of increasing complexity with data management or configuration management in the field of software development or communications engineering. Has experience with current and emerging technologies.

Job Title: Sr. Quality Assurance/Configuration Management Engineer

Acts as a lead in performing Quality Assurance and configuration management functions. Sets up QA and CM activities throughout the life cycle of projects.

Educational Experience: BS/MS in Engineering, Specialty Area

Experience Requirements: Seven years or five years with a MS degree

Job Title: Quality Assurance/Configuration Management Engineer

Establishes and maintains a process for evaluating systems and associated documentations. Determines the resources required for quality control. Maintains the level of quality throughout the project life cycles.

Educational Requirements: BS/MS in Engineering, Specialty Area

Experience Requirements: Three years

Job Title: Jr. Quality Assurance/Configuration Management Engineer

Under supervision, establishes and maintains a process for evaluating systems and associated documentation. Maintains the level of quality throughout the project life cycle.

Educational Requirements: BS/MS in Engineering, Specialty Area

Experience Requirements: Zero to two years



Job Title: Sr. Documentation/Technical Writer

Provide senior level technical writing functions for complex software specifications, user manuals, monthly reports and technical studies.

Educational Requirements: BS English, Technical Writing

Experience Requirements: Seven years of increasingly complex and progressive experience in technical writing.

Job Title: Documentation/Technical Writer

Provide technical writing functions for complex software specifications, user manuals, monthly reports, and technical studies.

Educational Requirements: BS English, Technical Writing

Experience Requirements: Three years of increasingly complex and progressive experience in technical writing.

Job Title: Jr. Documentation/Technical Writer

Provide technical writing support for software specifications, user manuals, monthly reports, and technical studies.

Educational Requirements: BS English, Technical Writing

Experience Requirements: Zero to two years

Job Title: Portfolio Manager

Creates DoD Information Assurance Certification and Accreditation Process (DIACAP) packages. Maintains security configuration and documentation for data systems. Implement Federal Information and Security Management Act requirements.

Educational Requirements: BS/MS in Information Systems, Business Management, Computer Science or Technical Writing

Experience Requirements: Three years

Job Title: Database Administrator

Provides highly technical expertise in the use of database management. Evaluates and recommends available database products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

Educational Experience: BS/MS in Software Engineering, Computer Science, or Information Technologies

Experience Requirements: Six years

Administrative Assistant

Perform routine clerical tasks in support of contract.

Experience Requirements: Secretarial and Administrative Experience

GSA RATES LABOR CATEGORIES

Labor Category	Past		
	Performance Rate	GSA W/O IFF	GSA W/ IFF
Program Manager	\$ 180.13	\$ 180.13	\$ 181.48
Project Technical Manager	\$ 107.74	\$ 107.74	\$ 108.55
Assistant Project Technical Manager	\$ 85.32	\$ 85.32	\$ 85.96
Principle Industry/Functional Expert	\$ 119.80	\$ 119.80	\$ 120.70
Technical Subject Matter Specialist (Sr.)	\$ 66.02	\$ 66.02	\$ 66.52
Technical Subject Matter Specialist (Int.)	\$ 65.70	\$ 65.70	\$ 66.19
Sr. Professional Support Staff	\$ 67.26	\$ 67.26	\$ 67.76
Sr. Consultant	\$ 120.33	\$ 120.33	\$ 121.23
Consultant	\$ 108.98	\$ 108.98	\$ 109.80
Sr. Systems Engineer	\$ 126.43	\$ 126.43	\$ 127.38
Systems Engineer	\$ 109.96	\$ 109.96	\$ 110.78
Principle Software Engineer	\$ 137.44	\$ 137.44	\$ 138.47
Sr. Software Engineer	\$ 119.52	\$ 119.52	\$ 120.42
Software Engineer	\$ 95.26	\$ 95.26	\$ 95.97
Jr. Software Engineer	\$ 69.27	\$ 69.27	\$ 69.79
Principle Systems Analyst	\$ 145.41	\$ 145.41	\$ 146.50
Sr. Systems Analyst	\$ 126.43	\$ 126.43	\$ 127.38
Systems Analyst	\$ 109.96	\$ 109.96	\$ 110.78
Jr. Systems Analyst	\$ 95.60	\$ 95.60	\$ 96.32
Network/Hardware Support Technician (Int.)	\$ 47.79	\$ 47.79	\$ 48.15
Data Configuration Mgt Specialist	\$ 84.15	\$ 84.15	\$ 84.78
Sr. Quality Assurance/Configuration Management Engineer	\$ 88.34	\$ 88.34	\$ 89.00
Quality Assurance/Configuration Management Engineer	\$ 69.27	\$ 69.27	\$ 69.79
Jr. Quality Assurance/Configuration Management Engineer	\$ 53.70	\$ 53.70	\$ 54.10
Sr. Documentation/Technical Writer	\$ 63.76	\$ 63.76	\$ 64.24
Documentation/Technical Writer	\$ 55.45	\$ 55.45	\$ 55.87
Jr. Documentation/Technical Writer	\$ 48.21	\$ 48.21	\$ 48.57
Portfolio Manager	\$ 98.07	\$ 98.07	\$ 98.81
Database Administrator	\$ 115.28	\$ 115.28	\$ 116.14
Admin Assistant	\$ 30.32	\$ 30.32	\$ 30.55



USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal ordering activity contracts. To accelerate potential opportunities please contact Infinite Technologies, Inc., John A Runnberg, 916-983-8035, runnbergj@infintech.com, 916-983-0884



**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

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

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

This BP A 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



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 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.