



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

Special Item No. 132-51

# Information Technology Professional Services

Note: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or

**SIN 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

- FPDS Code D301 IT Facility Operation and Maintenance
- FPDS Code D302 IT Systems Development Services
- FPDS Code D306 IT Systems Analysis Services
- FPDS Code D307 Automated Information Systems Design and Integration Services
- FPDS Code D308 Programming Services
- FPDS Code D310 IT Backup and Security Services
- FPDS Code D311 IT Data Conversion Services
- FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
- FPDS Code D316 IT Network Management Services
- FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or  
Other Information Services (All other information services belong under Schedule 76)
- FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

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

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

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





Accurate Conceptions LLC  
19 O Street SW  
Washington DC 20024-4105  
Phone Number: 202-498-5388  
Fax Number: 866-250-1958  
Web site: [www.accurateconceptions.com](http://www.accurateconceptions.com)

Contact for contract administration: Aeon Clarke  
Email: [aclarke@accurateconceptions.com](mailto:aclarke@accurateconceptions.com)

Contract Number: GS-35F-0049Y

Period Covered by Contract: Nov 4, 2011 - Nov 3, 2016

General Services Administration  
Federal Acquisition Service

Pricelist current through Modification #\_\_\_\_\_, dated \_\_\_\_\_.

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 Acquisition Service's Home Page via the Internet at <http://www.fss.gsa.gov/>





# Table of Contents



# Table of Contents

**\*\*Table of Contents.** The next page in the pricelist should be entitled "Table of Contents," and should contain the basic sections of the pricelist, along with corresponding page numbers for ease of use.\*\*

**\*\*On a page entitled "Information For Ordering Activities,"** copy the language indicated below, as consecutively numbered paragraphs, and provide appropriate responses, where required.\*\*



**INFORMATION FOR  
ORDERING ACTIVITIES  
APPLICABLE TO ALL  
SPECIAL ITEM NUMBERS**



# 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 Acquisition Service. 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.gsadvantage.gov](http://www.gsadvantage.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page ([www.gsa.gov/fas](http://www.gsa.gov/fas)) 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:**

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

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

Offerors are requested to check one of the following boxes:

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

### **2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:**

Ordering Address:

Accurate Conceptions LLC/Aeon Clarke  
19 0 Street SW, Washington DC 20024-4105  
Telephone Number: 202-498-5388  
Facsimile Number: 202-866-250-1958  
[E-mail:aclarke@accurateconceptions.com](mailto:aclarke@accurateconceptions.com)

Payment Address:

Accurate Conceptions LLC/Aeon Clarke  
19 0 Street SW, Washington DC 20024-4105



Telephone Number: 202-498-5388  
Facsimile Number: 202-866-250-1958  
[E-mail:aclarke@accurateconceptions.com](mailto:aclarke@accurateconceptions.com)

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

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

Telephone Number: 202-498-5388

**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. STATICAL 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: **621297568**  
Block 30: Type of Contractor – A,B

- A. Small Disadvantaged Business
- B. Other Small Business

Block 31: Woman-Owned Small Business - No  
Block 36: Contractor's Taxpayer Identification Number (TIN): **02-0769309**

- 4a. CAGE Code: 4BQH5
- 4b. Contractor has registered with the Central Contractor Registration Database.

**5. FOB POINT: DESTINATION**

**6. DELIVERY SCHEDULE**

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
SIN 132-51	To be negotiated between the ordering agency and the contractor.

- 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.

Standard Discount: **5% to \_\_% (varies on each labor category)**

Volume Discount: **\_\_None\_\_**

Prompt Payment Discount: **\_2% net 20 days**

Credit Card Discount: **Accepted.**

Discount offered: **Yes - 2% for non credit card payment**

Delivery: **To be negotiated between the ordering agency and the contractor.**

Accurate Conceptions LLC certifies that blending or averaging has not occurred in this offer to the Government.

Personnel provided under this contract by Accurate Conceptions LLC shall have the experience, education, and expertise as delineated in the authorized IT Schedule Pricelist.

Accurate Conceptions LLC certifies that the training course rates presented to G SA for comparison represent the best rates offered all Accurate Conceptions LLC customers.

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:**

**\*\*Enter info.\*\***

10. **Small Requirements:** The minimum dollar value of orders to be issued is \$2,500.

**\*\*See 52.216-19, ORDER LIMITATIONS, paragraph (a) Minimum Order.\*\***

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

12. **ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

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

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

b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.



**13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS**

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

**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 Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

**14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)**

**TRAVEL**

Any Contractor travel required in the performance of this contract 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. The Contractor shall not add the 0.75% Industrial Funding Fee onto the travel costs.

**\*\*Enter info from your contract pertaining to each of these items.\*\***

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



- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

**15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:** Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

**16. GSA ADVANTAGE!**

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



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

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

## 17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

## 18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

## 19. OVERSEAS ACTIVITIES

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

---

---

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)**

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

**21. CONTRACTOR TEAM ARRANGEMENTS**

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

**22. INSTALLATION, DE-INSTALLATION, REINSTALLATION**

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

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

**23. SECTION 508 COMPLIANCE.**

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

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

**24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.**

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

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

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

**25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)**

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.



(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
- (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

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

**26. SOFTWARE INTEROPERABILITY.**

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

**27. ADVANCE PAYMENTS**

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



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



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

## 1. SCOPE

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

## 2. PERFORMANCE INCENTIVES

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

## 3. ORDER

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

## 4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.



d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

**5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

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

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

**6. INSPECTION OF SERVICES**

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

**7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

**8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**



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

**9. INDEPENDENT CONTRACTOR**

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

**10. ORGANIZATIONAL CONFLICTS OF INTEREST**

a. Definitions.

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

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

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

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

**11. INVOICES**

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

**12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
  - (1) The offeror;
  - (2) Subcontractors; and/or



(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

**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**

Reference pages that follow:



**DESCRIPTION OF  
SERVICES AND  
PRICING FOR SIN  
132-51**



# DESCRIPTION OF SERVICES FOR SIN 132-51

Commercial Job Title: **Senior Project Manager**

**Minimum/General Experience:** This position requires a minimum of eight years experience, of which at least five years must be specialized experience in: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types, and complexity. General experience includes increasing responsibilities in information systems design and/or management.

**Functional Responsibility:** Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system). Assists the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order level COR(s), government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technically related discipline.

Commercial Job Title: **Project Manager**

**Minimum/General Experience:** This position requires a minimum of five years experience, of which at least three years must be specialized experience in: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types, and complexity. General experience includes increasing responsibilities in information systems design and/or management.

**Functional Responsibility:** Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system). Assists the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order level COR(s), government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technically related discipline.

Commercial Job Title: **Project Control Specialist**

**Minimum/General Experience:** This position requires a minimum of eight years experience, of which five must be specialized. Must demonstrate the ability to work independently or under only general direction.



**Functional Responsibility:** Directs all financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and /or systems related to management problems or contractual issues, which would require a report and recommend solutions. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff.

**Minimum Education:** A Bachelors degree in Computer Science, Information Systems, Engineering, Business or other related discipline.

Commercial Job Title: **Quality Assurance Manager**

**Minimum/General Experience:** This position requires a minimum of eight years experience, of which at least five years must be specialized. Specialized experience includes: Configuration Management, verification and validation, system/software testing and integration, software metrics and their application to system/software quality assessment. General experience include s increasing responsibilities in quality assurance, quality control, and team leader responsibilities.

**Functional Responsibility:** Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. Provides daily supervision and direction to support staff.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technically related discipline.

Commercial Job Title: **Quality Assurance Analyst II**

**Minimum/General Experience:** This position requires a minimum of six years experience, of which at least four years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, data base management, use of the programming languages such as .NET, SQL, .ASP, COBOL, 4GL, and/or RDBMS. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in assignments of technical nature. Proven understanding and applications of government documentation standards. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required.

**Functional Responsibility:** Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Make recommendations, if needed, for approval of major systems installation. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technically related discipline.



Commercial Job Title: **Quality Assurance Analyst I**

**Minimum/General Experience:** This position requires a minimum of five years experience, of which at least three years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, data base management, use of the programming languages such as .NET, SQL, .ASP, COBOL, 4GL, and/or RDBMS. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in assignments of technical nature. Proven understanding and applications of government documentation standards. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required.

**Functional Responsibility:** Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Make recommendations, if needed, for approval of major systems installation. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technically related discipline.

Commercial Job Title: **Configuration Manager**

**Minimum/General Experience:** This position requires at least seven years experience directly related to configuration management and support. Must also have advanced knowledge of the principles, methods, and techniques used in configuration management and support as well as knowledge and familiarity with Configuration Management software support packages commonly utilized in project management. Must be able to supervise and direct the work of others and have the ability to serve as a technical team or task lead.

**Functional Responsibility:**

Conducts periodic site inventory in order to create and maintain inventories of equipment, software, and/or systems; prepares, maintains and inventories associated technical drawings for assigned projects; researches data, and creates and maintains inventory and other databases for assigned projects; prepares configuration change requests and verifies, tracks, and documents configuration changes; performs logistic-related tasks like shipping/receiving, tracking, and disposal of equipment, software, and/or systems; coordinates equipment/software utilization among individual users; provides documentation support for assigned projects; performs quality assurance checks on drawings prepared by other configuration management specialists; may serve as a team or task lead; may supervise and direct the work of other configuration management specialists; provides training on configuration management processes and software.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technically related discipline.

Commercial Job Title: **Functional Analyst**



**Minimum/General Experience:** This position requires a minimum of six years experience, of which at least three years must be specialized. Specialized experience includes: developing functional requirements for complex integrated ADP systems. Must demonstrate the ability to work independently or under only general direction.

**Functional Responsibility:** Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Commercial Job Title: **Senior Principal Engineer**

**Minimum/General Experience:** This position requires 4+ years experience in a consulting environment with use of an CMM consulting methodology. High level of technical competence.

**Functional Responsibility:** Perform analysis of client requirements and translate them into application specifications. Manage application implementations. Provide consulting services to the clients regarding integrated applications. Develop high-quality deliverables on time and within budget. Possess skills in designing and developing approaches to satisfy clients business needs.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Commercial Job Title: **Principal Engineer**

**Minimum/General Experience:** This position requires 3-5 years in information systems development, functional and data requirements analysis, systems analysis, and program design. Experience managing implementation of information/software engineering projects and either in systems design, programming, or DBA with knowledge/experience in CASE tools/methods, or functional experience performing business systems analysis working with 3<sup>rd</sup> party tools.

**Functional Responsibility:** Apply enterprise-wide set of disciplines for planning, analysis, design, and development of systems for multiple installations or a major sector. Analysis of clients processes and adaptation of products to clients needs. Transform client needs into project design specifications. Develop and administer client-designed DB solutions. Prepare detailed design documents. Understand development according to CMM Methodologies. Provide supervision and direction to staff on technical assignments in development or project site.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Business, or related field and/or equivalent experience.

Commercial Job Title: **Senior Engineer**



**Minimum/General Experience:** This position requires 1-4 years experience in software applications development, or functional experience performing business systems analysis working with 3rd party products. Should possess specific industry experience. Solid ability to perform analysis and design. Experience managing project teams.

**Functional Responsibility:** Develop organization-wide information models for use in designing and building integrated, shared software and database management systems. Apply BPR to design, develop, and test the applications. Integrate applications. Ensure that project tasks are completed thoroughly and on time with the highest quality standards. Serve as project team leader. Convert specifications into design and convert design into deliverables on schedule. Perform quality assurance on all deliverables.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Business, or related field and/or equivalent experience.

Commercial Job Title: **Staff Engineer**

**Minimum/General Experience:** This position requires 1-3 years experience performing software or information engineering activities. Experience working with third or fourth generation languages in the design and development of database management systems, or functional experience performing business systems analysis working with ERP applications. Knowledge of applicable standards.

**Functional Responsibility:** Analyze and study complex information systems requirements. Provide support using formal specifications, data-flow diagrams, and other accepted design techniques. Use CASE tools to modify, customize, and enhance products to meet clients needs. Demonstrated ability to work independently under minimal supervision.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Business, or related field and/or equivalent experience.

Commercial Job Title: **Subject Matter Expert**

**Minimum/General Experience:** This position requires eight years within the last twelve years of intensive and progressive experience in the individual's field of study and specialization. This experience is expected to include a broad spectrum of expertise in a variety of aspects of the field (i.e., a Senior Logistics Specialist should have experience in support analysis, supply, distribution, maintenance, and transportation, or a Senior Information Engineer should have experience in systems analysis, design, and programming using manual and automated tools and methods, such as I-CASE tools.) Four years of specialized experience within the last six calendar years of intensive and progressive experience in functional and information technology analysis/programming of subject matter closely related to the work to be automated.

**Functional Responsibility:** May augment or direct project teams. Provides high level functional and FIP systems analysis, design integration, documentation, and implementation advice on exceptionally complex studies, which require an expert knowledge of the subject matter for effective problem solution. Participates in all phases of study development with emphasis on the planning, analysis, documentation, and presentation phases. Applies higher level mathematical principles and methods to engineering and other physical sciences to arrive at automated solutions. Oversees the design and preparation of technical reports and related documentation. Prepares and delivers senior management presentations and briefings as required by the task order. May serve as a Task Leader, responsible for ensuring the quality and timeliness of services delivered.



**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Business, or related field and/or equivalent experience.

Commercial Job Title: **Principal Systems Analyst**

**Minimum/General Experience:** This position requires a minimum of ten years experience, of which at least eight years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, data base management, use of programming languages, and/or DBMS. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required.

**Functional Responsibility:** Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with appropriate levels to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/ presentations on the system concept to colleagues, subordinates, and end user representatives. When required, provides daily supervision and direction to support staff.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Business, or related field and/or equivalent experience.

Commercial Job Title: **Principal Application Engineer**

**Minimum/General Experience:** This position requires a minimum of ten years experience managing or performing software engineering activities, of which at least eight years must be specialized. Specialized experience includes: demonstrated experience with programming languages in the design and implementation of systems and using database management systems. General experience includes increasing responsibilities in software engineering activities. Must be knowledgeable of applicable standards.

**Functional Responsibility:** Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and, when appropriate, Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title: **Senior Application Engineer**



**Minimum/General Experience:** This position requires a minimum of six years experience managing or performing software engineering activities, of which at least four years must be specialized. Specialized experience includes: demonstrated experience with programming languages in the design and implementation of systems and using database management systems. General experience includes increasing responsibilities in software engineering activities. Knowledgeable of applicable standards.

**Functional Responsibility:** Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and, when appropriate, Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title: **Application Engineer**

**Minimum/General Experience:** This position requires a minimum of four years experience managing or performing software engineering activities, of which at least two years must be specialized. Specialized experience includes: demonstrated experience with programming languages in the design and implementation of systems and using database management systems. General experience includes increasing responsibilities in software engineering activities. Knowledgeable of applicable standards.

**Functional Responsibility:** Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and, when appropriate, Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title: **Application Programmer**

**Minimum/General Experience:** This position is for recent college graduates and requires 1 or more years experience.

**Functional Responsibility:** Participates in the design of software tools and subsystems to support reuse and domain analysis. Assists Applications Engineer and Applications Programmer to interpret software requirements and design specifications to code, and integrate and test software components.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.



Commercial Job Title: **Senior Information Engineer**

**Minimum/General Experience:** This position requires a minimum of eight years experience, of which at least six years must be specialized. Specialized experience, in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. The following experience is also required: demonstrated experience in the implementation of information engineering projects; systems analysis, design and programming, systems planning, business information planning, and business analysis. Must demonstrate the ability to work independently or under only general direction.

**Functional Responsibility:** Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate information management guiding principles, cost savings, and open system architecture objectives. Provides daily supervision and direction to staff.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title: **Information Engineer**

**Minimum/General Experience:** This position requires a minimum of six years experience, of which at least three years must be specialized. Specialized experience, in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. The following experience is also required: demonstrated experience in the implementation of information engineering projects; systems analysis, design and programming, systems planning, business information planning, and business analysis. Must demonstrate the ability to work independently or under only general direction.

**Functional Responsibility:** Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate information management guiding principles, cost savings, and open system architecture objectives. Provides daily supervision and direction to staff.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title: **Web Designer**

**Minimum/General Experience:** Two years of intensive and progressive experience in a computer related field including development and design of software systems and WEB development.



**Functional Responsibility:** Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and Javascript) for components of the website in support of Information Technology (IT) projects. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Requires strong navigation and site design instincts. Knowledgeable in web development methodology to include CM and testing. Typically requires a college degree in computer science or a related field, and developmental experience in web-based languages.

**Minimum Education:** 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.

Commercial Job Title: **Web Architect**

**Minimum/General Experience:** Five years of intensive and progressive experience in a computer related field including development and design of software systems and WEB development.

**Functional Responsibility:** Designs and builds web sites in support of Information Technology (IT) projects using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special effects elements. Contributes to the design group's efforts to enhance the look and feel of the organization's on-line offerings and is considered an expert in graphic design elements and the presentation of contents. Designs the website to support the organization's strategies and goals relative to external communications. Typically requires a college degree in fine arts or graphic design. Requires understanding of web-based technologies and thorough knowledge of HTML, Photoshop, Illustrator, and/or other design related applications.

**Minimum Education:** Bachelor's Degree from an accredited college or university in fine arts, graphic design, computer science, mathematics, or engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited institution.

Commercial Job Title: **Database Management Specialist**

**Minimum/General Experience:** This position requires a minimum of four years experience, of which at least three years must be specialized. Specialized experience includes: demonstrated experience using current DBMS technologies, application design utilizing various DBMS and experience with DBMS internal functions. General experience includes increasing responsibilities in DBMS systems analysis and programming. Demonstrated ability to work independently or under only general direction.

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

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Commercial Job Title: **Systems Operator II**



**Minimum/General Experience:** This position requires a minimum of three years experience, of which at least two years must be specialized experience operating a large-scale computer system or a multi-server local area network. Must demonstrate sufficient knowledge of programming to understand how programs use computer hardware.

**Functional Responsibility:** Monitors and supports computer processing. Coordinates input, output, and file media. Distributes output and controls computer operation which may be mainframe, mini, or client/server based.

**Minimum Education:** An Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline is required

Commercial Job Title: **Senior Training Specialist**

**Minimum/General Experience:** This position requires a minimum of six years experience, of which at least four years must be specialized. Specialized experience includes: experience in developing and providing technical and end-user training on computer hardware and application software. Demonstrated ability to work independently or under only general direction.

**Functional Responsibility:** Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Develops all instructor materials (course outline, background material, and training aids). Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshop, seminars, and/or computer based/computer aided training. Provides daily supervision and directions to staff.

**Minimum Education:** Bachelor s degree from an accredited college or university in education, training or related field of study that provides substantial knowledge in the area of technical expertise.

Commercial Job Title: **Senior Technical Trainer**

**Minimum/General Experience:** Five years experience of which a minimum of 2 years must be specialized in the delivery of training instruction and services.

**Functional Responsibility:** Maintain currency in and is expected to function as an expert in an *Information Technology (IT)* specialty such as *applications programming, database development, software engineering, client/server networks, etc.* Integrates *information systems* technical experience with training skills to provide complex current and relevant course materials and facilitation. Conducts research necessary to develop and revise comprehensive courses and prepares appropriate training catalogs and materials. Prepares all training material (course outline, background material, and training aids). Prepares all student material (course manuals, workbooks, handouts, exercises, completion certificates and course critique forms). Provides support including but not limited to trains the trainer, conducts formal classroom training courses, course facilitation, on-line facilitation, CBT s, web-based instruction, workshops, exercises, and seminars. Provides daily supervision and direction to staff. Demonstrates excellent interpersonal written and oral communication skills. Responsible for both the development of training materials and the delivery of training.

**Minimum Education:** Bachelor s degree from an accredited college or university in education, training or related field of study that provides substantial knowledge in the area of technical expertise.

Commercial Job Title: **Technical Trainer**

**Minimum/General Experience:** Two years task related experience.



**Functional Responsibility:** Maintain currency in and will be expected to function as an expert in an Information Technology (IT) specialty such as applications programming, database development, software engineering, client/server networks, etc. Integrates information systems technical experience with training skills to provide current and relevant course materials and facilitation. Responsible for delivering Technical Training. May train personnel by utilizing various forums, such as formal classroom training courses, course facilitation, on-line facilitation, CBTs, web-based instruction, workshops, exercises, and seminars. Prepares all training material, such as but not limited to course outlines, course manuals, background materials, workbook s, handouts, completion certificates, course assessment forms, and training aids.

**Minimum Education:** Bachelor s degree from an accredited college or university in education, training or related field of study which provides substantial knowledge in the area of technical expertise or high school graduate plus four years specialized experience.

Commercial Job Title: **Instructional Designers**

**Minimum/General Experience:** Two years intensive or progressive experience in design, development of instructional programs. Experience utilizing instructional systems design (ISD) theories.

**Functional Responsibility:** Designs and develops leader-led and/or self-paced instructional programs and materials *in an Information Technology (IT) environment*. Applies instructional systems design (ISD) theories and adjust learning principles. Conducts evaluations and revises programs and materials based on feedback. Utilizes desktop tools and multi-media design tools to develop learning solutions. Leverages the knowledge of subject matter experts. Assesses customer needs, provides recommendations, and develops solutions. Understands how training interventions fit within a business solution. Typical outputs/deliverables: paper based training materials, multi-media training materials.

**Minimum Education:** Bachelor s degree from an accredited college or university with a curriculum or major field of study that provides substantial knowledge useful in course development, training development/instructional design and/or an applicable training certificate from an accredited training institution.

Commercial Job Title: **Documentation Specialist**

**Minimum/General Experience:** This position requires a minimum of three years experience, of which at least two years must be specialized. Specialized experience includes: preparing technical documentation, which is to include researching for applicable Government and industry documentation standards. General expertise pertaining to all aspects of ADP. Demonstrated ability to work independently or under only general direction.

**Functional Responsibility:** Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

**Minimum Education:** An Associate's degree is required.

Commercial Job Title: **Hardware/Network Specialist III**



**Minimum/General Experience:** Must have at least eight years related network design/administration experience. Also must have advanced knowledge of the principles, methods, and techniques used in network administration and engineering plus advanced knowledge of and ability to use relevant hardware, software and other equipment is required.

**Functional Responsibility:** Analyzes local and wide area network systems, including planning, designing, evaluating, selecting, and upgrading operating systems and protocol suites and configuring communication media with concentrators, bridges, and other devices; resolves interoperability problems to obtain operations across all platforms including email, file transfer, multimedia, teleconferencing, and the like; configures systems to user requirements; supports the acquisition of hardware and software as well as subcontractor services as needed; performs various tests and documents results; administers and maintains local and wide area networks; provides technical support and troubleshooting to users; plans network layout design; may administer network security; may perform database administration; may supervise and direct the work of lower level personnel; may serve as technical team or task lead.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Commercial Job Title: **Hardware/Network Specialist II**

**Minimum/General Experience:** Must have at least 5 years related network design/administration experience. Also requires knowledge of the principles, methods, and techniques used in network administration and engineering plus knowledge of and ability to use relevant hardware, software and other equipment. Certification in specific applications may be required, depending on job assignment

**Functional Responsibility:** Analyzes local and wide area network systems, including planning, designing, evaluating, selecting, and upgrading operating systems and protocol suites and configuring communication media with concentrators, bridges, and other devices; resolves interoperability problems to obtain operations across all platforms including email, file transfer, multimedia, teleconferencing, and the like; configures systems to user requirements; supports the acquisition of hardware and software as well as subcontractor services as needed; performs various tests and documents results; administers and maintains local and wide area networks; provides technical support and troubleshooting to users; plans network layout design; may administer network security; may perform database administration; may provide guidance and training to lower level personnel and serve as technical team or task lead.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Commercial Job Title: **Hardware/Network Specialist I**

**Minimum/General Experience:** Must have at least two 2 years related network design/administration experience. Also requires knowledge of the principles, methods, and techniques used in network administration and engineering plus knowledge of and ability to use relevant hardware, software and other equipment. Certification in specific applications may be required, depending on job assignment

**Functional Responsibility:** Analyzes local and wide area network systems, including planning, designing, evaluating, selecting, and upgrading operating systems and protocol suites and configuring communication media with concentrators, bridges, and other devices; resolves interoperability problems to obtain operations across all platforms including email, file



transfer, multimedia, teleconferencing, and the like; configures systems to user requirements; supports the acquisition of hardware and software as well as subcontractor services as needed; performs various tests and documents results; administers and maintains local and wide area networks; provides technical support and troubleshooting to users; plans network layout design; may administer network security.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Commercial Job Title: **Technical Writer**

**Minimum/General Experience:** Requires three years of general experience and one year of specialized experience. Position requires analyses and excellent writing skills of various degrees related to information technology and resources. Possesses and applies comprehensive knowledge to provide technical review and expertise when required. Must possess and apply comprehensive knowledge of information system management. Able to plan and carryout complex written projects to completion. Excellent communication and writing skills. Works within broad objectives to obtain unique solutions.

**Functional Responsibility:** This position develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related administrative publications concerned with work methods and procedures, and installation, operations and enhancement of equipment. Interviews production and other personnel and reads journals, reports and other material to become familiar with product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation and enhancement of equipment. Organizes material and completes writing assignments with regard to order, clarity, conciseness, style, and terminology.

**Minimum Education:** A Bachelor s degree in English and/or literature or a technical field is required.

Commercial Job Title: **Data Entry Clerk II**

**Minimum/General Experience:** A high school diploma and three years experience in data entry and verification. Typically required to work under close supervision and direction.

**Functional Responsibility:** Performs data entry via on-line data terminal, key-to-tape, key-to-disk, or similar device. Verifies data entered, where applicable.

**Minimum Education:**

Commercial Job Title: GIS Analyst I

Minimum/General Experience: **Five years experience and knowledge of overall GIS systems software methods for integrating and optimizing components. Knowledge of GIS data & application development concepts & techniques sufficient in applying computer assisted software-engineering tools to the design and development process. Knowledge of the current, state-of-the art GIS system software technology, and related computer equipment sufficient to design, evaluate code, test and debug large and complex programs.**



Functional Responsibility: **Responsible for creating, modifying, and maintaining Geospatial Information System (GIS) data layers, creating GIS applications and serving as the technical expert for GIS development. Develop, acquire and analyze GIS data to generate maps and metadata files. Conduct periodic reviews for quality control to assure improved quality, efficiency and consistency through the use of GIS applications. Provides GIS technical support and advice. Conducts training, presentations and briefings to provide information regarding Geospatial software and applications of Geo-spatial technology.**

Minimum Education: **An Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline is required**

**Commercial Job Title:** GIS Analyst II

Minimum/General Experience: **Seven years experience and knowledge of overall GIS systems software methods for integrating and optimizing components. Knowledge of GIS data & application development concepts & techniques sufficient in applying computer assisted software-engineering tools to the design and development process. Knowledge of the current, state-of-the art GIS system software technology, and related computer equipment sufficient to design, evaluate code, test and debug large and complex programs.**

Functional Responsibility: **Responsible for creating, modifying, and maintaining Geospatial Information System (GIS) data layers, creating GIS applications and serving as the technical expert for GIS development. Develop, acquire and analyze GIS data to generate maps and metadata files. Conduct periodic reviews for quality control to assure improved quality, efficiency and consistency through the use of GIS applications. Provides GIS technical support and advice. Conducts training, presentations and briefings to provide information regarding Geospatial software and applications of Geo-spatial technology.**

Minimum Education: **An Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline is required**

**Commercial Job Title:** System Administrator

**Minimum/General Experience:** This position requires a minimum of four years experience, of which at least three years must be specialized experience in administrating UNIX, Windows NT, Banyan Vines or Novell systems or open systems and/or legacy systems. General experience includes operations experience on a large-scale computer system or a multi-server local area net work.

**Functional Responsibility:** Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technically related discipline.



Commercial Job Title: **Administrative Support**

**Minimum/General Experience:** This position requires a minimum of one year of office experience in an information technology environment.

**Functional Responsibility:** Performs high level of secretarial work under the general supervision of manager. Types and proofreads correspondence, reports, and documentation. Maintains filing system for department. Answers telephones, responds to routine questions/requests, greets visitors, schedules meetings, mail distribution, and makes travel arrangements.

Minimum Education: **A high school diploma is a minimum requirement. Must possess word processing and general office skills.**



# PRICING FOR SIN 132-51

Labor Category	Base Year	Year 1	Year 2	Year 3	Year 4
1. Senior Project Manager	\$120.60	\$124.22	\$127.95	\$131.79	\$135.74
2. Project Manager	\$117.18	\$120.69	\$124.31	\$128.04	\$131.88
3. Project Control Specialist	\$66.11	\$68.10	\$70.14	\$72.24	\$74.41
4. Quality Assurance Manager	\$88.98	\$91.65	\$94.40	\$97.23	\$100.15
5. Quality Assurance Analyst II	\$67.74	\$69.77	\$71.86	\$74.02	\$76.24
6. Quality Assurance Analyst I	\$65.61	\$67.58	\$69.61	\$71.70	\$73.85
7. Configuration Manager	\$71.12	\$73.25	\$75.45	\$77.71	\$80.04
8. Functional Analyst	\$98.98	\$101.95	\$105.01	\$108.16	\$111.40
9. Senior Principal Engineer	\$102.30	\$105.37	\$108.53	\$111.79	\$115.14
10. Principal Engineer	\$97.92	\$100.86	\$103.88	\$107.00	\$110.21
11. Senior Engineer	\$75.74	\$78.01	\$80.35	\$82.76	\$85.25
12. Staff Engineer	\$61.86	\$63.72	\$65.63	\$67.60	\$69.63
13. Senior Subject Matter Expert	\$245.07	\$252.42	\$259.99	\$267.79	275.82
14. Principal Systems Analyst	\$84.69	\$87.23	\$89.85	\$92.54	\$95.32
15. Principal Application Engineer	\$199.63	\$205.62	\$211.79	\$218.14	\$224.68
16. Senior Application Engineer	\$88.98	\$91.65	\$94.40	\$97.23	\$100.15
17. Application Engineer	\$80.17	\$82.58	\$85.06	\$87.61	\$90.24
18. Application Programmer	\$57.04	\$59.19	\$60.97	\$62.80	\$64.68
19. Senior Information Engineer	\$93.74	\$96.55	\$99.45	\$102.43	\$105.50
20. Information Engineer	\$77.51	\$79.84	\$82.23	\$84.70	\$87.24
21. Web Designer	\$74.12	\$76.35	\$78.64	\$81.00	\$83.43
22. Web Architect	\$65.97	\$67.95	\$69.99	\$72.09	\$74.25
23. Database Management Specialist	\$97.92	\$100.86	\$103.88	\$107.00	\$110.21
24. Systems Operator II	\$64.13	\$66.05	\$68.04	\$70.08	\$72.18
25. Senior Training Specialist	\$68.15	\$70.20	\$72.30	\$74.47	\$76.70
26. Senior Technical Trainer	\$58.57	\$70.63	\$72.75	\$74.93	\$77.18
27. Technical Trainer	\$65.10	\$67.05	\$69.06	\$71.13	\$73.27



<b>28. Instructional Designer</b>	<b>\$64.93</b>	<b>\$66.87</b>	<b>\$68.88</b>	<b>\$70.95</b>	<b>\$73.07</b>
<b>29. Documentation Specialist</b>	<b>\$46.43</b>	<b>\$47.83</b>	<b>\$49.26</b>	<b>\$50.74</b>	<b>\$52.26</b>
<b>30. Hardware/Network Installation Specialist III</b>	<b>\$78.12</b>	<b>\$80.46</b>	<b>\$82.87</b>	<b>\$85.36</b>	<b>\$87.92</b>
<b>31. Hardware/Network Installation Specialist II</b>	<b>\$67.58</b>	<b>\$69.60</b>	<b>\$71.69</b>	<b>\$73.84</b>	<b>\$76.06</b>
<b>32. Hardware/Network Installation Specialist I</b>	<b>\$49.78</b>	<b>\$51.28</b>	<b>\$52.81</b>	<b>\$54.40</b>	<b>\$56.03</b>
<b>33. Technical Writer</b>	<b>\$52.10</b>	<b>\$67.05</b>	<b>\$69.06</b>	<b>\$71.13</b>	<b>\$73.27</b>
<b>34. data Entry Clerk II</b>	<b>\$38.56</b>	<b>\$39.71</b>	<b>\$40.90</b>	<b>\$42.13</b>	<b>\$43.39</b>
<b>35. GIS Analyst I</b>	<b>\$64.13</b>	<b>\$66.05</b>	<b>\$68.04</b>	<b>\$70.08</b>	<b>\$72.18</b>
<b>36. GIS Analyst II</b>	<b>\$49.81</b>	<b>\$51.40</b>	<b>\$52.95</b>	<b>\$54.54</b>	<b>\$56.17</b>
<b>37. System Administrator</b>	<b>\$55.77</b>	<b>\$57.45</b>	<b>\$59.17</b>	<b>\$60.95</b>	<b>\$62.78</b>
<b>38. Administrative Support</b>	<b>\$34.46</b>	<b>\$35.49</b>	<b>\$36.56</b>	<b>\$37.65</b>	<b>\$38.78</b>



# USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

## PREAMBLE

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

## COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Aeon Clarke Phone: (202)498-5388 Email: [aclarke@accurateconceptions.com](mailto:aclarke@accurateconceptions.com) Fax: (866)250-1958



# POINT OF **CONTACT INFORMATION**



# POINT OF CONTACT INFORMATION

AEON CLARKE

19 0 Street SW

Washington DC 20024-4105

Telephone Number: 202-498-5388

Fax: 866-250-1958

E-mail: [aclarke@accurateconceptions.com](mailto:aclarke@accurateconceptions.com)

Web address: [www.accurateconceptions.com](http://www.accurateconceptions.com)



# BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

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

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

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

Signatures

\_\_\_\_\_  
Ordering Activity

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date



(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.

