



Federal Supply Schedule

AUTHORIZED INFORMATION TECHNOLOGY SCHEDULE PRICELIST

GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES

Contract: GS-35F-230AA

Period Covered By Contract: 5 March 2013 to 4 March 2018

Pricelist Current Through Modification: 0

Special Item Number: 132-51, Information Technology Professional Services

Solicitation Number: FCIS-JB-980001-B, Refresh #31



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

This document contains the Athena Sciences Corporation (“Athena”) pricelist for Special Item No. (SIN) 132-51 Information Technology Professional Services. Athena is a Woman Owned Small Disadvantaged Business headquartered in Fairmont, West Virginia. Athena provides Information Technology (IT) services and solutions to federal, state, and commercial clients. The following SINS and FPDS codes are applicable to this pricelist:

SPECIAL ITEM NUMBER 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

Athena Sciences Corporation
1000 Technology Drive, Suite 1219
Fairmont, WV 26554
Phone: (304) 629-1776
www.athenasciences.com

Contract Number: GS-35F-230AA

Period Covered by Contract: 5 March 2013 to 4 March 2018

General Services Administration
Federal Acquisition Service

Pricelist current through Modification #0, dated 5 March 2013.

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).

Table of Contents

I. Information for Ordering Activities 1

1. GEOGRAPHIC SCOPE OF CONTRACT: 1

2. CONTRACTOR’S ORDERING ADDRESS AND PAYMENT INFORMATION:..... 1

3. LIABILITY FOR INJURY OR DAMAGE..... 2

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279: 2

5. FOB DESTINATION..... 2

6. DELIVERY SCHEDULE 2

7. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted..... 3

8. TRADE AGREEMENTS ACT OF 1979, as amended: 3

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING: 3

10. Small Requirements: 3

11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.) 3

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS 3

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS: 4

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003) 4

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: 5

16. GSA ADVANTAGE!..... 5

17. PURCHASE OF OPEN MARKET ITEMS 5

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS 6

19. OVERSEAS ACTIVITIES 6

20. BLANKET PURCHASE AGREEMENTS (BPAs) 6

21. CONTRACTOR TEAM ARRANGEMENTS 7

22. INSTALLATION, DEINSTALLATION, REINSTALLATION 7

23. SECTION 508 COMPLIANCE. 7

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES. 7

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)..... 8

26. SOFTWARE INTEROPERABILITY..... 8

27. ADVANCE PAYMENTS 8

II. TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) 9

1. SCOPE 9

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)..... 9

3. ORDER 9

4. PERFORMANCE OF SERVICES..... 9

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)..... 10

6. INSPECTION OF SERVICES 10

7. RESPONSIBILITIES OF THE CONTRACTOR..... 10

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY 11

9. INDEPENDENT CONTRACTOR 11

10. ORGANIZATIONAL CONFLICTS OF INTEREST 11

11. INVOICES 11

12. PAYMENTS 11

13. RESUMES 12

14. INCIDENTAL SUPPORT COSTS 12

15. APPROVAL OF SUBCONTRACTS..... 12

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING 12

III. Pricing and Descriptions for SIN 132-51, IT Professional Services..... 14

1.0 Labor Category Prices 14

2.0 Labor Category Descriptions..... 15

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS 22

BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE..... 23

(CUSTOMER NAME) BLANKET PURCHASE AGREEMENT 24

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS” 26

I. INFORMATION FOR ORDERING ACTIVITIES**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). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (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:

a. For mailed orders, the postal mailing address where written orders will be received is as follows:

Athena Sciences Corporation
Attention: Contracts
1000 Technology Drive, Suite 1219
Fairmont, WV 26554

b. For orders by facsimile transmission, the point of contact is:

Contracts Department
Facsimile Number: (304) 333-6879

c. The following representative should be contacted for computer-to computer electronic data interchange (EDI) orders regarding establishment of an EDI interface:

Contracts Department
Telephone: (304) 629-1776

d. Below are the telephone numbers that can be used by ordering agencies to obtain technical and/or ordering assistance.

Business Development/Contracts Department
Telephone: (304) 629-1776

CEO
Telephone: (304) 657-5068

PAYMENT INFORMATION:

- a. All payments shall be submitted to the following remittance address:

Athena Sciences Corporation
Attention: Contracts
1000 Technology Drive, Suite 1219
Fairmont, WV 26554

Athena Sciences Corporation is required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Athena Sciences Corporation will also accept government purchase cards for payment above the micro-purchase threshold. Processing fees for the purchase card are subject to inclusion in the ordering price. In addition, bank account information for wire transfer payments will be shown on the invoice.

3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: G. Order/Modification Under Federal Schedule Contract
Block 16: Data Universal Numbering System (DUNS) Number: 96-165-6498
Block 30: Type of Contractor: A. Small Disadvantaged Business
Block 31: Woman-Owned Small Business - YES
Block 37: Contractor's Taxpayer Identification Number (TIN): 27-1378705
Block 40: Veteran Owned Small Business (VOSB): No

- 4a. CAGE Code: 5WJE6
4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

It is anticipated that all Information Technology Professional Services will be performed at a government designated facility or at Athena Sciences Corporation. The place of performance shall be designated on the purchase order or in the Statement of Work.

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER

DELIVERY TIME (Days ARO)

SIN 132-51

N/A

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.

- a. Prompt Payment: 0.3% discount for payment within 18 days of invoice submittal
- b. Quantity: None
- c. Dollar Volume: 1.0% minimum discount for orders over \$500,000/yr
- d. Other Special Discounts (i.e. Government Education Discounts, etc.): None

8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

Not applicable for services offered under Special Item Number 132-51,
Information Technology Professional Services

10. SMALL REQUIREMENTS:

The minimum dollar of orders to be issued is \$100.

11. MAXIMUM ORDER (ALL DOLLAR AMOUNTS ARE EXCLUSIVE OF ANY DISCOUNT FOR PROMPT PAYMENT.)

- a. The Maximum Order for the following Special Item Numbers (SINs) is \$500,000:
Special Item Number 132-51 - Information Technology 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)

- (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.gsadvantage.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. 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.
- c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

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, DEINSTALLATION, REINSTALLATION

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

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

23. SECTION 508 COMPLIANCE.

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes _____

No _____

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

www.athenasciences.com

The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

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

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

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
 - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

This pricelist does not contain software items.

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)

II. 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 Professional 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 I-FSS-60 (APRIL 2000)

- 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.
- 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

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS □ COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I □ □ OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts 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 (Dec 2007) 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 Professional Services.

9. INDEPENDENT CONTRACTOR

All IT Professional 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 Professional 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 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) 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 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) 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 PROFESSIONAL SERVICES AND PRICING

The services offered under this contract include the following SIN 132-51 Federal Procurement Data System Codes:

- 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

Section III of this pricelist contains the Labor Category pricing and descriptions



III. PRICING AND DESCRIPTIONS FOR SIN 132-51, IT PROFESSIONAL SERVICES

1.0 LABOR CATEGORY PRICES

C	D	Year 1		Year 2		Year 3		Year 4		Year 5	
		Off Site	On Site								
#	Labor Category										
1	Administrative Assistant	\$ 35.24	\$ 27.75	\$ 36.02	\$ 28.36	\$ 36.81	\$ 28.98	\$ 37.62	\$ 29.62	\$ 38.45	\$ 30.27
2	Systems Analyst 1	\$ 59.72	\$ 47.02	\$ 61.03	\$ 48.06	\$ 62.37	\$ 49.11	\$ 63.75	\$ 50.19	\$ 65.15	\$ 51.30
3	Systems Analyst 2	\$ 90.98	\$ 71.64	\$ 92.98	\$ 73.21	\$ 95.03	\$ 74.82	\$ 97.12	\$ 76.47	\$ 99.25	\$ 78.15
4	Senior Systems Analyst	\$ 100.73	\$ 79.32	\$ 102.95	\$ 81.06	\$ 105.21	\$ 82.85	\$ 107.53	\$ 84.67	\$ 109.89	\$ 86.53
5	Principal Software Engineer	\$ 115.17	\$ 90.68	\$ 117.70	\$ 92.68	\$ 120.29	\$ 94.72	\$ 122.94	\$ 96.80	\$ 125.64	\$ 98.93
6	Senior Quality Engineer	\$ 110.75	\$ 87.21	\$ 113.19	\$ 89.12	\$ 115.68	\$ 91.09	\$ 118.22	\$ 93.09	\$ 120.82	\$ 95.14
7	Principal Information Engineer	\$ 137.02	\$ 107.89	\$ 140.03	\$ 110.26	\$ 143.12	\$ 112.69	\$ 146.26	\$ 115.17	\$ 149.48	\$ 117.70
8	Principal IV&V Engineer	\$ 121.63	\$ 95.77	\$ 124.30	\$ 97.87	\$ 127.04	\$ 100.03	\$ 129.83	\$ 102.23	\$ 132.69	\$ 104.48
9	Principal Software Engineer/Programmer	\$ 130.42	\$ 102.69	\$ 133.29	\$ 104.95	\$ 136.22	\$ 107.26	\$ 139.22	\$ 109.62	\$ 142.28	\$ 112.03
10	Principal Systems Engineer	\$ 140.00	\$ 110.24	\$ 143.08	\$ 112.67	\$ 146.22	\$ 115.14	\$ 149.44	\$ 117.68	\$ 152.73	\$ 120.27
11	Chief Engineer	\$ 156.48	\$ 123.21	\$ 159.92	\$ 125.92	\$ 163.44	\$ 128.69	\$ 167.03	\$ 131.52	\$ 170.71	\$ 134.41
12	Principal Technical Specialist 1	\$ 121.46	\$ 95.64	\$ 124.13	\$ 97.74	\$ 126.86	\$ 99.89	\$ 129.65	\$ 102.09	\$ 132.51	\$ 104.33
13	Subject Matter Expert	\$ 144.54	\$ 113.81	\$ 147.72	\$ 116.32	\$ 150.97	\$ 118.88	\$ 154.29	\$ 121.49	\$ 157.69	\$ 124.17
14	Senior Subject Matter Expert	\$ 156.26	\$ 123.04	\$ 159.70	\$ 125.75	\$ 163.21	\$ 128.51	\$ 166.80	\$ 131.34	\$ 170.47	\$ 134.23
15	Subject Matter Expert II	\$ 163.98	\$ 129.12	\$ 167.58	\$ 131.96	\$ 171.27	\$ 134.86	\$ 175.04	\$ 137.83	\$ 178.89	\$ 140.86
16	Consultant	\$ 131.57	\$ 103.60	\$ 134.47	\$ 105.88	\$ 137.43	\$ 108.21	\$ 140.45	\$ 110.59	\$ 143.54	\$ 113.03
17	Engineering Consultant	\$ 162.43	\$ 127.90	\$ 166.01	\$ 130.72	\$ 169.66	\$ 133.59	\$ 173.39	\$ 136.53	\$ 177.21	\$ 139.54
18	Senior IT Consultant	\$ 242.97	\$ 191.32	\$ 248.32	\$ 195.53	\$ 253.78	\$ 199.83	\$ 259.36	\$ 204.22	\$ 265.07	\$ 208.72

2.0 LABOR CATEGORY DESCRIPTIONS**LC-01: Administrative Assistant* (Incidental Labor Category)**

Minimum/General Experience and Years of Experience and Education Requirements

- HS+2 years general experience. One year of college level course work may be substituted for one year of experience.

Functional Responsibility

- Under supervision, capable of organizing business information, performing clerical duties, data entry, scheduling, documentation support, meeting or event planning, support, or coordination, logistics support, or other business administration duties. Capable of operating standard office automation applications.

LC-02: Systems Analyst 1

Minimum/General Experience and Years of Experience and Education Requirements

- BS/BA or HS+4 years of experience. One year of college level coursework may be substituted for one year of experience.

Functional Responsibility

- Analyst is capable of evaluating business needs and developing business solutions and plans to accomplish organizational goals. General experience may be in the are of computer science, engineering, IT, finance, education or training, contracting, or general business operations

LC-03: Systems Analyst 2

Minimum/General Experience and Years of Experience and Education Requirements

- BS/BA and 4+years of experience or HS+8 years of experience. One year of college level coursework may be substituted for one year of experience

Functional Responsibility

- Analyst has experience in evaluating business needs and developing business strategies, solutions, and plans to accomplish organizational goals. Experience coordinating and integrating the efforts of others to develop solutions. Experience developing proposals for internal or external customers. General experience may be in the area of computer sciences, engineering, IT, finance, education or training, contracting, or general business operations.

LC-04: Senior Systems Analyst

Minimum/General Experience and Years of Experience and Education Requirements

- BS in CS, IS, Engineering, or other related discipline and 6+ years of related experience. 3+years of specialized experience.

Functional Responsibility

- Provide Technical direction for personnel performing full life cycle analysis of computer software including system interfaces and performance. Reviews work products for correctness and adherence to the design concept and user standards and ensures progress in accordance with schedules. Prepares milestone status reports and presentations. Implements new techniques for analysis of systems and software.

LC-05: Principal Software Engineer

Minimum/General Experience and Years of Experience and Education Requirements

- BS/BA and 7+years of experience. Has experience in technical leadership and specific software engineering disciplines.

Functional Responsibility

- Provides competent leadership, and highly specialized and technical guidance to complex software engineering challenges. Simultaneously plans, manages, and provides technical oversight for software engineering activities, including, but not limited to, analysis and design; software development cost and schedule estimation; use of accepted software engineering practices, design techniques, and tools; and review of legacy systems. Directs completion of tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinate, and formulates and enforces work standards. Coordinates with the Program Manager and Deputy Program Manager to ensure problem resolution and customer satisfaction. May serve as Task Order Manager for one or more task orders.

LC-06: Senior Quality Engineer

Minimum/General Experience and Years of Experience and Education Requirements

- BS in CS, Engineering, Business or other related discipline and at least 7 years related experience.

Functional Responsibility

- Provides program leadership in establishing and leading quality initiatives on multiple projects. Establishes processes to ensure adherence to project and customer standards. Conducts formal reviews and audits to verify quality system and standards application.

LC-07: Principal Information Engineer

Minimum/General Experience and Years of Experience and Education Requirements

- Masters of Science and 7+ years experience or a Bachelors of Science and 9+ years of experience.

Functional Responsibility

- Provide leadership in scientific research and development or advanced technology projects.

LC-08: Principal IV&V Engineer

Minimum/General Experience and Years of Experience and Education Requirements

- BS in CS, Information Systems, Engineering, or other related discipline and 10+ years of related experience. Must have at least 7 years of specialized experience. Knowledge of the system/software development life cycle, and understanding of systems and software engineering principles, methodologies, and techniques for IV&V. Experience in IV&V activities throughout the system/software development life cycle including the use of automated tools to support IV&V.

Functional Responsibility

- Performs and may lead the IV&V analysis of systems software design, implementation, and integration tasks, or independently analyzes complex software development tasks within the engineering domain. Reviews work products for correctness, adherence to the design concept and user standards, and progress in accordance with schedules. Prepares milestone status reports and presentations.

LC-09: Principal Software Engineer/ Programmer

Minimum/General Experience and Years of Experience and Education Requirements

- BS in CS, IS, Engineering, or other related discipline and 10+ years of related experience. 7+ years of specialized experience.

Functional Responsibility

- Provide technical direction for multiple analysis tasks in the areas of discipline, or independently performs exceptionally complex tasks in the area of discipline or related areas. Reviews work products for correctness, adherence to the design concept and user standards, and progress in the accordance of schedules. Prepares milestone status reports and presentations.

LC-10: Principal Systems Engineer

Minimum/General Experience and Years of Experience and Education Requirements

- BS in CS, IS, Engineering or other related discipline and 10+ years of experience. 7+ years of specialized experience. Knowledge includes systems planning, performance management, capacity planning, testing and validation, benchmarking, information engineering, and development of a systems engineering plan.

Functional Responsibility

- Plans and coordinates the analysis of systems engineering activities. Activities may include systems planning, performance management, capacity planning, testing and validation, benchmarking, information engineering, and development of a systems engineering plan. Provides comprehensive definition of all aspects of system development from analysis of mission needs to verification of system performance. Reviews work products for correctness, adherence to the design concept and user standards, and progress in accordance with schedules. Prepare milestone status reports and presentations.

LC-11: Chief Engineer

Minimum/General Experience and Years of Experience and Education Requirements

- BS and 12+ years of experience. Experience leading technical organizations in the development of solutions for complex problems.

Functional Responsibility

- Provide overall technical authority within an organization. Reviews and approves technical solutions. Develops key architectural designs for software systems, operations, or technical services.

LC-12: Principal Technical Specialist 1

Minimum/General Experience and Years of Experience and Education Requirements

- BS or BA. Must have 5 years of progressive experience in database management systems (DBMS) analysis of administration, and programming with 2 years of experience managing, designing, and modeling databases. May require extensive knowledge of specific database systems.

Functional Responsibility

- Plans. Organizes, and controls overall activities of database systems. Responsibilities include monitoring standards, systems, and procedures as they relate to database design and integration; defining the scope of the database function; organizing the database function; documenting activities, procedures, and results; managing database security. Performs logical and/or physical database design optimization. Provides expert database advice to systems and applications developers.

LC-13: Subject Matter Expert

Minimum/General Experience and Years of Experience and Education Requirements

- BS or BA degree and 8+ years of related experience.

Functional Responsibility

- Makes recommendations and advises on project-wide systems improvements, optimization or maintenance efforts for a technical functional area which may

include: Distributed System Development, Web, Intranet, E-Commerce, Client-Server Development, Database Design and Development, Automated Geographic Information Systems, Integration Services, IT Strategic Planning, Systems Analysis and Needs Assessment, and Business Process Reengineering. Provides expert consultative support to a functional area of the project. Develops solutions to complex problems. Works closely with the information technologists to identify the best technological solution to technical issues.

LC-14: Senior Subject Matter Expert

Minimum/General Experience and Years of Experience and Education Requirements

- Degree CS, IS, Engineering, or other related discipline and 10+ years of related experience. Must have at least 7 years of experience in the Subject Matter Area. Experienced in problem analysis and definition, and in developing resolution plans for complex systems.

Functional Responsibility

- Analyzes and defines problems, and develops resolution plans in the subject matter area for complex systems. Coordinates the preparation of analyses, evaluations, and recommendations for implementation of programs and systems specifications. Reviews work products for correctness, adherence to the design concept and user standards, and progress in accordance with schedules. Prepares milestone status reports and presentations

LC-15: Subject Matter Expert II

Minimum/General Experience and Years of Experience and Education Requirements

- BS or BA degree and 12+ years of related experience.

Functional Responsibility

- Provides technical and managerial expert consultative support to a functional area of the project. Provide extremely high-level functional system development or analysis. Position incorporates the design, integration, documentation, implementation and analysis on exceptionally complex problems. Prepares milestone status reports and presentations. Requiring extensive knowledge of the technical subject matter. Makes recommendations and advises on organization-wide systems improvements, optimization or maintenance efforts for a technical functional area which may include: Distributed System Development, Web, Intranet, E-Commerce, Client-Server Development, Database Design and Development, Automated Geographic Information Systems, Integration Services, IT Strategic Planning, Systems Analysis and Needs Assessment, and Business Process Reengineering.

LC-16: Consultant

Minimum/General Experience and Years of Experience and Education Requirements

- BS or BA. 5+ years Experience in subjects consistent with job assignments

Functional Responsibility

- Provides guidance to organizations in the development, operation, or management of systems or technical services. May lead strategic projects as either a manager or engineer

LC-17: Engineering Consultant

Minimum/General Experience and Years of Experience and Education Requirements

- BS. 10+ years Experience in subjects consistent with job assignments.

Functional Responsibility

- Provides guidance to organizations in the development of technical solutions for complex problems. May lead strategic projects as either a manager or engineer.

LC-18: Senior IT Consultant

Minimum/General Experience and Years of Experience and Education Requirements

- BS/BA and 15+ years of experience in the field of computing to include software development, software systems engineering, V&V, networking, embedded systems, data center development or operations, or IT service management. Specialized expertise in one or more area. 10+ years of experience developing and designing solutions for customers with complex service or system requirements. A MS/MA may be substituted for 2 years of experience and a PhD may be substituted for 4 years of experience

Functional Responsibility

- Applies expertise in IT disciplines and industry best practices to provide solutions to complex problems to include but not limited to analysis of system requirements, developing system architectures and designs, developing organizational IT service solutions, and implementing IT solutions in specialized disciplines. Generally reports directly to organizational or systems managers

The minimum education and experience will be satisfied when applying the equivalencies below.

Additional education beyond requirements can be substituted for experience requirements:

Required Education	Actual Education	Credit for Additional Years of Experience
HS/GED	BA/BS	4
BA/BS	MA/MS	2
BA/BS	PhD	6
MA/MS	PhD	4

Additional experience beyond requirements can be substituted for educational requirements:

Actual Education	Required Education	Additional Years of Experience Required for Educational Equivalent
MA/MS	PhD	4
BA/BS	MA/MS	2
HS/GED	MA/MS	6
HS/GED	BA/BS	4

**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 demonstrates our support for awarding contracts and subcontracts to small business concerns.

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

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

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

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:

Dan McCaugherty

Phone: (304) 629-1776

Email: dan@athenasciences.com

Fax: 304-333-6879

**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

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;



- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

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

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

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

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

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

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

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

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.