

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

132-3 LEASING OF EQUIPMENT

132-8 PURCHASE OF EQUIPMENT

FSC CLASS 7010 – SYSTEM CONFIGURATION

- End User Computer/Desktop
- Professional Workstations
- Servers
- Laptop/Portable/Notebook Computers
- Large Scale Computers
- Optical and Imaging Systems
- Other Systems Configuration Equipment, Not Classified Elsewhere

FSC CLASS 7025 – INPUT/OUTPUT AND STORAGE DEVICES

- Printers
- Display
- Graphics, including Video Graphics, Light Pens, Digitizers,
Scanners, and Touch Screens
- Network Equipment
- Other Communications Equipment
- Optical Recognition Input/Output Devices
- Storage Devices including Magnetic Storage, Magnetic Tape and
Optical Disk Storage
- Other Input/Output and Storage Devices Not Classified Elsewhere

FSC CLASS 7035 – ADP SUPPORT EQUIPMENT

- ADP Support Equipment

FSC CLASS 7042 – MINI AND MICRO COMPUTER CONTROL DEVICES

- Microcomputer Control Devices
- Telephone Answering and Voice Messaging Systems

FSC CLASS 7050 – ADP COMPONENTS

- ADP Boards

FSC CLASS 5995 – CABLE, CORD, AND WIRE ASSEMBLIES:

COMMUNICATIONS EQUIPMENT

- Communication Equipment Cable

FSC CLASS 6015 – FIBER OPTIC CABLES

- Fiber Optic Cable

FSC CLASS 6020 – FIBER OPTIC CABLE ASSEMBLIES & HARNESSSES

- Fiber Optic Cable Assemblies and Harnesses

FSC CLASS 6145 – WIRE AND CABLE, ELECTRICAL

- Coaxial Cable

FSC CLASS 5810 – COMMUNICATIONS SECURITY EQUIPMENT AND COMPONENTS

- Communications Security Equipment

SIN 132-12 – MAINTENANCE, REPAIR SERVICE AND REPAIR PARTS/SPARE PARTS

FPDS Code J070 – Maintenance and Repair

Repair Parts/Spare Parts – See FSC Class for basic equipment

- Maintenance
- Repair Service
- Repair Parts/Spare Parts
- Third Party Maintenance

SIN 132-33 – PERPETUAL SOFTWARE LICENSES

FSC CLASS 7030 – INFORMATION TECHNOLOGY SOFTWARE

Large Scale Computers

- Operating System Software
- Application Software
- Electronic Commerce (EC) Software
- Utility Software
- Communications Software

Microcomputers

- Operating System Software
- Application Software
- Electronic Commerce (EC) Software
- Utility Software
- Communications Software

SIN 132-34 – MAINTENANCE OF SOFTWARE

- Maintenance
- Repair Service
- Repair Parts/Spare Parts
- Third Party Maintenance

SIN 132-50 – TRAINING COURSES FOR INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE

(FPDS Code U012)

**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 Automated News Services, Data Services, or Other Information Services
FPDS Code D399 Other Information Technology Services, Not Classified Elsewhere

**SIN 132-52 – ELECTRONIC COMMERCE (EC)
SERVICES**

FPDS Code D304 Value Added Network Services (VANs)
FPDS Code D304 E-Mail Services
FPDS Code D304 Internet Access Services
FPDS Code D304 Navigation Services
FPDS Code D399 Other Data Transmission Services, Not Classified Elsewhere

**SIN 132-53 TELECOMMUNICATION TRANSMISSION
SERVICES**

(FPDS Code D304)
Excluding local and long distance voice, data, video, and dedicated transmission services with are NOT mobile.
FPDS Code D304 Paging Services
FPDS Code D304 Cellular/PCS Voice Services

NOTES

- SIN 132-8: Installation must be incidental to, in conjunction with and in direct support of the products sold under SIN 132-8 of this contract and cannot be purchased separately. If the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act apply. In applying the Davis Bacon Act, ordering activities are required to incorporate wage rate determinations into orders, as applicable.
- SIN 132-33: Offers are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interfaces 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 to an interface registered in the component registry located at <http://www.core.gov>.
- SIN 132-51: 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.
- SIN 132-51: 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.
- SIN 132-52: Electronic Commerce Services are not intended to supersede or be substitute for any voice requirements of FTS2001.

INTELLIGENT DECISIONS, INC.
21445 Beaumeade Circle
Ashburn, Virginia 20147
(703) 802-5959 or 800-565-2171 (toll free)
(703) 554-1899 (fax)
www.intelligent.net

Contract Number: GS-35F-4153D
Period Covered by Contract: May 9, 1996— August 22, 2008
General Services Administration
Federal Supply Service

Pricelist current through Modification #722, dated March 11, 2008

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 GSA's Home Page via Internet at www.gsa.gov.

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INFORMATION FOR ORDERING OFFICES

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico.

2. CONTRACTOR'S ORDERING ADDRESS:

Intelligent Decisions, Inc.
21445 Beaumeade Circle
Ashburn, Virginia 20147
(703)802-5959 /800-565-2171(voice)
(703) 554-1899 (fax)

CONTRACTOR'S SERVICE AREA: All Government locations within the scope of the contract.

CONTRACTOR'S PAYMENT ADDRESS:

For Products: Intelligent Decisions, Inc.

P0 Box 791302
Baltimore, MD 21279-1302

For Services: Intelligent Decisions, Inc.

ATTN: Professional Services Group
P0 Box 791302
Baltimore, MD 2 1279-1302

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold.

In addition, bank account information for wire transfer payments will be shown on the invoice. The following telephone number (s) can be used by ordering agencies to obtain technical and/or ordering assistance:

(703)802-5959 / (800)565-2171(toll free)

When Authorized Dealers are allowed by the Contractor to bill ordering activities and accept payment, the order and/or payment must be in the name of the Contractor, in care of the Authorized Dealer.

3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS): 61-8563720
Block 30: Type of Contractor: B. Other Small Business
Block 31: Woman-Owned Small Business: No
Block 36: Contractor's Taxpayer Identification Number (TIN): Contact ID's Accounting office for this number

- a. Cage Code: 0PF98
- b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

When deliveries are made to destinations outside the 48 contiguous States, i.e., Alaska, Hawaii, the Commonwealth of Puerto Rico, and such overseas locations as specified, and are not covered the following conditions will apply:

- a. Delivery will be f.o.b. inland carrier, point of exportation (FAR 52.247-38), with the transportation charges to be paid by the Government from the point of exportation to destination in Alaska, Hawaii, the Commonwealth of Puerto Rico, and such overseas locations specified, as designated by the ordering office.
The Contractor shall add the actual cost of transportation to destination from the point of exportation in the 48 contiguous States nearest to the designated destination. Such costs will, in all cases, be based upon the lowest regularly established rates on file with the Interstate Commerce Commission, the U.S. Maritime Commission (if shipped by water), or any State regulatory body, or those published by the U.S. Postal Service; and must be supported by paid freight or express receipt or by a statement of parcel post charges including weight of shipment.
- b. The right is reserved to ordering agencies to furnish Government bills of lading. Ordering offices will be required to pay differential between freight charges and express charges where express deliveries are desired by the Government.

6. DELIVERY SCHEDULE

- a. Time of Delivery: The contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below.

<u>Items or Groups of Items (SIN or Nomenclature)</u>	<u>Delivery Time (Days ARO)</u>
132-3	As negotiated
132-8	30 days
132-12	As negotiated
132-33	30 days
132-34	As negotiated
132-50	As Negotiated
132-51	As negotiated
132-52	As negotiated
132-53	As negotiated

- b. Urgent Requirements: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the contractor for the purpose of obtaining accelerated delivery. The contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the contractor in writing.) If the contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

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

- a. Prompt Payment: None -NET 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions: Government Educational Institutions are offered the same discounts as all

other Government customers.

e. Other: 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: Export packing is available at extra cost outside the scope of this contract.

10. SMALL REQUIREMENTS: The minimum dollar value of orders to be issued is \$100.00.

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

a. Special Item 132-3 — Leasing of Equipment

The maximum dollar value per order for all leased equipment will be \$500,000

b. Special Item 132-8 - Purchase of Equipment

The maximum dollar value per order for all purchased equipment will be \$500,000

c. Special Item 132-12 - Repair Parts/Spare Parts

The maximum dollar value per order for all repair parts/spare parts will be \$500,000

d. Special Item 132-33 - Perpetual Software License

The maximum dollar value per order for all perpetual software licenses will be \$500,000

e. Special Item 132-34 — Maintenance of Software

The maximum dollar value per order for all wireless services will be \$500,000

f. Special Item 132-50 — Training Courses

The maximum dollar value per order for all wireless services will be \$25,000

g. Special Item 132-51 - Information Technology (IT) Professional Services The maximum dollar value per order for all IT services will be \$500,000

h. Special Item 132-52 — Electronic Commerce (EC) Services The maximum dollar value per order for all EC services will be \$500,000

i. Special Item 132-53 — Wireless Services

The maximum dollar value per order for all wireless services will be \$500,000

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:

Federal departments and agencies acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index).

Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering offices, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS)

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act.

Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS)

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

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

- a. Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- b. Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.
NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.
- c. Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- d. Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- e. Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- f. Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- g. Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- h. Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- i. Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- j. Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated

funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES: 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 (1) Termination for the ordering activity's convenience and (m) Termination for Cause (See C.1).

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

- a. Manufacturer
- b. Manufacturer's Part Number; and
- c. Product category(ies).

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, non-contract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

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

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicing (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.

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).

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.

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 receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies. The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. SECTION 508 COMPLIANCE

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

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
LEASING OF GENERAL PURPOSE COMMERCIAL
INFORMATION TECHNOLOGY PRODUCTS
(SPECIAL ITEM NUMBER 132-3)**

LEASE TYPES

The ordering activity will consider proposals for the following lease types:

- a. Lease to Ownership,
- b. Lease with Option to Own, and
- c. Step Lease.

Orders for leased products must specify the leasing type.

OPTION 1:

1. STATEMENT

- a. It is understood by all parties to this contract that orders issued under this SIN shall constitute a lease arrangement. Unless the ordering activity intends to obligate other than annual appropriations to fund the lease, the base period of the lease is from the date of the product acceptance through September 30 of the fiscal year in which the order is placed.
- b. Agencies are advised to follow the guidance provided in Federal Acquisition Regulation (FAR) Subpart 7.4 Product Lease or Purchase and OMB Circular A-11. Agencies are responsible for the obligation of funding consistent with all applicable legal principles when entering into any lease arrangement.

2. FUNDING AND PERIODS OF LEASING ARRANGEMENTS

- a. Annual Funding. When annually appropriated funds are cited on an order for leasing, the following applies:
 - (1) The base period of an order for any lease executed by the ordering activity shall be for the duration of the fiscal year. All ordering activity renewal options under the lease shall be specified in the delivery order. All orders for leasing shall remain in effect through September 30 of the fiscal year or the planned expiration date of the lease, whichever is earlier, unless the ordering activity exercises its rights hereunder to acquire title to the product prior to the planned expiration date or unless the ordering activity exercise its right to terminate under FAR 52.212-4. Orders under the lease shall not be deemed to obligate succeeding fiscal year's funds or to otherwise commit the ordering activity to a renewal.
 - (2) All orders for leasing shall automatically terminate on September 30, unless the ordering activity notifies the Contractor in writing thirty (30) calendar days prior to the expiration of such orders of the ordering activity's intent to renew. Such notice to renew shall not bind the ordering activity. The ordering activity has the option to renew each year at the original rate in effect at the time the order is placed. This rate applies for the duration of the order. If the ordering activity exercises its option to renew, the renewal order, shall be issued within 15 days after funds become available for obligation by the ordering activity, or as specified in the initial order. No termination fees shall apply if the ordering activity does not exercise an option.
- b. Crossing Fiscal Years Within Contract Period. Where an ordering activity has specific authority to cross fiscal years with annual appropriations, the ordering activity may place an order under this option to lease product for a period up to the expiration of its period of appropriation availability, or twelve months, whichever occurs later, notwithstanding the intervening fiscal years.

3. DISCONTINUANCE AND TERMINATION

Notwithstanding any other provision relating to this SIN, the ordering activity may terminate products leased under this agreement, at any time during a fiscal year in accordance with the termination provisions contained in FAR 52.212-4. (l) Termination for the ordering activity’s convenience, or (m) Termination for cause. Additionally, no termination for cost or fees shall be charged for non-renewal of an option.

OPTION 2:

To the extent an Offeror wishes to propose alternative lease terms and conditions that provide for lower discounts/prices based on the ordering activity’s stated intent to fulfill the projected term of a lease including option years, while at the same time including separate charges for early end of the lease, the following terms apply. These terms address the timing and extent of the ordering activity’s financial obligation including any potential charges for early end of the lease.

1. LEASING PRICE LIST NOTICE:

Contractors must include the following notice in their contract price list for SIN 132-3:

“The ordering activity is responsible for the obligation of funds consistent with applicable law. Agencies are advised to review the lease terms and conditions contained in this price list prior to ordering and obligating funding for a lease.”

2. STATEMENT OF ORDERING ACTIVITY INTENT:

- (a) The ordering activity and the Contractor understand that a delivery order issued pursuant to this SIN is a lease arrangement and contemplates the use of the product for the term of the lease specified in such delivery order (the “Lease Term”). In that regard, the ordering Activity, as lessee, understands that the lease provisions contained herein and the rate established for the delivery order are premised on the ordering Activity's intent to fulfill that agreement, including acquiring products for the period of time specified in the order. Each lease hereunder shall be initiated by a delivery order which shall, either through a statement of work or other attachment, specify the product being leased, and the required terms of the transaction.
- (b) Each ordering activity placing a delivery order under the terms of this option intends to exercise each renewal option and to extend the lease until completion of the Lease Term so long as the need of the ordering activity for the product or functionally similar product continues to exist and funds are appropriated. Contractor may request information from the ordering activity concerning the essential use of the products.

3. LEASE TERM:

- (a) The date on which the ordering activity accepts the products is the Commencement Date of the lease. For acceptance to occur, the products must operate in accordance with the product’s published specifications and statement of work. Acceptance shall be in accordance with the terms of the contract or as otherwise negotiated by the ordering activity and the Contractor.
- (b) Any lease is executed by the ordering activity on the basis that the known requirement for such product exceeds the initial base period of the delivery order, which is typically 12 months, or for the remainder of the fiscal year. Pursuant to FAR 32.703-3(b), delivery orders with options to renew that are funded by annual (fiscal year) appropriations may provide for initial base periods and option periods that cross fiscal years as long as the initial base period or each option period does not exceed a 12 month period. Defense agencies must also consider DOD FAR supplement (DFAR) 232.703-3(b) in determining whether to use cross fiscal year funding. This cross fiscal year authority does not apply to multi-year leases.
- (c) The total Lease Term will be specified in each delivery order, including any relevant renewal options of the ordering activity. All delivery orders, whether for the initial base period or renewal period, shall remain in effect through September 30 of the fiscal year (unless extended by statute), through any earlier expiration date specified in the delivery order, or until the ordering activity exercises its rights hereunder to acquire title to the product prior to such expiration date. The ordering activity, at its discretion, may exercise each option to extend the term of the lease through the lease term. Renewal delivery orders shall not be issued for less than all of the product and/or software set forth in the original delivery order. Delivery orders under this SIN shall not be deemed to obligate succeeding fiscal year funds. The ordering activity shall provide the Contractor with written notice of exercise of each renewal option as soon as practicable. Notice requirements may be negotiated on an order-by-order basis.

- (d) Where an ordering activity's specific appropriation or procurement authority provides for contracting beyond the fiscal year period, the ordering activity may place a delivery order for a period up to the expiration of the Lease Term, or to the expiration of the period of availability of the multi-year appropriation, or whatever is appropriate under the applicable circumstance.

4. LEASE TERMINATION:

- (a) The ordering activity must elect the Lease Term of the relevant delivery order. The Contractor (and assignee, if any) will rely on the ordering activity's representation of its intent to fulfill the full Lease Term to determine the monthly lease payments calculated herein.
 - (i) The ordering activity may terminate or not renew leases under this option at no cost, pursuant to a Termination for Non-Appropriation as defined herein (see paragraph (c) below). In any other event, the ordering activity's contracting officer may either terminate the relevant delivery order for cause or Termination for Convenience in accordance with FAR 52.212-4 paragraphs (l) and (m).
 - (ii) The Termination for Convenience at the end of a fiscal year allows for separate charges for the early end of the lease (see paragraph (d) below). In the event of termination for the convenience of the ordering activity, the ordering activity may be liable only up to the amount beyond the order's Termination Ceiling. Any termination charges calculated under the Termination for Convenience clause must be determined or identified in the delivery order or in the lease agreement.
- (b) **Termination for Convenience of the Ordering Activity:** Leases entered into under this option may not be terminated except by the ordering activity's contracting office responsible for the delivery order in accordance with FAR 52.212-4, Contract Terms and Conditions-Commercial Items, paragraph (l), *Termination for Convenience of the ordering activity*. The costs charged to the ordering activity as the result of any Termination for Convenience of the ordering activity must be reasonable and may not exceed the sum of the fiscal year's payment obligations less payments made to date of termination plus the Termination Ceiling
- (c) **Termination for Non-Appropriation:** The ordering activity reasonably believes that the bona fide need will exist for the entire Lease Term and corresponding funds in an amount sufficient to make all payment for the lease Term will be available to the ordering activity. Therefore, it is unlikely that leases entered into under this option will terminate prior to the full Lease Term. Nevertheless, the ordering activity's contracting officer may terminate or not renew leases at the end of any initial base period or option period under this paragraph if (a) it no longer has a bona fide need for the product or functionally similar product; or (b) there is a continuing need, but adequate funds have not been made available to the ordering activity in an amount sufficient to continue to make the lease payments. If this occurs, the ordering activity will promptly notify the Contractor, and the product lease will be terminated at the end of the last fiscal year for which funds were appropriated. Substantiation to support a termination for non-appropriation shall be provided to the Contractor upon request.
- (d) **Termination Charges:** At the initiation of the lease, termination ceilings will be established for each year of the lease term. The termination ceiling is a limit on the amount that a Contractor may be paid by the ordering activity on the Termination for Convenience of a lease. No claim will be accepted for future costs: supplies, maintenance, usage charges or interest expense beyond the date of termination. In accordance with the bona fide needs rule, all termination charges must reasonably represent the value the ordering activity received for the work performed based upon the shorter lease term. No Termination for Convenience costs will be associated with the expiration of the lease term.
- (e) At the order level, the ordering activity may, consistent with legal principles, negotiate lower monthly payments or rates based upon appropriate changes to the termination conditions in this section.

**LEASE PROVISIONS COMMON TO
ALL TYPES OF LEASE AGREEMENTS**

1. ORDERING PROCEDURES:

- (a) When an ordering activity expresses an interest in leasing a product(s), the ordering activity will provide the

following information to the prospective Contractor:

- (i) Which product(s) is (are) required.
 - (ii) The required delivery date.
 - (iii) The proposed lease plan and term of the lease.
 - (iv) Where the product will be located.
 - (v) Description of the intended use of the product.
 - (vi) Source and type of appropriations to be used.
- (b) The Contractor will respond with:
- (i) Whether the Contractor can provide the required product.
 - (ii) The estimated residual value of the product (Lease with Option to Own and Step Lease only).
 - (iii) The monthly payment based on the rate.
 - (iv) The estimated cost, if any, of applicable State or local taxes. State and local personal property taxes are to be estimated as separate line items in accordance with FAR 52.229-1, which may be identified and added to the monthly lease payment.
 - (v) A confirmation of the availability of the product on the required delivery date.
 - (vi) Extent of warranty coverage, if any, of the leased products.
 - (vii) The length of time the quote is valid.
- (c) The ordering activity may issue a delivery order to the Contractor based on the information set forth in the Contractor's quote. In the event that the ordering activity does not issued a delivery order within the validity period stated in the Contractor's quote letter, the quote shall expire.

2. ASSIGNMENT OF CLAIMS:

GSAR 552.232-23, Assignment of Claims, is incorporated herein by reference as part of these lease provisions. The ordering activity's contracting officer will acknowledge the assignment of claim for a lease in accordance with FAR 32.804-5. The extent of the assignee's protection is in accordance with FAR 32.804. Any setoff provision must be in accordance with FAR 32.803.

3. PEACEFUL POSSESSION AND UNRESTRICTED USE:

In recognition of the types of products available for lease and the potential adverse impact to the ordering activity's mission, the ordering activity's quiet and peaceful possession and unrestricted use of the product shall not be disturbed in the event the product is sold by the Contractor, or in the event of bankruptcy of the Contractor, corporate dissolution of the Contractor, or other event. The product shall remain in the possession of the ordering activity until the expiration of the lease. Any assignment, sale, bankruptcy, or other transfer of the leased product by the Contractor will not relieve the Contractor of its obligations to the ordering activity, and will not change the ordering activity's duties or increase the burdens or risks imposed on the ordering activity.

4. COMMENCEMENT OF LEASE:

The date on which the ordering activity accepts the products is the Commencement Date of the lease. Acceptance is as defined elsewhere in the contract, or as further specified in the order.

5. INSTALLATION AND MAINTENANCE:

- a. Installation and Maintenance, when applicable, normally are not included in the charge for leasing. The Contractor may require the ordering activity to obtain installation and maintenance services from a qualified source. The ordering activity may obtain installation and/or maintenance on the open market, from the Contractor's schedule contract, or from other sources. The ordering activity may also perform installation and/or maintenance in house, if qualified resources exist. In any event, it is the responsibility of the ordering activity to ensure that maintenance is in effect for the Lease term for all products leased.
- b. When installation and/or maintenance are ordered under this schedule to be performed by the Contractor, the payments, terms and conditions as stated in this contract apply. The rates and terms and conditions in effect at the time the order is issued shall apply during any subsequent renewal period of the lease. The maintenance rates and terms and conditions may be added to the lease payments with mutual agreement of the parties.

6. MONTHLY PAYMENTS:

- a. Prior to the placement of an order under this Special Item Number, the ordering activity and the Contractor must agree on a "base value" for the products to be leased. For Lease to Ownership (Capital Lease) the base value will be the contract purchase price (less any discounts). For Lease with Option to Own (Operating Lease), the base value will be the contract purchase price (less any discounts), less a mutually agreed upon residual value (pre-stated

purchase option price at the conclusion of the lease) for the products. The residual value will be used in the calculation of the original lease payment, lease extension payments, and the purchase option price.

- b. To determine the initial lease term payment, the Contractor agrees to apply the negotiated lease factor to the agreed upon base value: 4.25% over the rate for the three year (or other term Treasury Bill (T-Bill) at the most current U.S. Treasury auction.

For Example: Lease factor one (1) percent over the rate for the three year (or other term) Treasury Bill (T-bill) at the most current U. S. Treasury auction.

The lease payment may be calculated by using a programmed business calculator or by using “rate” functions provided in commercial computer spreadsheets (e.g., Lotus 1-2-3, Excel).

- c. For any lease extension, the extension lease payment will be based on the original residual value, in lieu of the purchase price. The ordering activity and the Contractor shall agree on a new residual value based on the estimated fair market price at the end of the extension. The formula to determine the lease payment will be that in 6.b. above.
- d. The purchase option price will be the fair market value of the product or payment will be based upon the unamortized principle, as shown on the payment schedule as of the last payment prior to date of transfer of ownership, whichever is less.

NOTE: At the order level, ordering activity may elect to obtain a lower rate for the lease by setting the purchase option price as either, the fair market value of the product or unamortized principle. The methodology for determining lump sum payments may be identified in the pricelist.

- e. The point in time when monthly rates are established is subject to negotiation and evaluation at the order level. In the event the ordering activity desires, at any time, to acquire title to product leased hereunder, the ordering activity may make a one-time lump sum payment.

7. LEASE END/DISCONTINUANCE OPTIONS:

- a. Upon the expiration of the Lease Term, Termination for Convenience, or Termination for Non-Appropriation, the ordering activity will return the Product to the Contractor unless the ordering activity by 30 days written notice elects either:
- (i) to purchase the product for the residual value of the product, or
 - (ii) to extend the term of the Lease, as mutually agreed. To compute the lease payment, the residual value from the preceding lease shall be the initial value of the leased product. A new residual value shall be negotiated for the extended lease and new lease payments shall be computed.
- b. Relocation - The ordering activity may relocate products to another location within the ordering activity with prior written notice. No other transfer, including sublease, is permitted. Ordering activity shall not assign, transfer or otherwise dispose of any products, or any interest therein, or crate or suffer any levy, lien or encumbrance then except those created for the benefit of Contractor or its assigns.
- c. Returns:
- (i) Within fourteen (14) days after the date of expiration, non-renewal or termination of a lease, the ordering activity shall, at its own risk and expense, have the products packed for shipment in accordance with manufacturer's specifications and return the products to Contractor at the location specified by Contractor in the continental US, in the same condition as when delivered, ordinary wear and tear excepted. Any expenses necessary to return the products to good working order shall be at ordering activity's expense.
 - (ii) The Contractor shall conduct a timely inspection of the returned products and within 45 days of the return, assert a claim if the condition of the product exceeds normal wear and tear.
 - (iii) Product will be returned in accordance with the terms of the contract and in accordance with Contractor instruction.
 - (iv) With respect to software, the ordering activity shall state in writing to the Contractor that it has:
 - (1) deleted or disabled all files and copies of the software from the equipment on which it was installed;
 - (2) returned all software documentation, training manuals, and physical media on which the software was delivered; and
 - (3) has no ability to use the returned software.

8. UPGRADES AND ADDITIONS:

- a. The ordering activity may affix or install any accessory, addition, upgrade, product or device on the product ("additions") provided that such additions:
 - (1) can be removed without causing material damage to the product;
 - (2) do not reduce the value of the product; and
 - (3) are obtained from or approved by the Contractor, and are not subject to the interest of any third party other than the Contractor.
- b. Any other additions may not be installed without the Contractor's prior written consent. At the end of the lease term, the ordering activity shall remove any additions which:
 - (1) were not leased from the Contractor, and
 - (2) are readily removable without causing material damage or impairment of the intended function, use, or value of the product, and restore the product to its original configuration.
- c. Any additions that are not so removable will become the Contractor's property (lien free).
- d. Leases of additions and upgrades must be co-terminus with that of the product.

9. RISK OF LOSS OR DAMAGE:

The ordering activity is relieved from all risk of loss or damage to the product during periods of transportation, installation, and during the entire time the product is in possession of the ordering activity, except when loss or damage is due to the fault or negligence of the ordering activity. The ordering activity shall assume risk of loss or damage to the product during relocation, (i.e., moving the product from one ordering activity location to another ordering activity location), unless the Contractor shall undertake such relocation.

10. TITLE:

During the lease term, product shall always remain the property of the Contractor. The ordering activity shall have no property right or interest in the product except as provided in this leasing agreement and shall hold the product subject and subordinate to the rights of the Contractor. Software and software licenses shall be deemed personal property. The ordering activity shall have no right or interest in the software and related documentation except as provided in the license and the lease. Upon the Commencement Date of the Lease Term, the ordering activity shall have an encumbered license to use the software for the Lease Term. The ordering activity's encumbered license rights in the software will be subject to the same rights as provided to a purchaser of a license under the terms of this contract except that the ordering activity will not have an unencumbered, paid-up license until it has made all lease payments for the full Lease Term in the case of an Lease To Ownership or has otherwise paid the applicable purchase option price.

11. TAXES:

The lease payments, purchase option prices, and interest rates identified herein exclude all state and local taxes levied on or measured by the contract or sales price of the product furnished hereunder. The ordering activity will be invoiced for any such taxes as Contractor receives such tax notices or assessments from the applicable local taxing authority. Pursuant to the provisions of FAR 52.229-1 (Deviation – May 2003), State and Local Taxes, the ordering activity agrees to pay tax or provide evidence necessary to support an exemption from the tax.

12. OPTION TO PURCHASE EQUIPMENT (FEB 1995) (FAR 52.207-5)

- (a) The Government may purchase the equipment provided on a lease or rental basis under this contract. The Contracting Officer may exercise this option only by providing a unilateral modification to the Contractor. The effective date of the purchase will be specified in the unilateral modification and may be any time during the period of the contract, including any extensions thereto.
- (b) Except for final payment and transfer of title to the Government, the lease or rental portion of the contract becomes complete and lease or rental charges shall be discontinued on the day immediately preceding the effective date of purchase specified in the unilateral modification required in paragraph (a) of this clause.
- (c) The purchase conversion cost of the equipment shall be computed as of the effective date specified in the unilateral modification required in paragraph (a) of this clause, on the basis of the purchase price set forth in the contract, minus the total purchase option credits accumulated during the period of lease or rental, calculated by the formula contained elsewhere in this contract.
- (d) The accumulated purchase option credits available to determine the purchase conversion cost will also include any credits accrued during a period of lease or rental of the equipment under any previous Government contract if the

equipment has been on continuous lease or rental. The movement of equipment from one site to another site shall be “continuous rental.”

**TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT
(SPECIAL ITEM NUMBER 132-8)**

1. MATERIAL AND WORKMANSHIP

All equipment furnished hereunder must satisfactorily perform the function for which it is intended.

2. ORDER

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPA) agreements shall be the basis for purchase in accordance with the provisions of this contract. If time of delivery extends beyond the expiration date of the contract, the Contractor will be obligated to meet the delivery and installation date specified in the original order.

For credit card orders and BPAs, telephone orders are permissible.

3. TRANSPORTATION OF EQUIPMENT

FOB DESTINATION. Prices cover equipment delivery to destination, for any location within the geographic scope of this contract.

4. INSTALLATION AND TECHNICAL SERVICES

Equipment is self installable unless otherwise indicated.

- a. **INSTALLATION.** When the equipment provided under this contract is not normally self-installable, the Contractor's technical personnel shall be available to the ordering activity, at the ordering activity's location, to install the equipment and to train ordering activity personnel in the use and maintenance of the equipment. The charges, if any, for such services are listed below, or in the price schedule:

\$76.00 per hour – 2 hour minimum- within a 25 mile radius of Washington, D.C.

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

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

- c. **OPERATING AND MAINTENANCE MANUALS.** The Contractor shall furnish the ordering activity with one (1) copy of all operating and maintenance manuals which are normally provided with the equipment being purchased.

5. INSPECTION/ACCEPTANCE

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any equipment that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming equipment at no increase in contract price. The ordering activity must exercise its post acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

6. WARRANTY

- a. Unless specified otherwise in this contract, the Contractor's standard commercial warranty as stated in the contract's commercial pricelist will apply to this contract. Warranty shall include the standard warranty as set forth by each manufacturer of the hardware.
- b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.
- c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.
- c. If inspection and repair of defective equipment under this warranty will be performed at the Contractor's plant, the address is as follows:

Intelligent Decisions, Inc.
21445 Beaumeade Circle
Ashburn, VA 20147
(703) 802-5959/(800) 565-2171

7. PURCHASE PRICE FOR ORDERED EQUIPMENT

The purchase price that the ordering activity will be charged will be the ordering activity purchase price in effect at the time of order placement, or the ordering activity purchase price in effect on the installation date (or delivery date when installation is not applicable), whichever is less.

8. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City or otherwise) covering work of this character, and shall include all costs, if any, of such compliance in the prices quoted in this offer.

9. TRADE-IN OF INFORMATION TECHNOLOGY EQUIPMENT

When an ordering activity determines that Information Technology equipment will be replaced, the ordering activity shall follow the contracting policies and procedures in the Federal Acquisition Regulation (FAR), the policies and procedures regarding disposition of information technology excess personal property in the Federal Property Management Regulations (FPMR) (41 CFR 101-43.6), and the policies and procedures on exchange/sale contained in the FPMR (41 CFR part 101-46).

**TERMS AND CONDITIONS APPLICABLE TO MAINTENANCE, REPAIR SERVICE AND
REPAIR PARTS/SPARE PARTS FOR GOVERNMENT-OWNED GENERAL PURPOSE COMMERCIAL
INFORMATION TECHNOLOGY EQUIPMENT (AFTER EXPIRATION OF GUARANTEE/WARRANTY PROVISIONS
AND/OR WHEN REQUIRED SERVICE IS NOT COVERED BY GUARANTEE/WARRANTY PROVISIONS)
AND FOR LEASED EQUIPMENT (SPECIAL ITEM NUMBER 132-12)**

1. SERVICE AREAS

- a. The maintenance and repair service rates listed herein are applicable to any ordering activity location within a 25 mile radius of the Contractor's service points. If any additional charge is to apply because of the greater distance from the Contractor's service locations, the mileage rate or other distance factor shall be stated in paragraphs 8.d and 9.d of this Special Item Number 132-12.
- b. When repair services cannot be performed at the ordering activity installation site, the repair services will be performed at the Contractor's plant(s) listed below:

Intelligent Decisions, Inc.
21445 Beaumeade Circle
Ashburn, VA 20147

2. MAINTENANCE ORDER

- a. Agencies may use written orders, EDI orders, credit card orders, or BPAs, for ordering maintenance under this contract. The Contractor shall confirm orders within fifteen (15) calendar days from the date of receipt, except that confirmation of orders shall be considered automatic for renewals for maintenance (Special Item Number 132-12). Automatic acceptance of order renewals for maintenance service shall apply for machines which may have been discontinued from use for temporary periods of time not longer than 120 calendar days. If the order is not confirmed by the Contractor as prescribed by this paragraph, the order shall be considered to be confirmed by the Contractor.
- b. The Contractor shall honor orders for maintenance for the duration of the contract period or a lesser period of time, for the equipment shown in the pricelist. Maintenance service shall commence on a mutually agreed upon date, which will be written into the maintenance order. Maintenance orders shall not be made effective before the expiration of any applicable maintenance and parts guarantee/warranty period associated with the purchase of equipment. Orders for maintenance service shall not extend beyond the end of the contract period.
- c. Maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice, or shorter notice when agreed to by the Contractor; such notice to become effective thirty (30) calendar days from the date on the notification. However, the ordering activity may extend the original discontinuance date upon written notice to the Contractor, provided that such notice is furnished at least ten (10) calendar days prior to the original discontinuance date.
- d. Annual Funding. When annually appropriated funds are cited on a maintenance order, the period of maintenance shall automatically expire on September 30th of the contract period, or at the end of the contract period, whichever occurs first. Renewal of a maintenance order citing the new appropriation shall be required, if maintenance is to continue during any remainder of the contract period.
- e. Cross-year Funding Within Contract Period. Where an ordering activity's specific appropriation authority provides for funds in excess of a 12 month, fiscal year period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.
- f. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of maintenance service, if maintenance is to be terminated at that time. Orders for continued maintenance will be required if maintenance is to be continued during the subsequent period.

3. REPAIR SERVICE AND REPAIR PARTS/SPARE PARTS ORDERS

- a. Agencies may use written orders, EDI orders, credit card orders, blanket purchase agreements (BPAs), or small order procedures for ordering repair service and/or repair parts/spare parts under this contract. Orders for repair service shall not extend beyond the end of the contract period.

- b. When repair service is ordered, only one chargeable repairman shall be dispatched to perform repair service, unless the ordering activity agrees, in advance, that additional repair personnel are required to effect repairs.

4. LOSS OR DAMAGE

When the Contractor removes equipment to his establishment for repairs, the Contractor shall be responsible for any damage or loss, from the time the equipment is removed from the ordering activity installation, until the equipment is returned to such installation.

5. SCOPE

- a. The Contractor shall provide maintenance for all equipment listed herein, as requested by the ordering activity during the contract term. Repair service and repair parts/spare parts shall apply exclusively to the equipment types/models within the scope of this Information Technology Schedule.
- b. Equipment placed under maintenance service shall be in good operating condition.
 - (1) In order to determine that the equipment is in good operating condition, the equipment shall be subject to inspection by the Contractor, without charge to the ordering activity.
 - (2) Costs of any repairs performed for the purpose of placing the equipment in good operating condition shall be borne by the Contractor, if the equipment was under the Contractor's guarantee/warranty or maintenance responsibility prior to the effective date of the maintenance order.
 - (3) If the equipment was not under the Contractor's responsibility, the costs necessary to place the equipment in proper operating condition are to be borne by the ordering activity, in accordance with the provisions of Special Item Number 132-12 (or outside the scope of this contract).

6. RESPONSIBILITIES OF THE ORDERING ACTIVITY

- a. Ordering activity personnel shall not perform maintenance or attempt repairs to equipment while such equipment is under the purview of a maintenance order, unless agreed to by the Contractor.
- b. Subject to security regulations, the ordering activity shall permit access to the equipment which is to be maintained or repaired.

7. RESPONSIBILITIES OF THE CONTRACTOR

For equipment not covered by a maintenance contract or warranty, the Contractor's repair service personnel shall complete repairs as soon as possible after notification by the ordering activity that service is required. Within the service areas, this repair service should normally be done within 4 hours after notification.

8. MAINTENANCE RATE PROVISIONS

- a. The Contractor shall bear all costs of maintenance, including labor, parts, and such other expenses as are necessary to keep the equipment in good operating condition, provided that the required repairs are not occasioned by fault or negligence of the ordering activity.
- b. **REGULAR HOURS**
The basic monthly rate for each make and model of equipment shall entitle the ordering activity to maintenance service during 8:30 a.m. - 5:30 p.m. EST Monday through Friday, exclusive of holidays observed at the ordering activity location.
- c. **AFTER HOURS**
Should the ordering activity require that maintenance be performed outside of Regular Hours, charges for such maintenance, if any, will be specified in the pricelist. Periods of less than one hour will be prorated to the nearest quarter hour.
- d. **TRAVEL AND TRANSPORTATION**
If any charge is to apply, over and above the regular maintenance rates, because of the distance between the ordering activity location and the Contractor's service area, the charge will be: **NEGOTIATED ON A CASE-BY-CASE BASIS**

- e. **QUANTITY DISCOUNTS**
Quantity discounts from listed maintenance service rates for multiple equipment owned and/or leased by a ordering activity are indicated below:

Quantity Range	Discounts
_____ Units	_____ %
_____ Units	_____ %
_____ Units	_____ %

NEGOTIATED ON A CASE-BY-CASE BASIS

9. REPAIR SERVICE RATE PROVISIONS

- a. **CHARGES.** Charges for repair service will include the labor charge, computed at the rates set forth below, for the time during which repairmen are actually engaged in work, and, when applicable, the charge for travel or transportation.
- b. **MULTIPLE MACHINES.** When repairs are ordered by a ordering activity on two or more machines located in one or more buildings within walking distance of each other, the charges will be computed from the time the repairman commences work on the first machine, until the work is completed on the last machine. The time required to go from one machine to another, or from one building to another, will be considered actual work performance, and chargeable to the ordering activity, provided the time consumed in going between machines (or buildings) is reasonable.
- c. **TRAVEL OR TRANSPORTATION**
- (1) **AT THE CONTRACTOR'S SHOP**
 - (a) When equipment is returned to the Contractor's shop for adjustments or repairs which are not covered by the guarantee/warranty provision, the cost of transportation, packing, etc., from the ordering activity location to the Contractor's plant, and return to the ordering activity location, shall be borne by the ordering activity.
 - (b) The ordering activity should not return defective equipment to the Contractor for adjustments and repairs or replacement without his prior consultation and instruction.
 - (2) **AT THE ORDERING ACTIVITY LOCATION (Within Established Service Areas)**
When equipment is repaired at the ordering activity location, and repair service rates are established for service areas or zones, the listed rates are applicable to any ordering activity location within such service areas or zones. No extra charge, time, or expense will be allowed for travel or transportation of repairmen or machines to or from the ordering activity office; such overhead is included in the repair service rates listed.
 - (3) **AT THE ORDERING ACTIVITY LOCATION (Outside Established Service Areas)**
 - (a) The repair service rates listed for subparagraph (2) above apply, except that a travel charge of TBD/NEGOTIATED ON A CASE BY CASE BAIS per mile for repairmen will apply to the round-trip distance between the geographic limits of the applicable service area and the ordering activity location. Such charge will apply as an additional charge, but it will be limited to one round trip for each request that is made by the ordering activity for repair service, regardless of whether repairs are performed at the ordering activity location or at the Contractor's shop.
 - (b) When the overall travel charge computed at the above mileage rate is unreasonable (considering the time required for travel, actual and necessary transportation costs, and the allowable ordering activity per diem rate for each night the repairman is required to remain overnight at the ordering activity location), the ordering activity shall have the option of reimbursing the Contractor for actual costs, provided that the actual costs are reasonable and allowable. The Contractor shall furnish the ordering activity with a report of travel performed and related expenses incurred. The report shall include departure and arrival dates, times, and the applicable mode of travel.

d. LABOR RATES

(1) REGULAR HOURS

The Regular Hours repair service rates listed herein shall entitle the ordering activity to repair service during the period 8:30 a.m. to 5:30 p.m., Monday through Friday, exclusive of holidays observed at the ordering activity location. There shall be no additional charge for repair service which was requested during Regular Hours, but performed outside the Regular Hours defined above, at the convenience of the Contractor.

(2) AFTER HOURS

When the ordering activity requires that repair service be performed outside the Regular Hours defined above, except Sundays and Holidays observed at the ordering activity location, the After Hours repair service rates listed herein shall apply. The Regular Hours rates defined above shall apply when repair service is requested during Regular Hours, but performed After Hours at the convenience of the Contractor.

(3) SUNDAYS AND HOLIDAYS

When the ordering activity requires that repair service be performed on Sundays and Holidays observed at the ordering activity location, the Sundays and Holidays repair service rates listed herein shall apply. When repair service is requested to be performed during Regular Hours and/or After Hours, but is performed at the convenience of the Contractor on Sundays or Holidays observed at the ordering activity location, the Regular Hours and/or After Hours repair service rates, as applicable, shall apply.

REPAIR SERVICE RATES

<u>LOCATION</u>	<u>MINIMUM CHARGE</u>	<u>REGULAR HOURS PER HOUR</u>	<u>AFTER HOURS PER HOUR</u>	<u>SUNDAYS AND HOLIDAYS PER HOUR</u>
CONTRACTOR'S SHOP	\$122.00	\$70.72+ Parts	TBD CASE BY CASE BASIS	TBD CASE BY CASE BASIS
ORDERING ACTIVITY LOCATION (WITHIN ESTABLISHED SERVICE AREAS)	\$152.00	\$76.00+Parts	TBD	TBD
ORDERING ACTIVITY LOCATION (OUTSIDE ESTABLISHED SERVICE AREAS)	TBD ON A CASE BY CASE BASIS			

MINIMUM CHARGES INCLUDE 2 FULL HOURS ON THE JOB.

“FRACTIONAL HOURS, AT THE END OF THE JOB, WILL BE PRORATED TO THE NEAREST QUARTER HOUR.”

Additional maintenance agreements may be obtained at the time of purchase of the equipment:

- 2 year return to factory \$45
- 3 year return to factory \$55
- 1 year on site \$70
- 2 years on site \$103
- 3 years on site \$131

Additional maintenance agreements obtained 30 or more days after purchase of the equipment:

- 2 year return to factory \$50
- 3 year return to factory \$91
- 2 years on site \$165
- 3 years on site \$286

The above charges include parts and labor.

10. REPAIR PARTS/SPARE PARTS RATE PROVISIONS

All parts, furnished as spares or as repair parts in connection with the repair of equipment, unless otherwise indicated in this pricelist, shall be new, standard parts manufactured by the equipment manufacturer. All parts shall be furnished at prices indicated in the Contractor's commercial pricelist dated _____, at a discount of 0% from such listed prices.

11. GUARANTEE/WARRANTY—REPAIR SERVICE AND REPAIR PARTS/SPARE PARTS

a. REPAIR SERVICE

All repair work will be guaranteed/warranted for a period of ninety (90) calendar days.

b. REPAIR PARTS/SPARE PARTS

All parts, furnished either as spares or repairs parts will be guaranteed/warranted for a period of one (1) year.

12. INVOICES AND PAYMENTS

a. Maintenance Service

(1) Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

(2) Payment for maintenance service of less than one month's duration shall be prorated at 1/30th of the monthly rate for each calendar day.

b. Repair Service and Repair Parts/Spare Parts

Invoices for repair service and parts shall be submitted by the Contractor as soon as possible after completion of work. Payment under blanket purchase agreements will be made quarterly or monthly, except where cash payment procedures are used. Invoices shall be submitted separately to each ordering activity office ordering services under the contract. The cost of repair parts shall be shown as a separate item on the invoice, and shall be priced in accordance with paragraph #10, above. PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

**TERMS AND CONDITIONS APPLICABLE TO
PERPETUAL SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-33)
AND MAINTENANCE (SPECIAL ITEM NUMBER 132-34) OF GENERAL
PURPOSE COMMERCIAL INFORMATION TECHNOLOGY SOFTWARE**

1. INSPECTION/ACCEPTANCE

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any software that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming software at no increase in contract price. The ordering activity must exercise its post acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the software, unless the change is due to the defect in the software.

2. GUARANTEE/WARRANTY

- a. Unless specified otherwise in this contract, the Contractor's standard commercial guarantee/warranty as stated in the contract's commercial pricelist will apply to this contract. Software warranty shall include the warranty as set forth by each manufacturer of the software.
- b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.
- c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

3. TECHNICAL SERVICES

The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number (703) 802-5959 or Toll Free 1-800-565-2171 for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from 8:30 a.m. to 5:30 p.m. EST.

4. SOFTWARE MAINTENANCE

- a. Software maintenance service shall include the maintenance as set forth by each manufacturer of the software.
- b. Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

5. PERIODS OF MAINTENANCE (132-34)

- a. The Contractor shall honor orders for periods for the duration of the contract period or a lesser period of time.
- b. Maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice to the Contractor.
- c. Annual Funding. When annually appropriated funds are cited on an order for maintenance, the period of the maintenance shall automatically expire on September 30 of the contract period, or at the end of the contract period, whichever occurs first. Renewal of the maintenance orders citing the new appropriation shall be required, if the maintenance is to be continued during any remainder of the contract period.
- d. Cross-Year Funding Within Contract Period. Where an ordering activity's specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.
- e. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of an order, if the maintenance is to be terminated at that time. Orders for the continuation of maintenance will be required if the maintenance is to be continued during the subsequent period.

6. UTILIZATION LIMITATIONS - (132-33 AND 132-34)

- a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.
- b. When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:
 - (1) Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.
 - (2) Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to one ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.
 - (3) Except as is provided in paragraph 6.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the ordering activity's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.
 - (4) The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of disaster recovery, the ordering activity has the right to transfer the software to another site if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.
 - (5) "Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.

7. SOFTWARE CONVERSIONS - (132-33)

Full monetary credit will be allowed to the ordering activity when conversion from one version of the software to another is made as the result of a change in operating system , or from one computer system to another. Under a perpetual license (132-33), the purchase price of the new software shall be reduced by the amount that was paid to purchase the earlier version.

8. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY

The Contractor shall include, in the schedule pricelist, a complete description of each software product and a list of equipment on which the software can be used. Also, included shall be a brief, introductory explanation of the modules and documentation which are offered.

9. RIGHT-TO-COPY PRICING

The Contractor shall insert the discounted pricing for right-to-copy licenses.

**TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF
TRAINING COURSES FOR GENERAL PURPOSE COMMERCIAL
INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE
(SPECIAL ITEM NUMBER 132-50)**

1. SCOPE

- a. The Contractor shall provide training courses normally available to commercial customers, which will permit ordering activity users to make full, efficient use of general purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.
- b. The Contractor shall provide training at the Contractor's facility and/or at the ordering activity's location, as agreed to by the Contractor and the ordering activity.

2. ORDER

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

3. TIME OF DELIVERY

The Contractor shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the ordering activity.

4. CANCELLATION AND RESCHEDULING

- a. The ordering activity will notify the Contractor at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. The Contractor will then permit the ordering activity to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the ordering activity will modify its original training order to specify the time and date of the rescheduled training class.
- b. In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the ordering activity will be liable for the contracted dollar amount of the training course. The Contractor agrees to permit the ordering activity to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.
- c. The ordering activity reserves the right to substitute one student for another up to the first day of class.
- d. In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the ordering activity, the Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled training date.

5. FOLLOW-UP SUPPORT

The Contractor agrees to provide each student with unlimited telephone support for a period of one (1) year from the completion of the training course. During this period, the student may contact the Contractor's instructors for refresher assistance and answers to related course curriculum questions.

6. PRICE FOR TRAINING

The price that the ordering activity will be charged will be the ordering activity training price in effect at the time of order placement, or the ordering activity price in effect at the time the training course is conducted, whichever is less.

7. INVOICES AND PAYMENT

Invoices for training shall be submitted by the Contractor after ordering activity completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

8. FORMAT AND CONTENT OF TRAINING

- a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.
- b. ****If applicable**** For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.

- c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.
- d. The Contractor shall provide the following information for each training course offered:
 - (1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);
 - (2) The length of the course;
 - (3) Mandatory and desirable prerequisites for student enrollment;
 - (4) The minimum and maximum number of students per class;
 - (5) The locations where the course is offered;
 - (6) Class schedules; and
 - (7) Price (per student, per class (if applicable)).
- e. For those courses conducted at the ordering activity's location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges.

9. "NO CHARGE" TRAINING

The Contractor shall describe any training provided with equipment and/or software provided under this contract, free of charge, in the space provided below:

None, unless offered by Manufacturer.

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND
ELECTRONIC COMMERCE (EC) SERVICES
(SPECIAL ITEM NUMBER 132-52)**

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and Special Item Number 132-52 Electronic Commerce Services apply exclusively to IT/EC 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/EC Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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/EC Services.

9. INDEPENDENT CONTRACTOR

All IT/EC Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the 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/EC services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT/EC SERVICES AND PRICING

ID Labor Category Title	ID Labor Category Description
Administrative / Clerical Support	
Administrative Support, Specialized	<p>Responsibilities: Provides administrative support to technical and management level personnel. This includes, but is not limited to, general office support, project administration, event planning and administration, office relocation planning, executive secretarial support, etc. May perform other duties as assigned.</p> <p>Requirements: High school diploma or GED or other equivalent degree program. Five + years experience.</p>
Program Management	
Program Manager	<p>Minimum/General Experience: Plans, organizes and directs the efforts of a program team, serves as on-site focal point for technical and administrative matters ensures all data submittals are complete correct and in accordance with contract prior to submittal and tracks financial data of individual tasks. The Project Manager possesses significant related management experience.</p> <p>Functional Responsibility: Acts as the senior executive focal points for all projects within the program responsible for all contractual, staffing, financial, performance and delivery issues.</p> <p>Minimum Education: Bachelor's Degree and ten (10) years of experience leading teams or projects.</p>

ID Labor Category Title	ID Labor Category Description
Program Management (continued)	
Sr. Program Manager	<p>Minimum/General Experience: Responsible for integrating multiple IT projects into a coherent overall Program Plan. Ensures that quality assurance and total quality management practices are implemented with regard to the overall contract. Is responsible for the financial accountability of the program/contract. Must possess significant related management experience over multiple projects and at least twelve years of relevant industry experience.</p> <p>Functional Responsibility: Acts as the senior executive focal points for all projects within the program responsible for all contractual, staffing, financial, performance and delivery issues.</p> <p>Minimum Education: Bachelor's Degree and twelve years of experience leading teams or projects.</p>
Technical Project Management	
Project Administrator	<p>Minimum/General Experience: Able to generate documents and spreadsheets utilized in status reports, trip reports, briefings, etc. Performs contract deliverable tracking, resource movement tracking, and travel administration. Assists the Project Management staff on tasks related to the administration of the task/delivery order.</p> <p>Functional Responsibility: Experienced in the development and administration of project plans and schedules through the use of computer based scheduling software.</p> <p>Minimum Education: Has two (2) years related work experience.</p>
Project Specialist	<p>Minimum/General Experience: Must be proficient in writing style, punctuation, grammar and format. Must have experience in creating technical documents using appropriate computer based software desktop publishing packages including but not limited to Excel, Adobe PageMaker, Ventura, Quark, etc. Able to train client personnel in subject matter related to information technology. May develop IT course materials. Able to provide support to data processing and service functions including; 1) documenting IT programs and processes; 2) processing, collecting, testing, maintaining and distributing program and systems documentation; 3) analyzing software code and anomalies; 4) collecting raw information, preparing flow charts, and coding in program languages and 5) word processing support of technical writers and engineers in the preparation of program documentation.</p> <p>Functional Responsibility: Prepares documentation and reports either in standard textual format and/or using commercial software packages to prepare multi media documents.</p> <p>Minimum Education: Must possess a Bachelor's degree and at least one (1) year experience in technical writing/multi media or specialized training in said field.</p>

ID Labor Category Title	ID Labor Category Description
Technical Project Management (continued)	
Technical Project Manager	<p>Minimum/General Experience: Qualified in leading the design, development and maintenance of IT projects including developing layout and detailed drawings, preparing written specifications, performing design calculations and developing cost estimates. Able to plan, design, develop, modify, test and support software applications/interfaces as well as translate design and program specifications into functioning software code. Able to coordinate project needs with other design disciplines. Capable of investigating project design alternatives as identified by the Senior Design Engineer. Able to perform research for identification of acceptable materials or equipment. Capable of performing on-site inspections of projects.</p> <p>Functional Responsibility: Acts as the senior technical focal point for all projects within the program responsible for all contractual, staffing, financial, performance and delivery issues.</p> <p>Minimum Education: Possesses a Bachelors Degree in an engineering discipline or four (4) years related work experience in such disciplines as Oracle, C++, PowerBuilder, Visual Basic or similar.</p>
Sr. Technical Project Lead	<p>Minimum/General Experience: Possesses exceptional expertise in an IT discipline/technology or specific functional area related to IT (environmental compliance for example). Possesses a thorough knowledge of design requirements and operational procedures for IT systems, applications and relational databases. Assists the Program/Project Manager in identifying all required system/software/design changes to be incorporated into project documents as well as configuration management databases.</p> <p>Functional Responsibility: Provides oversight and technical review of project tasks and provides functional analysis in order to achieve optimal design configurations. Has the ability to interpret various regulations, policies and other constraints and assess their impact on project costs.</p> <p>Minimum Education: Possesses either a Bachelor's Degree in an engineering discipline or related area such as mathematics, environmental sciences, statistics etc. Degree requirements can be substituted for seven (7) years-related work experience.</p>
Engineering	
Engineer	<p>Responsibilities: Under supervision, performs a variety of network engineering tasks related to the design and implementation of integrated networks, including hardware, software, equipment and/or personnel. Plans and performs network engineering research, design development, and other assignments in conformance with network design, engineering and customer specifications. Responsible for the technical part of a major project or a project of lesser complexity and importance than those assigned to a high-level engineer.</p>

	<p>Requirements: Bachelor's degree in Computer Science, Information Systems, Engineering or a related field with 4 years general experience. 6 years of general experience is considered equivalent to a Bachelor's degree.</p>
Sr. Engineer	<p>Minimum/General Experience: Able to plan, design, develop, install, modify, and test networks, application programs and/or computer based systems. Able to translate systems/subsystems designs and detailed designs into fully functioning and architecturally compliant networks, applications or computer based systems. Requires knowledge of servers, workstations, and other programmable systems such as controllers and handheld devices. Provides advice on differing networking implementations and designs. Able to provide problem resolution, compliance testing and design recommendations. Hands on experience with internetworking equipment to include configuration, installation and/or troubleshooting. Also, able to work with senior technical and user staff in a consultative role on their projects. Able to provide assistance and guidance to less experienced contractor technical staff.</p> <p>Functional Responsibility: Provides senior level leadership to the project in all areas of technical implementation.</p> <p>Minimum Education: Has either Bachelors Degree in an engineering discipline or MCSE certification as well as at least six (6) years of experience.</p>
Network Engineer	<p>Minimum/General Experience: Able to plan, design, develop, install, modify, and test networks. Able to translate systems/subsystems designs and detailed designs into fully functioning and architecturally compliant networks. Able to provide advice on differing networking implementations and designs. Able to provide problem resolution, compliance testing and design recommendations. Hands on experience with internetworking equipment to include configuration, installation and/or troubleshooting.</p> <p>Functional Responsibility: Able to work with senior technical and user staff in either a hands on consultative role on their projects. Able to provide assistance and guidance to less experienced contractor technical staff.</p> <p>Minimum Education: Has either Bachelors Degree in either an engineering discipline or working towards MCSE certification and at least four (4) years of experience.</p>
Systems Engineer	<p>Minimum/General Experience: Experienced in assessing requirements for new or modified systems, performing detailed systems design, preparing written specifications, programming and conducting module and integration tests. Able to train client personnel in subject matter related to information technology. May develop IT course materials. Experienced in design and maintenance of database management systems, use of CASE technology and in structured requirements analysis methodologies such as information engineering. Knowledge of MIL-STDs and system development processes.</p> <p>Functional Responsibility: Provides specific technical expertise to the project in all areas of technical implementation.</p>

	<p>Minimum Education: Possesses a Bachelors Degree in engineering, science or math or equivalent experience and at least four (4) years working experience in this area.</p>
Sr. Systems Engineer	<p>Minimum/General Experience: Experienced in assessing requirements for new or modified systems, performing detailed systems design, preparing written specifications, programming and conducting module and integration tests. Experienced in design and maintenance of database management systems, use of CASE technology and in structured requirements analysis methodologies such as information engineering. Knowledge of MIL-STDs and system development processes.</p> <p>Functional Responsibility: Provides senior level leadership to the project in all areas of technical implementation.</p>
Sr. Information Engineer	<p>Responsibilities: Performs information systems development, systems analysis and design, functional and data requirements analysis, programming, program design and documentation preparation. Implements information engineering projects, systems analysis, design and programming using CASE and IE tools and methods, systems planning, business information planning, and business analysis. 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.</p> <p>Requirements: Bachelor's degree in Computer Science, Information Systems, Engineering or a related field with 8 years of general experience.</p>
Principal Information Engineer	<p>Responsibilities: Mentors government task leaders and acts as project manager directing the efforts of other IE Engineers. Has full life-cycle experience and expertise in all areas of the IE Methodology. Applies an enterprise-wide set of disciplines for the management, planning, coordination, analysis, design and construction of information systems on an enterprise-wide basis. Develops analytical and computational techniques and methodology for problem solutions. Has experience with manual and automated tools, such as I-CASE, and is familiar with IDEF 0 process modeling and IDEF 1X data modeling. Plans and manages project schedules, directs the work of other contractors, provides quality assurance reviews and provides consulting services during the planning, analysis, and design phase of information engineering.</p> <p>Requirements: Bachelor's degree in Computer Science, Information Systems, Software Engineering or related field with a minimum of 10 years of demonstrated experience, 3 of which shall be in the last 5 years in software engineering and program management in all areas above.</p>

ID Labor Category Title	ID Labor Category Description
Engineering (continued)	
Principal Systems Architect	<p>Responsibilities: Provides overall technical direction in systems engineering and in the development of information technology architectures for a variety of software and communications programs. Evaluates organizational work and information flows to determine the optimum information technology architecture for the domain or enterprise. Establishes system requirements in the development of enterprise-wide or large-scale information technology programs. Designs software, hardware, and communications to support total requirements and provides required interfaces to other systems, domains, or enterprises. Provides guidance and direction to system architects and software developers.</p> <p>Requirements: Bachelor's degree with a minimum of 12 years experience, of which the last 9 years must be specialized. Master's degree in Computer Science Engineering, or related technical discipline, with a minimum of 10 years experience, of which the last 7 years must be specialized. Ph. D requires 8 years general experience, of which the last 6 years must be specialized.</p>
Functional Analyst	<p>Responsibilities: Responsible for analysis of hardware, software, and/or communications programs, business processes, and/or functional processes. Defines, designs, and recommends processes and procedures supporting the acquisition and/or implementation of information technology, which support business or other functional processes. Develops documentation supporting analysis and makes recommendations on design, acquisition, or implementation of complex or non-complex IT systems.</p> <p>Requirements: Bachelor's degree in computer science, information systems, engineering, business, or related discipline. A degree is not required with 5 years relevant experience.</p>
Sr. Functional Analyst	<p>Responsibilities: Responsible for analysis of hardware, software, and/or communications programs, business processes, and/or functional processes. Defines, designs, and recommends processes and procedures supporting the implementation of information technology which support business or other functional processes. Develops documentation supporting analysis and makes recommendations on design and implementation of complex IT systems.</p> <p>Requirements: Bachelor's degree in computer science, information systems, engineering, business, or related discipline with a minimum of 5 years of experience.</p>
ID Labor Category Title	ID Labor Category Description
Quality Assurance	
Quality Assurance Manager	<p>Responsibilities: Performs analysis of quality processes. Establishes, implements, and maintains processes for evaluating quality in all aspects of the software development life cycle. Determines the resources needed for a quality assurance or quality control program. Conducts reviews of quality throughout the life cycle of a system or program. Provides daily supervision and direction to staff.</p>

	<p>Requirements: Bachelor's degree in computer science or related discipline with a minimum of 8 years experience, of which the last 5 years is specialized. Master's degree with a minimum of 6 years experience, of which the last 4 is specialized. Ph. D with a minimum of 2 years experience. A degree is not required with 13 years experience, of which the last 11 is specialized.</p>
Quality Assurance Analyst	<p>Responsibilities: 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 the Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares status reports and deliveries on the system concept to colleagues, subordinates, and end-users. May provide daily supervision and direction to support staff.</p> <p>Requirements: Bachelor's degree in computer science or related discipline with a minimum of 6 years experience, of which the last 3 years is specialized.</p>
Operations & Logistics	
Configuration Management (CM) - Principal	<p>Responsibilities: Develops, administers and implements CM plans and procedures. Controls configuration baselines and interfaces through engineering change proposal/specification processing. Conducts functional and physical configuration audits and formal qualification reviews. Establishes and maintains CM documentation control systems. Maintains the master records for the establishment and change of configuration baselines, engineering release systems, configuration item development record, and configuration status accounting.</p> <p>Requirements: Bachelor's degree with a minimum of 9 years overall experience, of which the last 5 must be specialized.</p>
Configuration Management (CM) - Senior	<p>Responsibilities: Develops, administers and implements CM plans and procedures. Controls configuration baselines and interfaces through engineering change proposal/specification processing. Conducts functional and physical configuration audits and formal qualification reviews. Establishes and maintains CM documentation control systems. Maintains the master records for the establishment and change of configuration baselines, engineering release systems, configuration item development record, and configuration status accounting.</p> <p>Requirements: Bachelor's degree with a minimum of 7 years overall experience, of which the last 5 must be specialized.</p>
Configuration Management (CM)	<p>Responsibilities: Develops, administers and implements CM plans and procedures. Controls configuration baselines and interfaces through engineering change proposal/specification processing. Conducts functional and physical configuration audits and formal qualification reviews. Establishes and maintains CM documentation control systems. Maintains the master records for the establishment and change of configuration baselines, engineering release systems, configuration item development record, and configuration status accounting.</p>

	Requirements: Bachelor's degree with a minimum of 4 years overall experience, of which the last 2-3 must be specialized.
ID Labor Category Title	ID Labor Category Description
Information Security	
Jr. Information Security Analyst	<p>Responsibilities: Applies a variety of information assurance disciplines for analysis, systems security architecture and design, integration and security testing across enterprise segments. Develops analytical methodologies, security approaches, techniques, processes, security procedures, and schedules for development of sub-systems or medium-sized systems. Analyzes and recommends resolution of IA problems based on knowledge of the major IA products and services. Experience in vulnerability analysis, risk assessment and system installation environment recommendations for safeguards and countermeasures.</p> <p>Requirements: Bachelor's degree with a minimum of 7 years experience, of which the last 5 years is specialized. Master's degree with a minimum of 3 years experience, of which the last 2 years is specialized.</p>
Information Security Analyst	<p>Responsibilities: Applies an enterprise-wide set of disciplines for program planning, analysis, secure system architecture and design, integration, and security testing across major enterprise segments. Develops information assurance analytical methodologies, approaches, techniques, processes, procedures, and schedules development of sub-systems or small to medium sized systems. Performs enterprise-wide information assurance strategic planning, security policy development and requirements identification. Experience in threat assessment, vulnerability analysis, system testing system testing, enterprise-wide security related countermeasure selection and implementation, security documentation, and system/network risk migration. Responsible for managing security implementation for developing and legacy systems/networks.</p> <p>Requirements: Bachelor's degree with a minimum of 5 years experience, of which the last 2 years are specialized. Master's degree with a minimum of 2 years experience. CISSP is desired.</p>
Sr. Information Security Analyst	<p>Responsibilities: Applies an enterprise-wide set of disciplines for program planning, analysis, secure system architecture and design, integration, and security testing across major enterprise segments. Develops information assurance analytical methodologies, approaches, techniques, processes, procedures, and schedules development of sub-systems or small to medium sized systems. Experience in threat assessment, vulnerability analysis, risk assessment and system/network risk migration. Responsible for managing security implementation for developing and legacy systems/networks.</p> <p>Requirements: Bachelor's degree with a minimum of 7 years experience, of which the last 5 years are specialized. Master's degree with a minimum of 3 years experience, of which the last 2 years are specialized. CISSP is desired.</p>

ID Labor Category Title	ID Labor Category Description
Systems Administration	
Systems Administrator	<p>Responsibilities: Responsible for the technical administration of a server-based computer system. Oversees the day to day activities for the system and is responsible for all applications present on the system. Administers related systems, including security, communications, software applications, electronic mail, bulletin boards, printing services, outside communication links, licensing, and any other initial troubleshooting. Maintains server management records.</p> <p>Requirements: Bachelor's degree with a minimum of 5 years experience, of which the last 3 years must be specialized. A degree is not required with 7 years experience, of which the last 4 years are specialized.</p>
Data Administration	
Data Entry Clerk	<p>Responsibilities: Operated a data entry device to record or verify a variety of standard coded or uncoded business or statistical source data into a computer. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision.</p> <p>Requirements: High school diploma or its equivalent</p>
Data Entry Specialist	<p>Minimum/General Experience: Experienced in using a computer for a variety of documents/spread sheets including status reports, trip reports, meeting minutes, briefing slides, etc. Knowledgeable of file setup and maintenance, classified material handling and storage procedures, and reproduction/publishing techniques.</p> <p>Functional Responsibility: Prepares documents and spreadsheets including status reports, trip reports, meeting minutes, briefing slides, etc.</p> <p>Minimum Education: A minimum of one (1) year experience in clerk/assistant type work is required. Relevant education beyond high school may be substituted on a one for one basis for experience.</p>
Jr. Database Administrator	<p>Responsibilities: Applies knowledge of computer science concepts and techniques in the design, development, installation and maintenance of relational databases. Develops and maintains necessary public synonyms, database links, and user access controls. Provides database tuning and monitoring to insure effective and efficient data access to include comparison of performance ratios, tuning of memory, configuration, disk I/O and application software, design and maintenance of the physical layout of the databases, and calculating disk space requirements for database tables and indexes.</p> <p>Requirements: Bachelor's degree with 3-5 years experience in a similar role, in which the last 2-3 years must be specialized.</p>

ID Labor Category Title	ID Labor Category Description
Data Administration (continued)	
Database Administrator	<p>Responsibilities: Applies knowledge of computer science concepts and techniques in the design, development, installation and maintenance of relational databases. Develops and maintains necessary public synonyms, database links, and user access controls. Provides database tuning and monitoring to insure effective and efficient data access to include comparison of performance ratios, tuning of memory configuration, disk I/O, and application software. Design and maintenance of the physical layout of the database and calculating disk space requirements for database tables and indexes. Responsible for segments or phases of broader, more complex projects.</p> <p>Requirements: Bachelor's degree with 5-7 years overall experience, of which the last 4-5 years experience must be specialized.</p>
Senior Database Administrator	<p>Responsibilities: Applies knowledge of computer science concepts and techniques in the design, development, installation, and maintenance of relational databases. Develops and maintains necessary public synonyms, database links, and user access controls. Provides database tuning and monitoring to ensure effective and efficient data access to include comparison of performance ratios, tuning of memory configuration, disk I/O, and application software, design and maintenance of the physical layout of the databases and calculating disk space requirements for database tables and indexes. Responsible for developing project plans, justifications, guidelines, and controls.</p> <p>Requirements: Bachelor's degree with 7 years overall experience, of which the last 5 years must be specialized.</p>
Software Development	
Jr. Programmer	<p>Responsibilities: Performs analysis and develops, integrates, and maintains both systems and applications software as required. Performs enterprise or organization-wide planning and design of technical solutions requiring the application of information technology. Performs analysis and validation of IT requirements. Implements efforts within the systems software domain.</p> <p>Requirements: Bachelor's degree in computer science or related field, with a minimum of 3 years experience, of which 2 must be specialized. A degree is not required with 5 years overall experience, of which 2 must be in a selected skill.</p>
Programmer	<p>Responsibilities: Performs analysis and develops, integrates, and maintains both systems and applications software as required. Performs enterprise or organization-wide planning and design of technical solutions requiring the application of information technology. Performs analysis and validation of IT requirements. Plans and manages efforts within the systems software domain.</p> <p>Requirements: Requirements: Bachelor's degree in computer science or related field, with a minimum of 5 years experience, of which 3 must be specialized.</p>

ID Labor Category Title	ID Labor Category Description
Software Development (continued)	
Sr. Programmer	<p>Responsibilities: May serve as task or project leader. Performs analysis and develops, integrates, and maintains both systems and applications software as required. Performs enterprise or organization-wide planning and design of technical solutions requiring the application of information technology. Performs analysis and validation of IT requirements. Plans and manages efforts within the systems software domain.</p> <p>Requirements: Requirements: Bachelor's degree in computer science or related field, with a minimum of 6 years experience, of which 4 must be specialized. Master's degree with a minimum of 4 years of experience, of which the last 4 are specialized. A degree is not required with 10 years overall experience, of which the last 8 years must be specialized.</p>
Sr. Programmer Specialist	<p>Responsibilities: May serve as task or project leader. Performs analysis and develops, integrates, and maintains both systems and applications software as required. Performs enterprise or organization-wide planning and design of technical solutions requiring the application of information technology. Performs analysis and validation of IT requirements. Plans and manages efforts within the systems software domain.</p> <p>Requirements: Bachelor's degree in computer science or related field, with a minimum of 10 years experience, of which 4 must be specialized. Master's degree with a minimum or 8 years experience, of which the last 4 are specialized.</p>
Systems Analyst	<p>Responsibilities: Conducts system planning to include requirement definition, implementation planning, and lifecycle cost estimates. Undertakes analysis supporting software programs and. Defines, designs, and specifies processes and procedures supporting the implementation of information technology. Develops documentation supporting analysis and makes recommendations on design and implementation of complex systems.</p> <p>Requirements: Bachelor's degree with a minimum of 5 years experience, of which the last 3 are specialized. A degree is not required with 9 years experience, of which 5 are specialized.</p>
Sr. Systems Analyst	<p>Responsibilities: Conducts system planning to include requirement definition, implementation planning, and lifecycle cost estimates. Performs analysis or studies enhancing or implementing systems software solutions. Undertakes significant analysis within software programs. Defines, designs and specifies processes and procedures supporting the implementation of information technology, which support business or other functional areas. Develops documentation supporting analysis and makes recommendations on design and implementation of complex IT systems. May serve as task or project leader.</p> <p>Requirements: Bachelor's degree with a minimum of 7 years experience, of which the last 5 are specialized. A degree is not required with 11 years experience, of which 7 are specialized.</p>

ID Labor Category Title	ID Labor Category Description
Software Development (continued)	
Senior Applications Programmer	<p>Minimum/General Experience: Able to plan, design, develop, modify, and test application programs. Able to translate systems/subsystems designs and detailed designs into applications logic. Able to provide advice on differing control systems applications designs and access methods in problem resolution, design, and development situations.</p> <p>Functional Responsibility: Able to work with other senior technical and user staff to complete projects as well as provide assistance and guidance to less experienced technical staff.</p> <p>Minimum Education: Has a Bachelors Degree in an engineering discipline or seven (7) years related work experience.</p>
Communications	
Intermediate Communication Analyst	<p>Responsibilities: Responsible for supporting the delivery of technical solutions based upon established requirements of enterprise-wide or large scale computer networks. Supports design of computer network architecture. Establishes general LAN/MAN/WAN administration procedures and provides technical leadership in the integration and test of complex large-scale computer integrated networks. Schedules conversions and cut-overs. May oversee network control center.</p> <p>Requirements: Bachelor's degree with a minimum of 2-4 years experience. A degree is not required with a minimum of 6 years experience.</p>
Senior Communications Analyst	<p>Responsibilities: Applies communications/network improvement practices to establish requirements of enterprise-wide or large-scale computer networks. Designs large-scale computer network architecture. Establishes general LAN/MAN/WAN administration procedures and provides technical leadership in the integration and test of complex large-scale computer-integrated networks. Oversees network control center. Supervises maintenance of systems. May supervise communication analysts.</p> <p>Requirements: Bachelor's degree with a minimum of 5 years experience. A degree is not required with a minimum of 9 years experience.</p>
Data Communications Manager	<p>Responsibilities: Manages a team of data communication technicians and analysts who maintain and support data communication systems. Ensures that adequate and appropriate planning is provided for remote hardware and communications facilities to develop and implement methodologies for analysis, installation, and support of distributed processing client/server systems. Provides coordination in the analysis, acquisition, and installation of hardware, software, and facilities. Manages the training and efforts of a staff engaged in system and network planning, analysis and monitoring activities. Frequently reports to Telecommunications Department Director/Manager.</p> <p>Requirements: A minimum of 8-10 years of experience in software/hardware LAN and WAN network design and analysis.</p>

ID Labor Category Title	ID Labor Category Description
Communications (continued)	
Voice Communications Manager	<p>Responsibilities: Manages a team of voice communications technicians and analysts who maintain and support voice communication systems, including Automated Call Distribution (ACD), Call Management Systems (CMS), and Voice Mail, PBX, CBX. Identifies issues and appropriate courses of action. Researches and oversees implementation of new technologies. Must be familiar with a variety of the field's concepts, practices, and procedures. Knowledgeable in communication protocols and hardware (e.g. Lucent, Siemens, Nortel). Frequently reports to Telecommunications Department Director/Manager.</p> <p>Requirements: A minimum of 10 years experience in software/hardware voice network design and analysis.</p>
Help Desk / End User Support	
Help Desk Service Specialist	<p>Responsibilities: Provides telephone and in-person support to users in the areas of email, directories, standard Windows desktop COTS applications and applications developed under this contract for predecessors. Serves as the initial point of contact for troubleshooting hardware, software, PC and printer problems.</p> <p>Requirements: 3-5 years of experience, of which the last 2 must be specialized.</p>
Help Desk Service Manager	<p>Responsibilities: Provides daily supervision and direction to staff that are responsible for telephone and in-person to users in the areas of email, directories, COTS, standard Windows desktop applications and applications developed or deployed under a specific contract. Serves as the Subject Matter Expert for hardware, software, PC and printer problems.</p> <p>Requirements: 5-7 years overall experience, of which the last 4 years is specialized.</p>
Network Technician	<p>Minimum/General Experience: Able to perform network installations and troubleshooting. Able to work independently on basic networking issues such as cable/plant layout and server/desktop installation. Possesses working knowledge of at least one Network Operating System, preferably Microsoft NT. Able to work directly with end user customers.</p> <p>Functional Responsibility: Able to perform network installations and troubleshooting.</p> <p>Minimum Education: Has either an Associates degree or working towards MCSE certification as well as at least one (1) year of experience.</p>
Senior Network Technician	<p>Minimum/General Experience: Able to work independently on basic networking issues such as cable/plant layout and server/desktop installation. Possess working knowledge of at least one Network Operating System, preferably Microsoft NT. Able to work directly with end user customers.</p> <p>Functional Responsibility: Able to perform network installations and troubleshooting.</p>

	Minimum Education: Has either an Associates degree or working towards MCSE certification as well as at least three (3) years of experience.
Hardware Installation Technician	Responsibilities: Configures computers, communication devices, and peripheral equipment. Installs network hardware. Analyzes and installs computer based systems, local area networks, fiber optic cables, and communication systems. Trains site personnel in proper use of hardware. Requirements: High school diploma with a minimum of 5 years experience, of which 3 years must be specialized.
Sr. Hardware Installation Technician	Responsibilities: Conducts site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Analyzes existing requirements and prepares specifications for hardware acquisitions. Prepares engineering plans and site installation. Prepares drawings documenting configuration changes at each site. Prepares site installation and test reports. Requirements: Bachelor's degree with a minimum of 4 years of experience, of which the last 2 must be specialized. High school diploma with a minimum of 7 years experience, of which the 4 years must be specialized.
Hardware Specialist	Responsibilities: Reviews computer systems in terms of machine capabilities and man-machine interface. Monitors and responds to complex hardware problems using a variety of hardware testing tools and techniques. Prepares functional requirements and specifications for hardware acquisitions. Ensures that problems have been properly identified and resolved. Requirements: Bachelor's degree with a minimum of 5 years experience, of which the last 3 must be specialized. High school diploma with a minimum of 9 years experience, of which the last 5 years must be specialized.
ID Labor Category Title	ID Labor Category Description
Internet / Web Operations	
Web Designer	Responsibilities: Responsible for the oversight and creation of graphic user interfaces for the internet. Coordinates with application engineers and end users to determine requirements and manages and implements quality control procedures to ensure compliance with requirements. Works closely with application engineers and end users to design effective graphic user interfaces using current developments in web design tools and networking technology. Requirements: Bachelor's degree with 2 years experience including development and design of software systems and Web development. A degree is not required with 5 years experience.
Documentation	
Graphics Specialist	Responsibilities: Directly supports the Program Manager or Project Manager in the preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents.

	Requirements: High school diploma with a minimum of 2 years experience in office administration and developing graphics/artistic presentations.
Documentation Specialist	<p>Responsibilities: Gathers, analyzes, and composes technical documentation. Ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.</p> <p>Requirements: Bachelor's degree with a minimum of 2 years experience, of which the last one year is specialized. A degree is not required with 8 years experience, of which 6 years is specialized.</p>
ID Labor Category Title	ID Labor Category Description
Business Process Development	
Business Processes Analyst – Senior	<p>Responsibilities: Performs analysis of functional processes, organizations, and enterprises to identify and develop business process engineering initiatives. Evaluates business processes for efficiency, effectiveness, and improvement. Documents analysis of business processes and recommended improvements. Responsible for process reengineering, facilitation, training and methodology development, and evaluation across all phases of an enterprise or function. May identify best practices, change management, business management techniques, organizational development, activity and data modeling, or IT system development methods and practices.</p> <p>Requirements: Bachelor's degree with a minimum of 10 years of experience, of which the last 8 years must be specialized. With a Master's degree, 8 years experience required, of which 6 years must be specialized. With a Ph. D, 6 years experience required, of which 5 years must be specialized. A degree is not required with 13 years experience, of which 11 years must be specialized.</p>
Business Processes Analyst – Principal	<p>Responsibilities: May serve as task or project leader. Performs analysis of functional processes, organizations, and enterprises to identify and develop business process engineering initiatives. Evaluates business processes for efficiency, effectiveness, and improvement. Documents analysis of business processes and recommends improvements. Provides training and guidance in the implementation of improved processes.</p> <p>Requirements: Bachelor's degree with a minimum of 12 years experience, of which the last 9 years must be specialized. With a Ph. D, 8 years experience required, of which 6 years must be specialized.</p>
Information Technology Training Specialist	<p>Responsibilities: Administers computer-based training. Maintains records of training activities. Provides documentation for software training. Conducts training sessions and assists in the design of program flowcharts. Maintains current knowledge of hardware and software applications as required. Must have knowledge of the principles, methods, and techniques used in the design and development of computer based training programs, as well as knowledge of relevant hardware/software and computer equipment as required.</p>

	Requirements: Bachelor's degree with a minimum of 4 years experience.
Sr. Information Technology Training Specialist	<p>Responsibilities: May serve as the team lead. Designs training objectives and develops computer-based training for assigned software. Designs courseware and structures training classes. Provides documentation for software training. Creates final versions of training programs and presents them to users. Must have knowledge of the principles, methods, and techniques used in the design and development of computer based training programs, as well as knowledge of relevant hardware/software and computer equipment as required.</p> <p>Requirements: Bachelor's degree with a minimum of 6 years experience.</p>
ID Labor Category Title	ID Labor Category Description
Consulting	
Technical Consultant	<p>Minimum/General Experience: Possesses industry-leading expertise in a technology area such as networking, electronic business or software applications. Specific examples include leading edge expertise with such technology manufacturers such as Netscape, Microsoft, Oracle, Microstrategy, CISCO etc.</p> <p>Functional Responsibility: Able to provide consultative technical support at the very highest levels of the enterprise.</p> <p>Minimum Education: Minimum of Bachelor's Degree and two (2) years of technology specific consultative expertise. Technology area certifications or progress towards certifications are required.</p>
Senior Consultant	<p>Minimum/General Experience: Able to plan, design, configure, develop, modify, test and install enterprise applications such as Oracle, Peoplesoft, BAAN, SAP, Network Management software, Microstrategy and Netscape. Able to translate systems/subsystems designs and detailed designs in to operational systems. Able to provide advice and resolve issues regarding application designs, technical architectures, software interfaces, data conversion, testing, operations and user support.</p> <p>Functional Responsibility: Able to work with other senior technical and user staff to complete projects. Able to provide assistance and guidance to less experienced technical staff.</p> <p>Minimum Education: Bachelors degree in Computer Science or equivalent (mathematics, statistics, environmental sciences etc) and at least four (4) years of experience using specific application software packages.</p>

ID Labor Category Title	ID Labor Category Description
Consulting (continued)	
<p>Senior Technical Consultant</p>	<p>Minimum/General Experience: Acts independently on the most specialized phases of system design, implementation, analysis and programming. Leads and participates in major system studies and implementations. Investigates leading edge information technologies and applies it to the client environment. Functions as the technical expert during product presentations to clients. Possesses industry-leading expertise in a technology area such as networking, electronic business or software applications. Specific examples include leading edge expertise with such technology manufacturers such as Netscape, Microsoft, Oracle, Microstrategy, CISCO etc.</p> <p>Functional Responsibility: Able to provide consultative technical support at the very highest levels of the enterprise.</p> <p>Minimum Education: Minimum of Bachelor's Degree and six (6) years of technology specific consultative expertise. Technology area certifications or progress towards certifications are required.</p>
<p>Senior Information Security Consultant</p>	<p>Responsibilities: Manages the analysis of IA requirements for multi-level security issues. Manages the design, development, engineering, and implementation of solutions to multi-level security requirements. Implementation and development of multi-level security as well as organizing technical information about an organizations goals, existing security products and on-going programs in a multi-level security arena. Performs risk analysis and risk assessments.</p> <p>Requirements: Bachelor's degree with 10 years experience, of which 4 years are in information assurance projects. Master's degree with 2 years experience, of which 1 year is specialized.</p>
<p>Consultant Software Category III</p>	<p>Minimum/General Experience: Able to plan, design, configure, develop, modify, test and install enterprise applications. Able to provide advice and resolve issues regarding application designs, technical architectures, software interfaces, data conversion, testing, operations and user support.</p> <p>Functional Responsibility: Able to work with other technical and user staff to complete projects. Able to provide consultative Professional Services support to meet operational and functional requirements of the enterprise.</p> <p>Minimum Education: Minimum of Bachelor's Degree and two (2) years of enterprise product technology specific consultative expertise.</p>
<p>Consultant Software Category II</p>	<p>Minimum/General Experience: Able to plan, design, configure, develop, modify, test and install enterprise applications. Able to translate systems/subsystems designs and detailed designs into operational systems. Able to provide advice and resolve issues regarding application designs, technical architectures, software interfaces, data conversion, testing, operations and user support.</p>

	<p>Functional Responsibility: Able to work with other senior technical and user staff to complete projects. Able to provide assistance and guidance to less experienced technical staff.</p> <p>Minimum Education: Bachelors degree in Computer Science or equivalent (mathematics, statistics, etc) and at least four (4) years of experience using enterprise application software packages.</p>
<p>Consultant Software Category I</p>	<p>Minimum/General Experience: Acts independently on the most specialized phases of system design, implementation, analysis and programming of enterprise products. Leads and participates in major system studies and implementations of enterprise products. Investigates leading edge information technologies and applies it to the client environment. Functions as the technical expert during product presentations to clients. Possesses industry-leading expertise in the implementation of enterprise products.</p> <p>Functional Responsibility: Able to provide consultative Professional Services support at the very highest levels of the enterprise. Able to provide assistance and guidance to less experienced technical staff.</p> <p>Minimum Education/Specific Experience: Minimum of Bachelor's Degree and six (6) years of enterprise application technology specific consultative expertise.</p>

**TERMS AND CONDITIONS APPLICABLE TO
WIRELESS SERVICES
(SPECIAL ITEM NUMBER 132-53)**

1. ACCEPTANCE TESTING

The Contractor shall provide acceptance test plans and procedures for ordering activity approval. The Contractor shall perform acceptance testing of the systems for ordering activity approval in accordance with the approved test procedures.

2. EQUIPMENT

The Contractor shall make available cellular voice and data devices. The cellular devices offered shall be compatible with the cellular access standards employed within the geographical scope of contract.

The Contractor shall provide programming of any cellular telephone device, including Contractor-provided and ordering activity-furnished devices, that conforms to the cellular service furnished by the Contractor.

3. WARRANTY

The Contractor shall provide a warranty covering each Contractor-provided device. The minimum duration of the warranty shall be the duration of the manufacturer's commercial warranty for the item listed below:

The warranty shall commence upon the later of the following:

a. Activation of the user's service

b. Installation/delivery of the equipment

The Contractor, by repair or replacement of the defective item, shall complete all warranty services within five working days of notification of the defect. Warranty service shall be deemed complete when the user has possession of the repaired or replaced item. If the Contractor renders warranty service by replacement, the user shall return the defective item(s) to the Contractor as soon as possible but not later than ten (10) working days after notification.

4. MANAGEMENT AND OPERATIONS PRICING

The Offeror shall provide management and operations pricing on a uniform basis. All management and operations requirements for which pricing elements are not specified shall be provided as part of the basis service.

5. TRAINING

The Contractor shall provide normal commercial installation, operation, maintenance, and engineering interface training on the system. If there is a separate charge, indicate below:

6. MONTHLY REPORTS

In accordance with commercial practices, the Contractor may furnish the ordering activity/User with a monthly summary ordering activity report.

7. WIRELESS SERVICE PLAN

(a) Describe the wireless service plan and eligibility requirements. Include, but not limited to, service area, monthly service charge, minutes included, etc.

Not offered

(b) Describe charges, if any, for additional minutes, domestic wireless long distance, roaming, nights and weekends, etc.

Not offered

(c) Describe corporate volume discounts and eligibility requirements.

Not offered

**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 Michael Hippchen, 703-554-1782 (voice), Mhippchen@intelligent.net (email) or 703-554-1982 (fax).

**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 of the Federal Supply Schedule Contract. Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

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

Here is a general outline on how it works:

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