



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

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

FPDS Code D301 IT Facility Operation and Maintenance
FPDS Code D306 IT Systems Analysis Services
FPDS Code D316 IT Network Management Services

SPECIAL ITEM No. 132-100 Ancillary Supplies and/or Services

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

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

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

Open Technology Group, Inc.
2411 Dulles Corner Park, Suite 425
Herndon, VA 20171-3431
Voice: (301)588-1600, FAX: (301)588-1601
www.otghq.com

Contract Number: GS-35F-4421G

Period Covered by Contract: April 9, 1997 through April 8, 2017

General Services Administration
Federal Acquisition Service

Pricelist current through Modification #PO0027, dated June 9, 2016. Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).



INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

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

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Ordering and Payment Address: Open Technology Group, Inc.
2411 Dulles Corner Park Suite 425
Herndon, VA 20717-3431

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.



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

301-588-1600 Voice

301-588-1601 Fax

3. LIABILITY FOR INJURY OR DAMAGE

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

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

- Block 9: G. Order/Modification Under Federal Schedule Contract
- Block 16: Data Universal Numbering System (DUNS) Number: 80-242-7807
- Block 30: Type of Contractor: B. Other Small Business
- Block 31: Woman-Owned Small Business - **No**
- Block 37: Contractor's Taxpayer Identification Number (TIN): 52-1767248
- Block 40: Veteran Owned Small Business (VOSB): A:Service Disabled Veteran Owned Small Business

- 4a. CAGE Code: 02JM84b____
- 4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51_____`	As negotiated with agency
132-100	As negotiated with agency

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



7. **DISCOUNTS:** Prices shown are NET Prices; Basic Discounts have been deducted.
- a. Prompt Payment: None, Net 30 Days
 - b. Quantity: None
 - c. Dollar Volume: None
 - d. Other Special Discounts: Government Educational Institutions are offered the same discounts as all other Government Customers.

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

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

9. **STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING: Outside scope of this contract.**

10. **Small Requirements:** The minimum dollar of orders to be issued is \$100.00

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

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

Special Item Number 132-51 - Information Technology Professional Services

The Maximum Order for the following Special Item Numbers (SINs) is \$150,000:

Special Item Number 132-100 - Ancillary Supplies and/or Services

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

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

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

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

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



13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S.

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

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

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

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.



- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

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

16. GSA ADVANTAGE!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS



NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

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

19. OVERSEAS ACTIVITIES

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

Open Technologies is not offering equipment under this contract.

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)



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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the 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 or 132-9.

23. SECTION 508 COMPLIANCE.

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

Yes _____

No _____

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): www.otghq.com

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

(b) The following statement:

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

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

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

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

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

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

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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



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

*****NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.**

1. SCOPE

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

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

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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



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

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

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

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

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

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

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

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

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR



The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and



Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING

V. LABOR CATEGORY DESCRIPTIONS

Title: Program Manager

Minimum/General Experience: Ten plus (10+) years of relevant experience required

Functional Responsibility: planning and directing technological improvements and project management implementation. Manage a diverse group of functional activities subordinate groups of technical and administrative personnel.

Minimum Education: Bachelor's degree in relevant field of study or equivalent experience (Advanced degree desired)

Title: Task Manager



Minimum/General Experience: Minimum of five (5) years professional work experience that provides required knowledge and skill set. Ability to work with Government contract personnel.

Functional Responsibility: Defines and direct technical specifications and tasks to be performed by team members, defines target dates of tasks and subtasks. Provides guidance and assistance in coordinating output and ensuring the technical adequacy of the end product.

Minimum Education: Bachelor's degree in relevant field of study or equivalent experience.

Title: Consultant 3

Minimum/General Experience: Ten plus (10+) years demonstrated performance in related technology and business management. Experienced in topic developing and managing projects involving such complex networks, cross platform integration and large-scale, complex systems design and implementation. This individual will have been formally trained in one or more of the following areas: Microsoft Solutions Framework, product futures, and relevant Certified Training in infrastructure and/or development areas associated with computer products.

Functional Responsibilities: Lead business contact for customers, and also coordinates and schedules project resources to ensure development or analysis or deployment remains on schedule and in line with the current capabilities and future directions of computer products.

Minimum Education: Bachelor's or Masters degree or industry equivalent experience.

Title: Consultant 2

Minimum/General Experience: Five (5) to Ten (10) years demonstrated performance in related technology. Experienced in topics such as complex networks, cross-platform integration and large-scale, complex systems design and implementation. This individual will have been formally trained in one or more of the following areas: Microsoft Solutions Framework, product futures, and relevant Certified Training in infrastructure and/or development areas associated with computer products.

Functional Responsibilities: lead advocate and technical lead to ensure development or analysis or deployment remains on schedule and in line with the current capabilities and future directions of computer products.

Minimum Education: Bachelor's or Masters degree or industry equivalent experience

Title: Consultant 1

Minimum/General Experience: Five (5) plus years demonstrated performance in related technology. Experienced in topics such as complex networks, messaging, cross-platform integration and large-scale, complex systems design and implementation. This individual will have been formally trained in one or more of the following areas: Microsoft Solutions Framework, product futures, and relevant Certified Training associated with computer products.

Functional Responsibilities: Works closely with Project manager as the advocate and sole or shared technical lead to ensure development or analysis or deployment remains on schedule and in line with the current capabilities and future directions of computer products.

Minimum Education: Bachelor's degree or industry equivalent experience.

Title: Information Systems Specialist 2

Minimum/General Experience: Eight (8) years of relevant work experience/education, including six (6) years of specialized experience in information processing disciplines.

Functional Responsibility: Provide highly technical and specialized solutions to complex information systems problems. Performs analyses and studies. Prepares reports. Works independently or as a member of a team.

Minimum Education: Bachelor's or Masters degree or industry equivalent experience.

Title: Information Systems Specialist 1



Minimum/General Experience: Six (6) years of relevant work experience/education, including four (4) years of specialized experience in information processing disciplines.

Functional Responsibility: Provide highly technical and specialized solutions to complex information systems problems. Performs analyses and studies. Prepares reports. Works independently or as a member of a team.

Minimum Education: Bachelor's or Masters degree or industry equivalent experience.

Title: Systems Analyst 2

Minimum/General Experience: Six (6) years experience that provides the required knowledge and skills.

Functional Responsibility: Performs system-wide analysis, primarily with respect to computer functions allocations. Performs system-wide analysis, primarily with respect to software development, hardware development and reliability, maintainability and availability.

Minimum Education: Bachelors degree in computer science/management information systems or equivalent experience

Title: Systems Analyst 1

Minimum/General Experience: Four (4) years of general experience including a minimum of three (3) years in the specialized area of expertise.

Functional Responsibility: Develops and modifies complex systems and develops subsystems to enhance the overall operational system. Exercises analytical techniques when gathering information from users, defining work problems, designing a systems of computer programs, and developing procedures to resolve the problems. Develops complete specifications to enable computer programmers to prepare required programs Independently works on routine assignments,, analyzes methods of approach, reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for programs, resolves processing problems, coordinates work with programmers, and orients users to new systems.

Minimum Education: Bachelors degree in Computer Science, Engineering, Mathematics or equivalent experience

Title: Systems Programmer 2

Minimum/General Experience: Seven (7) years of general experience in systems programming including five (5) years of specialized experience in the area of expertise.

Functional Responsibility: Responsible for system programming functions dealing with the overall operating system or complex subsystems of the operating system. Develops specifications for extremely complex systems programming activities. Works at the highest level on all phases of system programming controlling the operating system with considerable freedom to make decisions on the techniques to be used. Prepares recommendations for system improvement for management and user consideration. Acts as a consultant to the technical staff and user community.

Minimum Education: Bachelors degree in Computer Science, Engineering, Mathematics or equivalent experience

Title: Systems Programmer 1

Minimum/General Experience: Six (6) years of general systems programmer experience including four (4) years specialized experience in the area of expertise.

Functional Responsibility: Develops and modifies software programs for operating system. Develops logic for the encodes, tests, modifies, and debugs software packages to suit the operating environment. Assists in the design, coding, testing and implementation of systems related routine modifications. Installs and maintains software products on the computer system. Analyzes and fixes problems associated with the software packages and forwards them to appropriate vendor for problem resolution. Monitors system and corrects any errors or inconsistencies.



Minimum Education: Bachelors degree in Computer Science, Engineering, Mathematics or equivalent experience

Title: Programmer Analyst 4

Minimum/General Experience: Eight (8) years of general systems programmer/analyst experience including four (4) years specialized experience in the area of expertise

Functional Responsibility: As an expert programmer/analyst, consults with client to learn and define their business requirements or problem areas and use technical expertise to provide solutions to client's needs. Prepares program specifications, helps with preparation of user documentation and with system implementation. Analyzes, designs, develops, implements, and maintains client server applications over distributed networks and related protocols for various systems. Converts and/or ports fully developed code over to other platforms using different processor architectures or operating systems. May guide programmer/analysts at a lower level and other technical personnel on assigned work.

Minimum Education: Bachelors degree in Computer Science, Engineering, Mathematics or equivalent experience

Title: Program Analyst 3

Minimum/General Experience: Four (4) years of general systems programmer/analyst experience

Functional Responsibility: Expertise to conduct investigations and studies and present recommendations and solutions related to short and long range program planning requirements. Classify and summarize data for the preparation and submission of reports on a recurring basis. Provide advice and assistance to managers which directly affect the conduct and attainment of agency goals and objectives.

Minimum Education: Bachelors degree in Computer Science, Engineering, mathematics, or equivalent experience

Title: Program Analyst 2

Minimum/General Experience; Two (2) years of relevant work experience

Functional Responsibility: Provides analysis and engineering of information systems or software requirements; defines requirements and limitations; provides technical guidance and direction; performs system testing; and develops engineering plans/schedules. Analyzes physical, functional, system, data, and component architectures.

Minimum Education: Bachelor's degree in Computer Science, Engineering, mathematics, or equivalent experience

Title: Program Analyst 1

Minimum/General Experience: Zero (0) to one (1) year of relevant work experience

Functional Responsibility: Analyzes and studies complex software requirements. Develops and supports using formal specifications, data flow, diagrams, and other related design and development techniques. Analyzes user requirements, procedures and problems to automate manual processing. Ensures effective configuration management of systems and applications.

Minimum Education: Bachelor's degree in Computer Science, Engineering, mathematics, or equivalent experience

Title: Database Administrator 4

Minimum/General Experience: Six(6) years of general experience in systems and analysis or programming including three (3) years of specialized experience in DBMSs.

Functional Responsibility: Provides highly technical expertise and guidance in the design, implementation, operation, and maintenance of DBMSs. Evaluates and recommends available DBMS products after matching requirements with system capabilities. Determines file organization, indexing methods, and security procedures for specific applications. Controls the design and use of databases. Controls the global view of databases, controls the access to the databases, assures the safekeeping of the databases (from accidental or intentional damage or loss), and monitors the use of databases. Must be capable of defining all required database administration policies, procedures,



standards, and guidelines. Is an authority on the design of databases and the use of DBMSs. Evaluates and recommends available DBMS products after matching requirements with system capabilities. Prepares and delivers presentations on DBMS concepts.

Minimum Education: Bachelors degree or equivalent experience

Title: Systems Engineer 2

Minimum/General Experience: Six (6) years of relevant work experience

Functional Responsibility: Plan project coordination, management and engineering. Provides comprehensive definition of all aspects of system development from analysis of mission needs to verification of system performance. Performs evaluation of alternatives and assessment of risks and costs.

Minimum Education: Bachelors degree or equivalent experience

Title: System Engineer 1

Minimum/General Experience: Four (4) years experience of relevant work experience

Functional Responsibility: Skilled in the interface of software with computer hardware systems, CASE tools, complex software system development. Perform project management functions as needed.

Minimum Education: Bachelors degree or equivalent experience

Title: Network Engineer 3

Minimum/General Experience: Eight (8) years general experience including four (4) years specialized experience

Functional Responsibility: Designs, configures, tests, implements, and maintains telecommunications and LAN operation support activities, and supports application programmers working in that environment. Provides technical support in evaluating and resolving network and processor problems. Responsible for the design, configuration and implementation of WANs. Evaluates network performance using hardware and software diagnostic tools. Participates in planning and installation of new networks and ADP hardware. Evaluates network changes for operational impact.

Minimum Education: Bachelors degree in related field or equivalent experience

Title: Network Engineer 2

Minimum/General Experience: Six (6) years general experience including four (4) years specialized experience

Functional Responsibility: Designs, installs, modifies, and maintains LANs. Responsible for troubleshooting and making necessary adjustments in network operating system, software and hardware. Works with other ADP staff to design, develop, install, test, debug, modify, and maintain distributed processing databases on the LAN.

Minimum Education: Bachelors degree in a related field or equivalent experience

Title: Network Engineer 1

Minimum/General Experience: Three (3) years general experience including one (1) year specialized experience

Functional Responsibility: Ability to supervise others as needed. Responsible for understanding, identifying, reporting, tracking, assisting in resolving, and documenting user problems with networks. Strong working knowledge of networks and associated software. Working knowledge of typical user concerns, problems and needs with networks. Support review of network reports, performance of trend analysis, and making of recommendations. Possess excellent telephone communications skills as well as be friendly and personable with users.

Minimum Education: High school diploma with four (4) years of relevant work experience.

Title: Network Specialist 1



Minimum/General Experience: Two (2) years of relevant work experience.

Functional Responsibilities: Responsible for understanding, identifying, reporting, tracking, assisting in resolving, and documenting user problems with networks. Working knowledge of networks and associated software. Working knowledge of typical user concerns, problems and needs with networks. Support review of network reports, performance of trend analysis and making of recommendations. Possess excellent telephone communications skills as well as be friendly and personable with users.

Minimum Education: High school diploma with two (2) years of relevant work experience

Title: Systems Administrator 2

Minimum/General Experience Four (4) years of relevant work experience

Functional Responsibility: Microsoft or equivalent technology expertise in order to perform a variety of workstation and network configurations/management services related to operating systems, customizing the network configurations, performance tuning, and availability of data communications networks. Provide LAN/WAN consultant support with skills in workstation/server/network analysis, integration, and tuning. Provide recommendations in the reconfiguration and implementation of new workstation/network hardware to increase performance. Coordinate with systems or communications engineering to resolve hardware problems.

Minimum Education: Associate's degree in Computer Science, Computer Technology or equivalent experience.

Title: Systems Administrator 1

Minimum/General Experience: Two (2) years of relevant work experience.

Functional Responsibility: Provides end user support for servers, networks, printers, desktops and laptops. Provides a high level of customer service to end users, local and remote. Works with a team of systems and network engineers to improve network performance through the optimization and replacement of existing network infrastructure.

Minimum Education: High School Diploma

Title: Telecom Analyst 5

Minimum/General Experience: Ten (10) years general experience in data communications or computer systems including four (4) years of specialized experience

Functional Responsibility: Provides technical direction for telecommunications activities including planning, designing, installing and maintaining large telecommunications networks. Develops, operates and maintains voice, video and data communications systems. Applies telecommunications engineering principles and theory to propose design and configuration alternatives. Evaluates existing communications systems to identify deficiencies and network performance improvements. Consults with user personnel to ensure that problems have been properly identified and that the solution will meet the requirements. Analyzes network performance, usage and traffic flows, assesses and interfaces, transmission techniques, and protocols. Performs network analyses and feasibility studies concerning communications and communication networks. Prepares studies and gives presentations on communication concepts. Provides technical guidance to other personnel concerning data communications requirements. Prepares or participates in preparing functional specifications for acquiring commercially available data communications networks.

Minimum Education: Bachelors degree in related field, Master's preferred or equivalent experience.

Title: Telecom Analyst 4

Minimum/General Experience: Ten (10) years of relevant telecommunications provisioning work experience

Functional Responsibility: Performs management functions as necessary. Performs configuration management of various telecommunications technologies. Specific functions can include training of personnel and end users, preparing written documentation, negotiating telecommunications orders, processing service requests and inquiries,



authentication of programming and cable facilities, programming telecom applications, tracking and preparing billing media, and acting as liaison between customers and field technicians.

Minimum Education: Bachelor's Degree in Engineering or Computer Science. Four years of experience in functional area may be substituted for the degree.

Title: Telecom Analyst 3

Minimum/General Experience: Six (6) years of relevant telecommunications provisioning work experience

Functional Responsibility: Performs management functions as necessary. Performs configuration management of various telecommunications technologies. Specific functions can include training of personnel and end users, preparing written documentation, negotiating telecommunications orders, processing service requests and inquiries, authentication of programming and cable facilities, programming telecom applications, tracking and preparing billing media, and acting as liaison between customers and field technicians.

Minimum Education: Bachelor's Degree in Engineering or Compute Science. Four years of experience in functional area may be substituted for the degree.

Title: Telecom Analyst 2

Minimum/General Experience: Three (3) years of relevant telecommunications work experience

Functional Responsibility: Perform test, analysis and record correction functions, coordinate major moves and special projects, prepare floor plans and provide end user training. Specific functions can include processing service requests and inquiries, negotiating service orders, authentication of programming and cable facilities, programming telecom applications, tracking and preparing billing media, and liaison between customer and field technicians.

Minimum Education; Bachelor's Degree in Engineering or Computer Science. Four (4) years of experience in functional area may be substituted for the degree.

Title: Telecom Analyst 1

Minimum/General Experience: One (1) year of relevant telecommunications work experience

Functional Responsibility: Perform test, analysis and record correction functions, coordinate major moves and special projects, prepare floor plans and provide end user training. Specific functions can include processing service requests and inquiries, negotiating service order, authentication of programming and cable facilities, programming telecom applications, tracking and preparing billing media, and liaison between customer and field technicians.

Minimum Education: Bachelor's Degree in Engineering or Computer Science. Four (4) years of experience in functional area may be substituted for the degree.

Title: Computer Operator 2

Minimum/General Experience: Five (5) years general experience including two (2) years of supervisory computer operator experience.

Functional Responsibility: Supervises computer operators and other operations staff. Performs computer system operations functions on peripherals or consoles. Responsible for controlling computer hardware and other equipment such as microfilm and image processing. Monitors operation of all equipment, preparation and processing data input/output. Establishes schedules for production environment to maximize use of ADP equipment. Supervises site preparation and installation of equipment. Assists operation support personnel in developing operational procedures. Ensures that malfunctions and errors are corrected rapidly. Maintains a daily incident log to analyze abnormal operating situations.

Minimum Education: High School diploma

Title: Computer Operator 1



Minimum/General Experience: Four (4) years general experience including one (1) year of specialized experience

Functional Responsibility: Controls computer hardware, monitors operation of systems, tends associated peripheral devices. Performs computer systems operations functions on peripherals or console. Processes computer output generated by jobs and users on all systems. Reviews output for completeness, collates, bursts and binds output as required. Maintains a daily incident log to analyze abnormal operating situations.

Minimum Education: High School Diploma.

SIN 132-100

Title: Help Desk Technician 3

Minimum/General Experience: Five (5) years of relevant work experience/education

Functional Responsibility: Provide technical support and guidance, problem resolution, and installation for hardware and software systems. Perform maintenance and configuration support for computer and networked equipment. Troubleshoot applications, email and operating system problems. Assist with high level enterprise wide architecture problems, network problems and associated help desk documentation and system support.

Minimum Education: High School Diploma

Title: Help Desk Technician 2

Minimum/General Experience: Three (3) years of relevant work experience/education.

Functional Responsibility: Provide technical support and guidance, problem resolution, and installation for hardware and software systems. Perform maintenance and configuration support for computer and networked equipment. Troubleshoot applications, email and operating system problems.

Minimum Education: High school diploma

Title: Help Desk Technician 1

Minimum/General Experience: One (1) year of relevant work experience/education

Functional Responsibility: Provide technical support and guidance, problem resolution, and installation for hardware and software systems. Perform maintenance and configuration support for computer and networked equipment.

Minimum Education: High school diploma

OPEN TECHNOLOGY

GROUP, INCORPORATED

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 (**Steve Steiner 301-588-1600**, ssteiner@otghq.com **301-588-1601 Fax**).

OPEN TECHNOLOGY

GROUP, INCORPORATED

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;

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- (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.

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Labor Category SIN 132-51	GSA Price
Program Manager	\$127.51
Task Manager	\$119.96
Consultant 3	\$211.67
Consultant 2	\$185.21
Consultant 1	\$158.76
Information Systems Specialist 2	\$138.90
Information Systems Specialist 1	\$125.68
Systems Analyst 2	\$109.31
Systems Analyst 1	\$96.75
Systems Programmer 2	\$110.23
Systems Programmer 1	\$89.81
Programmer Analyst 4	\$109.87
Programmer Analyst 3	\$101.23
Programmer Analyst 2	\$83.13
Programmer Analyst I	\$67.04
Database Administrator 4	\$109.77
Systems Engineer 2	\$109.75
Systems Engineer 1	\$101.56
Network Engineer 3	\$97.30
Network Engineer 2	\$96.81
Network Engineer 1	\$75.67
Network Specialist 1	\$57.95
Systems Administrator 2	\$76.37
Systems Administrator 1	\$54.48
Telecommunication Analyst 5	\$100.59
Telecommunications Analyst 4	\$97.42
Telecommunications Analyst 3	\$81.94
Telecommunications Analyst 2	\$63.48
Telecommunications Analyst 1	\$46.72
Computer Operator 2	\$56.37
Computer Operator 1	\$48.80

SIN 132-100

Help Desk Technician 3	\$83.35
Help Desk Technician 2	\$68.79
Help Desk Technician 1	\$48.95