



**AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST**

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

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

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

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

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



Three Crescent Drive, Suite 410

Philadelphia, PA 19112

Telephone: 215-271-6108 Facsimile: 215-218-2039

www.mckean-defense.com

Contract Number: GS-35F-4790H

Period Covered by Contract: February 5, 1998 through February 4, 2013

Pricelist current through Mod A215 (Refresh 30) dated 4-17-2012

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

TABLE OF CONTENTS

INFORMATION FOR ORDERING ACTIVITIES.....	3
TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM 132-51).....	11
INFORMATION TECHNOLOGY SERVICES CATEGORY DESCRIPTIONS & PRICING	15
STATEMENT OF WORK-FUNCTIONAL AREAS	31
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS	35
BPA FORMAT GUIDELINES.....	36
BPA AGREEMENT	37
CONTRACTOR TEAM ARRANGEMENTS	39

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

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contains 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 minimum acceptable geographic scope of contract is the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories.

- 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 AND PAYMENT ADDRESS

McKean Defense Group
8219 Leesburg Pike, Suite 402
Vienna, VA 22182

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 not be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

CONTRACTOR'S SERVICE AREA

All Government locations within the scope of the contract.

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

Telephone: (703) 848-7936

Fax: (703) 883-1435

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to Government personnel or damage to Government 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 ACTIVITY COMPLETION OF STANDARD FORM 279

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 60-715-6809

Block 30: Type of Contractor - B. Other Small Business

Block 31: Woman-Owned Small Business - No

Block 37: Contractor's Taxpayer Identification Number (TIN): 20-5293655

Block 40: Veteran Owned Small Business (VOSB): - NO

4a.CAGE Code: OPT02

4b.Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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	30 Days

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: ½% – 15 days from receipt of invoice or date of acceptance, whichever is later.
- B. Quantity: NONE
- C. Dollar Volume: NONE
- D. Government Educational Institutions: 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

10. SMALL REQUIREMENTS

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

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

The Maximum Order value for Special Item Number 132-51 - Information Technology (IT) Professional Services is \$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

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 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-FAS-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.

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 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 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. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
- (1) Time of delivery/installation quotations for individual orders;
 - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
 - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

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

None

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 apply.

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.mckean-defense.com

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

b. The following statement:

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

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

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

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

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

- (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- c. The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

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)**

1. SCOPE

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

2. PERFORMANCE INCENTIVES

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the

date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

- a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
 - (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
 - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

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

2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

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

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user agency 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 agency in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51. IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

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

INFORMATION TECHNOLOGY SERVICES CATEGORY DESCRIPTIONS & PRICING

001 SENIOR PROGRAM MANAGER

Minimum /General Experience: A minimum of twelve (12) years of progressive management experience in a high technology company managing multiple technically complex projects.

Functional Responsibility: Performs day-to-day management of contract, consults with COTR and other government personnel to ensure the achievement of the stated requirements. Plans, organizes, and controls the overall activities of the contract. Ensures that all activities conform to the terms and conditions of the contract and ordering procedures. Acts as liaison between the Contracting Officer's Technical Representative (COTR) and corporate management. Coordinates activities and seeks resolution of contractual and technical problems while working with the COTR and other Government personnel. Experience in Development, Engineering, Finance and Operations. This is a leadership position which is also expected to provide business development and marketing assistance.

Minimum Education: A BS/BA degree in Computer Science or Business Administration is required for this position.

002 PROGRAM MANAGER

Minimum /General Experience: A minimum of ten (10) years of progressive management experience.

Functional Responsibility: Performs day-to-day management of contract, consults with COTR and other government personnel to ensure the achievement of the stated requirements. Plans, organizes, and controls the overall activities of the contract. Ensures that all activities conform to the terms and conditions of the contract and ordering procedures. Acts as liaison between the Contracting Officer's Technical Representative (COTR) and corporate management. Coordinates activities and seeks resolution of contractual and technical problems while working with the COTR and other Government personnel.

Minimum Education: A BS/BA degree in an associated discipline or the equivalent experience is required for this position.

003 TASK LEADER

Minimum /General Experience: A minimum of seven (7) years of general ADP services experience which includes six (6) years of experience in an area of expertise is required for this position.

Functional Responsibility: Performs day-to-day management of delivery order projects and interfaces with the customer. Monitors tasks, analyzes problems, identifies and alleviates anticipated problems and informs the Program Manager of status including accomplishments and problems. Provides direction and coordination of a team consisting of engineers, programmers, systems analysts and technical specialists.

May provide technical support for an area of expertise (systems analysis and Business Process Reengineering (BPR), systems engineering and integration, network services, education and training, electronic data management and program management).

Minimum Education: A BS/BA degree in an associated discipline or the equivalent experience is required for this position.

004 MANAGEMENT ANALYST

Minimum/General Experience: Eight (8) years of general experience which includes six (6) years of specialized management analysis experience in areas of expertise is required for this position.

Functional Responsibility: Performs specialized studies and analyses to determine optimum solutions for customers in areas of expertise (systems analysis and BPR, systems engineering and integration, network services, education and training, electronic data management and program management). Analyzes areas of concern and presents feasible alternatives and recommendations based on thorough research and analyses.

Minimum Education: A BS/BA degree in an associated discipline or the equivalent experience is required for this position.

005 SUBJECT MATTER EXPERT LEVEL I

Minimum/General Experience: Fifteen (15) years of general experience which includes ten (10) years of specialized experience in areas of expertise is required for this position.

Functional Responsibility: Provides senior level of technical and management oversight for multiple areas of the following: systems analysis and BPR, systems engineering and integration, network services, education and training, electronic data management and program management. Provides management and technical oversight for large, complex problems in an area of expertise. Performs expert consulting on a project by project basis to validate theories and assesses feasibility of alternatives. Performs specialized technical tasking in an area of expertise.

Minimum Education: A PhD degree, or a PhD candidate, in an associated discipline or the equivalent experience is required for this position.

006 SUBJECT MATTER EXPERT LEVEL II

Minimum/General Experience: Twelve (12) years of general experience which includes ten (10) years of specialized management experience in areas of expertise is required for this position.

Functional Responsibility: Provides high level expertise for an area of expertise in any of the following: systems analysis and BPR, systems engineering and integration, network services, education and training, electronic data management and program management. Provides management and technical oversight for large, complex problems in an area of expertise. Performs expert consulting on a project by project basis to validate theories and assesses feasibility of alternatives. Performs specialized technical tasking in area of expertise.

Minimum Education: A MS degree in an associated discipline or the equivalent experience is required for this position.

007 SENIOR NETWORK ENGINEER

Minimum /General Experience: Ten (10) years of general experience which includes six (6) years of specialized network experience is required for this position.

Functional Responsibility: Performs network analysis and design services for Local Area Networks (LAN). Provides supervision and guidance to other network system engineers and analysts. Plans Local Area Network (LAN) systems software development and enhancements and approves systems enhancement documentation prior to installation. Assigns, instructs, and reviews the integration, test, and implementation of LAN teams. Provides guidance in areas of requirements formulation, analyzing project proposals, recommending optimum approaches, and developing designs.

Minimum Education: A MS degree in an associated discipline or the equivalent experience is required for this position.

008 NETWORK ENGINEER

Minimum /General Experience: Seven (7) years of ADP services experience which includes four (4) years of specialized network experience is required for this position.

Functional Responsibility: Performs engineering analyses and develops recommendations on various subjects including network security, virus protection procedures, LAN/WAN systems, network maintenance and administration and technology transfer. Designs, configures and directs installation of LANs. Performs non-routine and complex tasks in network engineering and management operations.

Minimum Education: A MS degree in an associated discipline or the equivalent experience is required for this position.

009 JUNIOR NETWORK ENGINEER

Minimum /General Experience: Four (4) years of network services experience which includes two (2) years of specialized network experience is required for this position.

Functional Responsibility: Performs moderately complex activities in network engineering management operations. Provide systems configuration, management and administration for local and distributed networks. Performs hardware/software configuration, management and troubleshooting for operating systems and Commercial off the Shelf packages.

Minimum Education: A BS degree in an associated discipline or the equivalent experience is required for this position.

010 NETWORK ARCHITECTURE ENGINEER

Minimum /General Experience: Eight (8) years of network architecture experience which includes two (2) years of specialized network design and testing are required for this position.

Functional Responsibility: Develops and applies advanced methods, theories and research techniques in the investigation and solution of complex system design requirements and problems requiring the expert application of advanced knowledge. Assesses architecture and current hardware limitations, defines and designs complex system specifications, input/output processes and working parameters for hardware/software compatibility. Focuses on requirements gathering, technology selection and initial systems design, designing architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces.

Minimum Education: A BS/BA degree in Computer Science, Information Systems or an associated discipline or the equivalent experience is required for this position.

011 NETWORK MANAGEMENT ENGINEER

Minimum /General Experience: Twelve (12) years of network management experience including network engineering, network requirements and standards, and project and network management.

Functional Responsibility: Extensive experience supporting, troubleshooting and optimizing IP networks. Practical experience in data communications, technology and devices. Assists in provision, support and integration of systems and network managing and monitoring tools. Responsible for providing LAN System Administration support for internal systems. Information technology experience involving any combination of system analysis and design, programming, conversion and implementation support, network services, project management data/records management, resources and facilities management, database planning and design.

Minimum Education: A BS/BA degree in Computer Science, Business Administration, Information Systems or the equivalent experience is required for this position.

012 SENIOR ENGINEER

Minimum /General Experience: Eight (8) years of general engineering experience which includes six (6) years of specialized technical work in an area of expertise, especially systems engineering and integration, is required for this position.

Functional Responsibility: Performs senior level engineering and/or ADP tasks in the areas of systems engineering and integration, telecommunications engineering, electrical or mechanical engineering. Analyzes mission requirements and systems needs to determine the optimum engineering resolution for the problem. Provides the technical interface with customer and oversees a team of engineers and analysts to support the requirements of the customer.

Minimum Education: A BS degree in an associated discipline or the equivalent experience is required for this position.

013 ENGINEER

Minimum/General Experience: Eight (8) years of general engineering experience which includes four (4) years of specialized technical work in an area of expertise, especially systems engineering and integration, is required for this position.

Functional Responsibility: Performs engineering and/or ADP tasks in the areas of systems engineering and integration, telecommunications engineering, electrical or mechanical engineering. Translates mission requirements and systems needs to engineering designs for resolution of complex problems.

Minimum Education: A BS degree in an associated discipline or the equivalent experience is required for this position.

014 JUNIOR ENGINEER

Minimum/General Experience: Four (4) years of general engineering experience which includes one (1) year of specialized technical work in an area of expertise, especially systems engineering and integration, is required for this position.

Functional Responsibility: Performs engineering production and/or ADP tasks in the areas of systems engineering and integration, telecommunications engineering, electrical or mechanical engineering. Performs systems analysis and works as part of an engineering team to develop systems.

Minimum Education: A BS degree in an associated discipline or the equivalent experience is required for this position.

015 SENIOR SYSTEMS ANALYST

Minimum/General Experience: Seven (7) years of general experience which includes (5) years of specialized experience is required for this position.

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 system of computer programs, and developing procedures to resolve the problems. Provides systems support to operational users including hardware and software support. Analyzes methods of approach. Review 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: A BS degree in an associated discipline or the equivalent experience is required for this position.

016 SYSTEMS ANALYST

Minimum/General Experience: Five (5) years of general experience which includes three (3) years of specialized experience is required for this position.

Functional Responsibility: Exercises analytical techniques when gathering information from users, defining work problems, designing a system of computer programs, and developing procedures to resolve the problems. Provides hardware/software systems support to operational users. Performs help desk functions in operational and developmental LAN environments. Performs system troubleshooting, software patching, operating systems analyses and upgrades, and telephonic support for trouble calls.

Minimum Education: A BS degree in an associated discipline or the equivalent experience is required for this position.

017 JUNIOR SYSTEMS ANALYST

Minimum/General Experience: Three (3) years of general experience is required for this position.

Functional Responsibility: Performs fact findings and analysis for an activity or routine problem. Applies established procedures where the nature of system, feasibility, computer equipment, and programming language are predetermined. Provides telephonic support for operational users of ADP systems. Performs baseline systems analysis to determine trends in systems support.

Minimum Education: A BS degree in an associated discipline or the equivalent experience is required for this position.

018 BUSINESS SYSTEMS ANALYST

Minimum/General Experience: Eight (8) years of specialized experience including analyzing requirements and providing solutions is required for this position.

Functional Responsibility: Performs complex analysis and interprets business requirements in order to develop solutions to business and related technology problems. Provides technical assistance in identifying, evaluating and developing systems and procedures which are cost effective and meet user requirements. Responsibility includes capturing business requirements, coordination of design, development, testing, implementation, and problem resolution. Possesses strong business, analytical, project management, communications and organizational skills.

Minimum Education: A BS/BA degree in Information Systems, Computer Science or Business Administration or the equivalent experience is required for this position.

019 SENIOR PROGRAMMER

Minimum/General Experience: Ten (10) years of relevant computer programming experience is required for this position.

Functional Responsibility: Able to independently plan and design computer programming applications including oversight of less senior programmers. Integrates the activities of two or more programmers performing as a team. Applies programming procedures to detailed specifications pertaining to areas of expertise including: education and training, electronic data management, and systems engineering and integration. Develops interrelated systems using general systems theory to create consistent, interacting systems supporting functional area requirements. Develops, modifies and maintains code in various languages for complex systems including C, C++, third and fourth generation languages, Java, JavaScript, and HTML. Performs Independent Verification and Validation on others code and diagnoses logic and coding.

Minimum Education: A BS degree in an associated discipline or the equivalent experience is required for this position.

020 PROGRAMMER

Minimum /General Experience: Three (3) years of relevant computer programming experience is required for this position.

Functional Responsibility: Applies programming procedures to detailed specifications pertaining to areas of expertise including: education and training, electronic data management, and systems engineering and integration. Develops interrelated systems using general systems theory to create consistent, interacting systems supporting functional area requirements. Develops, modifies and maintains code in various languages including C, C++, third and fourth generation languages, Java, JavaScript, and HTML. Performs Independent Verification and Validation on others code and diagnoses logic and coding. Tests and operates work, and develops user and administrator documentation.

Minimum Education: A BS/BA degree in an associated discipline or the equivalent experience is required for this position.

021 JUNIOR PROGRAMMER

Minimum /General Experience: Two (2) years of relevant computer programming experience is required for this position.

Functional Responsibility: Develops, modifies and maintains code in various languages for routine programs including C, C++, third and fourth generation languages, Java, JavaScript, and HTML. Tests and operates work and develops user and administrator documentation.

Minimum Education: A BS/BA degree in an associated discipline or the equivalent experience is required for this position.

022 DATA BASE ANALYST

Minimum /General Experience: Seven (7) years of relevant experience is required for this position.

Functional Responsibility: Designs, develops, codes, installs, tests and maintains database systems. Performs requirements analyses, feasibility studies, and develops code to support functional area

requirements. Develop system user and administrator documentation. Performs systems training and oversees data input to systems.

Minimum Education: A BS/BA degree in an associated discipline or the equivalent experience is required for this position.

023 SENIOR LOGISTICS ANALYST

Minimum /General Experience: Eight (8) years of progressively responsible non-management specialty experience, which includes five (5) years specialized experience, is required for this position.

Functional Responsibility: Plans, develops, and analyzes complex logistics strategies and methodologies over a broad spectrum of elements including computer resources, configuration management, maintenance testing, training and sparing. Provides general supervision to the work efforts of a supporting staff. Prepares high level complex briefings for top level management to include R&D, design and in-service logistics strategies. Reports directly to the Program Manager.

Minimum Education: A BS degree in an associated discipline or the equivalent experience is required for this position.

024 LOGISTICS ANALYST

Minimum /General Experience: Five (5) years of relevant experience is required for this position.

Functional Responsibility: Evaluates, analyzes and develops logistics concepts and plans in such areas as computer resources, configuration management, maintenance, testing, training and sparing. Understands the interrelationships of all the logistics elements and applies this knowledge in the development of R&D, design and in-service logistics products. May provide guidance to lower level logistics support personnel.

Minimum Education: A BS/BA degree in an associated discipline or the equivalent experience is required for this position.

025 JUNIOR LOGISTICS ANALYST

Minimum /General Experience: Three (3) years of relevant experience is required for this position.

Functional Responsibility: Performs logistics technical support concepts in such areas as computer resources, configuration management, maintenance, testing, training and sparing. Understands the interrelationships of all the logistics elements and applies this knowledge in the development of logistics products.

Minimum Education: A BS/BA degree in an associated discipline or the equivalent experience is required for this position.

026 SENIOR DATA TECHNICIAN

Minimum /General Experience: Five (5) years of experience is required for this position.

Functional Responsibility: Performs data management functions for systems in areas of expertise. Extracts, cross references, and prepares data for entry. Provides maintenance of data for systems such as electronic data management, help desk operations, trouble calls, and logistics systems. Maintains files and records.

Minimum Education: A high school diploma is required for this position.

027 DATA TECHNICIAN

Minimum /General Experience: Three (3) years of experience is required for this position.

Functional Responsibility: Extracts, cross references, and prepares data for entry. Compiles and summarizes charts, graphs, and other statistical reports. Maintains files and records.

Minimum Education: A high school diploma is required for this position.

028 TECHNICAL WRITER

Minimum /General Experience: Four (5) years of experience is required for this position.

Functional Responsibility: Works with other professionals in collecting and correlating information for preparation of technical manuals, training materials, installation guides, proposals and reports. Proficient in writing, editing and proofing material of a technical nature. Knowledgeable of ADP operations and able to communicate orally as well as in written form.

Minimum Education: A BS/BA degree in an associated discipline or the equivalent experience is required for this position.

029 SENIOR FINANCIAL ANALYST

Minimum /General Experience: Eight (8) years experience in financial management is required for this position.

Functional Responsibility: Able to understand and convey to others the relationships between financial management requirements and automation solutions taking into account the current system environment and future possible system changes. Fully understands government standards, accounting principles and system applications. Prepares milestone status reports and presentations for colleagues, subordinates and end user representatives. Coordinates all aspects of complex financial application automation requesting guidance only in extremely difficult situations.

Minimum Education: A BS/BA degree in an associated discipline or the equivalent experience is required for this position.

030 FINANCIAL ANALYST

Minimum /General Experience: Four (4) years experience in financial management is required for this position.

Functional Responsibility: Applies financial management principles to perform cost analyses for systems and programs; designs, develops, and maintains financial data systems; performs life-cycle costing for systems (including weapon systems); and provides analyses and recommendation for cost cutting measures.

Minimum Education: A BS/BA degree in an associated discipline or the equivalent experience is required for this position.

031 JUNIOR FINANCIAL ANALYST

Minimum /General Experience: Four (4) years experience in financial management is required for this position.

Functional Responsibility: Performs data gathering and applies financial management principles to perform baseline cost analyses; prepares data for, operates and maintains financial data systems; prepares data for life-cycle costing for systems; and provides analyses and recommendation support for cost cutting measures.

Minimum Education: A BS/BA degree in an associated discipline or the equivalent experience is required for this position.

032 BUSINESS PROCESS REENGINEERING SPECIALIST

Minimum /General Experience: Eight (8) years experience, which includes four (4) years of specialized experience, is required for this position.

Functional Responsibility: Applies computer-assisted tools for developing an understanding of an organization's underlying data structure and business processes to allow effective implementation of both Business Process Reengineering and Electronic Data Management. Improves overall organizational performance through using computer-based facilitation and modeling methodologies to identify current processes, design target business processes which both take advantage of modern technologies while eliminating non-value-added activities, and develop transition strategies to implement target business processes while accounting for available funding and existing infrastructure to provide immediate Return on Investment during the implementation phase.

Minimum Education: A BS/BA degree in an associated discipline or the equivalent experience is required for this position.

033 INTERNET SYSTEMS ENGINEER

Minimum /General Experience: Five (5) years experience is required for this position.

Functional Responsibility: Capable of maintaining Web page on Internet server. Proficient in HTML and high level programming. Knowledgeable in technical concepts of Internet e-mail, WWW and Newsgroups. Well versed in Windows 3.x, Windows 95 and Windows NT

Minimum Education: A BS/BA degree in an associated discipline or the equivalent experience is required for this position.

034 SENIOR TECHNICAL SPECIALIST

Minimum /General Experience: Six (6) years of general experience is required for this position.

Functional Responsibility: Performs hands-on data gathering, on-site maintenance and operation support or systems installation and check-out. Conducts detailed audits and on-condition assessments, and performs remedial actions to solve problems. Leads team of technical specialists to perform functions in accordance with approved procedures.

Minimum Education: A high school diploma is required for this position.

035 TECHNICAL SPECIALIST

Minimum /General Experience: Five (5) years of general experience is required for this position.

Functional Responsibility: Capable of independent technical problem analysis and organizing the efforts of junior technical specialists to perform team functions. Perform hands-on data gathering, on-site maintenance and operation support or systems installation and check-out. Conducts detailed audits and on-condition assessments, and performs remedial actions to solve problems.

Minimum Education: A high school diploma is required for this position.

036 JUNIOR TECHNICAL SPECIALIST

Minimum /General Experience: Five (5) years of general experience is required for this position.

Functional Responsibility: Perform hands-on data gathering, on-site maintenance and operation support or systems installation and check-out. Conducts detailed audits and on-condition assessments, and performs remedial actions to solve problems. Performs functions in accordance with approved procedures.

Minimum Education: A high school diploma is required for this position.

037 PROJECT MANAGER

Minimum/General Experience: Four (4) years progressive technical managerial responsibilities and two (2) years supervisory or senior management experience.

Functional Responsibility: Demonstrated knowledge and understanding of network management services (e.g., LAN Standards and Operations); experience performing Windows NT Server and Novell administration; and experience with Windows NT and Windows 95 deployment and administration.

Minimum Education: A Bachelors Degree in information systems, computer science or operations research or a related technical discipline and/or appropriate professional certifications.

038 JUNIOR COMPUTER SYSTEMS ANALYST

Minimum /General Experience: One (1) year specialized experience.

Functional Responsibility: Performs the following: (1) Identifies the nature and scope of processes to be automated and designs computer systems to implement those processes; (2) Performs feasibility studies and analyses of new applications, develops system design, and prepares functional descriptions, system or subsystem specifications, data element dictionaries, and user documentation; (3) Specifies inputs and outputs; hierarchical structure, module interface, and test plans; (4) Designs and modifies the storage structure and mappings between databases; (5) Selects/designates the types of computers and peripherals to be used for specific applications.

Minimum Education: A high school diploma or equivalent.

039 SENIOR INFORMATION RESOURCE MANAGER

Minimum /General Experience: Twelve (12) years of recent experience in management of computer systems, networks, or information flows in a digital environment.

Functional Responsibility: Performs the following: (1) Conducts functional and economic / business case analysis of information technology or similar systems; (2) Manages the development of large database systems; client-server architecture and network systems (including secure communications); (3) Manages the development of computer systems. This involves, but is not limited to, ensuring user needs are identified, ensuring test strategies will validate and verify the system requirements, monitoring the correction of problems identified during the testing and ensuring the system is deployed with all requisite resources, including user guides; (4) Directs the planning for network / information integration, database design and web page development, testing and deployment to customer specifications; (5) Uses Industry information systems and network systems and participates in Industry initiatives.

Minimum Education: A Bachelors Degree in information systems, computer science or operations research, or the equivalent (i.e., any combination of undergraduate/graduate study/experience where two years of experience in the required areas equals one year of academic experience, and each year of graduate study equals one year of relevant experience).

040 SENIOR COMPUTER SYSTEMS DESIGNER

Minimum /General Experience: Seven (7) years of general experience in integrating computer systems, developing enterprise-level architectures or designing complex computer systems.

Functional Responsibility: Performs the following: (1) Manages initiatives to support computer systems interoperability considering international and U.S. Standards; (2) Directs the integration of legacy and new development computer systems; (3) Plans the integration of large-scale COTS software systems; (4) Manages the development and defense of end-state and mid-state architectures and designs; (5) Directs the development and defense of migration strategy and associated strategies to move legacy systems to the end-state environment; (6) Evaluates comparisons of enterprise level COTS systems and recommends solutions.

Minimum Education: A Bachelors Degree in computer science or a related scientific field or the equivalent (i.e., two years of any combination of undergraduate/study/experience in the required areas equals one year of academic experience).

041 JUNIOR COMPUTER SYSTEMS DESIGNER

Minimum /General Experience: Three (3) years of general experience in integrating computer systems, developing enterprise level architectures or designing complex computer systems.

Functional Responsibility: Performs the following: (1) Supports computer systems interoperability considering international and U.S. Standards; (2) Integrates legacy and new development computer systems; (3) Integrate large-scale COTS software systems; (4) Develops and defends end-state and mid-state architectures and designs; (5) Develops and defends migration strategy and associated strategies to move legacy systems to the end state environment; (6) Provides comparisons of enterprise level COTS software systems and recommends solutions.

Minimum Experience: A Bachelors Degree in computer science or a related scientific field or the equivalent (i.e., two years of any combination of undergraduate/study/experience in the required areas equals one year of academic experience).

042 SENIOR DATA PROTECTION SPECIALIST

Minimum /General Experience: Seven (7) years of general experience in information technology, with at least three of the seven years of experience in Information Security Assurance.

Functional Responsibility: Performs the following: (1) Manages and directs the analysis of current information technology, industry products, government laws and regulations, government and industry standards, and commercial practices related to assuring availability and integrity of large-scale information systems; (2) Directs the analysis of threats, the development of the proper levels of protection, the assessment of industry security products, and the selection of proposed recommendations of industry security solutions; (3) Evaluates and drafts security plans and other security documentation necessary to obtain approval; (4) Provides subject matter expert guidance, support, and technical direction to programs and/or facilities in such areas as data disclosure, classification, distribution statements, rights in data, access, and integrity.

Minimum Education: A Bachelors Degree in computer science or a related scientific field or the equivalent (i.e., two years of any combination of undergraduate/study/experience in the required areas equals one year of academic experience).

043 JUNIOR DATA PROTECTION SPECIALIST

Minimum/General Experience: Three (3) years of general experience in information technology, with at least one of the three years of experience in Information Security Assurance.

Functional Responsibility: Performs the following: (1) Analyzes current information technology, industry products, government laws and regulations, government and industry standards and commercial practices related to assuring availability and integrity of large-scale information systems; (2) Analyzes threats, defines proper levels of protection, assesses industry security products, and provides analysis of recommended industry solutions; (3) Develops security plan and other security documentation necessary to obtain approval; (4) Provides subject matter expert guidance, support, and technical direction to programs and/or facilities in such areas as data disclosure, classification, distribution statements, rights in data, access, and integrity.

Minimum Education: A Bachelors Degree in computer science or a related scientific field or the equivalent (i.e., two years of any combination of undergraduate/study/experience in the required areas equals one year of academic experience).

CLIENT SITE RATES

CLIENT Site Rates	2/05/2008 - 6/09/2008	6/10/2008 - 2/04/2009	2/5/2009 - 2/4/2010	2/5/2010 - 2/4/2011	2/5/2011 - 2/4/2012	2/5/2012 - 2/4/20013
Labor Category	GSA Rate	GSA Rate	GSA Rate	GSA Rate	GSA Rate	GSA Rate
01 Sr Program Manager	\$126.12	\$131.16	\$136.41	\$141.87	\$147.54	\$153.44
02 Program Manager	\$92.91	\$96.63	\$100.49	\$104.51	\$108.69	\$113.04
03 Task Leader	\$59.60	\$61.98	\$64.46	\$67.04	\$69.72	\$72.51
04 Management Analyst	\$55.78	\$58.01	\$60.33	\$62.74	\$65.25	\$67.86
05 Subject Matter Expert I	\$107.35	\$111.64	\$116.11	\$120.75	\$125.58	\$130.61
06 Subject Matter Expert II	\$90.18	\$93.79	\$97.54	\$101.44	\$105.50	\$109.72
07 Sr Network Engineer	\$74.32	\$77.29	\$80.38	\$83.60	\$86.94	\$90.42
08 Network Engineer	\$50.08	\$52.08	\$54.17	\$56.33	\$58.59	\$60.93
09 Jr Network Engineer	\$43.36	\$45.09	\$46.90	\$48.77	\$50.73	\$52.75
10 Network Architecture Engineer	\$77.67	\$80.78	\$84.01	\$87.37	\$90.86	\$94.50
11 Network Management Engineer	\$90.20	\$93.81	\$97.56	\$101.46	\$105.52	\$109.74
12 Sr Engineer	\$50.53	\$52.55	\$54.65	\$56.84	\$59.11	\$61.48
13 Engineer	\$38.66	\$40.21	\$41.81	\$43.49	\$45.23	\$47.04
14 Jr Engineer	\$32.42	\$33.72	\$35.07	\$36.47	\$37.93	\$39.44
15 Sr Systems Analyst	\$51.53	\$53.59	\$55.73	\$57.96	\$60.28	\$62.69
16 Systems Analyst	\$48.53	\$50.47	\$52.49	\$54.59	\$56.77	\$59.04
17 Jr Systems Analyst	\$34.94	\$36.34	\$37.79	\$39.30	\$40.87	\$42.51
18 Business Systems Analyst	\$93.54	\$97.28	\$101.17	\$105.22	\$109.43	\$113.81
19 Sr Programmer	\$83.10	\$86.42	\$89.88	\$93.48	\$97.22	\$101.10
20 Programmer	\$39.58	\$41.16	\$42.81	\$44.52	\$46.30	\$48.16
21 Jr Programmer	\$38.48	\$40.02	\$41.62	\$43.28	\$45.02	\$46.82
22 Database Analyst	\$35.70	\$37.13	\$38.61	\$40.16	\$41.76	\$43.43
23 Sr Logistics Analyst	\$53.68	\$55.83	\$58.06	\$60.38	\$62.80	\$65.31
24 Logistics Analyst	\$31.62	\$32.88	\$34.20	\$35.57	\$36.99	\$38.47
25 Jr Logistics Analyst	\$31.62	\$32.88	\$34.20	\$35.57	\$36.99	\$38.47
26 Sr Data Technician	\$33.69	\$35.04	\$36.44	\$37.90	\$39.41	\$40.99
27 Data Technician	\$27.87	\$28.98	\$30.14	\$31.35	\$32.60	\$33.91
28 Technical Writer	\$39.22	\$40.79	\$42.42	\$44.12	\$45.88	\$47.72
29 Sr Financial Analyst	\$56.33	\$58.58	\$60.93	\$63.36	\$65.90	\$68.53
30 Financial Analyst	\$37.88	\$39.40	\$40.97	\$42.61	\$44.31	\$46.09
31 Jr Financial Analyst	\$24.78	\$25.77	\$26.80	\$27.87	\$28.99	\$30.15
32 BPR Specialist	\$54.20	\$56.37	\$58.62	\$60.97	\$63.41	\$65.94
33 Internet Systems Engineer	\$37.96	\$39.48	\$41.06	\$42.70	\$44.41	\$46.18
34 Sr Technical Specialist	\$32.21	\$33.50	\$34.84	\$36.23	\$37.68	\$39.19
35 Technical Specialist	\$27.87	\$28.98	\$30.14	\$31.35	\$32.60	\$33.91
36 Jr Technical Specialist	\$23.24	\$24.17	\$25.14	\$26.14	\$27.19	\$28.28
37 Project Manager	\$111.96	\$116.44	\$121.10	\$125.94	\$130.98	\$136.22
38 Jr Computer Systems Analyst	\$70.04	\$72.84	\$75.76	\$78.79	\$81.94	\$85.21
39 Sr Information Resource Manager	\$132.89	\$138.21	\$143.73	\$149.48	\$155.46	\$161.68
40 Sr Computer System Designer	\$118.55	\$123.29	\$128.22	\$133.35	\$138.69	\$144.23
41 Jr Computer System Designer	\$61.89	\$64.37	\$66.94	\$69.62	\$72.40	\$75.30
42 Sr Data Protection Specialist	\$104.09	\$108.25	\$112.58	\$117.09	\$121.77	\$126.64
43 Jr Data Protection Specialist	\$86.54	\$90.00	\$93.60	\$97.35	\$101.24	\$105.29

CONTRACTOR SITE RATES

CONTRACTOR Site Rates	2/05/2008 - 6/09/2008	6/10/2008 - 2/04/2009	2/5/2009 - 2/4/2010	2/5/2010 - 2/4/2011	2/5/2011 - 2/4/2012	2/5/2012 - 2/4/2013
Labor Category	GSA Rate	GSA Rate	GSA Rate	GSA Rate	GSA Rate	GSA Rate
01 Sr Program Manager	\$150.08	\$156.08	\$162.33	\$168.82	\$175.57	\$182.60
02 Program Manager	\$111.30	\$115.75	\$120.38	\$125.20	\$130.21	\$135.41
03 Task Leader	\$71.41	\$74.27	\$77.24	\$80.33	\$83.54	\$86.88
04 Management Analyst	\$66.28	\$68.93	\$71.69	\$74.56	\$77.54	\$80.64
05 Subject Matter Expert I	\$128.61	\$133.75	\$139.10	\$144.67	\$150.46	\$156.47
06 Subject Matter Expert II	\$108.02	\$112.34	\$116.83	\$121.51	\$126.37	\$131.42
07 Sr Network Engineer	\$89.04	\$92.60	\$96.31	\$100.16	\$104.16	\$108.33
08 Network Engineer	\$59.98	\$62.38	\$64.87	\$67.47	\$70.17	\$72.97
09 Jr Network Engineer	\$51.93	\$54.01	\$56.17	\$58.41	\$60.75	\$63.18
10 Network Architecture Engineer	\$92.44	\$96.14	\$99.98	\$103.98	\$108.14	\$112.47
11 Network Management Engineer	\$107.34	\$111.63	\$116.10	\$120.74	\$125.57	\$130.60
12 Sr Engineer	\$59.46	\$61.84	\$64.31	\$66.88	\$69.56	\$72.34
13 Engineer	\$46.30	\$48.15	\$50.08	\$52.08	\$54.16	\$56.33
14 Jr Engineer	\$38.84	\$40.39	\$42.01	\$43.69	\$45.44	\$47.25
15 Sr Systems Analyst	\$60.65	\$63.08	\$65.60	\$68.22	\$70.95	\$73.79
16 Systems Analyst	\$58.13	\$60.46	\$62.87	\$65.39	\$68.00	\$70.72
17 Jr Systems Analyst	\$41.12	\$42.76	\$44.48	\$46.25	\$48.10	\$50.03
18 Business Systems Analyst	\$111.07	\$115.51	\$120.13	\$124.94	\$129.94	\$135.13
19 Sr Programmer	\$99.32	\$103.29	\$107.42	\$111.72	\$116.19	\$120.84
20 Programmer	\$47.30	\$49.19	\$51.16	\$53.21	\$55.33	\$57.55
21 Jr Programmer	\$46.11	\$47.95	\$49.87	\$51.87	\$53.94	\$56.10
22 Database Analyst	\$42.77	\$44.48	\$46.26	\$48.11	\$50.03	\$52.04
23 Sr Logistics Analyst	\$64.30	\$66.87	\$69.55	\$72.33	\$75.22	\$78.23
24 Logistics Analyst	\$37.93	\$39.45	\$41.03	\$42.67	\$44.37	\$46.15
25 Jr Logistics Analyst	\$37.93	\$39.45	\$41.03	\$42.67	\$44.37	\$46.15
26 Sr Data Technician	\$40.50	\$42.12	\$43.80	\$45.56	\$47.38	\$49.27
27 Data Technician	\$33.39	\$34.73	\$36.11	\$37.56	\$39.06	\$40.62
28 Technical Writer	\$46.99	\$48.87	\$50.82	\$52.86	\$54.97	\$57.17
29 Sr Financial Analyst	\$66.28	\$68.93	\$71.69	\$74.56	\$77.54	\$80.64
30 Financial Analyst	\$44.57	\$46.35	\$48.21	\$50.14	\$52.14	\$54.23
31 Jr Financial Analyst	\$29.67	\$30.86	\$32.09	\$33.37	\$34.71	\$36.10
32 BPR Specialist	\$64.92	\$67.52	\$70.22	\$73.03	\$75.95	\$78.99
33 Internet Systems Engineer	\$44.67	\$46.46	\$48.32	\$50.25	\$52.26	\$54.35
34 Sr Technical Specialist	\$38.59	\$40.13	\$41.74	\$43.41	\$45.14	\$46.95
35 Technical Specialist	\$33.39	\$34.73	\$36.11	\$37.56	\$39.06	\$40.62
36 Jr Technical Specialist	\$27.84	\$28.95	\$30.11	\$31.32	\$32.57	\$33.87
37 Project Manager	\$133.53	\$138.87	\$144.43	\$150.20	\$156.21	\$162.46
38 Jr Computer Systems Analyst	\$83.54	\$86.88	\$90.36	\$93.97	\$97.73	\$101.64
39 Sr Information Resource Manager	\$161.86	\$168.33	\$175.07	\$182.07	\$189.35	\$196.93
40 Sr Computer System Designer	\$144.42	\$150.20	\$156.20	\$162.45	\$168.95	\$175.71
41 Jr Computer System Designer	\$73.80	\$76.75	\$79.82	\$83.01	\$86.34	\$89.79
42 Sr Data Protection Specialist	\$140.90	\$146.54	\$152.40	\$158.49	\$164.83	\$171.43
43 Jr Data Protection Specialist	\$103.20	\$107.33	\$111.62	\$116.09	\$120.73	\$125.56

STATEMENT OF WORK-FUNCTIONAL AREAS

1.1 Systems Analysis and Business Process Reengineering

One of the most critical aspects of IT systems implementation is the initial system planning. Systems must be designed with careful consideration to the long-term needs of the user, with considerations for technology insertion throughout the life cycle of the system. To ensure a complete understanding of the top level management requirements, end user requirements, infrastructure issues and strategic imperatives, McKean Defense provides the following system analysis and planning services:

- *Information Strategy Planning:* Identifying top management goals, strategic thrusts, critical success factors, information planning, hierarchy of goals, and functional decomposition. Provide top level understanding of goals and the critical success factors, and transpose these requirements into an integrated IT management plan.
- *Business Area Analysis:* Upon understanding top level requirements, analyze user needs, what processes are needed to support functional decomposition, how these processes interrelate and what data are needed. Analyze existing systems, infrastructure and new technologies to determine how to maximize IT investments.
- *Data and Process Modeling:* The use of computer-assisted tools for developing an understanding of an organization's underlying data structure and business processes to allow effective implementation of both Business Process Reengineering and Electronic Data Management.
- *Business Process Reengineering:* Improving overall organizational performance through using computer-based facilitation and modeling methodologies to identify current processes, design target business processes which take advantage of modern technologies while eliminating non-value-added activities, and develop transition strategies to implement target business processes while accounting for available funding and existing infrastructure to provide immediate Return on Investment during the implementation phase.
- *Computer Security Assessments and Web Certification:* Define a network Security Policy, establish firewalls, perform security assessment, analyze potential threats, and examine systems, policies and practices to identify vulnerabilities, perform a risk assessment and conclude with an assessment report and a series of recommendations.

1.2 Systems Engineering and Integration

Systems Engineering and Integration (SE&I) is a collaborative process to derive, evolve, and verify a life-cycle balanced system solution which satisfies and exceeds customer expectations. SE&I provides a structured approach, typically consisting of hardware, software or networking, in a heterogeneous environment to meet business challenges. McKean Defense provides feasibility studies; designs, develops, and prototypes engineering and information systems; and integrates services for systems. The primary focus in each of these areas is to provide an integrated digital environment, thus providing long term cost savings to our customers.

- *Systems Engineering:* Apply engineering principles to perform feasibility /requirements analysis, function analysis/ allocation, and systems analysis and control. Generate alternative solutions, prototype and evaluate those alternatives, select the best life-cycle balanced solution, develop a solution, and perform system synthesis.
- *Systems Integration:* Apply systems engineering principles to provide solutions to customer needs through the sum of activities usually involving hardware, software, or networking in a heterogeneous environment. Activities include: design, test and debug, training, installation, system migration, system configuration, software reengineering, site preparation, IT planning and documentation services.
- *Software Development:* Apply specialized expertise to design, develop, prototype, test, install and test software applications for business needs. Perform interface analysis, configuration control, coding, design/code walkthroughs, modeling and simulation and diagnostics.
- *Independent Validation & Verification:* Apply test and evaluation practices to identify and eliminate inconsistencies by operating the system in a manner as close to real world as possible. Testing includes hardware, functional performance, and data testing under simulated environments. Testing also includes: performance, human factors, product composition, output generation, data acquisition, extended reliability, security, and regression.

1.3 Network Services

A well planned, designed, implemented, maintained and administered network is critical to the communications capabilities of our customers. McKean Defense provides local area network (LAN)/wide area network (WAN) design, implementation, administration and support for various networks including Novell, Banyan, and NT.

- *Network Design:* Design and documentation of network requirements and topologies for client applications and facilities. The support includes site survey as well as all supporting documentation.

- *Network Implementation:* Installation of local and wide area networks to include server and workstation hardware/software, telecommunications, networking hardware (e.g., routers, hubs, concentrators), and cabling. Support can be applied to new networks as well as modifying existing sites or relocation of existing sites.
- *Network Administration:* Operation, administration and maintenance of existing networks. Support includes all required reporting, backup procedures, monitoring operating systems, trend analyses of error and usage data, managing user accounts, maintaining configuration of network peripherals, network security procedures, communications interfaces and user support.
- *Help Desk Support:* Telephonic and onsite user support for all desktop workstation hardware and software trouble calls. Support includes repair of ADPE, software patches, hardware/software evaluations, one-on-one training, and user support.

1.4 Electronic Data Management

Digital information systems are changing economic and social landscapes on every scale. Information systems can now encompass the full range of enterprise information resources, providing access on demand to massive collections of digital information for commerce, education, research, production, news, and entertainment. The creation, storage, management, and distribution of digital information require the support of comprehensive tools to ensure data integrity and availability. McKean Defense, as a value added reseller of electronic data management systems, designs, develops, integrates, and installs Document Management, Information Retrieval, and Workflow systems to meet customer's digital data needs.

- *Requirements Analysis:* Conducts requirements analyses, utilizes comprehensive Business Process Re-engineering (BPR) techniques, and employs state-of-the art modeling tools to establish organizational information processes that are tailored to the specific needs of the organization.
- *System Design:* Designs superior applications to include: user friendly graphical user interfaces, a variety of image enabled RDBMS products, and state-of-the art image capture, clean-up, and retrieval products.
- *COTS Integration:* Evaluate and implement the most popular Commercial off the Shelf (COTS) Document Management, Imaging, and Workflow products. Our integration services include: setup and installation of components, customization of interfaces, development of a workflow for electronic documents, upgrading of existing hardware and network infrastructure, user and systems administration education and training, document conversion, indexing of documents, and life cycle system administration.

1.5 Program Management

Effective program management is paramount to success in today's ever changing business environment. It is imperative to maintain constant communication, well defined goals, and strict tracking of projects and programs. McKean Defense deploys numerous computer based technologies in support of programs to ensure timely, cost conscious decision support for program managers.

- *Financial Management:* Applies financial management principles to perform cost analyses for systems and programs, designs, develops, and maintains financial data systems, performs life-cycle costing for systems (including weapon systems), and provides analyses and recommendation for cost cutting measures.
- *Logistics:* Plans, develops, analyzes and implements complex logistics strategies and methodologies over a broad spectrum of elements including computer resources, configuration management, testing, and training.
- *Acquisition Support:* Performs acquisition support services including development of hardware/software specifications, weapon system acquisition analyses, best procurement method analysis, and implementing/monitoring acquisition plans.
- *Project Management:* Uses computer-based tools to perform project facilitation, goal definition, task analyses, work breakdown structures and milestone planning to support an area of expertise. Develops flowcharts, budgets, and models to determine potential problem areas and develops alternative solutions. Provides management support for program briefs including compiling, researching and presenting status.

**USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS**

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact Janine Tucker at Telephone: (703) 698-0461, e-mail: jtucker@mckean-defense.com , Fax: (703) 925-9441.

SUGGESTED Blanket Purchase Agreement (BPA) format in the proposed FSS IT Schedule Pricelist.

**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 Government 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 Government 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 customer agency 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 customer's 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.