AUTHORIZED MASTER AWARD SCHEDULE (MAS) PRICELIST
CATEGORY 54151S - GENERAL PURPOSE COMMERCIAL
INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES

CATEGORY 54151S - 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
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 MAS Category 54151S – Information Technology Professional Services 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.

Artemis Consulting, Inc.
2669 Oakton Glen Drive, Suite 100
Vienna, VA 22181
(P) 703-598-0077
www.artemisconsultinginc.com

Contract Number: GS-35F-493AA
Period Covered by Contract: 8/13/2013 – 8/12/2023

General Services Administration
Federal Acquisition Service

Pricelist current through all mods dated until 07/11/2022.
Products and ordering information in this Authorized Multiple Award Schedule Pricelist are also available on the GSA Advantage! System (http://www.gsaadvantage.gov).
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BEST VALUE BLANKET PURCHASE AGREEMENT

BLANKET PURCHASE AGREEMENT

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SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1. **GEOGRAPHIC SCOPE OF CONTRACT:**

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

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

Offerors are requested to check one of the following boxes:

[X] The Geographic Scope of Contract will be domestic and overseas delivery.

[ ] The Geographic Scope of Contract will be overseas delivery only.

[ ] The Geographic Scope of Contract will be domestic delivery only.

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

ORDERING ADDRESS:

Artemis Consulting, Inc.
Attn: GSA Orders – Rohit Gupta
2669 Oakton Glen Drive, Suite 100
Vienna, Virginia 22181

PAYMENT ADDRESS:

Artemis Consulting, Inc.
Attn: Accounts Receivable – Rohit Gupta
2669 Oakton Glen Drive, Suite 100
Vienna, Virginia 22181

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

**703-598-0077**

3. **LIABILITY FOR INJURY OR DAMAGE**

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

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

   Block 9: G. Order/Modification Under Federal Schedule
   Block 16: UEl: **LLHCL8JNF915**
   Block 30: Type of Contractor - **A. Small Disadvantaged Business**
   Block 31: Woman-Owned Small Business – **Yes**
   Block 37: Contractor's Taxpayer Identification Number (TIN): **54-1951418**
   Block 40: Veteran Owned Small Business (VOSB): **No**

4a. CAGE Code: **36WM5**
4b. Contractor has registered with SAM

5. **FOB DESTINATION**

6. **DELIVERY SCHEDULE**

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

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>DELIVERY TIME (Days ARO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>30 Days</td>
</tr>
</tbody>
</table>

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

7. **DISCOUNTS:** Prices shown are NET Prices; Basic Discounts have been deducted.
   a. Prompt Payment: **None**
   b. Quantity: **None**
   c. Dollar Volume: **None**
   d. Government Educational Institutions: **Government Educational Institutions are offered the same discounts as all other Government customers.**
   e. Other: **None**
8. **TRADE AGREEMENTS ACT OF 1979, as amended:**

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

9. **STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:**

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

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

   a. The Maximum Order for the following Categories is $500,000: Category 54151S - Information Technology Professional Services

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

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

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

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

13.1 **FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):**

   Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

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

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

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor’s participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency’s order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency’s order.

(i) Government-Furnished Property: As specified by the agency’s order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies’ operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government’s obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
(k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

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

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

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

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

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

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

(1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

(2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;

(3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

(4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS
a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

(1) Time of delivery/installation quotations for individual orders;

(2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and
capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

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

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

19. OVERSEAS ACTIVITIES

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

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 applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under CATEGORY 33411 or 33411REF.
23. SECTION 508 COMPLIANCE.

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

Yes  X  
No  

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): Contact Artemis Consulting, Inc. for Section 508 compliance information. The EIT standards can be found at: http://www.section508.gov

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

(b) The following statement:

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

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

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

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

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

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

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

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

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)
**NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.**

1. **SCOPE**
   a. The prices, terms and conditions stated under Category 54151S - Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Master Award Schedule.
   b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

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

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

4. **PERFORMANCE OF SERVICES**
   a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
   b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
   c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
   d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.
5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

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

(1) Cancel the stop-work order; or

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

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

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

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

6. INSPECTION OF SERVICES


7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

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

10. **ORGANIZATIONAL CONFLICTS OF INTEREST**

a. **Definitions.**

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

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

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

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

11. **INVOICES**

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

12. **PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

   (1) The offeror;
(2) Subcontractors; and/or
(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. **RESUMES**

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

14. **INCIDENTAL SUPPORT COSTS**

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

15. **APPROVAL OF SUBCONTRACTS**

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

16. **DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING**

a. The Contractor shall provide a description of each type of IT Service offered under Category 54151S 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.
## GSA HOURLY RATES

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>8/13/17 - 8/12/18</th>
<th>8/13/18 - 8/12/19</th>
<th>8/13/19 - 8/12/20</th>
<th>8/13/20 - 8/12/21</th>
<th>8/13/21 - 8/12/22</th>
<th>8/13/22 - 8/12/23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Program Analyst</td>
<td>$227.64</td>
<td>$234.47</td>
<td>$241.50</td>
<td>$248.75</td>
<td>$256.21</td>
<td>$263.90</td>
</tr>
<tr>
<td>Subject Matter Expert II</td>
<td>$192.49</td>
<td>$198.26</td>
<td>$204.21</td>
<td>$210.34</td>
<td>$216.65</td>
<td>$223.15</td>
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<tr>
<td>Analyst IV</td>
<td>$172.97</td>
<td>$178.16</td>
<td>$183.50</td>
<td>$189.01</td>
<td>$194.68</td>
<td>$200.52</td>
</tr>
<tr>
<td>Project Manager II</td>
<td>$164.03</td>
<td>$168.95</td>
<td>$174.02</td>
<td>$179.24</td>
<td>$184.62</td>
<td>$190.16</td>
</tr>
<tr>
<td>Program Manager</td>
<td>$169.41</td>
<td>$174.49</td>
<td>$179.72</td>
<td>$185.11</td>
<td>$190.66</td>
<td>$196.38</td>
</tr>
<tr>
<td>Analyst III</td>
<td>$162.68</td>
<td>$167.56</td>
<td>$172.59</td>
<td>$177.77</td>
<td>$183.10</td>
<td>$188.59</td>
</tr>
<tr>
<td>Senior Development Operations Manager</td>
<td>$156.75</td>
<td>$161.45</td>
<td>$166.29</td>
<td>$171.28</td>
<td>$176.42</td>
<td>$181.71</td>
</tr>
<tr>
<td>Senior Systems Architect</td>
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<td>$158.30</td>
<td>$163.05</td>
<td>$167.94</td>
<td>$172.98</td>
<td>$178.17</td>
</tr>
<tr>
<td>Subject Matter Expert I</td>
<td>$137.78</td>
<td>$141.91</td>
<td>$146.17</td>
<td>$150.56</td>
<td>$155.08</td>
<td>$159.73</td>
</tr>
<tr>
<td>Database Administrator</td>
<td>$137.66</td>
<td>$141.79</td>
<td>$146.04</td>
<td>$150.42</td>
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<td>$159.58</td>
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<tr>
<td>Project Manager I</td>
<td>$126.80</td>
<td>$130.60</td>
<td>$134.52</td>
<td>$138.56</td>
<td>$142.72</td>
<td>$147.00</td>
</tr>
<tr>
<td>Web Portal Developer II</td>
<td>$125.37</td>
<td>$129.13</td>
<td>$133.00</td>
<td>$136.99</td>
<td>$141.10</td>
<td>$145.33</td>
</tr>
<tr>
<td>Systems Architect</td>
<td>$116.46</td>
<td>$119.95</td>
<td>$123.55</td>
<td>$127.26</td>
<td>$131.08</td>
<td>$135.01</td>
</tr>
<tr>
<td>Development Operations Manager</td>
<td>$110.78</td>
<td>$114.10</td>
<td>$117.52</td>
<td>$121.05</td>
<td>$124.68</td>
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</tr>
<tr>
<td>Analyst II</td>
<td>$110.46</td>
<td>$113.77</td>
<td>$117.18</td>
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<td>$124.32</td>
<td>$128.05</td>
</tr>
<tr>
<td>Senior Developer</td>
<td>$109.78</td>
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<td>$116.46</td>
<td>$119.95</td>
<td>$123.55</td>
<td>$127.26</td>
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<tr>
<td>Web Developer</td>
<td>$106.84</td>
<td>$110.05</td>
<td>$113.35</td>
<td>$116.75</td>
<td>$120.25</td>
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</tr>
<tr>
<td>Mid Level Developer</td>
<td>$105.53</td>
<td>$108.70</td>
<td>$111.96</td>
<td>$115.32</td>
<td>$118.78</td>
<td>$122.34</td>
</tr>
<tr>
<td>Web Portal Developer I</td>
<td>$101.38</td>
<td>$104.42</td>
<td>$107.55</td>
<td>$110.78</td>
<td>$114.10</td>
<td>$117.52</td>
</tr>
<tr>
<td>User Experience Specialist</td>
<td>$98.59</td>
<td>$101.55</td>
<td>$104.60</td>
<td>$107.74</td>
<td>$110.97</td>
<td>$114.30</td>
</tr>
<tr>
<td>Test Engineer</td>
<td>$96.67</td>
<td>$99.57</td>
<td>$102.56</td>
<td>$105.64</td>
<td>$108.81</td>
<td>$112.07</td>
</tr>
<tr>
<td>Exchange Administrator</td>
<td>$96.19</td>
<td>$99.08</td>
<td>$102.05</td>
<td>$105.11</td>
<td>$108.26</td>
<td>$111.51</td>
</tr>
<tr>
<td>Windows Administrator</td>
<td>$96.19</td>
<td>$99.08</td>
<td>$102.05</td>
<td>$105.11</td>
<td>$108.26</td>
<td>$111.51</td>
</tr>
<tr>
<td>Graphic Designer I</td>
<td>$95.55</td>
<td>$98.42</td>
<td>$101.37</td>
<td>$104.41</td>
<td>$107.54</td>
<td>$110.77</td>
</tr>
<tr>
<td>Windows Engineer</td>
<td>$93.13</td>
<td>$95.92</td>
<td>$98.80</td>
<td>$101.76</td>
<td>$104.81</td>
<td>$107.95</td>
</tr>
<tr>
<td>Junior Developer</td>
<td>$79.93</td>
<td>$82.33</td>
<td>$84.80</td>
<td>$87.34</td>
<td>$89.96</td>
<td>$92.66</td>
</tr>
<tr>
<td>Analyst I</td>
<td>$70.90</td>
<td>$73.03</td>
<td>$75.22</td>
<td>$77.48</td>
<td>$79.80</td>
<td>$82.19</td>
</tr>
<tr>
<td>Access Database Developer</td>
<td>$69.27</td>
<td>$71.35</td>
<td>$73.49</td>
<td>$75.69</td>
<td>$77.96</td>
<td>$80.30</td>
</tr>
</tbody>
</table>
Labor Category Descriptions

Access Database Developer

**Functional Responsibility:** Designs, develops, debugs, implements and troubleshoots Microsoft Access databases, forms and scripts. Works independently or under general direction.

**Minimum Education:** BA/BS

**Minimum Experience:** 2 years

Analyst I

**Functional Responsibility:** Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.

**Minimum Education:** Associates

**Minimum Experience:** 0 years

Analyst II

**Functional Responsibility:** Provides advice and guidance with respect to analysis and evaluation of customer processes and requirements. Prepares and analyzes functional specifications to determine information and process flows, develops process logic, and evaluates performance measures in support of complex implementation efforts. May study the client's environment by analyzing job tasks, organizational structure, and user requirements to propose enterprise-wide solutions. Aids with the efforts and facilitates solution-driven results with the customer and other staff.

**Minimum Education:** BA/BS

**Minimum Experience:** 4 years

Analyst III

**Functional Responsibility:** Provides advice and guidance with respect to analysis and evaluation of complex customer processes and requirements. Prepares and analyzes specifications to determine information and process flows, develops process logic, and evaluates performance measures in support of complex implementation efforts. May also interview technical personnel, and interpret reports, specifications, and drawings to better understand and analyze processes and requirements. Leads efforts and facilitates solution-driven results with the customer and other staff.

**Minimum Education:** BA/BS

**Minimum Experience:** 6 years

Analyst IV

**Functional Responsibility:** Provides strategic guidance and management oversight with respect to analysis and evaluation of complex customer processes and requirements. Prepares and analyzes specifications to determine information and process flows, develops process logic, and evaluates performance measures in support of complex implementation efforts. May also review and draft policy documents, interpret reports, specifications, and drawings to better understand and analyze processes and requirements. Leads efforts and facilitates solution-driven results with the customer and other staff.
Minimum Education: BA/BS
Minimum Experience: 7 years

Database Administrator

Functional Responsibility: Administers, maintains, develops and implements policies and procedures for ensuring the security and integrity of the company database. Implements data models and database designs, data access and table maintenance codes; resolves database performance issues, database capacity issues, replication, and other distributed data issues.

Minimum Education: BA/BS
Minimum Experience: 2 years

Development Operations Manager

Functional Responsibility: Using practical experience and guidance from more senior staff, implements best practices in support of project delivery and operational improvements. Assists in managing private and or cloud infrastructures to provide very high availability and performance in a 24x7 enterprise environments. Manages systems deployment and upgrade efforts of varying size and complexity. Works towards driving improvements to automation in system provisioning and hardware management, and live service support. Participates in designing and building a wide variety of tools to help support the infrastructure and delivery.

Minimum Education: BA/BS
Minimum Experience: 4 years

Exchange Administrator

Functional Responsibility: Implements and administers Microsoft Exchange installations. Integrates Exchange installations with Active Directory. Installs and manages Blackberry servers. Works closely with the Systems Architect, Program Manager or client and shares responsibility in performing systems work. May have operational responsibilities.

Minimum Education: BA/BS
Minimum Experience: 4 years

Graphic Designer I

Functional Responsibility: Assists in designing and developing graphical user interfaces for computer programs and graphics and illustrations for use in technical materials, manuals, and publications. Artwork may include tables, charts, flowcharts, viewgraphs/slides, forms, illustrations, or photographs. Material may be presented via computer monitor, Web site, CD-ROM, or other visual communication media.

Minimum Education: BA/BS
Minimum Experience: 1 years

Junior Developer

Functional Responsibility: Designs, develops, debugs, implements and troubleshoots software code for components of websites or custom applications. Works independently or under general
direction. Works with graphic designers and other members of a project team to develop interface design. Implemets user interfaces.

**Minimum Education:** BA/BS

**Minimum Experience:** 3 years

### Mid Level Developer

**Functional Responsibility:** Develops custom applications or websites, maintains database management systems, and develops complex applications to satisfy design objectives. Works independently or under general direction. Works with graphic designers and other members of a project team to develop interface design, and architecture of the website or application. Responsible for interface implementation.

**Minimum Education:** BA/BS

**Minimum Experience:** 5 years

### Program Manager

**Functional Responsibility:** Operates within client guidance, contractual limitations, and company business and policy directives. Serves as focal point of contact with client for one or more program and/or project activities. Ensures that all required resources including; work force, production standards, computer time, and facilities are available to facilitate successful program implementation. Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of contractual items. Confers with program and/or project manager to provide technical advice and to assist with problem resolution. Participates in contract negotiations. Proven expertise in the management and control of funds and resources, demonstrated capability in managing complex multi-task contracts

**Minimum Education:** BA/BS or industry equivalent experience required

**Minimum Experience:** 8 years

### Project Manager I

**Functional Responsibility:** Under immediate supervision, oversees the operational planning, establishment, execution, and evaluation of a multifaceted program/project typically consisting of a set of closely related subprograms or associated activities. Oversees fiscal, operational, administrative, and human resources management of the program. Serves as principal point of representation and liaison with external constituencies on operational matters, and provides day-to-day technical/professional guidance and leadership as appropriate to the area of expertise.

**Minimum Education:** BA/BS or industry equivalent experience required

**Minimum Experience:** 2 years

### Project Manager II

**Functional Responsibility:** Under general direction, oversees the operational planning, establishment, execution, and evaluation of a multifaceted program/project typically consisting of a set of closely related subprograms or associated activities. Oversees fiscal, operational, administrative, and human resources management of the program. Serves as principal point of representation and liaison with external constituencies on operational matters, and provides day-to-day technical/professional guidance and leadership as appropriate to the area of expertise.
Minimum Education: BA/BS
Minimum Experience: 5 years

Senior Developer

**Functional Responsibility:** Develops custom applications or websites, maintains database management systems, and develops complex applications to satisfy design objectives. Leads programming teams. Demonstrates ability to work independently or under general direction. Works with graphic designers and other members of a project team to develop interface design, and architecture of the website or application. Responsible for interface implementation. Has developmental experience in web-based languages.

Minimum Education: BA/BS
Minimum Experience: 6 years

Senior Development Operations Manager

**Functional Responsibility:** Advises on and implement best practice in support of project delivery and operational improvements. Manages private and or cloud infrastructures to provide very high availability and performance in a 24x7 enterprise environments. Manages systems deployment and upgrade efforts of varying size and complexity. Drives improvements to automation in system provisioning and hardware management, and live service support. Participates in designing and building a wide variety of tools to help support the infrastructure and delivery

Minimum Education: BA/BS
Minimum Experience: 6 years

Senior Program Analyst

**Functional Responsibility:** Plans, analyzes and evaluates the effectiveness of operating programs. Uses source data to evaluate the effectiveness of programs and business processes. Uses qualitative and quantitative analytical skills to assess the effectiveness of the operations. Manipulates data to present program status and make recommendations on improving business processes. Uses analytical, engineering, and computational techniques, tools and methodology for problem solutions, program design and documentation preparation.

Minimum Education: MA/MS
Minimum Experience: 10 years

Senior Systems Architect

**Functional Responsibility:** Designs complex systems. Acts as systems architect/team leader in multi-engineer teams, working on software development or network development projects. Assumes primary responsibility for system design and implementation. Consults with clients to determine needs and meets with clients on an on-going basis throughout system development. Performs task analyses to determine resources needed and supervises software, network or communications engineers and other personnel participating on the systems team. and produces formal implementation plans. Works closely with the Project Manager and shares major responsibility in managing the systems team and scheduling assignments.

Minimum Education: MA/MS
Minimum Experience: 6 years
Subject Matter Expert I

**Functional Responsibility:** Develops requirements from a project's inception to its conclusion in the subject matter area for simple to moderately complex systems. Assists other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; life-cycle management; software development methodologies; and modeling and simulation.

**Minimum Education:** BA/BS

**Minimum Experience:** 8 years

Subject Matter Expert II

**Functional Responsibility:** Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; life-cycle management; software development methodologies; and modeling and simulation.

**Minimum Education:** BA/BS

**Minimum Experience:** 12 years

Systems Architect

**Functional Responsibility:** Architects applications or network systems, designs and administers network or software, performs requirements analysis. Guides users in formulating requirements, advises on alternative technical approaches, conducts feasibility studies and system prototypes, performs software/system/network design and/or implementation.

**Minimum Education:** BA/BS

**Minimum Experience:** 6 years

Test Engineer

**Functional Responsibility:** Applies fundamental test and evaluation concepts, processes, practices, and procedures to testing tasks and activities. Performs typical tasks that may include, but are not limited to, prototype development and first article testing, environmental testing, independent verification and validation, demonstration and validation, simulation and modeling, system safety, quality assurance, education and training, and functional and physical testing of the product or system.

**Minimum Education:** BA/BS

**Minimum Experience:** 3 years

User Experience Specialist

**Functional Responsibility:** Oversees the creation of graphic user interfaces for the internet. Coordinates with application engineers and end users to determine requirements and manages and implements quality control procedures to ensure compliance with requirements. Works closely
with application engineers and end users to design effective graphic user interfaces using current developments in web design tools and networking technology.

**Minimum Education:** BA/BS  
**Minimum Experience:** 3 years

**Web Developer**

**Functional Responsibility:** Responsible for Web Site design, layout, planning & management per customer specification Document web design configurations according to client standards and requirements. Follows procedures for use of web design systems and interactive programs Graphics design / conversion. Performs compatibility testing for all browser configurations Digital Scanning Search Engine Registration. Assists in project quotation and status communication to customer provide remote support of web sites.

**Minimum Education:** BA/BS  
**Minimum Experience:** 2 years

**Web Portal Developer I**

**Functional Responsibility:** Under general guidance and supervision of more senior developers, uses graphic design software, animation tools and web application development technologies. Implements content management solutions to design, develop, implement and support web portals of varying complexity and function.

**Minimum Education:** BA/BS  
**Minimum Experience:** 2 years

**Web Portal Developer II**

**Functional Responsibility:** Uses graphic design software, animation tools and web application development technologies. Implements content management solutions to design, develop, implement and support web portals of varying complexity and function.

**Minimum Education:** BA/BS  
**Minimum Experience:** 2 years

**Windows Administrator**

**Functional Responsibility:** Administers Microsoft Windows installations. Works closely with the Systems Architect, Program Manager or client and shares responsibility in performing systems work. May have operational responsibilities.

**Minimum Education:** BA/BS or industry equivalent experience required  
**Minimum Experience:** 4 years

**Windows Engineer**

**Functional Responsibility:** Implements Windows installations. Understands client/server relationships and peripheral equipment associated with complete system integration. Deploys updates to multiple Windows workstations. Develops plans and performs/supervises assignments of substantial variety and complexity. Works closely with the Systems Architect, Program Manager
or client and shares responsibility in performing systems work. May act as the sole Project Manager, as needed.

**Minimum Education:** BA/BS or industry equivalent experience required

**Minimum Experience:** 3 years

**Experience & Degree Substitution Equivalencies for All Labor Categories**

*Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

<table>
<thead>
<tr>
<th>Equivalent Degree</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate’s</td>
<td>2 years relevant experience</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Associate’s degree + 2 years relevant experience or 4 years relevant experience</td>
</tr>
<tr>
<td>Master’s</td>
<td>Bachelor’s plus 2 years relevant experience or Associate’s degree + 4 years relevant experience or 6 years relevant experience</td>
</tr>
<tr>
<td>PhD</td>
<td>Master’s + 2 years relevant experience, or Bachelor’s + 4 years relevant experience or 8 years relevant experience</td>
</tr>
</tbody>
</table>
PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.
To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.
To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.
To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.
To ensure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.
To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.
To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact:

Artemis Consulting, Inc.
2669 Oakton Glen Drive, Suite 100
Vienna, VA 22181
(P) 703-598-0077
www.artemisconsultinginc.com
BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

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

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

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

Signatures

Ordering Activity Date Artemis Consulting, Inc. Date
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:

<table>
<thead>
<tr>
<th>MODEL NUMBER/PART NUMBER</th>
<th>*SPECIAL BPA DISCOUNT/PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>________________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>________________________</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

(2) Delivery:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>DELIVERY SCHEDULES / DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________</td>
<td>__________________________</td>
</tr>
<tr>
<td>____________</td>
<td>__________________________</td>
</tr>
<tr>
<td>____________</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

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

(4) This BPA does not obligate any funds.

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

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

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>POINT OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________</td>
<td>________________</td>
</tr>
<tr>
<td>____________</td>
<td>________________</td>
</tr>
<tr>
<td>____________</td>
<td>________________</td>
</tr>
</tbody>
</table>

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

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

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

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

(h) Date of Shipment.

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

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

*******************************************************************************************
BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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