

# **Federal Supply Service**

## **Authorized Information Technology Schedule**

### **Price List General Purpose Commercial Information Technology Equipment, Software and Services**

**Contract Number: GS-35F-5405-H**

**Period Covered By Contract: April 15, 1998 to April 14, 2018**

**Revised February 14, 2013 (Current through Modification PO-0019)**



**Committed to Effective and Efficient Application of  
Innovative Technology Solutions**

**General Services Administration Federal Supply Service - Products and ordering information in this authorized Information Technology Schedule Price List are also available on the GSA Advantage System. Agencies can browse GSA Advantage by accessing the GSA Home Page via the Internet at <http://www.fss.gsa.gov>**

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

**SIN 132-51 - INFORMATION TECHNOLOGY PROFESSIONAL SERVICES**

FPDS Code D301 IT Facilities 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 316 IT Network Management Services FPDS Code 317 Automated News Service, 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 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 g 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 performed by the publisher or manufacturer or one of their authorized agents.

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**Contract Number: GS-35F-5405H  
Period Covered by Contract: 4/15/98 – 4/14/2018  
General Services Administration Federal Supply Service Price List current through  
Modification PO-0019, February 2013**

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 Services Home Page via the Internet at <http://www.fss.gsa.gov/>.

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## **INFORMATION FOR ORDERING OFFICES 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](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services 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 micro purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

#### **1. Geographic Scope of Contract:**

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

#### **2. Contractor's Ordering Address and Payment Information:**

##### **For Orders and Payments**

Zimmerman Associates Inc.

10600 Arrowhead Drive, Ste 325, Fairfax, VA 22030

Contractors are required to accept the Government Commercial Credit Card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit 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.

The following telephone numbers can be used by ordering agencies to obtain technical and/or ordering assistance.

Phone: 703-883-0506 or Fax: 703-883-0526

**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 Office Completion of Standard Form 279**

Block 9: G. Order/Modification under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 08-769-3545

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

Block 31: Woman-Owned Small Business - No

Block 36: Contractor's Taxpayer Identification Number (TIN): 62-099-5602

4a. CAGE Code: 5P182

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

**5. FOB Destination**

**6. DELIVERY SCHEDULE:**

6a. 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 ARO or sooner by mutual agreement

6b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, ordering 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:** shown are NET Prices; Basic Discounts have been deducted. Additional discounts, if any, may be considered based upon geographical location, quantity and dollar volume.

- a. Prompt Payment: None, net 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: None
- c. Dollar Volume: None

- d. Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government customers.
- e. Other: None

**8. Trade Agreements Act of 1979, as amended:** All items are U.S. made end products, designated country and 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:** N/A

**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.)

11a. The maximum dollar value per order for the following Special Item Numbers (SINs) is \$500,000.

132-51 Information Technology Professional Services

**12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SERVICE  
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.

12a. FAR 8.405-1 ordering procedures for supplies, and services not requiring a statement of work.

12b. 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 the Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering offices, shall be responded to promptly by the Contractor.

**13.1 FEDERAL INFORMATION PROCESSING STANDARDS**

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

National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Office, 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/SECURITY REQUIREMENTS (C-FSS-370) (NOV 2001)**

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub.L.99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

- (c) Certifications, Licenses, and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses, and accreditations for specific FSC/service code classifications

offered. All costs associated with obtaining/possessing such certifications, licenses, and accreditations should be factored into the price offered under the Multiple Award Schedule program.

- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in 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 required to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

- 15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES:** Any ordering office, 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 Office under provisions of FAR 52.212.4, paragraphs (1) Termination for the Government's Convenience, and (m) Termination for Cause (see C.1).



## **16. GSA ADVANTAGE!**

The 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 category (ies).

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

## **17. PURCHASE OF OPEN MARKET ITEMS**

NOTE: Open Market Items are also known as incidental items, non-contract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

For administrative convenience, an ordering office 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 delivery order, **only if** –

(1) All applicable requisition 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 encourage 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 Columbus, except as indicated below:

No exceptions.

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, DESINSTALLATION, 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 segregatable 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, de-installation, 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.zai-inc.com](http://www.zai-inc.com).

The EIT standard can be found at: [www.Section508.gov/](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 a Federal Agency, shall follow the terms of the applicable schedule and authorization and include with each order –

- (a) A copy of the authorization from the Agency 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**

**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 office 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 office.
- b. The ordering activity agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.
- c. The Agency 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) 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) 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 Rights in Data – General, may apply.

## **8. RESPONSIBILITIES OF THE GOVERNMENT**

Subject to security regulations, the ordering office 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 Government.



## **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 offices 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 office 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 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 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.

# ZIMMERMAN ASSOCIATES, INC.

## LABOR CATEGORIES

### LABOR CATEGORY DESCRIPTIONS

#### **Program Manager II**

Functional Responsibilities: Manages team of developers, engineers, analysts, consultants, subcontractors, and/or other staff assigned to one or more projects. Recommends strategies and develops plans that satisfy customer needs. Manages all aspects of a project either directly or through subordinate senior professionals. Acts as the primary project liaison with the customer. Ensures outcomes that conform to the customer's technical and business requirements. Maintains overall responsibility for project performance within contractual obligations, time limitations, and funding constraints.

Minimum/General Experience: Fifteen (15) years experience in planning, directing, and coordinating the work activities of technical and management personnel involving all aspects of a project.

Minimum Education: Bachelor's or Master's degree in a technical, business, or engineering discipline or equivalent work experience.

#### **Program Manager I**

Functional Responsibilities: Provides both technical and administrative project management. Plans, directs, and coordinates project activities to ensure that goals and objectives are accomplished in accordance with prescribed priorities, time limitations, and funding constraints.

Minimum/General Experience: Ten (10) years experience in planning, directing, and coordinating the work activities of technical and management personnel involving all aspects of a project.

Minimum Education: Bachelor's degree in a technical, business, or engineering discipline or equivalent work experience.

## **Systems Engineer VI**

Functional Responsibilities: Oversees technical design, development, and implementation of large and/or complex systems. Defines architecture requirements and establishes standards for design and development. Consults with management and customers regarding product feasibility and viability of product plans and designs. Factors emerging technologies and product supportability into design and implementation. May act as team leader in establishing project plans, prioritizing tasks, determining individual assignments, and reviewing and approving work of lower-level staff. Interacts with customers regarding strategies, requirements, problem solving, and support. Leads and/or participates in customer presentation and product demonstrations.

Minimum Experience: Fifteen (15) years experience in all phases of systems engineering/software development.

Minimum Education: Bachelor's degree in a technical, business, or engineering discipline or equivalent work experience.

## **Systems Engineer V**

Functional Responsibilities: Designs complex business and management information systems and applications. Researches and integrates design strategies, product specifications, development schedules, and user expectations. Prepares feasibility studies of potential systems, including application architectures, computing platforms, and network configurations. Prepares detailed hardware, software, and/or network specifications. Builds, tests, and maintains product modules, components, and subsystems. May direct efforts of lower level staff.

Minimum Experience: Twelve (12) years experience in all phases of systems engineering/software development.

Minimum Education: Bachelor's degree in a technical, business, or engineering discipline or equivalent work experience.

## **Systems Engineer IV**

Functional Responsibilities: Performs engineering work in the research, development, and design of products and systems. Organizes, directs, and conducts technical efforts in systems design, engineering, and integration. Prepares technical project plans and schedules. Conducts system tests, and analyzes and quantifies test data. Prepares design documents and technical reports. May direct effort of lower level technical staff.

Minimum Experience: Ten (10) years experience in all phases of systems engineering.

Minimum Education: Bachelor's degree in a technical, business, or engineering discipline or equivalent work experience.

### **Systems Engineer III**

Functional Responsibilities: Performs a full range of engineering tasks including systems design, engineering, integration, configuration management, and testing. Analyzes information and data processing requirements to determine electronic or data processing system capabilities required for projects or workload. Reports on findings and provides recommendations and alternative approaches.

Minimum Experience: Seven (7) years experience in an appropriate technical discipline.

Minimum Education: Bachelor's degree in a technical, business, or engineering discipline or equivalent work experience.

### **Systems Engineer II**

Functional Responsibilities: Performs non-standard engineering development and design work including systems design, engineering, integration, configuration management, and testing.

Minimum Experience: Five (5) years experience in an appropriate technical discipline.

Minimum Education: Bachelor's degree in a technical, business, or engineering discipline or equivalent work experience.

### **Systems Engineer I**

Functional Responsibilities: Performs standard engineering development and design work. Usually supports more senior engineers.

Minimum Experience: Two (2) years experience in an appropriate technical discipline.

Minimum Education: Bachelor's degree in a technical, business, or engineering discipline or equivalent work experience.

### **Systems Program Analyst IV**

Functional Responsibilities: Leads lower-level analysts and other technical staff on large or complex development projects and systems. Leads business process analyses, needs assessments, and cost/benefit analyses. Consults with user management, systems users, and technical staff to clarify program intent, interpret requirements, identify problems, and suggest changes. Prepares functional specifications. Performs market analyses of available commercial technologies and assesses them for feasibility. Documents and presents findings and recommendations to project and user management. Interacts with project team, customers, vendors, and senior management.

Minimum Experience: Twelve (12) years related experience.

Minimum Education: Bachelor's degree in a technical, business, or engineering discipline or equivalent work experience.

### **Systems/Program Analyst III**

**Functional Responsibilities:** Directs program development/analysis in complex applications and systems. Works with users and user management to identify current operating procedures, clarify program objectives, identify problems, suggest changes, and determine requirements. Analyzes manuals, periodicals, and technical reports to identify solutions. May assign, coordinate, and review work of lower level analysts or programmers.

**Minimum Experience:** Ten (10) years related experience.

**Minimum Education:** Bachelor's degree in a technical, business, or engineering discipline or equivalent work experience.

### **Systems/Program Analyst II**

**Functional Responsibilities:** Designs, develops, implements, and maintains complex systems. Evaluates user requests for new or modified systems to determine feasibility, cost, and time requirements, and compatibility with existing systems and capabilities.

**Minimum Experience:** Five (5) years related experience.

**Minimum Education:** Bachelor's degree in a technical, business, or engineering discipline or equivalent work experience.

### **Systems/Program Analyst I**

**Functional Responsibilities:** Performs routine assignments to create, modify, or maintain programs/systems. Confers with end users or other analysts to examine specified methods and procedures, identify problems, and document requirements.

**Minimum Experience:** Two (2) years related experience.

**Minimum Education:** Bachelor's degree in a technical, business, or engineering discipline or equivalent work experience.

### **Computer Programmer V**

**Functional Responsibilities:** Works with users to identify current operating procedures and clarify program objectives. Outlines steps required for program and/or database development, including diagrams and charts. Writes documentation and user operations guidelines. Requires comprehensive knowledge of applicable programming techniques, networked and centralized operating systems, and the capabilities of enterprise database products and development suites. Has a comprehensive knowledge of computer applications and systems. Provides technical direction for the development of business, engineering, or web applications including applications programming, database design, systems maintenance, and administration.

**Experience:** Twelve (12) years related experience.

**Minimum Education:** Bachelor's degree in a technical, business, or engineering discipline or equivalent work experience.

### **Computer Programmer IV**

**Functional Responsibilities:** Writes software using case tools, artificial intelligence, commercial relational databases, or state-of-the-art computer technologies. Provides programming support in life cycle development phases. Develops, tests, and documents code for business, engineering, or web applications using a variety of software programming languages.

**Minimum Experience:** Ten (10) years related experience.

**Minimum Education:** Bachelor's degree in a technical, business, or engineering discipline or equivalent work experience.

### **Computer Programmer III**

**Functional Responsibilities:** Provides programming support in life cycle development phases. Develops, tests, and documents code for business, engineering, or web applications using a variety of software programming languages or commercial relational databases.

**Minimum Experience:** Five (5) years related experience.

**Minimum Education:** Bachelor's degree in a technical, business, or engineering discipline or equivalent work experience.

### **Computer Programmer II**

**Functional Responsibilities:** Creates or modifies computer programs following established project specifications and procedures. Develops applications using PC-, internet-, or network-based commercial-off-the-shelf (COTS) products. Designs and prepares reports using commercial software or established report writers. May provide technical assistance to users or staff a help desk or information center.

**Minimum Experience:** Two (2) years related experience.

**Minimum Education:** Bachelor's degree in a technical, business, or engineering discipline or equivalent work experience.

### **Computer Programmer I**

**Functional Responsibilities:** Performs routine assignments following established procedures to develop or maintain programs or applications using commercial relational databases, or PC-, internet- or network-based applications. Prepares reports using commercial software or established report writers. May provide technical assistance to users or staff a help desk or information center.

**Minimum Education:** Bachelor's degree in a technical, business, or engineering discipline or equivalent work experience.

## **Information Technology Librarian II**

Functional Responsibilities: Performs a variety of activities and operations requiring classification, indexing, cataloging, storage, retrieval and circulation of information stored in the form of electronic media, microfiche, documents, reports, periodicals, books, etc. Performs specialized research and investigation to obtain information from various sources. Functions may be performed remotely through a LAN/WAN or through the Internet. Performs operations using office automation, image systems, electronic document management systems, or automated library systems. May supervise the efforts of lower level IT librarian staff.

Minimum Experience: Five (5) years related experience.

Minimum Education: Bachelor's degree in a technical or business discipline, or Masters in Library Science, or equivalent work experience.

## **Information Technology Librarian I**

Functional Responsibilities: Performs a variety of activities and operations requiring classification, indexing, cataloging, storage, retrieval and circulation of information stored in the form of electronic media, microfiche, documents, reports, periodicals, books, etc. Functions may be performed remotely through a LAN/WAN or through the Internet. Performs operations using office automation, image systems, electronic document management systems, or automated library systems.

Minimum Experience: Two (2) years related experience.

Minimum Education: Bachelor's degree in a library, technical or business discipline, or equivalent work experience.

## **Training Specialist**

Functional Responsibilities: Identifies, develops, implements and conducts training and instruction in subject matter related to computer hardware/software, communications, networking, internet, imaging, business processes, etc. as required for a particular situation.

Minimum Experience: Five (5) years related experience.

Minimum Education: Bachelor's degree in a technical, business, or engineering discipline or equivalent work experience.



### **Project Data Analyst V/Technician V**

Functional Responsibilities: Provides support to technical and management personnel and/or system users including activities such as: evaluating, testing, installing and modifying networked and stand-alone computer systems and applications; testing vendor-supplied software packages to determine suitability for established requirements; consulting with users to determine best software/hardware configurations to meet requirements; maintains complex computer applications/databases, compiling and verifying data, preparing standard and ad hoc reports, and analyzing reports to draw conclusions and make recommendations; responding to users' requests for assistance and researching complex requests. May staff a help desk or information center. Typically supervises or assists lower level staff.

Minimum Experience: Six (6) years related experience. Has an in-depth knowledge of applicable hardware, operating systems, and/or software applications.

Minimum Education: Bachelor's degree or related experience.

### **Project Data Analyst IV/Technician IV**

Functional Responsibilities: Provides support to technical and management personnel and/or system users including activities such as: diagnosing PC and network software, hardware, and operator problems and taking remedial action; loading and configuring network and PC operating systems and applications; installing, testing, and troubleshooting computer hardware and peripherals; maintaining databases/data files, compiling and verifying statistical data, preparing standard and ad hoc reports, and reviewing and analyzing data for accuracy and completeness; responding to users' requests for assistance and researching non-standard requests. May staff a help desk or information center. May supervise lower level staff.

Minimum Experience: Four (4) years experience.

Minimum Education: Bachelor's degree or related experience.

### **Project Data Analyst III/Technician III**

Functional Responsibilities: Provides support to technical and management personnel and system users including activities such as: diagnosing standard PC and network software, hardware, and operator problems and taking remedial action; loading and configuring standard PC operating systems and applications; installing, testing and troubleshooting computer hardware and peripherals; maintaining databases/data files and preparing reports; verifying statistical data and reports for accuracy and completeness; responding to users' requests for assistance, may staff a help desk or information center. May supervise lower level staff.

Minimum Education/Experience: Bachelor's degree plus two (2) years experience; or Associate's degree or equivalent technical certification plus four (4) years experience.

## **Project Data Analyst II/Technician II**

Functional Responsibilities: Provides support to technical and management personnel including activities such as: maintaining databases/data files; researching project data; analyzing and indexing documents for inclusion in databases; compiling statistical data; preparing reports using word processing, spreadsheet, and presentation applications; responding to users' requests for information and/or documents; performing data entry; monitoring computer operations, performing equipment set-up, software installation, and testing; diagnosing and resolving basic computer hardware and/or software problems; maintaining computer file storage and data library. May supervise lower level staff.

Minimum Education/Experience: Associate's or Bachelor's degree or 4 years experience.

## **Project Data Analyst I/Technician I**

Functional Responsibilities: Provides support to technical and management personnel including activities such as: maintaining databases/data files; analyzing and indexing documents for inclusion in databases, data entry, word processing, documentation planning and support, records control and management; monitoring computer operations, performing equipment set-up and installation, running routine reports, and resolving simple problems; maintaining computer tape library or electronic file storage following standard procedures. Works under close supervision following standard procedures.

Minimum Education/Experience: Associate's degree, computer technical certification, or related experience.

## **Program Support III**

Functional Responsibilities: Provides clerical and administrative support to project staff. Is familiar with the terminology for the unit being supported. Performs general office, administrative, or computer support duties such as: word processing following general guidelines; operating standard computer and office equipment and peripherals; preparing standard reports; indexing and filing physical and electronic documents; retrieving documents or information in response to users' requests; collecting information for inclusion in databases; performing routine data entry. Works under direct supervision.

Minimum Experience: Five (5) years related experience.

Minimum Education: High School Diploma

## **Program Support II**

Functional Responsibilities: Provides clerical support to project staff. Performs general office or computer support duties such as: performing standard word processing following detailed delines; operating basic computer equipment or peripheral office equipment; running scheduled computer reports; filing. Duties are simple and repetitive and performed under close supervision or with detailed verbal or written instructions.

Minimum Experience: Two (2) years in office or computer operations.

Minimum Education: High School Diploma

## **Program Support I**

Responsibilities: Provides clerical support to project staff. Performs general office or computer support duties such as: answering phones; performing simple data entry or word processing; setting up standard office and/or computer equipment; operating peripheral office and computer equipment; running scheduled computer reports; filing. Duties are simple and repetitive and performed under close, immediate supervision.

Minimum Education/Experience: High School Diploma plus familiarity with administrative systems.

## **Clerk**

Functional Responsibilities: Performs routine clerical duties such as answering phones and operating peripheral office and computer equipment including copiers, printers, and fax machines. Typing may be required to post or update a computer file or produce standard documents such as form letters. Duties and tasks are simple and repetitive and performed under close, immediate supervision.

Minimum Education/Experience: High School Diploma. Entry-level position, no experience is required.

## **Technical Writer II**

Functional Responsibilities: Writes, re-writes, and edits technical material. Performs research, analyzes technical literature, interviews technical staff, and reviews input from technical staff to prepare original text. Writes analytical, interpretive, documentary and promotional copy. Coordinates and/or approves graphic elements and mechanical layout of camera-ready copy. May coordinate the internal or external production and distribution of materials.

Minimum Experience: Seven (7) years related experience.

Minimum Education: Bachelor's degree or related work experience.

## **Technical Writer I**

Functional Responsibilities: Writes, re-writes, and edits technical material. Analyzes technical literature or input from technical staff to write descriptive copy or technical documentation. May coordinate the internal or external production and distribution of materials. Works under general supervision.

Minimum Experience: One (1) year related experience.

Minimum Education: Bachelor's degree or related work experience.

## **Graphic Artist II**

Functional Responsibilities: Using commercial graphic software, designs art and copy layouts for materials to be presented visually in technical documents, promotional materials, presentations, on websites, CD-ROM or other visual communication media. Selects styles and fonts. Plans presentations and/or documents that include illustrations and text. May develop style sheets, logos, or graphic standards for printed or electronically published materials. Typically reviews final layout and suggests improvements as necessary. Works closely with technical staff, technical writers, and/or management.

Minimum Experience: Seven (7) years related experience.

Minimum Education: Bachelor's degree or related work experience.

## **Graphic Artist I**

Functional Responsibilities: Using commercial graphic software, designs art and copy layouts for materials to be presented visually in technical documents, promotional materials, presentations, on websites, CD-ROM or other visual communications media. Prepares illustrations and samples of proposed designs. Works closely with technical staff and/or technical writers. Works under general supervision.

Minimum Experience: One (1) year related experience.

Minimum Education: Associate's degree, technical certification, or related work experience.

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

### **PREAMBLE**

Zimmerman Associates, Inc. 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 demonstrate our support for awarding contracts and subcontracts to small business concerns.

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

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

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

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

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

**Carolyn Ryan or Rob Lehman**

**Phone: 703-883-0506 Fax: 703-883-0526**

**Email: [cryan@zai-inc.com](mailto:cryan@zai-inc.com) or [rlehman@zai-inc.com](mailto:rlehman@zai-inc.com)**

**BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY  
SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act \_\_\_\_\_  
(ordering activity) and Zimmerman Associates, 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 Contracts(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:

_____ Agency:	_____ Date:	_____ Contractor	_____ Date
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**BPA NUMBER**\_\_\_\_\_

**(CUSTOMER NAME)**  
**BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s)\_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering activity).

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

<b>MODEL NUMBER/PART NUMBER</b>	<b>*SPECIAL BPA DISCOUNT/PRICE</b>
_____	_____
_____	_____

- (2) Delivery:

<b>DESTINATION</b>	<b>DELIVERY SCHEDULE/DATES</b>
_____	_____
_____	_____

- (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:

<b>OFFICE</b>	<b>POINT OF CONTACT</b>
_____	_____
_____	_____

- (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.

<b>GSA PRICES INFORMATION TECHNOLOGY SERVICES – SPECIAL ITEM 132-51 HOURLY RATES</b>		
<b>LABOR CATEGORY</b>	<b>GOVERNMENT SITE RATE</b>	<b>CONTRACTOR SITE RATE</b>
Program Manager II	\$ 102.27	\$117.22
Program Manager I	\$ 87.29	\$110.32
Systems Engineer VI	\$115.49	\$137.68
Systems Engineer V	\$94.34	\$126.29
Systems Engineer IV	\$77.79	\$104.11
Systems Engineer III	\$65.52	\$89.72
Systems Engineer II	\$56.46	\$69.28
Systems Engineer I	\$39.78	\$46.65
Systems/Program Analyst IV	\$75.04	\$81.94
Systems/Program Analyst III	\$69.70	\$77.91
Systems Program Analyst II	\$51.11	\$57.18
Systems/Program Analyst I	\$38.40	\$44.93
Computer Programmer V	\$89.05	\$113.19
Computer Programmer IV	\$54.69	\$103.54
Computer Programmer III	\$43.18	\$48.38
Computer Programmer II	\$39.28	\$42.70
Computer Programmer I	\$30.36	\$35.80
Info Tech Librarian II	\$47.96	\$52.86
Info Tech Librarian I	\$39.03	\$44.93
Training Specialist	\$54.64	N/A
Project Data Analyst/Tech V	\$51.71	\$58.61
Project Data Analyst/Tech IV	\$42.22	\$47.81
Project Data Analyst/Tech III	\$36.21	\$45.50
Project Data Analyst/Tech II*	\$30.05	\$36.37
Project Data Analyst/Tech I*	\$25.25	\$31.83

**GSA PRICES INFORMATION TECHNOLOGY SERVICES – SPECIAL ITEM 132-51  
HOURLY RATES**

<b>LABOR CATEGORY</b>	<b>GOVERNMENT SITE RATE</b>	<b>CONTRACTOR SITE RATE</b>
Program Support III*	\$ 30.87	\$40.39
Program Support II*	\$27.12	\$32.41
Program Support I*	\$22.48	\$26.20
Clerk*	\$21.24	\$22.18
Technical Writer II	\$57.76	\$60.90
Technical Writer I	\$37.63	\$42.06
Graphic Artist II	\$55.02	\$60.90
Graphic Artist I	\$35.05	\$39.30

**OTHER TERMS: \*Overtime: Denotes labor categories where overtime (defined as hours worked in excess of 40 hours per week) is billed at 1.5 times the billing rate.**

**IFF: The GSA Industrial Funding Fee (IFF) is included in the rates shown.**