



# GSA IT Schedule 70 – GS35F159AA

## GENERAL SERVICE ADMINISTRATION

### FEDERAL ACQUISITION SERVICE

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*<sup>™</sup>, a menu-driven database system.

The internet address for *GSA Advantage!*<sup>™</sup>, is: <http://www.gsaadvantage.gov>

## AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST

Federal Supply Group: IT Schedule 70  
Contract Number: GS35F159AA

Contract Period: 01/16/2013 through 01/15/2018

SERDI, LLC  
Business Size: Small, WOSB, 8(a), 8(m)

202-558-0209

[www.SERDI-LLC.com](http://www.SERDI-LLC.com)

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at: <http://www.fss.gsa.gov>.

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

**SPECIAL NOTICE TO AGENCIES: Small Business Participation**

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

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

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

## 1.0 CONTRACTOR ORDERING ADDRESS AND PAYMENT INFORMATION

Federal Supply Group: IT Schedule 70  
Contractor Number: GS35F159AA  
Contract Period: 1/16/2013 to 1/16/2018

### 1.1. APPLICABLE SPECIAL ITEMS NUMBERS (SIN), FPDS CODES

- ❖ SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES
- ❖ FPDS Code D301 IT Facility Operation and Maintenance
- ❖ FPDS Code D302 IT Systems Development Services
- ❖ FPDS Code D306 IT Systems Analysis Services
- ❖ FPDS Code D307 Automated Information Systems Design and Integration Services
- ❖ FPDS Code D308 Programming Services
- ❖ FPDS Code D310 IT Backup and Security Services
- ❖ FPDS Code D311 IT Data Conversion Services
- ❖ FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
- ❖ FPDS Code D316 IT Network Management Services
- ❖ FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or
- ❖ Other Information Services (All other information services belong under Schedule 76)
- ❖ FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

### 1.2. CONTRACTOR INFORMATION

#### **Ordering and Payment Address:**

Company Information: SERDI, LLC  
Company Address: 3195 Old Washington Road, Suite 226  
Waldorf, MD, 20602 -3201  
Telephone: 202-558-0209  
Fax: 301- 987-0471  
Website: [www.SERDI-LLC.com](http://www.SERDI-LLC.com)  
Business Size: SBA Certified 8(A), Small, Disadvantaged, Woman Owned Small Business

### 1.3. CONTRACT ADMINISTRATOR

Sabrina Poole  
sabrina@serdi-llc.com  
Office: 202-558-0209

Fax: 301-987-0471

**1.4. GOVERNMENT PRICING**

Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. The price is the Government price based on the unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concessions affecting price. Those contracts that have unit prices based on the geographic location of the customer should show the range of the lowest price, and cite the areas to which the prices apply.

**1.5. MAXIMUM ORDER**

\$1,000,000.00

**1.6. MINIMUM ORDER**

\$100.00

**1.7. GEOGRAPHIC COVERAGE**

Domestic only.

**1.8. POINT(S) OF PRODUCTION (CITY, COUNTY, AND STATE OR FOREIGN COUNTRY)**

9009 Goshen Valley Drive  
Gaithersburg, Maryland 20882

**1.9. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE**

Government net prices (discounts already deducted) - Price at the end of document.

**1.10. QUANTITY DISCOUNTS**

None offered.

**1.11. PROMPT PAYMENT TERMS**

Net 15 Days based on the Quick Pay Initiative, *Accelerating Payments to Small Businesses for Goods and Services*. Memorandum dated: September 14, 2011.

**1.12. GOVERNMENT PURCHASE CARDS**

Government purchase cards are accepted at or below the micro-purchase threshold.

**1.13. GOVERNMENT PURCHASE CARDS NOTIFICATION**

For notification on whether Government purchase cards are accepted above the micro-purchase threshold, contact SERDI, LLC.

**1.14. FOREIGN ITEMS**

None.

**1.15. TIME OF DELIVERY:**

Specified on the Task order.

**1.16. TRADE AGREEMENT 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.

**1.17. FOB POINT(S)**

Destination.

**1.18. ORDERING**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPS's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules))

**1.19. PAYMENT ADDRESS(S)**

9009 Goshen Valley Drive  
Gaithersburg, Maryland 20882

**1.20. WARRANTY PROVISION**

Contractor's standard commercial warranty

**1.21. EXPORT PACKING CHARGES (IF APPLICABLE)**

N/A

**1.22. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICRO-PURCHASE LEVEL)**

Contact Contractor.

**1.23. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE)**

N/A

**1.24. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE)**

N/A

**1.25. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF APPLICABLE)**

N/A

**1.26. TERMS AND CONDITIONS OF FOR ANY OTHER SERVICES (IF APPLICABLE)**

N/A

**1.27. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE)**

N/A

**1.28. LIST OF PARTICIPATING DEALERS (IF APPLICABLE)**

N/A

**1.29. PREVENTATIVE MAINTENANCE (IF APPLICABLE)**

N/A

**1.30. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTERS (E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS)**

N/A

**1.31. SECTION 508**

Section 508 compliance is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g., contractor's website or other location.) The EIT standards can be found at [www.Section508.gov/](http://www.Section508.gov/)

**1.32. DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER**

11-7735378

**1.33. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE**

Registered.



**1.34. FIRM FIXED PRICE (FFP)**

Contractor will accept FFP.

**1.35. GOVERNMENT AWARDED PRICES (NET PRICES)**

See price list in document.

**2.0 CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

**2.1. 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.

**2.2. STATICAL 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: 117735378
- ❖ Block 30: Type of Contractor: Small Disadvantaged Woman
- ❖ Block 31: Woman - Owned Small Business: Yes
- ❖ Block 36: Contractor's Taxpayer Identification Number (TIN): Contact Contractor

**2.3. CAGE CODE:**

3DNK4

**2.4. REGISTRATION WITH CCR**

Contractor has registered with the Central Contractor Registration Database.

**3.0 USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS**

In accordance with FAR 8.404:

[NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services and 132-52 EC Services; refer to the terms and conditions for those SINs.] Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering activities need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider

small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering activity has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the ordering activity's needs.

- a. Orders placed at or below the micro-purchase threshold. Ordering activities can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering activities should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the ordering activity's needs. In selecting the supply or service representing the best value, the ordering activity may consider—
  - 1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
  - 2) Trade-in considerations;
  - 3) Probable life of the item selected as compared with that of a comparable item;
  - 4) Warranty considerations;
  - 5) Maintenance availability;
  - 6) Past performance; and
  - 7) Environmental and energy efficiency considerations.
- c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering activity to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering activities shall--

Review additional Schedule Contractors'

- 1) catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
- 2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and

- 3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering activity determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);

- 1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
  - 2) Offer the lowest price available under the contract; or
  - 3) Decline the order (orders must be returned in accordance with FAR 52.216-19).
- d. Blanket Purchase Agreement (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering activities may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.
- e. Price Reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering activities will find it advantageous to request a price reduction. For example, when the ordering activity finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering activity the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order
- f. Small Business. For orders exceeding the micro-purchase threshold, ordering activities should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- g. Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an ordering activity requirement, in excess of the micro-purchase threshold, is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering activity shall include an

explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the ordering activity's needs.

#### **4.0 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.

##### **4.1. 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.

##### **4.2. FEDERAL TELECOMMUNICATIONS 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.

##### **4.3. SECURITY REQUIREMENTS**

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual ordering activity policy; however, the burden of administering the security requirements shall be with the ordering activity. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.

#### **4.4. 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:

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.

#### **4.5. BLANKET PURCHASE AGREEMENTS (BPAS)**

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows: "BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

#### **4.6. 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, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

#### **4.7. 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.Section508.gov/](http://www.Section508.gov/).

#### **4.8. 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.

### **5.0 TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES AND ELECTRONIC COMMERCE (EC) SERVICES**

#### **5.1. SCOPE**

- ❖ The prices, terms and conditions stated under Special Item Numbers for Information Technology Professional Services and Special Item Numbers for Electronic Commerce Services apply exclusively to IT/EC Services within the scope of this Information Technology Schedule.
- ❖ 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.

#### **5.2. PERFORMANCE INCENTIVES (I-FCI-60) (MAY 2003)**

- ❖ Performance incentives may be agreed upon between the Contractor and the ordering activity on individual orders or Blanket Purchase Agreements, under this contract in accordance with this clause.
- ❖ The ordering activity must establish a maximum performance incentive price for these services and/or total solutions, on individual orders or Blanket Purchase Agreements.
- ❖ 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.

**\*\*NOTE:** Include paragraph 3 BELOW only if hourly rates for IT Professional Services are offered. If the IT Professional Services are firm-fixed price solutions for a specifically defined service or task, use FAR 8.404 ordering procedures. FAR 8.404 is provided under item 12, Information for Ordering Activities Section of the pricelist. \*\*

### **5.3. ORDER**

- ❖ 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 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.
- ❖ 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.

### **5.4. PERFORMANCE OF SERVICES**

- ❖ The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- ❖ The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- ❖ 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.
- ❖ Any Contractor travel required in the performance of IT/EC Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government

per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

**5.5. 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.

**5.6. 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.

**5.7. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

**5.8. INDEPENDENT CONTRACTOR**

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

**5.9. 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.

**5.10. 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.

#### **5.11. RESUMES**

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

#### **5.12. 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.

#### **5.13. 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.

## **6.0 DEFINITION OF LABOR CATEGORIES - IT SCHEDULE 70**

### **6.1. TECHNICAL ENGINEER**

#### **Experience:**

Minimum ten years professional information technology experience in the subject matter being addressed and a minimum of one year of experience applying current information technology to the subject matter.

#### **Functional Responsibilities**

- Provide specialized knowledge of system requirements and programming specifications for IT Information Systems.

- Design solutions based on customer needs and technical requirements for IT Systems. Analyzes job tasks, organizational structure and user requirements to provide system-wide solutions to complex problems for Systems Engineering, Software Engineering and IT Security.
- Applies analytical expertise to assist in defining, analyzing, validating, and documenting complex operating environments, states of technology, and current process.

### **Education**

Bachelor Degree in Electrical Engineering, Computer Science, Information Systems, Mathematics, or Business Administration; or with fifteen years experience a degree is not required.

### **6.2. SENIOR ANALYST**

#### **Experience**

Minimum of fifteen years professional experience in the subject matter being addressed and a minimum of three years of experience applying current information technology to the subject matter. Demonstrated ability to work under only general direction.

#### **Functional Responsibilities**

- Translates detailed design into computer software for Systems Engineering, Software Engineering and IT Security.
- Analyzes functional business applications and design specifications for functional activities.
- Develops functional diagrams and logic flow charts and system/software/cloud requirements.
- Prepares required documentation for systems and software, including both program-level and user-level documentation.
- Enhances software to reduce operating time or improve efficiency. Provides technical direction for tasking.

### **Education**

A Masters Degree in Engineering, Computer Science, Information Systems, Mathematics, or Business Administration; or a comparable Bachelor's Degree plus twenty years experience.

### **6.3. ASSOCIATE**

#### **Experience**

Minimum of six years experience with the logical and physical functional, operational, and technical architecture of large and complex information technology systems.

### **Functional Responsibilities**

- Provides technical support and assistance with enterprise wide development tasks, including the review of work products to assure correctness, and adherence to design concept and user standards.
- Approximately 90% of time is devoted to developing technical solutions for information systems.
- Implements recommendations as approved.
- Prepares presentations on the system concept to colleagues, subordinates, and end user representatives.

### **Education**

A Bachelor's Degree in Computer Science, Information Systems, Engineering, Mathematics, or Business Administration; or a comparable Associates Degree or Technical Certificate and 10 years general experience

## **6.4. TECHNICAL MANAGER**

### **Experience**

Minimum of twelve years experience including experience with the logical and physical functional, operational, and technical architecture of large and complex information systems.

### **Functional Responsibilities**

- Acts as the technical lead for the contract effort.
- Lead and manage staff and provide technical daily work flow instructions
- Serves as the technical interface and point of contact with Government program authorities and representatives on technical issues for IT Security, Cloud, Software Engineering, and Systems Engineering etc.
- Provides technical direction and review of enterprise wide development tasks, including the review of work products for correctness, adherence to the design concept and to user standards for software and systems development.
- Approximately 85% of time is devoted to developing technical solutions for IT systems specifications.
- Coordinates with appropriate levels to ensure problem solution and user satisfaction.
- Provides support on program/project operations by reviewing procedures, planning, and execution of the technical, programming, and maintenance effort and monitoring and reporting progress.

## **Education**

A Bachelor's Degree in Computer Science, Information Systems, Engineering, Mathematics, or Business Administration.

### **6.5. TECHNOLOGY SPECIALIST**

## **Experience**

Minimum of twelve years IT experience including increasing responsibilities in Information Systems design and management

## **Functional Responsibilities**

- Provides department-level technical guidance and direction to technical teams. Has the industry perspective to identify technology trends and determines ways to apply them to customer problems.
- Approximately 50% of time is devoted to developing technical solutions. Serves as the overall manager and administrator for department-level program efforts.
- Serves as the primary interface and point of contact with government program authorities and representatives on program issues.
- Supervises program operations by implementing procedures for planning and directing the execution of the technical, programming, maintenance, and administrative support efforts and monitoring and reporting progress.
- Manages acquisition and employment of program/project resources.
- Manages and controls financial and administrative aspects of the program/project with respect to contract requirements. May be supervised by a Senior Management.

## **Education**

A Bachelor's Degree in Computer Science, Information Systems, Mathematics, Engineering, Statistics, or Business Administration

### **6.6. PROGRAM MANAGER**

## **Experience**

Minimum of ten years IT experience including increasing responsibilities in Information Systems design and management.

## **Functional Responsibilities**

- Serves as the overall manager and administrator for department-level program efforts.

- Serves as the primary interface and point of contact with government program authorities and representatives on program issues.
- Provides department-level technical guidance and direction to technical teams. Has the industry perspective to identify technology trends and determines ways to apply them to customer problems.
- Approximately 50% of time is devoted to developing technical solutions. Supervises program operations by implementing procedures for planning and directing the execution of the technical, programming, maintenance, and administrative support efforts and monitoring and reporting progress.
- Manages employment of program/project resources.
- Manages and controls all aspects of the program/project with respect to contract requirements. May be supervised by a Senior IT Manager.

### **Education**

A Bachelor's Degree in Computer Science, Information Systems, Mathematics, Engineering, Statistics, or Business Administration

#### **6.7. PROJECT MANAGER**

### **Experience**

Minimum of twelve years experience dealing with modern information technology systems. Experience includes increasing responsibilities in the support of Information Systems design and management.

### **Functional Responsibilities**

- Provides project-level technical guidance and direction to technical teams for Software, Systems, and security engineering.
- Approximately 75% of time is devoted to developing technical solutions.
- Assists in supervising and directing the technical, maintenance, administrative and programming support functions of information technology systems.
- Monitors and reports systems progress. Make recommendations on the acquisition and employment of resources.
- Assists in the management and documentation of all financial and administrative aspects with respect to delivery/task order requirements

### **Education**

A Bachelors Degree in Computer Science, Information Systems, Mathematics, Engineering, Statistics, or Business Administration.

#### **6.8. SUBJECT MATTER EXPERT, SENIOR**

## **Experience**

Minimum of fifteen years professional experience in the subject matter being addressed and a minimum of five years of experience applying current information technology to the subject matter. This individual should be highly regarded by the professional community in which he/she practices, with possible university and/or research institute affiliation.

## **Functional Responsibilities**

- Provide subject related expert analysis of complex information technology related problems and, when applicable, the application of modern data collection, storage, manipulation and reporting techniques to solving those problems for Systems Engineering, Cloud, Software Engineering and IT Security.
- Prepare technical reports identifying results of technical studies and makes recommendations on appropriate actions to take.

## **Education**

Ph.D. in Physics, Engineering, Computer Science, Information Systems, Mathematics, or Business Administration; or a comparable Masters Degree plus twenty years experience.

### **6.9. SPECIALTY ENGINEER**

## **Experience**

This position requires a minimum of two years of directly related information technology experience.

## **Functional Responsibilities**

- Provides support to senior staff on Systems Engineering, Software Engineering and IT Security projects.
- Work as part of a project team. Performs engineering analysis and design tasks as they relate to information technology systems.
- Prepares specifications and designs, and implements solutions for Systems Engineering, Software Engineering and IT Security.
- May design subsystems; assists in developing standards. Performs complex engineering analysis.

## **Education**

A Bachelors Degree in Engineering or Information Systems, or a comparable Associate Degree and six years of experience.

#### **6.10. SYSTEMS ENGINEER**

##### **Experience**

This position requires a minimum of eight years of directly related information technology experience.

##### **Functional Responsibilities**

- Works directly with management and senior staff on Systems Engineering, Software Engineering and IT Security projects.
- Directs the work of project teams and lower-level engineers.
- Provides project-level direction in designing systems and subsystems architectural designs.
- Ensures adherence with standards and industry best practices to assure compliance with project requirements.

##### **Education**

A Masters Degree in Engineering, Computer Science, Information Systems, or Mathematics; or a comparable Bachelor's Degree plus twelve years experience.

#### **6.11. ANALYST**

##### **Experience**

This position requires a minimum of eight years programming experience including two years experience in the programming language being used.

##### **Functional Responsibilities**

- Applies logical analyses for test and evaluation on all programs within a system wide scope for Systems Engineering, Software Engineering and IT Security.
- Performs comprehensive analyses of hardware/software concepts, designs and test requirements.
- Reviews, analyzes, integrates and conducts test and evaluation of government and/or contractor generated source data and develops interim documentation.
- Performs system wide concept formulation, system design analysis and subsystems design analysis.
- Responsible for assisting in the development of project plans, guidelines and controls.

##### **Education**

Bachelor Degree in Electrical Engineering, Computer Science, Information Systems, Mathematics, or Business Administration. With fifteen year's general experience, a degree is not required.

#### **6.12. TECHNICAL DIRECTOR**

##### **Experience**

This position requires a minimum of five years experience with the logical and physical functional, operational, and technical architecture of large and complex information systems.

##### **Functional Responsibilities**

- The overall technical lead for the contract effort. Serves as the primary technical interface and point of contact with Government program authorities and representatives on technical issues.
- Establishes system information requirements in the development of enterprise-wide or large-scale information systems.
- Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces for Systems Engineering, Software Engineering and IT Security

##### **Education**

A Master's Degree in Computer Science, Information Systems, Engineering, Mathematics, or Business Administration; or a comparable Bachelors Degree and nine years of general experience is required.

#### **6.13. PROJECT ADMINISTRATOR, SENIOR**

##### **Experience**

This position requires a minimum of six years experience in general accounting or management activities of IT projects. Must demonstrate the ability to work independently or under only general direction.

##### **Functional Responsibilities**

- Provides daily supervision and direction to staff. All work performed in support of IT Projects for Systems Engineering, Software Engineering and IT Security.
- Directs all IT management and administrative activities, such as budgeting, manpower, and resource planning and financial reporting in support of IT Projects.



- Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to financial management problems or contractual issues, which would require a report and recommend solutions.
- Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems.

### **Education**

A Bachelor's Degree in Computer Science, Information Systems, Engineering, Accounting, Mathematics, or Business Administration. With nine years of general experience, a degree is not required.

#### **6.14. PROJECT MANAGEMENT SPECIALIST**

### **Experience**

This position requires a minimum of two years project experience, at least one in a government contracting environment. Basic knowledge of MS Project or equivalent. Works with limited supervision and direction. Required to use judgment and initiative in problem solving for Financial Management, Systems Engineering or Software Engineering.

### **Functional Responsibilities**

- Assists in the preparation of management plans and reports in support of IT projects.
- Coordinates schedules to facilitate completion of contract deliverables, task order review, briefings/presentations, and In Process Review (IPR) preparation.
- Performs analysis, development, and review of program administrative/financial operating procedures.
- Ability to research issues and provide recommendations

### **Education**

A Bachelor's Degree in Computer Science, Information Systems, Engineering, Accounting, Mathematics, or Business Administration; or a comparable Associate's and five years of experience.

#### **6.15. PROGRAMMER**

### **Experience**

This position requires a minimum of four years programming experience.

### **Functional Responsibilities**

- Performs module concept formulation, module design and analysis for Systems Engineering, Software Engineering and IT Security.
- Responsible for modules, segments or phases of broader, more complex projects.
- Applies logical analyses for test and evaluation on all programs within functional module scope.
- Performs comprehensive analyses of hardware/software concepts, designs and test requirements.
- Reviews, analyzes, integrates and conducts test and evaluation of government and/or contractor generated source data and develops interim documentation.

### **Education**

A Bachelor's Degree in Computer Science, Information Systems, Engineering, or Business Management Sciences. With nine year's general experience, a degree is not required.

#### **6.16. PRINCIPLE ENGINEER**

### **Experience**

A minimum of five years of experience in fundamental or applied research in a scientific discipline, and a minimum of two years experience in the application of current information technology to the individual's specialty.

### **Functional Responsibilities**

- The overall scientific lead for the contract effort.
- Serves as the primary interface and point of contact with Government program authorities and representatives on specific IT issues and the application of available resources to solve problem related issues.
- Interacts with technical personnel to assure appropriate and beneficial application of automated information technology to scientific projects.
- Establishes requirements for specific research and analysis
- Ensures that contract effort benefits from a broad range of IT disciplines.

### **Education**

A Master's Degree in Computer Science, Information Systems, Engineering, Mathematics, or Business Administration; or a comparable Bachelor's Degree and nine years of general experience.

#### **6.17. DATA ARCHITECT, SENIOR**

### **Experience**

A minimum of twelve years of experience, and a minimum of two years experience in the application of current information technology to the individual's specialty.

### **Functional Responsibilities**

Performs data architecture design and implementation for enterprise wide information systems in conformance with enterprise wide data policy, procedures, standards and guidelines. Conducts impact assessments on enterprise wide information systems to determine application integration potential and compatibility with the enterprise architecture using Service Oriented Architecture, DODAF or FEAF. Provides technical assistance related to data administration. Participates in the conceptual design/redesign of data base systems and logical models for use in business systems reengineering. Provides technical guidance on corporate repository and modeling techniques in support of enterprise wide information systems development and maintenance

### **Education**

A Master's Degree in Computer Science, Information Systems, Engineering, Mathematics, or Business Administration; or a comparable Bachelors Degree and fourteen years general experience.

### **6.18. TECHNICAL MANAGER, SENIOR**

#### **Experience**

This position requires a minimum of twelve years IT experience including increasing responsibilities in Information Security Engineering, Program Management and Systems Engineering.

#### **Functional Responsibilities**

- Provides department-level technical guidance and direction to technical teams. Has the industry perspective to identify technology trends and determines ways to apply them to customer problems.
- Approximately 50% of time is devoted to developing technical solutions. Serves as the overall manager and administrator for department-level program efforts.
- Serves as the primary interface and point of contact with government program authorities and representatives on program issues.
- Supervises program operations by implementing procedures for planning and directing the execution of the technical, programming, maintenance, and administrative support efforts and monitoring and reporting progress.
- Manages acquisition and employment of program/project resources.
- Manages and controls financial and administrative aspects of the program/project with respect to contract requirements.
- May be supervised by a Senior IT Manager.

## **Education**

A Master's Degree in Computer Science, Information Systems, Mathematics, Engineering, Statistics, or Business Administration or a comparable Bachelor's Degree and fourteen years of experience.

## 7.0 PRICING FOR IT SCHEDULE 70 SERVICES

Labor Category	GSA Price
Technical Engineer	\$ 118.17
Senior Analyst	\$ 138.11
Associate	\$ 104.35
Technical Manager	\$ 128.65
Technology Specialist	\$ 127.30
Program Manager	\$ 119.03
Project Manager	\$ 128.65
Subject Matter Expert, Senior	\$ 157.45
Specialty Engineer	\$ 77.51
Systems Engineer	\$ 109.02
Analyst	\$ 106.88
Technical Director	\$ 107.14
Project Administrator, Senior	\$ 95.85
Project Management Specialist	\$ 74.29
Programmer	\$ 83.39
Principle Engineer	\$ 107.48
Data Architect, Senior	\$ 118.11
Technical Manager, Senior	\$ 138.07

**8.0 SUGGESTED BEST VALUE BPA AGREEMENT- FSS**

(Insert Customer Name)

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

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6. This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

\_\_\_\_\_  
Ordering Activity                      Date

\_\_\_\_\_  
Contractor                              Date

**9.0 BLANKET PURCHASE AGREEMENT**

BPA NUMBER \_\_\_\_\_

(CUSTOMER NAME)  
 BLANKET PURCHASE AGREEMENT

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

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

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

- (2) Delivery:  
 DESTINATION DELIVERY SCHEDULES / DATES

_____	_____
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.
- (4) This BPA does not obligate any funds.
- (5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.
- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.
- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
  - (a) Name of Contractor;
  - (b) Contract Number;
  - (c) BPA Number;

- (d) Model Number or National Stock Number (NSN);
  - (e) Purchase Order Number;
  - (f) Date of Purchase;
  - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

#### **BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"**

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a ordering activity requirements. These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts. Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors. Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

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