



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

Special Item No. 132-51 / 132-51STLOC / 132-51RC - Information Technology Professional Services

Note: *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.*

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Business Size/Status: Small

Contract Number: GS-35F-0229K

Period Covered by Contract: February 9, 2000 – February 8, 2015

**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE**

Pricelist current through Modification #10, dated February 16, 2010

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 Acquisition Service's Home Page via the Internet at <http://www.fss.gsa.gov/>



Contract Holder



SIN 132-51 / 132-51-STLOC / 132-51RC - 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 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 D399	Other Information Technology Services, Not Elsewhere Classified

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

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

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

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Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number - **062021639**
Block 30: Type of Contractor – **B. Other Small Business**
Block 31: Woman-Owned Small Business – **No**
Block 36: Contractor's Taxpayer Identification Number (TIN) – **52-0940175**

- 4a. CAGE Code: **2F821**
- 4b. Contractor **has** registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51 / 132-51RC / 132-51STLOC	To be negotiated with ordering agency

SPECIAL ITEM NUMBER	EXPEDITED DELIVERY TIME (Days ARO)
132-51 / 132-51RC / 132-51STLOC	To be negotiated with ordering agency

SPECIAL ITEM NUMBER	OVERNIGHT & 2- DAY DELIVERY TIME (Days ARO)
132-51 / 132-51RC / 132-51STLOC	To be negotiated with ordering agency

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

7. DISCOUNTS

Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: **1.0% - 15 days** from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: **None Offered**
- c. Dollar Volume: **None Offered**
- d. Government Educational Institutions: **Offered the same discounts as all other Government customers**
- e. Other: **MAR, Incorporated will negotiate a "spot reduction" discount with ordering activities placing orders that exceed the Maximum Order Limitation (MOL).**

8. TRADE AGREEMENTS ACT OF 1979, as amended

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING

Export packing is available and shall be as specified and negotiated in any order requiring export packing.

10. SMALL REQUIREMENTS

The minimum dollar value of orders to be issued is **\$50.00**.



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

- a. The Maximum Order value for the following Special Item Numbers (SINs) is **\$500,000**:
Special Item No. 132-51 / 132-51STLOC/ 132-51RC - Information Technology Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

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

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

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

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

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

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

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

16. GSA ADVANTAGE!

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

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

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: 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, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

19. OVERSEAS ACTIVITIES

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

Not Applicable

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

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: **Contact Contract Administrator**

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

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

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

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

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

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
 - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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

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

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 / 132-51STLOC /132-51RC 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 ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

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

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

- (1) Cancel the stop-work order; or

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

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

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

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

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

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

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed

to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

Please refer to the information provided beginning on [Page #10](#).

GSA LABOR CATEGORY DESCRIPTIONS

Commercial Job Title: Program Manager (101)

Minimum/General Experience: 10 years experience in IT Systems or Program Management.

Functional Responsibility: Plans, organizes, directs, and monitors all contract activities. Interfaces with clients. Assembles qualified staff to perform tasks. Ensures conformance with specifications and contract provisions. Responsible for meeting technical, cost, and schedule objectives.

Minimum Education: BS or BA degree or four years of additional equivalent experience.

Commercial Job Title: Project Manager (102)

Minimum/General Experience: Seven years experience managing complex IT projects.

Functional Responsibility: Manages IT project teams of multi-disciplined professionals. Organizes and directs planning and execution of tasks. Provides oral and written project reports. Ensures conformance with project/task order provisions. Responsible for meeting project technical and schedule objectives.

Minimum Education: BS or BA degree or four years of additional equivalent experience.

Commercial Job Title: Subject Matter Expert (103)

Minimum/General Experience: 10 years IT experience with six years specialized experience.

Functional Responsibility: Responsible for providing expert technical or managerial guidance for problem definition, requirement development, analysis, and execution of complex projects in the subject matter area.

Minimum Education: BS or BA degree or four years of additional equivalent experience.

Commercial Job Title: Senior Computer Specialist (201)

Minimum/General Experience: Eight years of computer experience, with five years of specialized experience.

Functional Responsibility: Responsible for conducting analysis of cost and technical risk for complex hardware or software conversion, upgrades, or efficiency improvements. Makes written recommendations and supervises implementation efforts.

Minimum Education: BS or BA degree or four years of additional equivalent experience in a related field.

Commercial Job Title: Computer Specialist (202)

Minimum/General Experience: Four years of computer experience, with two years of specialized experience.

Functional Responsibility: Responsible for conducting analysis of cost and technical risk for hardware or software conversion, upgrades, or efficiency improvements. Makes written recommendations and supervises their implementation.

Minimum Education: BS or BA degree or four years of additional equivalent experience in a related field.

Commercial Job Title: Senior Computer Systems Analyst (203)

Minimum/General Experience: Eight years computer related experience on complex application problems. Five years specialized experience with use of programming languages, and in analysis and design of computer systems, LAN based systems, database management systems, and storage and retrieval systems.

Functional Responsibility: Provides direction for personnel performing software development tasks. Responsible for performing review and approval of task products/deliverables. Insures adherence to design specifications and standards, prepares program management information. Prepares and presents concepts and plans to clients, management, and staff.

Minimum Education: BS or BA degree or four years of additional equivalent experience in a related field.

Commercial Job Title: Computer Systems Analyst (204)

Minimum/General Experience: Five years of computer experience in information systems design. Three years experience in analysis and design of computer systems, storage and retrieval systems, database management systems, use of programming languages, and formulating specifications for programmers.

Functional Responsibility: Responsible for analyzing and developing software for engineering and business applications including development of requirements, specifications, alternative solutions, and plans for ADP systems.

Minimum Education: BS or BA degree or four years of additional equivalent experience in a related field.

Commercial Job Title: Junior Computer Systems Analyst (205)

Minimum/General Experience: Two years of supervised experience with design and programming computers or LAN based systems.

Functional Responsibility: Develop requirements or specifications and assists senior computer systems analyst with system testing.

Minimum Education: BS or BA degree or four years of additional equivalent experience in a related field.

Commercial Job Title: Senior Programmer (206)

Minimum/General Experience: Eight years programming experience for software development and maintenance. Five years experience with ADP systems analysis and programming.

Functional Responsibility: Uses assorted equipment, language, and technology to analyze requirements and develop solutions for technical and business applications. Verifies accuracy and completeness of programming by performing thorough tests with actual or simulated data.

Minimum Education: BS or BA degree or four years of additional equivalent experience in a related field.

Commercial Job Title: Programmer (207)

Minimum/General Experience: Five years programming experience for software development and maintenance. Two years experience with ADP systems analysis and programming.

Functional Responsibility: Uses assorted equipment, language, and technology to analyze requirements and develop solutions for technical and business applications.

Minimum Education: BS or BA degree or four years of additional equivalent experience in a related field.

Commercial Job Title: Senior Systems Engineer (301)

Minimum/General Experience: Eight years experience in systems engineering with three years experience supervising system engineers using interactive, interpretive systems with online, real-time acquisition capability.

Functional Responsibility: Responsible for analyzing information system requirements, and evaluating workflow, organization, and plans in development and implementation of proposed solutions. May supervise technical staff.

Minimum Education: BS or BA degree or four years of additional equivalent experience in a related field.

Commercial Job Title: Systems Engineer (302)

Minimum/General Experience: Five years experience in systems engineering with two years experience using interactive, interpretive systems with online, real-time acquisition capability.

Functional Responsibility: Responsible for analyzing information system requirements, and evaluating workflow, organization, and plans in development and implementation of proposed solutions.

Minimum Education: BS or BA degree or four years of additional equivalent experience in a related field.

Commercial Job Title: Senior Engineer (305)
Minimum/General Experience: Eight years engineering experience with system design, integration, and testing.
Functional Responsibility: Responsible for performing senior level engineering or ADP tasks in the broad areas of telecommunications, electronics, networking, electrical engineering, mechanical engineering, civil engineering or software engineering. Must translate mission requirements and IT problems into solutions employing current equipment and software. Must define interaction and interface between varying engineering disciplines. Devises tests to evaluate, troubleshoot and check systems and components. Performs complex analysis and design tasks and provides documentation. Designs systems utilizing CAD or CAE tools following relevant industry practice and standards. May lead major task areas.
Minimum Education: BS Degree in Engineering.

Commercial Job Title: Engineer (306)
Minimum/General Experience: Five years engineering experience with system design, integration, and testing.
Functional Responsibility: Responsible for translating mission requirements and IT problems into solutions employing current equipment and software. Must define interaction and interface between varying engineering disciplines. Performs tests to evaluate, troubleshoot and check systems and components. Performs complex analysis and design tasks and provides documentation. Designs systems utilizing CAD or CAE tools following relevant industry practice and standards.
Minimum Education: BS Degree in Engineering.

Commercial Job Title: Junior Engineer (307)
Minimum/General Experience: Two years engineering experience with system design, integration, and testing.
Functional Responsibility: Responsible for defining interaction and interface between varying engineering disciplines, using current equipment and software. Conducts tests to evaluate, troubleshoot and check systems and components. Performs analysis and design tasks and provides documentation. Designs systems utilizing CAD or CAE tools following relevant industry practice and standards.
Minimum Education: BS Degree in Engineering.

Commercial Job Title: Senior Test Engineer (308)
Minimum/General Experience: Eight years experience planning, organizing, and directing complex systems tests.
Functional Responsibility: Responsible for developing test planning documentation for IT systems. Evaluates suitability of test facilities, data acquisition plans, and test scenarios to accomplish test objectives. Direct tests in accordance with approved test plans.
Minimum Education: BS Degree in Engineering.

Commercial Job Title: Test Engineer (309)
Minimum/General Experience: Five years experience planning, organizing, and directing systems tests.
Functional Responsibility: Responsible for contributing to the development of test planning documentation for IT systems. Evaluates suitability of test facilities, data acquisition plans, and test scenarios to accomplish test objectives. Conduct tests in accordance with approved test plans.
Minimum Education: BS Degree in Engineering.

Commercial Job Title: Senior Field Engineer (311)
Minimum/General Experience: Eight years experience with a wide range of tasks involving mechanical, electronic, electrical, and computer systems.
Functional Responsibility: Responsibility for performing systems and equipment installation, testing, inspection, modification, maintenance, operation, training, and documentation. Compiles, validates, and verifies the accuracy of a variety of technical documents and drawings.
Minimum Education: Associate Technical degree or two years additional experience.

Commercial Job Title: Field Engineer (312)
Minimum/General Experience: Five years experience with a wide range of tasks involving mechanical, electronic, electrical, and computer systems.
Functional Responsibility: Responsibility for supporting systems and equipment installation, testing, inspection, modification, maintenance, operation, training, and documentation. Compiles and reviews the accuracy of a variety of technical documents and drawings.
Minimum Education: Associate Technical degree or two years additional experience.

Commercial Job Title: Network Installation Technician (401)
Minimum/General Experience: Five years of experience performing analysis, design, and installation of local and wide area networks, and installation of communication systems. Familiar with network configurations and topologies, TCP/IP, frame relay, bridges, and routers. Supervises other technicians.
Functional Responsibility: Responsible for organizing and directing network installations and site surveys. Assesses and documents existing site configuration. Leads preparation of engineering plans and installation documents. Prepares test reports. Coordinates maintenance support.
Minimum Education: Associate Technical degree or two years additional experience.

Commercial Job Title: Network Specialist (403)
Minimum/General Experience: Five years experience in analysis, design, development, and testing LAN application solutions.
Functional Responsibility: Responsible for analyzing, evaluating, and developing cost effective LAN application solutions that optimize resources and technology available to meet requirements. Determines network performance, evaluates and diagnoses network performance issues, recommending changes to improve network performance.
Minimum Education: BS or BA degree or four years of additional equivalent experience in a related field.

Commercial Job Title: Help Desk Manager (404)
Minimum/General Experience: Five years experience managing help desks in a multiserver environment. Knowledge of PC operating systems, networking, and mail standards. Experience supervising help desk staff.
Functional Responsibility: Responsible for the daily supervision of help desk staff. Recruits and trains staff, schedules help desk coverage, analyzes operational performance, and recommends improvements.
Minimum Education: BS or BA degree or four years of additional equivalent experience in a related field.

Commercial Job Title: Help Desk Specialist (405)
Minimum/General Experience: Two years experience working on help desks and with PC operating systems, networking, and mail standards. Ability to communicate with customers orally and in writing.
Functional Responsibility: Responsible for providing phone and in-person support to users of e-mail, directories, and windows desktop applications. Serves as the initial point of contact for solving network application problems, hardware and software problems, and printer problems.
Minimum Education: BS or BA degree or four years of additional equivalent experience in a related field.

Commercial Job Title: Computer Operator (406)
Minimum/General Experience: Two years operating computer systems.
Functional Responsibility: Responsible for monitoring and controlling a computer by operating the central console or online terminal. Assists in determining equipment settings and operating instructions.
Minimum Education: High School graduate.

Commercial Job Title: Computer System Administrator (407)
Minimum/General Experience: Two years experience in administrating UNIX or open systems-compliant systems.
Functional Responsibility: Responsible for monitoring and administering the various business systems and keeps system information documented and up to date. Establishes and maintains system users, user environment, directories, and security. Responds to user needs and questions concerning access to system resources.
Minimum Education: Associates Degree or 2 years of additional experience.

Commercial Job Title: LAN / WAN Integrator (409)
Minimum/General Experience: Five years network experience with five years experience with integration and upgrades of networks.
Functional Responsibility: Responsible for the technical architecture and LAN/WAN recommendations with respect to improvements, upgrades, and network security. Evaluates hardware and software available and makes purchase recommendations.
Minimum Education: Associate Technical degree or two years additional experience.

Commercial Job Title: Technical Writer (501)
Minimum/General Experience: One year of experience editing and writing technical documents.
Functional Responsibility: Responsible for collecting, organizing, editing and preparing information for manuals, reports, training material, proposals, specifications, briefing material, or any other documents.
Minimum Education: Associate Technical degree or two years additional experience.

Commercial Job Title: Administrative Assistant (503)
Minimum/General Experience: Two years experience with office automation equipment, project support, and business processes.
Functional Responsibility: Assists in the preparation of management plans, budgets, and reports. Coordinates schedules, tracks cost, and statuses deliverables.
Minimum Education: High School Diploma.

Commercial Job Title: CAD Designer (504)
Minimum/General Experience: Two years experience designing electrical and mechanical products in support of IT systems. Four years experience with CAD software. Experienced with drafting standards, symbols and procedures.
Functional Responsibility: Responsible for supporting engineers in the design process. Selects equipment and materials from commercially available sources. Develops design drawings and sketches using current version of CAD software. Reviews and signs off as checker for completed drawings prepared by CAD draftsman.
Minimum Education: Associate Technical degree or two years additional experience.

Commercial Job Title: Senior Data Technician (510)
Minimum/General Experience: Five years of data processing and scientifically oriented experience. Must possess skill in the preparation of graphs, charts and text data for visual presentations. A basic knowledge of graphic equipment, graphic software, file formats and graphic terms is required.
Functional Responsibility: Responsible for training Data Technicians and serves as the first line working shift supervisor; responsible for quality control of the digitization products. Performs various functions supporting the operation of an ADP installation including scheduling operations, data review and preparation, tape library control, distribution of ADP system reports, etc. Duties include recommending various methods of portraying ideas and the design, layout, and generation of a variety of graphical presentation products from rough drafts or outlines, which are performed using complex automated color graphic equipment and PC software packages.
Minimum Education: High School Diploma.

Commercial Job Title: Junior Data Technician (512)
Minimum/General Experience: Entry level position.
Functional Responsibility: Assists senior data technician as required.
Minimum Education: High School Diploma.

Commercial Job Title: Quality Assurance Analyst (601)
Minimum/General Experience: Five years experience with quality control methods and two years experience in software testing, and system life cycles.
Functional Responsibility: Responsible for developing Quality Assurance Plans. Implements procedures to ensure that all information systems products and services meet company standards and user requirements and ensures that test software tests adequately to ensure proper operation and freedom from defects. Performs workflow analysis and recommends quality improvements.
Minimum Education: BS or BA degree or 4 years of additional equivalent experience in a related field.

Commercial Job Title: Senior Systems Architect (701)
Minimum/General Experience: 12 years IT experience, with seven years specialized experience in designing or re-engineering systems architecture across multiple platforms.
Functional Responsibility: Responsible for the designer-engineering, development and implementation of computer systems architecture across multiple IT platforms, including: Mainframe, Client/Server and Web-based systems. Recommends integration strategies, policies and procedures. Typically reports to senior management, and may manage a team of designers/developers.
Minimum Education: BA/BS degree or 10 years of additional equivalent experience in engineering, information systems, computer science or related fields.

Commercial Job Title: Senior Systems Security Analyst (702)
Minimum/General Experience: Six years IT experience, with four years specialized experience in design and implementation of security standards and procedures across multiple IT platforms.
Functional Responsibility: Responsible for the design and implementation of computer systems security across multiple IT platforms, including: Mainframe, Client Server and Web-based systems. Possesses an understanding of capabilities associated with the security monitoring products across all IT platforms. Ensures that policies reflect current standards in place including FISMA and other industry standards. Monitors compliance and conducts periodic reviews of policies.
Minimum Education: BA/BS degree or five years of additional equivalent experience in engineering, information systems, computer science or related fields.

GSA LABOR RATES – SIN 132-51 / 132-51STLOC / 132-51RC

<i>Contractor Site Hourly Rates</i>						
LC#	Labor Category Title	2/9/10-2/8/11	2/9/11-2/8/12	2/9/12-2/8/13	2/9/13-2/8/14	2/9/14-2/8/15
101	Program Manager	\$164.97	\$169.92	\$175.02	\$180.27	\$185.68
102	Project Manager	\$144.33	\$148.66	\$153.12	\$157.72	\$162.45
203	Senior Computer Systems Analyst	\$137.49	\$141.61	\$145.86	\$150.24	\$154.75
311	Senior Field Engineer	\$71.94	\$74.10	\$76.32	\$78.61	\$80.97
401	Network Installation Technician	\$77.74	\$80.07	\$82.47	\$84.95	\$87.50
501	Technical Writer	\$102.75	\$105.83	\$109.01	\$112.28	\$115.65
504	CAD Designer	\$59.43	\$61.21	\$63.05	\$64.94	\$66.89

<i>Government Site Hourly Rates</i>						
LC#	Labor Category Title	2/9/10-2/8/11	2/9/11-2/8/12	2/9/12-2/8/13	2/9/13-2/8/14	2/9/14-2/8/15
103	Subject Matter Expert	\$144.33	\$148.66	\$153.12	\$157.72	\$162.45
201	Senior Computer Specialist	\$89.49	\$92.17	\$94.94	\$97.78	\$100.72
202	Computer Specialist	\$74.33	\$76.56	\$78.86	\$81.22	\$83.66
204	Computer Systems Analyst	\$87.08	\$89.69	\$92.38	\$95.16	\$98.01
205	Junior Computer Systems Analyst	\$42.10	\$43.36	\$44.66	\$46.00	\$47.38
206	Senior Programmer	\$91.41	\$94.15	\$96.98	\$99.89	\$102.88
207	Programmer	\$68.79	\$70.85	\$72.98	\$75.17	\$77.42
301	Senior Systems Engineer	\$84.39	\$86.92	\$89.53	\$92.21	\$94.98
302	Systems Engineer	\$65.51	\$67.47	\$69.50	\$71.58	\$73.73
305	Senior Engineer	\$105.73	\$108.90	\$112.17	\$115.53	\$119.00
306	Engineer	\$93.98	\$96.80	\$99.70	\$102.69	\$105.77
307	Junior Engineer	\$60.05	\$61.85	\$63.71	\$65.62	\$67.59
308	Senior Test Engineer	\$114.65	\$118.09	\$121.63	\$125.28	\$129.04
309	Test Engineer	\$50.18	\$51.69	\$53.24	\$54.83	\$56.48
311	Senior Field Engineer	\$62.50	\$64.38	\$66.31	\$68.30	\$70.34
312	Field Engineer	\$42.10	\$43.36	\$44.66	\$46.00	\$47.38
401	Network Installation Technician	\$68.91	\$70.98	\$73.11	\$75.30	\$77.56
403	Network Specialist	\$52.98	\$54.57	\$56.21	\$57.89	\$59.63
404	Help Desk Manager	\$75.62	\$77.89	\$80.23	\$82.63	\$85.11
405	Help Desk Specialist	\$49.53	\$51.02	\$52.55	\$54.12	\$55.75
406	Computer Operator	\$31.09	\$32.02	\$32.98	\$33.97	\$34.99
407	Computer System Administrator	\$47.00	\$48.41	\$49.87	\$51.36	\$52.90
409	LAN / WAN Integrator	\$64.70	\$66.64	\$68.64	\$70.70	\$72.82
501	Technical Writer	\$70.56	\$72.68	\$74.86	\$77.10	\$79.42
503	Administrative Assistant	\$52.49	\$54.06	\$55.69	\$57.36	\$59.08
510	Senior Data Technician	\$52.27	\$53.84	\$55.45	\$57.12	\$58.83

<i>Government Site Hourly Rates</i>						
LC#	Labor Category Title	2/9/10- 2/8/11	2/9/11- 2/8/12	2/9/12- 2/8/13	2/9/13- 2/8/14	2/9/14- 2/8/15
512	Junior Data Technician	\$26.39	\$27.18	\$28.00	\$28.84	\$29.70
601	Quality Assurance Analyst	\$103.48	\$106.58	\$109.78	\$113.08	\$116.47
701	Senior Systems Architect	\$238.06	\$245.20	\$252.56	\$260.13	\$267.94
702	Senior Systems Security Analyst	\$204.85	\$211.00	\$217.33	\$223.85	\$230.56

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

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

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

Linda Klages, Vice President – Contracts

Phone: (301) 230-4576

Fax: (301) 230-4597

E-mail: klages@marinc.com

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

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and **MAR, Incorporated** 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 **GS-35F-0229K**.

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

(CUSTOMER NAME)
 BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number **GS-35F-0229K**, Blanket Purchase Agreements, **MAR, Incorporated** 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 customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.