

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

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

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D316	IT Network Management Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

**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.

**Note:** 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.

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**Contract Number:** GS-35F-04~~1221~~M

**Period Covered by Contract:** April 2002 thru April 2007

**General Services Administration  
Federal Supply Service**

Pricelist current through Modification # 2, dated 06/30/04.

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

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

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

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

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

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

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

**1. GEOGRAPHIC SCOPE OF CONTRACT:**

The scope of this contract includes all fifty states and the District of Columbia.

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

**DC Information Systems, Inc.  
1100 Wayne Avenue, Suite 1207  
Silver Spring, MD 20910**

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

**301/585-6103**

**3. LIABILITY FOR INJURY OR DAMAGE**

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

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

Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number: **15-363-9067**  
Block 30: Type of Contractor – **A. Small Disadvantaged Business**  
Block 31: Woman-Owned Small Business - **No**  
Block 36: Contractor's Taxpayer Identification Number (TIN): **52-1494692**

- 4a. CAGE Code: **0TTH1**
- 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)
<b>132-51</b>	<b>As negotiated between agency and contractor</b>

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

**7. DISCOUNTS**

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

- a. Prompt Payment: 2% - 10 days from receipt of invoice or date of acceptance, whichever is later.
- d. Government Educational Institutions - Receive the same discount as the Federal Government agencies

**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**

Does not apply to SIN 132-51, IT Professional Services.

**10. SMALL REQUIREMENTS**

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

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

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:  
Special Item Number 132-51 - Information Technology (IT) Professional Services

**12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS**

In accordance with FAR 8.404:

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 offices 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 office 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 Government's needs.

- a. Orders placed at or below the micro-purchase threshold. Ordering offices 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 offices 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 agency's needs. In selecting the supply or service representing the best value, the ordering office 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 office 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 offices 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 office determines that it is appropriate.

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

- (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 agreements (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 offices 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 offices will find it advantageous to request a price reduction. For example, when the ordering office 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 office 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 agency for a specific order.

f. Small business. For orders exceeding the micro-purchase threshold, ordering offices 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 agency 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 office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

### **13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS**

Federal departments and agencies 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 offices, shall be responded to promptly by the Contractor.

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

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

#### **14. 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 agency policy; however, the burden of administering the security requirements shall be with the ordering agency. 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.

#### **15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES**

Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the Government's convenience, and (m) Termination for Cause (See C.1.)

#### **16. GSA Advantage!**

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

- (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.: MS Explorer). The Internet address is <http://www.fss.gsa.gov/>.

#### **17. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS**

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

#### **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:

##### **Does not apply to SIN 132-51, IT Professional Services**

Upon request of the Contractor, the Government may provide the Contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government 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)**

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.

## **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, 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.

**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 receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act apply.

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

**23. SECTION 508 COMPLIANCE.**

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

[www.dcinfo.com](http://www.dcinfo.com)

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

<b>TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)</b>
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**1. SCOPE**

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

**2. PERFORMANCE INCENTIVES**

- a. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.
- b. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.
- d. The above procedures do not apply to Time and Material or labor hour orders.

**3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)**

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

- (a) When ordering services, ordering offices shall—
  - (1) Prepare a Request (Request for Quote or other communication tool):
    - (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

(ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2)(i) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

(i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132—51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall—

(1) Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(ii) **MULTIPLE BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.

(2) **Review BPAs Periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

(c) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

(d) When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under "Information for Ordering Offices," paragraph #12.

#### **4. 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 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.

## **5. PERFORMANCE OF SERVICES**

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.

c. The Agency should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT/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.

## **6. INSPECTION OF SERVICES**

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

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

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

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

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

## **9. INDEPENDENT CONTRACTOR**

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

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

### **a. Definitions.**

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

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

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

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

## **11. INVOICES**

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

## **12. PAYMENTS**

For firm-fixed price orders the Government 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 (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

## **13. RESUMES**

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

## **14. INCIDENTAL SUPPORT COSTS**

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

**15. APPROVAL OF SUBCONTRACTS**

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

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

Please refer to the IT Schedule Pricelist for a description of service and pricing offered under this contract.

**DCIS IT PROFESSIONAL SERVICES LABOR CATEGORY DESCRIPTIONS****Commercial Job Title: APPLICATION PROGRAMMER**

**Minimum/General Experience:** Three (3) years experience, of which at least one year must be specialized. Specialized experience includes experience as an applications programmer on large-scale database management systems, knowledge of computer equipment, and the ability to develop complex software to satisfy design objectives.

**Functional Responsibility:** Provides technical and system design direction to application development team. Directs the interface of highly complex application code, relational databases, and computer hardware systems. Develops interfaces for data capture and table population, application code development, screen views and other required technical design and development requirements. Prepares or directs the preparation of required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met. Responsible for all technical aspects of application implementation.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, or Business.

**Commercial Job Title: BUSINESS PROCESS REENGINEERING ANALYST I**

**Minimum/General Experience:** Eight (8) years experience, of which at least six (6) must be specialized as in the description below.

**Functional Responsibility:** Responsible for effective transitioning of existing project teams, and the facilitation of project teams in the accomplishment of complex project activities and objectives. Provides group facilitation, interviewing and training, and provides additional forms of knowledge transfer. Coordinates between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Includes activity ad data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Applies process improvement and engineering methodologies and principles to conduct complex process modernization projects.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Education Management Sciences, or Human Resources.

**Commercial Job Title: BUSINESS PROCESS REENGINEERING ANALYST II**

**Minimum/General Experience:** Ten (10) years experience, of which at least eight (8) must be specialized as in the description below.

**Functional Responsibility:** Include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing and training, and provides additional forms of knowledge transfer. May be under the supervision and direction of a Senior BPR Analyst. Applies process improvement and engineering methodologies and principles to conduct complex process modernization projects.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Education Management Sciences, or Human Resources.

**Commercial Job Title: BUSINESS PROCESS REENGINEERING ANALYST-SENIOR**

**Minimum/General Experience:** Ten (10) years experience, of which at least eight (8) must be specialized as in the description below.

**Functional Responsibility:** Responsible for directing the effective transitioning of existing project teams, and the facilitation of project teams in the accomplishment of project activities and objectives. Directs and/or designs group facilitation interviewing, and training, and provides additional forms of knowledge transfer. Directs or is key coordinator of multiple project teams to ensure enterprise-wide integration of reengineering efforts Provides daily supervision and direction BPR Analysts. Directs/applies process improvement and engineering methodologies and principles to conduct complex process modernization projects.

**Minimum Education:** Master's degree in computer science, information systems, engineering, business, education management sciences, or human resources.

**Commercial Job Title: BUSINESS MANAGER**

**Minimum/General Experience:** Ten (10) years experience, of which at least eight (8) must be specialized as in the description below.

**Functional Responsibility:** Serves as the project manager for a large, complex task order (or a group of task order affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), Government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise-wide horizontal integration planning and interfaces to other functional systems.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or Accounting.

**Commercial Job Title: COMPUTER PROGRAMMER II**

**Minimum/General Experience:** Three (3) years experience developing and/or maintaining less complex operating systems, communications software, database packages, compilers, assemblers, and utility programs.

**Functional Responsibility:** Modifies existing and creates special purpose software and ensures systems efficiency and integrity. Analyzes systems requirements and design specifications. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Assists in testing, debugging, and refining computer software to produce the required product. Assists in preparing required documentation, including project plans, software program and user documentation. Assists in enhancing software to reduce operating time or improve efficiency. Provides technical direction to less experienced programmers.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, or Engineering.

**Commercial Job Title: COMPUTER PROGRAMMER III**

**Minimum/General Experience:** Eight (8) years experience developing and/or maintaining complex operating systems, communications software, database packages, compilers, assemblers, and utility programs.

**Functional Responsibility:** Modifies existing and creates fairly complex special purpose software and ensures systems efficiency and integrity. Analyzes systems requirements and design specifications. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including project plans, software program and user documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to less experienced programmers.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, or Engineering.

**Commercial Job Title: COMMUNICATIONS HARDWARE SPECIALIST**

**Minimum/General Experience:** Six (6) years experience, of which at least four years must be specialized in communications hardware; or network specialty. General experience includes all aspects of communication networks. Must demonstrate the ability to work independently or under only general direction. Communications hardware specialization includes: installing, testing, and operating network and computer (host) communications equipment and analyzing the results; operating computer networks; identification and solution of problems, restart/recovery, additions, deletions and modifications of terminals, hosts, etc. optimization of network cost and performance; and implementing accounting and charge back systems.

**Functional Responsibility:** Recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations; plans installations, transition, and cutovers of network components and capabilities. Coordinates requirements with users and suppliers. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput).

**Minimum Education:** Bachelor's degree in Computer Science, Engineering or Information Systems.

**Commercial Job Title: COMMUNICATIONS NETWORK SPECIALIST**

**Minimum/General Experience:** Six (6) years experience, of which at least four years must be specialized in a network specialty. General experience includes all aspects of communication networks. Must demonstrate the ability to work independently or under only general direction. Network specialty specialized experience includes: designing, testing, installing, implementing and maintaining computer networks; using and implementing network standards, particularly those of the International Organization for Standardization (ISO); Operating computer networks; identification and solution of problems, restart/recovery, additions, deletions and modifications of terminals, hosts, etc. optimization of network cost and performance; and implementing accounting and charge back systems.

**Functional Responsibility:** Recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations; plans installations, transition, and cutovers of network components and capabilities. Coordinates requirements with users and suppliers. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput).

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, or Engineering.

**Commercial Job Title: COMMUNICATIONS SOFTWARE SPECIALIST**

**Minimum/General Experience:** Six (6) years experience, of which at least four years must be specialized in communications software. General experience includes all aspects of communication networks. Must demonstrate the ability to work independently or under only general direction. Communications software specialized experience includes developing, testing, installing, and operating network and computer (host) communications software (e.g. access method and protocol software, application interfaces, transaction processors, and emulators): and using and implementation communications standards.

**Functional Responsibility:** Recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations; plans installations, transition, and cutovers of network components and capabilities. Coordinates requirements with users and suppliers. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput).

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, or Engineering.

**Commercial Job Title: COMPUTER SYSTEMS ANALYST**

**Minimum/General Experience:** Eight (8) years of experience, of which six years should be specialized in providing technical and administrative direction for personnel performing software development tasks.

**Functional Responsibility:** Reviews work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Project and/or Program manager to ensure problem solution and user satisfaction. Make recommendations, if needed, for approval of major systems installations. Prepares milestones status reports and deliveries and presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, or Business.

**Commercial Job Title: COMPUTER/TELECOM SECURITY SYSTEMS SPECIALIST**

**Minimum/General Experience:** Three (3) to five (5) years experience with firewalls rule bases, access control lists; two-three years experience with intrusion detection systems; at least one firewall operations course from vendor; security certification a plus.

**Functional Responsibility:** Manages and updates rule bases on firewalls and IDS sensors; Ability to add firewall rules wither manually from command line or through GUI; Basic knowledge of router and server commands.

**Minimum Education:** Associates or Bachelors Degree in Computer Science, Information Systems, Engineering, or Business.

**Commercial Job Title: CONFIGURATION/INSTALLATION DESKTOP TECHNICIAN**

**Minimum/General Experience:** Five (5) years experience, of which at least three must be specialized as in the description below.

**Functional Responsibility:** Designs and optimizes network topologies. Analyzes existing requirements and prepares specifications for hardware acquisitions. Prepares engineering plans and site installation Technical Design Packages. Develops hardware installation schedules. Prepares drawings documenting configuration changes at each site. Prepares site installation and test reports. Configures computers, communications devices, and peripheral equipment. Installs network hardware. Trains site personnel in proper use of hardware. Conducts site surveys; assesses and documents current site network configuration and user requirements.

**Minimum Education:** High school diploma required; with an Associate degree, four years general computer science experience acceptable, with a Bachelor's degree three years general work experience acceptable.

**Commercial Job Title: DATABASE ANALYST**

**Minimum/General Experience:** Six (6) years experience, of which at least four must be specialized as in the description below.

**Functional Responsibility:** Designs logical and physical database structure user screens, and related administrative utilities. Implements and tests database in specified DBMS and operating environment. Prepares database operating, maintenance, and user documentation Provides training to database administrators and users. Analyzes enterprise and functional requirements for dataflow, configuration, entity relationships, data elements and relationships, storage and access requirements, and security requirements.

**Minimum Education:** Bachelor's degree in computer science, information systems, engineering, business, education management sciences, or human resources.

**Commercial Job Title: DATABASE CONSULTANT I**

**Minimum/General Experience:** Three (3) years experience, of which at least one must be specialized as in the description below.

**Functional Responsibility:** Designs logical and physical database structure user screens, and related administrative utilities. Implements and tests database in specified DBMS and operating environment. Prepares database operating, maintenance, and user documentation Provides training to database administrators and users. Works from prescribed requirements for dataflow, configuration, entity relationships, data elements and relationships, storage and access requirements, and security requirements.

**Minimum Education:** Bachelor's degree in computer science, information systems, engineering, business, education management sciences, or human resources.

**Commercial Job Title: DATABASE CONSULTANT II**

**Minimum/General Experience:** Six (6) years experience, of which at least four must be specialized as in the description below.

**Functional Responsibility:** Designs logical and physical database structure user screens, and related administrative utilities. Implements and tests database in specified DBMS and operating environment. Prepares database operating, maintenance, and user documentation. Provides training to database administrators and users. Works from prescribed requirements for dataflow, configuration, entity relationships, data elements and relationships, storage and access requirements, and security requirements.

**Minimum Education:** Bachelor's degree in computer science, information systems, engineering, business, education management sciences, or human resources.

**Commercial Job Title: DATABASE CONSULTANT III**

**Minimum/General Experience:** Eight (8) years experience, of which at least six (6) must be specialized as in the description below.

**Functional Responsibility:** Designs logical and physical database structure user screens, and related administrative utilities. Implements and tests database in specified DBMS and operating environment. Prepares database operating, maintenance, and user documentation. Provides training to database administrators and users. Analyzes enterprise and functional requirements for dataflow, configuration, entity relationships, data elements and relationships, storage and access requirements, and security requirements.

**Minimum Education:** Bachelor's degree in computer science, information systems, engineering, business, education management sciences, or human resources.

**Commercial Job Title: DESKTOP SYSTEMS HELP DESK TECHNICIAN**

**Minimum/General Experience:** Three (3) years experience in responding to and diagnosing problems through discussions with users under immediate direction of Help Desk Manager. Maintains currency and high level of technical skill in field of expertise.

**Functional Responsibility:** Responsible for problem recognition, research, isolation, and resolution steps. Able to resolve less complex problems immediately. Uses problem management database and help desk systems.

**Minimum Education:** High School Diploma.

**Commercial Job Title: DEVELOPER DESKTOP SUPPORT ENGINEER**

**Minimum/General Experience:** Five (5) years experience in software quality assurance of telecommunication and/or internetworking products. Possess a bachelor's degree in computer science, computer engineering or systems engineering related areas. Knowledge of industry-standard systems applicable to specific assignments. Position intended to be part of a team providing desktop support.

**Functional Responsibility:** Provide logistical planning, scheduling, and presentation of complex technical information to government agencies. Coordinate the equipment installation, test schedules and onsite technical support as needed. Identify product interoperability and performance problems to engineering teams and work closely with Desktop Management and engineering staff and bring resolution to such issues.

**Minimum Education:** High School Diploma.

**Commercial Job Title: FIELD TECHNICIAN II**

**Minimum/General Experience:** Five (5) to seven (7) years of specialized electronics training and related experience.

**Functional Responsibility:** Tests, troubleshoots, installs, calibrates, repairs, modifies electronic equipment and systems.

**Minimum Education:** Associates degree in Computer Science, Information Systems, Engineering, or Business Vocational training in electronic equipment maintenance, military certification in electronics.

**Commercial Job Title: IMAGING SPECIALIST**

**Minimum/General Experience:** Five (5) to eight (8) years specialized document imaging training and related experience

**Functional Responsibility:** Provides highly technical and specialized solutions to complex imaging problems. Performs analyses, studies and reports related to imaging.

**Minimum Education:** Masters degree in information systems, business, or computer science.

**Commercial Job Title: INFORMATION SYSTEMS ENGINEER**

**Minimum/General Experience:** Eight (8) years experience, of which at least six (6) must be specialized as in the description below. Demonstrated experience in the implementation of

information engineering projects, systems analysis, design and programming using CASE and IE tools and methods; systems planning; business information planning; and business analysis.

**Functional Responsibility:** Assist in establishing standards for information systems procedures. Develops and applies complex organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives. Provides daily supervision and direction to staff. Applies business process improvement practices to re-engineer complex methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis, and modern business methods and performance measurement techniques.

**Minimum Education:** Bachelor's degree in computer science, information systems, engineering, business, education management sciences, or human resources.

**Commercial Job Title: INFORMATION TECHNOLOGY POLICY ANALYST**

**Minimum/General Experience:** Eight (8) years experience specialized as in the description below. Experience in strategic planning, management analysis, policy development, operations research, economics, cost/benefit analysis, modeling, survey techniques.

**Functional Responsibility:** Evaluates current business strategies and practices to create information technology standards and procedures that enhance competitiveness for the organization. Assesses new and emerging information technologies, changing organizational requirements, and cost impacts related to these technologies. Recommends and implements standardization of organizational practices related to information technology. Develops policy, procedures, and standards for information technology that support business requirements.

**Minimum Education:** Masters degree in information systems, business, or computer science.

**Commercial Job Title: IRM ANALYST**

**Minimum/General Experience:** Eight (8) years experience specialized as in the description below. Develops policy, procedures, and standards for information technology that support business requirements.

**Functional Responsibility:** Responsible for efficient use of business information technology and resources, and improvement of process performance. Recommends and designs cost effective strategies for use of system technology to meet customer information management goals and objectives. Evaluates current business strategies and practices to create information technology standards and procedures that enhance competitiveness for the organization. Assesses new and emerging information technologies, changing organizational requirements, and cost impacts related to these technologies. Recommends and implements standardization of organizational practices related to information technology

**Minimum Education:** Masters degree in information systems, business, or computer science.

**Commercial Job Title: IT DESKTOP ENGINEER**

**Minimum/General Experience:** Eight years experience in computer science, computer engineering or systems engineering .

**Functional Responsibility:** Generates and approves project and test specifications. Performs professional engineering assignments that may include support desktop application engineering efforts in one or more of the following disciplines: communications engineering, electronic engineering, communications security, network analysis, systems standards, military operations, program analysis, program planning, and cost analysis. Develops and refines new engineering techniques to enhance quality and productivity of desktop applications. Establishes performance and technical standards.

**Minimum Education:** Masters degree in computer science, computer engineering or systems engineering.

**Commercial Job Title: IT DESKTOP MANAGER**

**Minimum/General Experience:** Eight years experience in computer science, computer engineering or systems engineering.

**Functional Responsibility:** Evaluate current and emerging desktop applications, changing organizational requirements and cost impacts related to these technologies. Develops and refines policy, procedures, and standards of desktop applications. Establishes performance and technical standards to support business requirements.

**Minimum Education:** Bachelor's degree in computer science, computer engineering or systems engineering.

**Commercial Job Title: IT HARDWARE SPECIALIST**

**Minimum/General Experience:** Six (6) years of experience in reviewing computer systems in terms of machine capabilities and man-machine interface as well as preparing reports and studies concerning hardware.

**Functional Responsibility:** Prepares functional requirements and specifications for hardware acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

**Minimum Education:** Bachelor's Degree in Engineering or Computer Science. Six (6) years of general computer-related or engineering experience is considered equivalent to Bachelor's Degree.

**Commercial Job Title: IT QUALITY CONTROL MANAGER**

**Minimum/General Experience:** Eight (8) years experience, of which at least five (5) must be related to software development.

**Functional Responsibility:** Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. Provides daily supervision and direction to support staff. Establishes and maintains a process for evaluating software and associated documentation.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or Accounting.

**Commercial Job Title: LAN TECHNICIAN**

**Minimum/General Experience:** Two (2) years experience in electrical engineering, mathematics, computer science, and/or the physical sciences.

**Functional Responsibility:** Performs entry to mid-level professional technical engineering tasks on local area networks under the supervision of senior local-area-networking engineers.

**Minimum Education:** Associate's Degree with a major or academic emphasis in electrical engineering, mathematics, computer science, or physical science with a minimum of two (2) years experience in their professional field: Alternate qualification: High school diploma or GED with three (3) years of specific experience in electrical engineering, mathematics, computer science, or physical science.

**Commercial Job Title: OPERATIONS MANAGER**

**Minimum/General Experience:** Five (5) years experience managing computer operations, ensuring production schedules are met, and ensuring computer system resources are used effectively.

**Functional Responsibility:** Coordinates the resolution of production-related problems. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of information technology services. Provides users with computer output. Supervises staff operations.

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Business, or Human Resources.

**Commercial Job Title: PROGRAM MANAGER**

**Minimum/General Experience:** Twelve (12) years experience, of which ten (10) years must be specialized. Specialized experience includes project development from inception to deployment, expertise in management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in information systems design and/or management.

**Functional Responsibility:** Responsible for formulating and enforcing work standards, assigning contract schedules, reviewing work discrepancies, supervising contractor personnel and communications policies, purposes, and goals of the organization to subordinates. Shall be responsible for overall contract performance.

Serves as the contractor's single contract manager, and shall be the contractor's authorized interface manager with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR), Government Contracting Officer's Representative (COR), Government management personnel and customer agency representatives.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, or Business. With a Master's degree (In the fields above) ten years general experience, of which at least eight years is specialized; with a Ph.D (in the fields above) eight years general experience, of which at least six years must be specialized experience.

**Commercial Job Title: PROJECT SCHEDULER**

**Minimum/General Experience:** Six (6) years experience, of which at least three (3) must be related to project control methods and administrative activities.

**Functional Responsibility:** Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues that would require a report and recommends solutions. Develops work breakdown structures, prepares charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff. Directs all financial management and administrative activities, such as budgeting, manpower and resources planning, and financial reporting.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or Accounting.

**Commercial Job Title: QUALITY ASSURANCE SPECIALIST**

**Minimum/General Experience:** Eight years experience, of which at least five must be specialized in quality control during the software development life cycle.

**Functional Responsibility:** Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. Establishes and maintains a process for evaluating software and associated documentation.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or Accounting.

**Commercial Job Title: SOFTWARE ENGINEER**

**Minimum/General Experience:** Ten (10) years experience in performing the validation and certification of reusable software components and other software development artifacts.

**Functional Responsibility:** Manages the implementation of and designs complex software tools and subsystems software reuse and domain analysis. Manages complex software development and support using formal specifications, data flow diagrams or other commonly accepted design

techniques, and computer aided software engineering (CASE) tools. Estimates and monitors software development cost and schedule, oversees software configuration management, interprets software requirements and design specifications, performing independent verifications and validation, and manages complex integration and software test activities. Work may require expertise in the following areas:

1. 3GL and 4GL programming languages (e.g., Ada, C+, C++, etc.)
2. 4GL, object-oriented, client-server development tools (Visual Basic, etc.)
3. Database technology (e.g., SQL, ODBMS, RDBMS (e.g., INFORMIX, MS ACCESS, ODBC)
4. Network Operating System environments (Windows NT, UNIX, etc.)
5. Electronic publishing tools, techniques, and environments (Folio Views, MS WOSA, etc.)
6. Internet Web Technology, such as design and implementation of Web pages and servers.

**Minimum Education:** Masters degree in Computer Science, Information Systems, or a software-related discipline.

#### **Commercial Job Title: SOFTWARE SYSTEMS SPECIALIST**

**Minimum/General Experience:** Ten (10) years experience in managing and/or performing the validation and certification of reusable software components and other software development.

**Functional Responsibility:** Manages and designs and implementation of highly complex software tools and subsystems software reuse and domain analysis. Manages high complex software development and support using formal specifications, data flow diagrams or other commonly accepted design techniques, and computer aided software engineering (CASE) tools. Estimates software development cost and schedule, overseeing software configuration management, interpreting software requirements and design specifications, managing or performing independent verifications and validation, managing highly complex integration and software test activities. Work may require high level of expertise in the following areas:

1. 3GL and 4GL programming languages (e.g., Ada, C+, C++, etc.)
2. 4GL, object-oriented, client-server development tools (Visual Basic, etc.)
3. Database technology (e.g., SQL, ODBMS, RDMS (e.g., INFORMIX, MS ACCESS, ODBC)
4. Network Operating System environments (Windows NT, UNIX, etc.)
5. Electronic publishing tools, techniques, and environments (Folio Views, MS WOSA, etc.)
6. Internet Web Technology, such as design and implementation of Web pages and servers.

**Minimum Education:** Masters degree in Computer Science or a software-related discipline.

#### **Commercial Job Title: SYSTEM ADMINISTRATOR/OPERATOR**

**Minimum/General Experience:** Monitors and supports computer processing. Coordinates input, output, and file media specialized experience, in administrating UNIX or open systems-compliant systems. This position requires at least six years experience which includes operations experience on a large-scale computer system or a multi-server local area network.

**Functional Responsibility:** Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems. Establishes and maintains a process for evaluating software and associated documentation.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, or Business.

**Commercial Job Title: SYSTEMS ENGINEER**

**Minimum/General Experience:** Eight (8) years experience in electrical or electronic engineering, computer science, computer engineering or systems engineering.

**Functional Responsibility:** Generates and approves project and test specifications. Performs professional engineering assignments that may include support of C4I systems engineering efforts in one or more of the following disciplines: communications engineering, electronic engineering, communications security, network analysis, ECM/ECCM, interoperability analysis, systems standards, military operations, program analysis, program planning, and cost analysis. Develops and refines new engineering techniques to enhance quality and productivity. Establishes performance and technical standards.

**Minimum Education:** Masters degree in electrical or electronic engineering, computer science, computer engineering or systems engineering.

**Commercial Job Title: SYSTEMS INTEGRATION ENGINEER I**

**Minimum/General Experience:** Five (5) years experience, of which at least three (3) must be related to systems engineering and integration efforts.

**Functional Responsibility:** Performs professional engineering assignments in support of complex C4I systems engineering efforts in one or more of the following disciplines: communications engineering, communications security, network analysis, ECM/ECCM, command and control mission, analysis, interoperability analysis, system standards, military operations, program analysis, program planning, cost analysis. Performs analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable IP designs. Designs and maintains complex message format and symbology databases which provide real time updates to fielded systems.

Applies software, hardware, and standards information technology skills in the analysis, specification, development, integration and acquisition of open systems for complex information processing (IP) applications.

**Minimum Education:** Bachelor's degree in a scientific field or information systems/system engineering.

**Commercial Job Title: SYSTEMS INTEGRATION ENGINEER II**

**Minimum/General Experience:** Eight (8) years experience, of which at six (6) years and one (1) must be specialized in systems engineering and integration efforts.

**Functional Responsibility:** Performs professional engineering assignments in support of complex C4I systems engineering efforts in one or more of the following disciplines: communications engineering, communications security, network analysis, ECM/ECCM, command and control mission, analysis, interoperability analysis, system standards, military operations, program analysis, program planning, cost analysis. Performs analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable IP designs. Designs and maintains complex message format and symbology databases which provide real time updates to fielded systems.

Applies software, hardware, and standards information technology skills in the analysis, specification, development, integration and acquisition of open systems for complex information processing (IP) applications.

**Minimum Education:** Masters degree in a scientific field or information systems/system engineering.

**Commercial Job Title: SYSTEMS PROGRAMMER**

**Minimum/General Experience:** Eight (8) years experience in systems analysis and programming. Requires project planning, technical writing, and verbal/presentation skills. Knowledge of state-of-the-art computer equipment and high-level computer languages. Experience in applications development under MIL-STD-498 and a software engineering environment (SEE) that integrates at least two of Ada, CASE tools, relational/object-oriented DBMS, repository/ data dictionary, optical-imaging/large-scale mass storage technology, and client/server networks is desired.

**Functional Responsibility:** Modifies or creates highly complex special purpose software and ensures system efficiency and integrity. Analyzes highly complex systems requirements and design specifications. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including project plans, software program and user documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to less experienced programmers. Experience in highly complex ADP systems analysis and programming and utilizing major concepts of application programming on complex large-scale database management systems. Develops and/or maintains highly complex operating systems, communications software, database packages, compilers, assemblers, and utility programs.

**Minimum Education:** Masters degree in Computer Science, Information Systems, or Engineering.

**Commercial Job Title: SUBCONTRACTING RESOURCE MANAGER**

**Minimum/General Experience:** Five (5) to seven (7) years experience negotiating and administering contracts and subcontracts and required changes, providing technical assistance and information to management on basis contracting procedures.

**Functional Responsibility:** Acts as senior administrator on major proposal activities. Provide initial work authorization and direct actions on contracts correspondence, change notices and modifications. Maintain control and change proposals and ensure appropriate actions are taken to restore required contract performance levels.

**Minimum Education:** Bachelor's degree in Business, Human Resources, or Organizational Behavior.

**Commercial Job Title: TASK ORDER PROJECT MANAGER**

**Minimum/General Experience:** Ten (10) years of progressively responsible experience is required in information systems design and management. The Task Manager shall also have demonstrated capability in the overall management of complex tasks, and strong team building skills.

**Principle Duties and Responsibilities:** Under the guidance of the Program Manager, responsible for the overall management of a specific Delivery Order, or, in the case of particularly complex Delivery Orders, responsible for management of a Delivery Order Task under the guidance of the Delivery Order Task Manager. Interfaces with Government management personnel, contract managers, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work quality, communicating policies, purposes, and goals of the organization to subordinates.

Serves as the contractor's Task Manager, and shall be the contractor's authorized point of contact with the Government Task Manager.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

**Commercial Job Title: TECHNICAL TYPIST**

**Minimum/General Experience:** Three (3) years experience, of which at least two (2) years must be specialized. Specialized experience includes preparing technical documentation, which is to include researching the applicable Government and industry documentation standards. General Experience includes technical writing and documentation experience pertaining to all aspects of IT. Demonstrated ability to work independently or under general direction.

**Functional Responsibility:** Gathers, analyzes, and composes technical information. Conducts research and ensure the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

**Minimum Education:** Associate's Degree in Business.

**Commercial Job Title: TECHNICIAN**

**Minimum/General Experience:** Two (2) years experience in electrical engineering, mathematics, computer science, and/or the physical sciences.

**Functional Responsibility:** Performs entry to mid-level professional technical tasks under the supervision of senior engineers.

**Minimum Education:** Associate's degree with a major or academic emphasis in electrical engineering, mathematics, computer science, or physical science with a minimum of two (2) years experience in their professional field.

**Commercial Job Title: TECHNICAL WRITER**

**Minimum/General Experience:** Five (5) years of experience of which at least three (3) years must be specialized in collecting, organizing, and developing information required for preparation of user's manuals, training materials, installations guides, proposals, and reports.

**Functional Responsibility:** Develops and edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

**Minimum Education:** Bachelor's Degree in English, Literature, or Business.

**Commercial Job Title: TELECOMMUNICATIONS ELECTRONICS ENGINEER I**

**Minimum/General Experience:** Six (6) years of experience of which at least four (4) should be specialized in performing professional engineering assignments in support of telecommunications engineering efforts.

**Functional Responsibility:** Supports engineering efforts in one or more of the following disciplines: satellite communications; transmission systems; fiber optic communications; switched networks; network management; or control systems.

**Minimum Education:** Bachelor's Degree in electrical, electronics, or systems engineering.

**Commercial Job Title: TELECOMMUNICATIONS ELECTRONICS ENGINEER II**

**Minimum/General Experience:** Eight (8) years of experience of which six (6) should be specialized in performing professional engineering assignments in support of telecommunications engineering efforts.

**Functional Responsibility:** Supports engineering efforts in one or more of the following disciplines: satellite communications; transmission systems; fiber optic communications; switched networks; network management; or control systems. Work independently or under general supervision.

**Minimum Education:** Bachelor's Degree in electrical, electronics, or systems engineering.

**Commercial Job Title: TELECOMMUNICATIONS ELECTRONICS ENGINEER III**

**Minimum/General Experience:** Eight (8) years experience in electrical, electronics, or systems engineering with five years of this work directly related to the description below.

**Functional Responsibility:** Performs and/or directs professional engineering assignments in support of telecommunications engineering efforts in one or more of the following disciplines: satellite communications; transmission systems; fiber optic communications; switched networks; network management; or control systems. Provides high level technical support and advice.

**Minimum Education:** Masters degree in electrical, electronics, or systems engineering.

**Commercial Job Title:** TRAINING SPECIALIST

**Minimum/General Experience:** Five (5) years of experience with at least three (3) years specialized in conducting the research necessary to develop and revise training courses.

**Functional Responsibility:** Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars.

**Minimum Education:** Bachelor's Degree in English, Business, Human Resources, or Information Systems.

<b>DCIS INFORMATION TECHNOLOGY PROFESSIONAL SERVICES PRICELIST</b>
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**DCIS Information Technology Services  
Offered:**

	Labor Category	ON-SITE RATES (CUSTOMER SITE)				
		04/ /02 thru 04/ /03	04/ /03 thru 04/ /04	04/ /04 thru 04/ /05	04/ /05 thru 04/ /06	04/ /06 thru 04/ /07
1	Program Manager	\$125.58	\$131.86	\$138.46	\$145.38	\$152.65
2	Business Manager	\$112.14	\$117.75	\$123.63	\$129.81	\$136.31
3	Subcontracting/Resource Mgr.	\$84.10	\$88.30	\$92.72	\$97.36	\$102.22
4	Task Order Project Manager	\$72.88	\$76.52	\$80.35	\$84.36	\$88.58
5	Project Scheduler	\$61.68	\$64.76	\$68.00	\$71.40	\$74.97
6	Computer Systems Analyst	\$77.37	\$81.23	\$85.30	\$89.56	\$94.04
7	Applications Programmer	\$84.10	\$88.31	\$92.72	\$97.36	\$102.22
8	Systems Programmer	\$84.10	\$88.31	\$92.72	\$97.36	\$102.22
9	Quality Assurance Specialist	\$84.10	\$88.31	\$92.72	\$97.36	\$102.22
10	Database Analyst	\$84.10	\$88.31	\$92.72	\$97.36	\$102.22
11	System Administrator/Operator	\$50.45	\$52.98	\$55.63	\$58.41	\$61.33
12	Systems Engineer	\$72.89	\$76.53	\$80.36	\$84.38	\$88.60
13	Information Systems Engineer	\$112.14	\$117.75	\$123.63	\$129.81	\$136.31
14	Software Engineer	\$84.10	\$88.31	\$92.72	\$97.36	\$102.22
15	Software Systems Specialist	\$95.31	\$100.08	\$105.08	\$110.33	\$115.85
16	IT Hardware Specialist	\$72.88	\$76.52	\$80.35	\$84.36	\$88.58
17	Communications Hardware Specialist	\$112.14	\$117.75	\$123.63	\$129.81	\$136.31
18	Communications Software Specialist	\$106.53	\$111.86	\$117.45	\$123.33	\$129.49
19	Communications Network Specialist	\$112.14	\$117.75	\$123.63	\$129.81	\$136.31
20	Field Technician	\$61.68	\$64.76	\$68.00	\$71.40	\$74.97
22	Operations Manager	\$72.88	\$76.52	\$80.35	\$84.36	\$88.58
23	Technical Writer	\$50.45	\$52.98	\$55.63	\$58.41	\$61.33
24	Computer/Telecom. Security Sys. Spec.	\$128.96	\$135.40	\$142.17	\$149.28	\$156.75
25	IRM Analyst	\$84.10	\$88.31	\$92.72	\$97.36	\$102.22
26	Training Specialist	\$106.53	\$111.86	\$117.45	\$123.33	\$129.49
27	Imaging Specialist	\$95.31	\$100.08	\$105.08	\$110.33	\$115.85
28	Technical Typist	\$41.49	\$43.56	\$45.74	\$48.03	\$50.43
29	Systems Integration Engineer I	\$72.89	\$76.53	\$80.36	\$84.38	\$88.59
30	Systems Integration Engineer II	\$84.10	\$88.30	\$92.72	\$97.36	\$102.22
31	Desktop Systems Help Desk Technician	\$53.83	\$56.52	\$59.34	\$62.31	\$65.42
32	Configuration/Installation Desktop	\$62.80	\$65.93	\$69.23	\$72.69	\$76.32

	Tech.					
33	Network Operations Planner	\$84.10	\$88.30	\$92.72	\$97.36	\$102.22
34	IT Quality Control Manager	\$84.10	\$88.30	\$92.72	\$97.36	\$102.22
35	Telecommunication Engineer III	\$128.96	\$135.40	\$142.17	\$149.28	\$156.75
36	Telecommunication Engineer II	\$112.14	\$117.75	\$123.63	\$129.81	\$136.31
37	Telecommunication Engineer I	\$84.10	\$88.30	\$92.72	\$97.36	\$102.22
38	Electrical Engineer II	\$95.31	\$100.08	\$105.08	\$110.33	\$115.85
39	Electrical Engineer I	\$84.10	\$88.30	\$92.72	\$97.36	\$102.22
40	Database Consultant I	\$84.10	\$88.30	\$92.72	\$97.36	\$102.22
41	Database Consultant II	\$88.59	\$93.02	\$97.67	\$102.55	\$109.68
42	Database Consultant III	\$95.31	\$100.08	\$105.08	\$110.33	\$115.85
43	IT Desktop Engineer	\$112.14	\$117.75	\$123.63	\$129.81	\$136.31
44	IT Desktop Manager	\$95.31	\$100.08	\$105.08	\$110.33	\$115.85
45	Developer Desktop Support Engineer	\$112.14	\$117.75	\$123.63	\$129.81	\$136.31
46	BPR Analyst I	\$72.89	\$76.53	\$80.36	\$84.38	\$88.59
47	BPR Analyst II	\$84.10	\$88.30	\$92.72	\$97.36	\$102.22
48	BPR Analyst - Senior	\$106.53	\$118.86	\$117.45	\$123.33	\$129.49
49	Information Technology Policy Analyst	\$112.14	\$117.75	\$123.63	\$129.81	\$136.31
50	Computer Programmer III	\$49.96	\$52.46	\$55.09	\$57.84	\$60.73
51	Computer Programmer II	\$41.29	\$43.35	\$45.52	\$47.79	\$50.18
52	LAN Technician	\$32.67	\$34.30	\$36.02	\$37.82	\$39.71
53	Technician	\$27.51	\$28.89	\$30.33	\$31.85	\$33.44

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

**PREAMBLE**

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

**COMMITMENT**

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts.

To accelerate potential opportunities please contact **Mr. Wayne Carter, 301/585-6103, [wcarter@dcinfo.com](mailto:wcarter@dcinfo.com).**



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 Agency):

(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:

LABOR CATEGORY	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Labor Category;
- (e) Purchase Order Number;
- (f) Date of Purchase;

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

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

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

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

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

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

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

Here is a general outline on how it works:

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