



Putting Your Business Ahead of the Curve

STL Office Solutions, Inc. (STL) is a Woman-Owned Small Business which employs a unique combination of people, process and technology to provide Professional Services, Commercial Staffing, Business & Technology Solutions, and Data Center Services for business and institutional partners who need to grow or improve operational efficiency. STL provides cutting-edge products and services to commercial and Federal organizations ranging from small and mid-sized up to Fortune 100.

Headquartered in Bloomington, IL, STL also has offices in Peoria and O'Fallon, IL, as well as Appleton and Green Bay, WI.

STL is organized into four business units, each one complementing the other, allowing us to meet the unique needs of each of our clients. A central theme to each brand is our ability to precisely match resource, operational, and budget requirements to help our clients meet their objectives.

Professional Services

With over 15 years of IT Professional Services experience, STL has been servicing clients ranging from enterprise-level Fortune 50 companies to small and medium sized businesses. In many cases, STL competes with large national and international staffing organizations, supplying candidates and services at the same level, if not better. Our Professional Services Division offers long- and short-term contracts, project staffing, hard-to-find and niche skill sets, software development, and outsourcing.

Commercial Staffing

Through our Commercial Staffing Division, we offer professional and non-professional staffing and recruiting to include short and long term consultants and contract and direct placements. We have access to our Nation's top IT talent which allows us to specialize in "hard-to-fill" niche skilled personnel. In addition, our Commercial Staffing Division provides administrative, data entry, accounting, and a variety of other staff.

Business & Technology Solutions

STL began as a technology company and has continuously expanded the portfolio of services. Our Business & Technology Solutions Division offers Managed Technology Services, Network Solutions, Data Center Services, and Software Solutions. Offering services both remotely and onsite allows our clients the flexibility and control needed in today's business environment.

Data Center Services

STL is heavily involved in Disaster Recovery and Continuity of Operations Planning (COOP). We recently opened a 10,000 sq. ft. underground, watertight and hardened, Data Center, built to the Uptime Institute's Tier III standards. This Data Center is located in Bloomington, IL and is part of a 30,000 sq. ft. business continuity campus. Our Data Center Services offer Colocation Services, Hardware as a Service, Software as a Service, and Business Continuity Seats. Infrastructure as a Service, Virtual Server Hosting, and Platform as a Service will be coming soon in 2010.

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

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

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

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

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

STL Office Solutions, Inc.
501 S Towanda Barnes Rd, Suite 1
Bloomington, IL 61705
Phone: (309) 661-7851 Fax: (309) 661-0160
Email:katie.norman@stltechpartners.com Internet: www.poweredbystl.com

Contract Number: _____
****will be furnished at time of award****

Period Covered by Contract: _____
****will be furnished at time of award****

General Services Administration
Federal Acquisition Service

Pricelist current through Modification # _____, dated _____.

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

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

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.FAS.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.FAS.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:

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

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

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
- The Geographic Scope of Contract will be overseas delivery only.
- The Geographic Scope of Contract will be domestic delivery only.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

**STL Office Solutions, Inc.
501 S Towanda Barnes Rd, Suite 1
Bloomington, IL 61705**

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit 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 activities to obtain technical and/or ordering assistance:
(309) 661-7851

3. LIABILITY FOR INJURY OR DAMAGE

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

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

- Block 9: G. Order/Modification Under Federal Schedule
- Block 16: Data Universal Numbering System (DUNS) Number: 847881315
- Block 30: Type of Contractor - **A. Small Disadvantaged Business**
 - A. Small Disadvantaged Business
 - B. Other Small Business
 - C. Large Business
 - G. Other Nonprofit Organization
 - L. Foreign Contractor

- Block 31: Woman-Owned Small Business -Yes
- Block 36: Contractor's Taxpayer Identification Number (TIN): **37-134-5124**

- 4a. CAGE Code: 1UUX4
- 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)
<u>132-51</u>	As agreed upon between the contractor and the ordering activity.

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

7. DISCOUNTS: N/A

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: None

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.)

The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:

12. ORDERING PROCEEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

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

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

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FAS-370) (NOV 2001)

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

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

- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

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

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

19. OVERSEAS ACTIVITIES

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

NONE

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each

contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:
This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

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

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

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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

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

1. SCOPE

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

2. PERFORMANCE INCENTIVES

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

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

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

during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT/EC SERVICES AND PRICING

A. Schedule Pricelist

Labor Category	Price
Business Analyst	\$59.24
Call Center Support	\$26.61
Computer Operator	\$20.19
Desktop Support	\$49.37
Developer - Jr	\$54.30
Developer - Mid	\$62.94
Developer - Sr	\$78.99
Helpdesk Support	\$43.38
Human Interface Analyst	\$69.11
Network Engineer - Jr	\$54.30
Network Engineer - Mid	\$69.11
Network Engineer - Sr	\$128.36
Planner	\$69.11
Project Manager	\$69.11
Test Specialist	\$69.11

B. Job Descriptions

Business Analyst

Minimum/General Experience:

2+ years experience or equivalent

Functional Responsibility:

Act as a primary interface with business partners. Responsible for understanding current and future processes. Define and document business needs and requirements, and generate associated business solutions that satisfy needs. Understand and apply project management methodology. Establish and maintain a strong relationship with various business partners. Promote actions that consistently link results to the business needs and enterprise direction of the company. Act as the primary contact and focal point for business partners within a company by being their liaison or spokesperson. Take an empowered leadership role in the implementation of solutions that meet the business partner's needs by gathering information, conducting research, and keeping abreast of business and IT industry trends to provide business solutions. Analyze business needs, develop requirements, and coordinate the development of procedures, training, and other communication.

Leaders with the ability to transfer knowledge effectively; Experience using the Microsoft Office, including Microsoft Word, Excel, PowerPoint, and Outlook; Good organizational, interpersonal, and communication skills; Excellent customer service skills; Ability to learn and apply technical information; Proven performance in a team environment; Self-motivated and able to work without close supervision; Ability to multitask in a busy and changing work environment; Interest in building and maintaining strong working relationships with support partners and customer groups

Minimum Education:

Bachelor Degree in Business, Communications or equivalent

Call Center Support

Minimum/General Experience:

1 – 2 years experience or equivalent

Functional Responsibility:

Respond to customer requests and inquiries regarding repair issues; Update database with accurate notes from technicians and provide them to the Repair Analyst for follow up with the customer; Follow up with customers and account managers to confirm that issues have been resolved in a timely manner that is satisfactory to the customer; Check updates using electronic systems and update internal database with notes from other carriers
Excellent PC skills including Windows, Word, Outlook and web-based applications. Typing skills are a must. Excellent communications skills in both verbal and written form. Ability to manage multiple tasks simultaneously. Must work well both independently and in a group. Motivated team player who also has the ability to work independently with minimal supervision.

Minimum Education:

High School Diploma or equivalent

Computer Operator

Minimum/General Experience:

1+ year experience or equivalent

Functional Responsibility:

Monitor all systems, utilize tools and operate peripheral devices. Monitor and reconcile production batch processing. Handle, log and escalate trouble calls. Maintain various logs. Comply with and support policies, procedures and ISO 9000/14001 processes. Perform administrative duties as assigned. Strong analytical and

problem-solving skills. Ability to manage multiple tasks simultaneously. Excellent oral and written communication skills. Strong interpersonal and teamwork skills.

Minimum Education:

Some college coursework in Computer Science or equivalent. Bachelors degree preferred.

Desktop Support

Minimum/General Experience:

1 – 2 years experience or equivalent

Functional Responsibility:

Provide hardware and Operating System support for workstations, laptops, PDA's, printers, and software. Support includes service restoration, loads/reloads, moves, enhancement requests, kiosk services, and classrooms; Providing complex technical support to business partners including workstation hardware, software, operating systems, procedure, etc; Using databases and other documentation systems to troubleshoot, resolve, document, and research incidents as appropriate; Responding to and resolving routine and complex incidents which may be escalated or assigned from other support areas; Following established workforce management, service management, and incident handling procedures to document, resolve, and/or escalate business partner incidents; Ability to grasp technical concepts quickly and convert them into concepts understood by the intended audience (business partners, technical analysts, management); Keeping abreast of technological changes pertinent to job responsibilities; Educating customers on how to avoid future related problems and may serve as customer's contact for status and/or customer concurrence of incident resolution.

Minimum Education:

Some college coursework in Information Technology, Telecommunications, Computer Science or equivalent. Associates degree preferred.

Developer – Jr.

Minimum/General Experience:

1+ year experience or equivalent

Functional Responsibility:

Primary role is to work on the full lifecycle of projects (analysis, design and development), maintaining/supporting existing systems, assisting with implementations and analyzing escalated technical problems that may arise. Gather requirements, prioritise and provide client focused solutions that add new capabilities. Oversee/partake in installations and configuration of clients' systems. Identify and fix escalated issues with the software providing 2nd/3rd line support to clients. Consult with other functional departments.

Highly motivated self-starter, able to demonstrate competence in technical problem solving. Work well under pressure both individually and as part of the team. Self-development and a willingness to learn are other key skills.

Minimum Education:

Some college coursework in Computer Science, Mathematics, Engineering or equivalent. Bachelors degree preferred.

Developer – Mid

Minimum/General Experience:

2 – 5 years experience or equivalent

Functional Responsibility:

Coordinate activities within project or service components, which may include the planning and coordination of project resources, the execution of development activities, and testing. Analyze business and system requirements to develop systems specifications. Provide systems expertise input, including system dependencies and grouping of items for a release. Develop and maintain systems documentation such as design specifications, user manuals, technical manuals, description of application operations, and methodology documentation. Collaborate with others to develop specifications, implement business solutions, and resolve problems. Provide system software support for

applications and components, which adhere to Technical Architecture and other system standards. Work effectively as a team with Systems peers, end-users, and management to ensure customer satisfaction. Research and consult with resources and/or industry experts to ensure the effectiveness and efficiency of systems and applications. Coordinate and/or perform change and revision management to ensure inter-operability of systems. Participate in walkthroughs and reviews. Build new and/or modify existing software to meet systems and design specifications including program/module design, coding, and unit/integration testing and review. Participate in pre-project planning and project activities and other duties as assigned. Keep current with new and continuing changing technology.

Excellent oral and written communication skills; Coordination - working with Developers, Service Analysts, Environment Coordinators, and Project Managers; Technical aptitude with the ability to solve complex problems; Ability to communicate technical details in terms that customers can understand and translate their needs into actions; Ability to handle multiple tasks while paying attention to detail; Positive attitude; Excellent customer service skills; Ability to learn and retain information; Excellent organizational and interpersonal skills; Ability to work in a team environment and adjust to changes in work environment; Professional, resourceful, and accountable; Ability to work in a multi-platform environment

Minimum Education:

Associates in Computer Science or equivalent. Bachelors degree preferred

Developer – Sr.

Minimum/General Experience:

5+ years experience or equivalent

Functional Responsibility: The purpose of the Sr. Developer position is to provide the ability to drive business and design, modify, develop, write, estimate and implement software-programming applications. Work directly with the customer in understanding their business, directing them in developing a solution in a timely manner. Lead a team in requirements gathering/definition, design and mapping functionality to the design. Lead a team in the testing process and certification of software. Supports and/or installs software applications.

Expectations are that the Sr. Developer is familiar with a broad variety of development concepts, practices, and procedures. The Sr. Developer is self-motivated and relies on their experience and judgment to plan and accomplish goals. The Sr. Developer performs a variety of complicated tasks and leads others in the accomplishment of tasks and goals; Good understanding of business concepts and a wide degree of creativity and latitude is expected

Minimum Education: Bachelors degree in Computer Science, Computer Engineering or equivalent

Helpdesk Support

Minimum/General Experience:

1 – 2 years experience or equivalent

Functional Responsibility: Receives system-related problem calls from anywhere in an organization and provide problem diagnosis, solving or escalation to appropriate area when necessary. Receive, record, prioritize, and manage the resolution of calls, and events dealing with system products. Perform support for software and hardware products. Use knowledgebase solutions and other documentation to troubleshoot, resolve, document and research incidents. Serve as contact for business partner status' or concurrence of incident resolution. Take ownership of incidents/events that are not owned. Strong knowledge and experience with personal computers or workstations (desktop/portable), servers and operating systems, and some host systems.

Minimum Education:

High School Diploma or equivalent. Some college preferred.

Human Interface Analyst

Minimum/General Experience:

2 - 3 years experience or equivalent

Functional Responsibility: Research and employ user-centered design methods, techniques, and knowledge that will meet business requirements and improve end-user productivity for IT systems and/or IT applications. The desired knowledge, experiences and abilities include: Technical designing, prototyping, and usability testing user interface applications across multiple IT platforms. Collaborating with IT project teams throughout the product development process, implementing and integrating user centered design methodology. Communicating and selling human factors and user interface design principles, and ideas/design solutions to IT business partners and project teams. Developing and maintaining corporate user centered design methodologies and techniques (e.g., requirements gathering, contextual inquiry, task scenario development, interactive design, low and hi-fidelity prototyping, cognitive walk-through, usability evaluation, and customer experience feedback). Gathering and analyzing customer data and user requirements, understanding and interpreting user needs and goals into design solutions. Designing and developing usability test plans, conducting usability tests, and providing recommendations based on test results. Evaluating usability test results and applying finds to corporate UI design guidance.

Minimum Education:

Masters Degree in Human Factors, Cognitive Psychology, Experimental Psychology or equivalent. Ph.D preferred, Prior IT experience preferred

Network Engineer – Jr.

Minimum/General Experience:

1 – 2 years experience or equivalent

Functional Responsibility:

Responsible for the installation, modification, testing and servicing on data communications network equipment. Provides connectivity and network support to all network, services, company, and customers. Performs analysis of software, hardware, and network systems for processors, multiplexes, LAN/WAN communications and various transmission systems. Responds to assignments involving the installation, repair, and maintenance of network equipment. Previous customer service/facing experience. Identification, troubleshooting, labeling, and documentation. Ability to maintain, update, and upgrade access layer components. Goal based with a desire for advancement and knowledge expansion. Ability to successfully perform a list of tasks and supply updates with minimal oversight. Ability to work off hours, nights and weekends, and be on call. Knowledge to identify and explore applicable new technologies. Project management skills with excellent documentation abilities. Verbal and written skills. Knowledge or growth of other networking technologies.

Minimum Education:

Some college coursework in Information Technology, Telecommunications, Computer Science or equivalent. Associates degree preferred.

Network Engineer – Mid

Minimum/General Experience:

3 – 5 years experience or equivalent

Functional Responsibility:

Network Engineer serves in a team environment as one of several advanced technicians and is responsible for actively designing, installing, supporting, and maintaining Local Area Network (LAN) and Wide Area Network (WAN) components. The position also serves as a resource consultant for other network specialists and technology providers having LAN and WAN related problems. Works on the design, installation, management, and continuing support of network infrastructure. Works with other network engineers to implement and support intra and inter campus infrastructure that supports the integration of voice, data and video. Responsible for supporting the video hardware, video firewalls and video gatekeepers and communicating any changes. Keeps abreast of current issues and developments in LAN/WAN and server technology. Works with other project leaders in planning, documenting, implementing, administering, and maintaining the electronic mail system. Responding to LAN/WAN trouble calls in a timely manner. Configuring and managing Network infrastructure hardware/software, including routers, switches, management software, network security, firewalls, and LAN/WAN protocol analysis tools.

Minimum Education:

Associates degree in Engineering, Computer Science, Telecommunications, Networking or equivalent. Bachelors degree preferred.

Network Engineer – Sr.**Minimum/General Experience:**

5+ years experience or equivalent

Functional Responsibility:

Design, build, configure, install and maintain network systems. Responsible for security procedures and protocols of LAN/WAN infrastructure. Installation, configuration, maintenance and support for hardware, operating systems and applications, security policy implementation, system backup and recovery. Excellent large network analysis fundamentals and robust troubleshooting skills. Experience managing modern firewall technologies. Experience managing modern VPN technologies. Excellent IP networking fundamentals and extensive experience in the application of IP protocols. In-depth knowledge of and experience with major internet routing protocols. In-depth knowledge of and experience with major router platforms, including all compatible supervisory and line cards for these platforms. Expertise in many of the following protocols & technologies: DWDM, T1/DS1, DS3, SONET (OC3, OC48), 802.2/3, 802.1d, STP, IP, TCP (internals & flow control), PIMv2, IGMP, LDP, TACACS, DNS, HTTP. Experience with packet capture hardware/software (such as Network General Distributed Sniffers). Experience with wireless technologies is required, including 802.11b/g, WAP configuration, 802.1x. Experience with QOS is preferred, including traffic shaping, COS, and DiffServ. Experience with network management systems and load-balancing systems is required. Experience with structured cabling is required (both fiber and copper). Experience developing clear, meaningful network documentation (Visio experience a large plus). Excellent verbal, written and interpersonal communication skills. Strong technical writing skills. Excellent communication skills with clients and internal personnel. Must be a team player. Ability to work independently, be self-motivated, be proactive and able to juggle multiple priorities. Provide mentoring to internal networking staff. Must be willing to work off-hours and on-call shift as required.

Minimum Education:

Bachelors degree in Computer Engineering, Computer Science, Telecommunications, Networking or equivalent.

Planner**Minimum/General Experience:**

1 – 2 years experience or equivalent

Functional Responsibility: Partners with Project Managers and others to define the vision, goals and objectives to support projects and to analyze the progress reported against work schedules. Must be creative, organized, detail oriented, and able to assimilate information quickly. Must be able to communicate with people at all levels of the organization. Must also be flexible and able to work under tight deadlines. Functions with little direct supervision and is able to handle conflict and negotiate effective solutions in a team environment. Planners are assigned to multiple projects where they will collaborate with the Project Manager, the project team, and other participants. The planner will perform various Project Management activities including: advocates, advises, and/or educates project teams on the Project Management Processes (planning, controlling, executing and closing). Organizes and co-facilitates sessions dealing with Project Management tools. Develops a project schedule, using Project Office standards, focusing on the areas of: measuring work progress, managing resource assignments, tracking milestones, and monitoring. Supports delivering the project on-time and within budget while meeting the goals by: defining procedures for the collection of team status and analysis of project's progress, including any metrics reporting and resource forecasting, updating the project's schedule with periodic status updates collected from the project team, analyzing the updated schedule, calculating, analyzing and presenting metric reports, managing resource assignments including submitting requests, monitoring current allocations and forecasting future needs, and meeting with Project Manager to discuss project status. Attends project meetings, leading portions dealing with the schedule, metrics and resources.

Minimum Education:

Bachelors Degree in Business or equivalent

Project Manager

Minimum/General Experience:

3 – 5 years experience or equivalent

Functional Responsibility: Plans, organizes, monitors, and oversees projects for the completion of procedural, operational, infrastructure, and/or software development to meet customer defined requirements or business specifications. Manages cross-functional teams who are responsible for delivering the approved projects on-time, within budget, and with world-class quality results.

Planning

- Understand the needs of business partners as well as application development and service support areas.
- Refine project goals, objectives, products, services, constraints, assumptions, and risks by working with the project team, sponsor, and stakeholders to baseline the scope of work and enable development of the Project Plan.
- Create the work breakdown structure (WBS) by using the scope of work as defined in the Project Charter.
- Develop the human resource and procurement management plans by identifying resource requirements and obtaining commitments from internal, external, and procured sources to complete all project activities.
- Refine project time and cost estimates by applying estimating tools and techniques to all WBS tasks in order to determine and define project baseline, schedule, and budget.
- Develop a formal Project Plan by integrating project deliverables produced to define the scope, approach, project influences, and facilitating processes.
- Obtain Project Charter and Project Plan approval by reviewing them with the business partner and other required stakeholders to confirm project baselines prior to proceeding with project executing processes.

Executing

- Commit project resources in accordance with the Project Plan to ensure that all tasks are performed.
- Manage the Project Plan by initiating tasks to produce the deliverables and ensuring that they are executed as planned in order to achieve the project objectives.
- Communicate project progress by producing project reports to provide timely and accurate project status and decision support information to sponsor and stakeholders.
- Implement quality assurance procedures by performing project control activities to meet project activities.

Controlling

- Measure project performance continually by comparing actual results to the baseline and applying corrective action if variance exceeds control limits.
- Ensure compliance with the change management plan by monitoring response to change initiatives in order to manage scope.
- Reassess project control plans by reviewing periodically in order to ensure their effectiveness.
- Respond to risk event triggers in accordance with the risk management plan in order to properly manage project outcomes.
- Monitor project activity by performing periodic inspections to ensure that authorized approaches and processes are followed or identify the need for corrective action.

Closing

- Obtain final acceptance of deliverables by obtaining formal approval from the sponsor and appropriate stakeholders to achieve closeout.
- Document lessons learned by surveying project team members and other relevant stakeholders to use for the benefit of future projects.
- Facilitate administrative and financial closure in accordance with the Project Plan in order to comply with organization, sponsor, and stakeholder's requirements.
- Preserve essential project records by archiving them for future use to legal and other records management requirements.
- Release project resources by following appropriate organizational procedures in order to optimize resource utilization.

Minimum Education:

Bachelors Degree in Business or equivalent. MBA preferred

Test Specialist**Minimum/General Experience:**

2 – 3 years experience or equivalent

Functional Responsibility:

The Test Specialist provides testing support and direction for the organization. Test Specialists utilize planning, communication, and problem solving competencies to address testing needs. Test Specialists plan, coordinate and perform project and program testing activities through out the project life cycle including production implementation. Test Specialists are responsible for building, maintaining and coordinating the use of testing environments. Their responsibilities include hardware, software and data related tasks; Provide testing strategy and risk mitigation while ensuring timely completion of appropriate and accurate testing deliverables throughout a project; Act as a consultant to provide testing process expertise to project and service releases; Help plan tests and teach testing techniques; Coordinate the activity of building test environments for project and service releases; Estimate hours and resources (people and equipment) needed to complete testing activities; Lead software risk management and defect risk management activities; Effectively document facts in an objective manner and articulate findings

Minimum Education:

Some college coursework in Computer Science, Electrical Engineering or equivalent. Bachelor Degree preferred.

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

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

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

BASIC GUIDELINES FOR USING
“CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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