



**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 D308	Millennium Conversion Services (Y2K)
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Automated News Services, Data Services, or Other Information 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.



**500 Wynn Drive, Suite 314  
Huntsville, AL 35816-3429  
(256) 722-7200  
www.amtec-corp.com**

Contract Number: **GS-35F-0180P**

Period Covered by Contract: **December 24, 2003 – January 23, 2009**

General Services Administration  
Federal Supply Service

Pricelist current through Modification # 2, dated 24 Dec 08.

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/>

**Table of Contents**

<u>Descriptions</u>	<u>Page Number(s)</u>
1. Special Notice to Agencies Small Business Participation .....	3
2. Information for Ordering Activities .....	4 - 12
3. Terms, Conditions and Special Ordering Procedures Applicable to Information Technology Professional Services (Special Item 132-51).....	13 - 19
4. Description of Services .....	20
5. Labor Categories and Descriptions. ....	21 - 34
6. Labor Rate Table .....	35
7. USA Commitment to Promote Small Business Participation Procurement Programs .....	37
8. Best Value Blanket Purchase Agreement .....	38 - 40
9. Basic Guidelines for using “Contractor Team Arrangements” .....	41

**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!<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.

**INFORMATION FOR ORDERING ACTIVITIES**

**1. Geographic Scope of Contract:**

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

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

For Mailed Orders:

**AMTEC Corporation  
Attention: Mr. Rob Calahan  
500 Wynn Drive, Suite 314  
Huntsville, AL 35816-3429**

For Facsimile Orders:

**(256) 722-7212  
Mark "To the Attention of Mr. Rob Calahan"**

For Payment:

**Amtec Corporation  
Attention: Accounts Receivable  
500 Wynn Drive, Suite 314  
Huntsville, AL 35816-3429**

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:

**(256) 722-7200 ext. 116**

**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 Activity Completion of Standard Form 279:**

Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS)  
Number: **19-659-5607**

Block 30: Type of Contractor – **C. Large Business**

Block 31: Woman-Owned Small Business - **No**

Block 36: Contractor's Taxpayer Identification Number: **63-0971006**

**4a. CAGE Code:** OEJL2

**4b.** Contractor has registered with the Central Contractor 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  
132-51

DELIVERY TIME (Days ARO)  
As agreed to by ordering activity  
and AMTEC Corporation

b. **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, 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 activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

**7. Discounts:** Prices shown are NET Prices; Basic Discounts have been deducted.

a. Prompt Payment: None

b. Quantity: None

c. Dollar Volume: None

d. Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government customers.

e. Other: None

**8. Trade Agreements Act of 1979, as amended:**

All items are U.S. made end products, designated country 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:**

Not Applicable for Services

10. **Small Requirements:** The minimum dollar value of orders to be issued is \$500.
  
11. **Maximum Order:** (All dollar amounts are exclusive of any discount for prompt payment.)
  - a. Special Item Number 132-51- Information Technology (IT) Professional Services

The maximum dollar value per order for all IT Professional services will be \$500,000.

## 12. Use of Federal Supply Service Information Technology Schedule Contracts.

In accordance with FAR 8.404:

[**NOTE:** Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services; refer to the terms and conditions for this SIN.]

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering activities need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering activity has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

- a. **Orders placed at or below the micro-purchase threshold.** Ordering activities can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
  
- b. **Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering activities should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the activity's needs. In selecting the supply or service representing the best value, the ordering activity may consider--

- (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
  - (2) Trade-in considerations;
  - (3) Probable life of the item selected as compared with that of a comparable item;
  - (4) Warranty considerations;
  - (5) Maintenance availability;
  - (6) Past performance; and
  - (7) Environmental and energy efficiency considerations.
- c. Orders exceeding the maximum order threshold.** Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering activity to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering activities shall--
- (1) Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
  - (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
  - (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering activity determines that it is appropriate.

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

- (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 activities may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.
- e. **Price reductions.** In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering activities will find it advantageous to request a price reduction. For example, when the ordering activity finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering activity the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual activity for a specific order.
- f. **Small business.** For orders exceeding the micro-purchase threshold, ordering activities should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- g. **Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an ordering activity requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering activity shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the ordering activity's needs.

### **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 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 Activity, and orders for subscription service should be referred to the NTIS Subscription Activity, both at the above address, or telephone number (703) 487-4650.

**13.2 Federal Telecommunications Standards (FED-STDS):**

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

**14. Contractor Tasks / Special Requirements.**

- (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 activity 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.
- (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

### **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 Activity 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.: NetScape). The Internet address is <http://www.fss.gsa.gov/>.

## **17. Purchase of Open Market Items**

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

For administrative convenience, an ordering activity contracting activity 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 activity 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 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. 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.

**23. Insurance—Work on a Government Installation**

- (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 Activity 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 Activity, 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 Activity upon request.

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

**1. SCOPE**

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

**2. PERFORMANCE INCENTIVES**

- a. Performance incentives may be agreed upon between the Contractor and the ordering 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 designated 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. 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).

When ordering services over \$100,000, Department of Defense (DOD) ordering activities and non-DOD agencies placing orders on behalf of the DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.

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 activity 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 activities 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 activity 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) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and price lists, the ordering activity 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) and transmit the request as follows:

NOTE: When buying IT professional services under SIN 132—51 ONLY, the ordering activity, 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.

- (i) The request should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.
- (ii) 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.
- (iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.
- (iv) Ordering activities 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 activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall—

- (1) Inform contractors in the request (based on the ordering activity'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 activity 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 activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs the procedures in (a)(2)(ii) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders 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 activity 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 activity's requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity 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)
- (e) The ordering activity, 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 ordering activity 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.

#### **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 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.

## **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 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, activities, 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 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 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 at FAR 52.232-7 (DEC 2002), Alternate I (APR 1984) 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 (DEC 2002) applies to labor-hour orders placed under this contract.

**13. RESUMES**

Resumes shall be provided to the GSA Contracting Activity 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 Activity, 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**

Amtec Corporation, headquartered in Huntsville, Alabama, was founded in 1988. Amtec provides high technology services and innovative products to a wide range of leading-edge customers.

Amtec's Information Technology professionals provide a wide spectrum of Information Technology Professional Services including IT System Design, Assembly, Integration, Support, and Administration.

**System Design:**

Planning and documentation of new systems and new applications, architecture and interface design, hardware and software specification, scheduling, costing, and trade-off analyses.

**System Component Assembly:**

Software and hardware construction, modification of software and hardware system components, including legacy and off-the-shelf components, testing of the units for interfaces, operations, and suitability for integration into larger systems and networks.

**System Integration:**

Assembly and construction of new systems, or modification of legacy systems, hardware and software, through interface engineering, testing, and meeting customer specifications and expectations.

**Operations Support:**

Covers areas of systems accounting, scheduling, capacity management, up-time support, and help-line support.

**Administration:**

Help for the customer to keep large, complex, IT systems running cost-effectively and efficiently, perform system and distributed network management.

## Labor Category Descriptions

### 1. Senior Program Manager

**Minimum/General Experience:** Eighteen (18) years experience, of which at least ten years is in Information Technology or related project development from inception to deployment. Demonstrated ability to provide guidance and direction in high technology programs. Proven expertise in the management and control of funds and resources and demonstrated capability in managing multi-task contracts of varying complexity.

**Functional Responsibilities:** Serves as the single contract (or project) manager for complex or large projects, and shall be the authorized agent to interface with the client. Responsible for formulating and enforcing work packages, assigning schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, objectives, and goals of the organization to subordinates. Responsible for the overall contract or program performance.

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

### 2. Project Director

**Minimum/General Experience:** Fifteen (15) years experience, of which at least eight years is in Information Technology or related project development from inception to deployment. Demonstrated ability to provide guidance and direction in high technology programs. Proven expertise in the management and control of funds and resources and demonstrated capability in managing multi-task contracts of varying complexity.

**Functional Responsibilities:** Serves as the single contract (or project) manager for complex or large projects, and shall be the authorized agent to interface with the client. Responsible for formulating and enforcing work packages, assigning schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, objectives, and goals of the organization to subordinates. Responsible for the overall contract or program performance.

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

### 3. Program Manager

**Minimum/General Experience:** Twelve (12) years experience, of which at least five years is in Information Technology or related project development from inception to deployment. Demonstrated guidance and direction in technical projects. Proven expertise in the management and control of funds and resources in addition to demonstrated capability in managing multi-task contracts of varying complexity.

**Functional Responsibilities:** Serves as the contract (or program) manager, and shall be an authorized agent to interface with the client. Responsible for formulating, monitoring, and enforcing work plans, assigning schedules, reviewing work discrepancies, and supervising personnel. Responsible for contract performance.

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

#### **4. Project Leader**

**Minimum/General Experience:** Eight (8) years experience, of which at least three years is in Information Technology or related project development from inception to deployment. Demonstrated guidance and direction in technical projects. Proven expertise in the management and control of funds and resources in addition to demonstrated capability in managing multi-task contracts of varying complexity.

**Functional Responsibilities:** Serves as the contract (or program) manager, and shall be an authorized agent to interface with the client. Responsible for formulating, monitoring, and enforcing work plans, assigning schedules, reviewing work discrepancies, and supervising personnel. Responsible for contract performance.

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

#### **5. Principal Investigator**

**Minimum/General Experience:** Three (3) years experience, of which at least one year is in Information Technology or related project development from inception to deployment. Demonstrated guidance and direction in technical projects. Proven expertise in the management and control of funds and resources in addition to demonstrated capability in managing multi-task contracts of varying complexity.

**Functional Responsibilities:** Serves as the contract (or program) manager, and shall be an authorized agent to interface with the client. Responsible for formulating, monitoring, and enforcing work plans, assigning schedules, reviewing work discrepancies, and supervising personnel. Responsible for contract performance.

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

#### **6. Principal Engineer**

**Minimum/General Experience:** Fifteen (15) years of progressive experience in engineering design and analysis of IT or related systems Experience in all phases of design, development, analysis and documentation, and development of standards and guidelines for tasks being performed.

**Functional Responsibilities:** Provides professional, highly technical, expertise and guidelines for solving engineering problems on projects relating to new development or system modifications. Performs all phases of development, integration/implementation and evaluation. Develops standards and guidelines for tasks being performed. Interfaces with customer personnel at multiple levels and locations. Formulates and reviews project engineering requirements, schedules, and studies, and ensures conformance to work standards.

**Minimum Education:** Bachelor's Degree in Engineering or Science.

## **7. Senior Engineer**

**Minimum/General Experience:** Twelve (12) years of progressive experience in engineering design and analysis of IT or related systems Experience in all phases of design, development, analysis and documentation, and development of standards and guidelines for tasks being performed.

**Functional Responsibilities:** Provides professional, highly technical, expertise and guidelines for solving engineering problems on projects relating to new development or system modifications. Performs all phases of development, integration/implementation and evaluation. Develops standards and guidelines for tasks being performed. Interfaces with customer personnel at multiple levels and locations. Formulates and reviews project engineering requirements, schedules, and studies, and ensures conformance to work standards.

**Minimum Education:** Bachelor's Degree in Engineering or Science.

## **8. Engineer**

**Minimum/General Experience:** Seven (7) years of progressive professional experience in engineering design and analysis of IT or related systems. Experience in design, development, analysis, and documentation.

**Functional Responsibilities:** Provides professional, technical expertise for solving engineering problems on information technology or related projects. Performs work in any combination of analysis, research, development, integration/implementation, and evaluation. Implements standards and guidelines for tasks being performed. Interfaces with customer personnel.

**Minimum Education:** Bachelor's Degree in Engineering or Science.

## **9. Associate Engineer**

**Minimum/General Experience:** Zero (0) to seven (7) years of practical professional experience in IT or related development and analysis. Experience with design or analysis tools and their applications.

**Functional Responsibilities:** Provides technical support to the program in design, analysis, and specification of system components. May require minimal to

extensive supervision based upon job assignment and previous experience base.  
Works with senior technical personnel.

**Minimum Education:** Bachelor's Degree in Engineering or Science.

## **10. Principal Computer Scientist**

**Minimum/General Experience:** Twelve (12) years experience

**Functional Responsibilities:** Performs work involved in one or more of the phases of developing software products, services, or software used in products provided to external customers. May develop applications or work with operating system software.

**Minimum Education:** Bachelor's degree in Computer Science, Mathematics or related area

## **11. Senior Computer Scientist**

**Minimum/General Experience:** Nine (9) years experience

**Functional Responsibilities:** Performs work involved in one or more of the phases of developing software products, services, or software used in products provided to external customers. May develop applications or work with operating system software.

**Minimum Education:** Bachelor's degree in Computer Science, Mathematics or related area

## **12. Computer Scientist**

**Minimum/General Experience:** Five (5) years experience

**Functional Responsibilities:** Performs work involved in one or more of the phases of developing software products, services, or software used in products provided to external customers. May develop applications or work with operating system software.

**Minimum Education:** Bachelor's degree in Computer Science, Mathematics or related area

## **13. Associate Computer Scientist**

**Minimum/General Experience:** Zero (0) to One (1) year Experience

**Functional Responsibilities:** Performs work involved in one or more of the phases of developing software products, services, or software used in products provided to

external customers. May develop applications or work with operating system software.

**Minimum Education:** Bachelor's degree in Computer Science, Mathematics or related area

#### **14. Principal Program Analyst**

**Minimum/General Experience:** Twelve (12) years of related experience and knowledge in all aspects of program administration of Information Technology or other related programs. Experience with coordinating estimates of material, equipment, subcontracts, performance requirements and delivery schedules, preparing bids and progress reports.

**Functional Responsibilities:** Conducts analysis on all aspects of program. Coordinates estimates of materials, equipment, subcontracts, and schedules. Monitors project from initiation to delivery. May also provide direction to one or more professional persons.

**Minimum Education:** Bachelors Degree

#### **15. Senior Program Analyst**

**Minimum/General Experience:** Eight (8) years of related experience and knowledge in all aspects of program administration for information technology and related programs. Experience with coordinating estimates of material, equipment, subcontracts, performance requirements and delivery schedules, preparing bids and progress reports

**Functional Responsibilities:** Under limited supervision, performs analysis on all aspects of program. Coordinates estimates of materials, equipment, subcontracts, and schedules. Responsible for issuing status reports, cost reports and program budgets. May also provide direction to one or more professional persons.

**Minimum Education:** Bachelors Degree

#### **16. Program Analyst**

**Minimum/General Experience:** Four (4) years of related experience and knowledge in all aspects of program administration for information technology and related programs. Experience with coordinating estimates of material, equipment, subcontracts, performance requirements and delivery schedules, and progress reports.

**Functional Responsibilities:** Under supervision, analyses assigned aspects of program. Coordinates estimates of materials, equipment, subcontracts, and schedules. Assists in issuing required program documentation, status reports, cost and budget reports.

**Minimum Education:** Bachelors Degree

### **17. Associate Program Analyst**

**Minimum/General Experience:** Zero (0) to Three (3) years experience in an activity and program environment. Understands planning concepts and how they apply to program management. Has a formal understanding of scheduling, and financial and accounting principals as they apply to program management.

**Functional Responsibilities:** Under direct supervision, assists in the administration of the program. Has limited responsibility for preparation of appropriate documentation, status reports, cost reports, and budgets. Maintains and track schedules.

**Minimum Education:** Bachelors Degree

### **18. Database Developer IV**

**Minimum/General Experience:** Twelve (12) years experience

**Functional Responsibilities:** Plans, designs, implements and may maintain computerized databases; including database definition, structure, documentation, long range requirements, operational guidelines, and protection.

**Minimum Education:** Bachelors Degree in Engineering, MIS or Computer Science

### **19. Database Developer III**

**Minimum/General Experience:** Nine (9) years experience

**Functional Responsibilities:** Plans, designs, implements and may maintain computerized databases; including database definition, structure, documentation, long range requirements, operational guidelines, and protection.

**Minimum Education:** Bachelors Degree in Engineering, MIS or Computer Science

### **20. Database Developer II**

**Minimum/General Experience:** Five (5) years experience

**Functional Responsibilities:** Plans, designs, implements and may maintain computerized databases; including database definition, structure, documentation, long range requirements, operational guidelines, and protection.

**Minimum Education:** Bachelors Degree in Engineering, MIS or Computer Science

**21. Database Developer I**

**Minimum/General Experience:** Two (2) years experience

**Functional Responsibilities:** Plans, designs, implements and may maintain computerized databases; including database definition, structure, documentation, long range requirements, operational guidelines, and protection.

**Minimum Education:** Bachelors Degree in Engineering, MIS or Computer Science

**22. Database Administrator**

**Minimum/General Experience:** Zero (0) to one (1) year experience

**Functional Responsibilities:** Maintains computerized databases, coordinates security, coordinates changes, assures data integrity

**Minimum Education:** Bachelors Degree

**23. Programmer III**

**Minimum/General Experience:** Six (6) years of related experience in software coding/design and user support.

**Functional Responsibilities:** Performs work involved with the design, development, testing and documentation of computer programs that support external customers. May also troubleshoot code, specify programming tools, interface with technical staff, and provide status reporting.

**Minimum Education:** Bachelor's degree in Computer Science, Engineering, Mathematics or related area

**24. Programmer II**

**Minimum/General Experience:** Two (2) years of related experience in software coding/design and user support.

**Functional Responsibilities:** Tasks include coding software to meet the software requirements. May also troubleshoot code, specify programming tools, interface with technical staff, and provide status reporting.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering, Mathematics or related area

**25. Programmer I**

**Minimum/General Experience:** Zero (0) to One (1) year of related experience in software coding/design and user support.

**Functional Responsibilities:** Under direction, tasks include coding software to meet the software requirements. May also troubleshoot code, specify programming tools, and interface with technical staff

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering, Mathematics or related area

## **26. Web Designer III**

**Minimum/General Experience:** Nine (9) years experience

**Functional Responsibilities:** Creates and maintains organizational web sites and links to other web sites. Creates Web front-end user interfaces to new or existing databases using a combination of HTML and SQL, C, VB or other languages. May develop custom programs using other languages.

**Minimum Education:** Bachelor's Degree in Computer Science or related field or extensive directly related experience.

## **27. Web Designer II**

**Minimum/General Experience:** Five (5) years experience

**Functional Responsibilities:** Creates and maintains organizational web sites and links to other web sites. Creates Web front-end user interfaces to new or existing databases using a combination of HTML and SQL, C, VB or other languages. May develop custom programs using other languages.

**Minimum Education:** Bachelor's Degree in Computer Science or related field or extensive directly related experience.

## **28. Web Designer I**

**Minimum/General Experience:** Two (2) years experience

**Functional Responsibilities:** Creates and maintains organizational web sites and links to other web sites. Creates Web front-end user interfaces to new or existing databases using a combination of HTML and SQL, C, VB or other languages. May develop custom programs using other languages.

**Minimum Education:** Bachelor's Degree in Computer Science or related field or extensive directly related experience.

## **29. Senior Network Analyst**

**Minimum/General Experience:** Twelve (12) years experience

**Functional Responsibilities:** Responsible for the evaluation, acquisition, installation and support of local area networks and/or wide area networks.

**Minimum Education:** Bachelor's degree in Engineering or Computer Science

**30. Network Analyst**

**Minimum/General Experience:** Five (5) years experience

**Functional Responsibilities:** Responsible for the evaluation, acquisition, installation and support of local area networks and/or wide area networks.

**Minimum Education:** Bachelor's degree in Engineering or Computer Science

**31. Network Administrator**

**Minimum/General Experience:** Two (2) years experience

**Functional Responsibilities:** Responsible for the on-going support and maintenance of local area and/or wide area networks.

**Minimum Education:** Bachelor's degree

**32. System Operator II**

**Minimum/General Experience:** Six (6) years experience

**Functional Responsibilities:** Determines equipment setup and operation: loads equipment with required items; and switches necessary auxiliary equipment into the circuit. Responsible for troubleshooting and backups of data.

**Minimum Education:** High School diploma and computer training

**33. System Operator I**

**Minimum/General Experience:** Zero (0) to one (1) year experience

**Functional Responsibilities:** Determines equipment setup and operation: loads equipment with required items; and switches necessary auxiliary equipment into the circuit. Responsible for troubleshooting and backups of data.

**Minimum Education:** High School diploma and computer training

**34. Data Entry Operator**

**Minimum/General Experience:** Zero (0) to one (1) year experience

**Functional Responsibilities:** Responsible for data entry of material from source documents into a computer. Verifies data entered. Follows established procedures in processing the data.

**Minimum Education:** High School diploma and typing skills

### **35. Senior Administrator**

**Minimum/General Experience:** Six (6) years experience in administrative support.

**Functional Responsibilities:** Performs general administrative and clerical duties necessary to meet the needs of the department or project, and assumes responsibility for other duties based on the degree of knowledge of operations, such as, prepares designated reports for management; responds to inquires and provides information in accordance with policies and procedures.

**Minimum Education:** High School Diploma

### **36. Administrator**

**Minimum/General Experience:** Four (4) years experience in administrative support.

**Functional Responsibilities:** Performs general administrative and clerical duties necessary to meet the needs of the department or project, and assumes responsibility for other duties based on the degree of knowledge of operations, such as, prepares designated reports for management; responds to inquires and provides information in accordance with policies and procedures.

**Minimum Education:** High School Diploma

### **37. Clerical II**

**Minimum/General Experience:** More than one (1) years experience in administrative support.

**Functional Responsibilities:** Performs a combination of clerical tasks to support activity, business, or administrative operations.

**Minimum Education:** High School Diploma

### **38. Clerical I**

**Minimum/General Experience:** Zero (0) to one (1) year experience in administrative support

**Functional Responsibilities:** Performs a combination of clerical tasks to support activity, business, or administrative operations.

**Minimum Education:** High School Diploma

**39. Multimedia Specialist II**

**Minimum/General Experience:** Eight (8) years experience in the production of graphics and four years experience in the production of multi-media products including video and audio integration

**Functional Responsibilities:** Prepares graphic and multimedia presentations. Prepares audio, video, scripts, and final presentations. Supervises production of

**Minimum Education:** Bachelor's degree

**40. Multimedia Specialist I**

**Minimum/General Experience:** Six (6) years experience in the production of graphics and two years experience in the production of multi-media products including video and audio integration

**Functional Responsibilities:** Prepares graphic and multimedia presentations. Prepares audio, video, scripts, and final presentations.

**Minimum Education:** Bachelor's degree

**41. Computer Graphics Specialist II**

**Minimum/General Experience:** Three (3) years experience in the production of graphic designs, production graphics, and presentations

**Functional Responsibilities:** Prepares graphics illustrations for various publications using digital media. Completes assignments from start to finish for specific projects.

**Minimum Education:** Bachelor's degree

**42. Computer Graphics Specialist I**

**Minimum/General Experience:** Zero (0) to one (1) year experience in the production of graphic designs, production graphics, and presentations

**Functional Responsibilities:** Prepares graphics illustrations for various publications using digital media.

**Minimum Education:** Bachelor's degree

### 43. Engineering Technician V

**Functional Responsibilities:** Performs nonroutine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project. Selects and adapts plans, techniques, designs, or layouts. Contacts personnel in related activities to resolve problems and coordinate the work; reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches; completed work is reviewed for technical adequacy and satisfaction of requirements. May train and be assisted by lower level technicians. Performs at this level one or a combination of such typical duties as:

- Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results.
- From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements which are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design.
- Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results, and prepares reports on findings and recommendations.

**Minimum Education:** High School Diploma

### 44. Engineering Technician IV

**Functional Responsibilities:** Performs non-routine assignments of substantial variety and complexity, using operational precedents which are not fully applicable. Such assignments, which are typically parts of broader assignments, are screened to eliminate unusual design problems. May also plan such assignments. Receives technical advice from supervisor or engineer; work is reviewed for technical adequacy (or conformity with instructions). May be assisted by lower level technicians and have frequent contact with professionals and others within the establishment. Performs at this level one or a combination of such typical duties as: Develops or reviews designs by extracting and analyzing a variety of engineering data. Applies conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings and parts lists. Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts.

Conducts tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures; sets up and operates equipment; records data, measures and records problems of significant complexity that sometimes require resolution at a higher level; and analyzes data and prepares test reports.

Applies methods outlined by others to limited segments of research and development projects; constructs experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary; and records and evaluates data and reports findings.

**Minimum Education:** High School Diploma

#### **45. Engineering Technician III**

**Functional Responsibilities:** Performs assignments that are not completely standardized or prescribed. Selects or adapts standard procedures or equipment, using fully applicable precedents. Receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed; performs recurring work independently; work is reviewed for technical adequacy or conformity with instructions. Performs at this level one or a combination of such typical duties as:

- Constructs components, subunits, or simple models or adapts standard equipment. May troubleshoot and correct malfunctions.
- Follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment.
- Conducts various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement; selects, sets up, and operates standard test equipment and records test data.
- Extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc.; processes data, identifying errors or inconsistencies; selects methods of data presentation.
- Assists in design modification by compiling data related to design, specifications, and materials which are pertinent to specific items of equipment or component parts. Develops information concerning previous operational failures and modifications. Uses judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.

**Minimum Education:** High School Diploma

**46. Engineering Technician II**

**Functional Responsibilities:** Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical adequacy of routine work is reviewed on completion; nonroutine work may also be reviewed in progress. Performs at this level one or a combination of such typical duties as:

- Following specific instructions, assembles or constructs simple or standard equipment or parts; may service or repair simple instruments or equipment.
- Conducts a variety of tests using established methods. Prepares test specimens, adjusts and operates equipment, and records test data, pointing out deviations resulting from equipment malfunction or observational errors.
- Extracts engineering data from various prescribed but nonstandardized sources; processes the data following well-defined methods including elementary algebra and geometry; presents the data in prescribed form.

**Minimum Education:** High School Diploma

**47. Engineering Technician I**

**Functional Responsibilities:** Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Performs one or a combination of such typical duties as:  
Assembles or installs equipment or parts requiring simple wiring, soldering, or connecting.

- Performs simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment; records test data.
- Gathers and maintains specified records of engineering data such as tests, drawings, etc.; performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs.

**Minimum Education:** High School Diploma

**Education / Experience substitution policy is:**

<b>Degree</b>	<b>Degree and Experience Substitution</b>	<b>Experience Substitution</b>
Associates	2 years	2 years
Bachelor's	Associates + 2 years	4 years
Master's	Bachelor's + 2 years	6 years
Doctorate	Master's + 4 years	10 years

**GSA LABOR RATES  
Contractor Facility**

	CY 2003	CY 2004	CY 2005	CY 2006	CY 2007	CY 2008
From:	24-Dec-03	1-Jan-04	1-Jan-05	1-Jan-06	1-Jan-07	1-Jan-08
To:	31-Dec-03	31-Dec-04	31-Dec-05	31-Dec-06	31-Dec-07	23-Jan-09

Sr. Program Manager	\$ 134.20	\$ 138.15	\$ 142.57	\$ 147.13	\$ 151.84	\$ 156.70
Project Director	\$ 121.85	\$ 125.44	\$ 129.45	\$ 133.59	\$ 137.86	\$ 142.27
Program Manager	\$ 108.48	\$ 111.67	\$ 115.24	\$ 118.93	\$ 122.74	\$ 126.67
Project Leader	\$ 94.57	\$ 97.35	\$ 100.47	\$ 103.69	\$ 107.01	\$ 110.43
Principal Investigator	\$ 84.27	\$ 86.75	\$ 89.53	\$ 92.39	\$ 95.35	\$ 98.40
Principal Engineer	\$ 108.85	\$ 112.05	\$ 115.64	\$ 119.34	\$ 123.16	\$ 127.10
Sr. Engineer	\$ 99.13	\$ 102.05	\$ 105.32	\$ 108.69	\$ 112.17	\$ 115.76
Engineer	\$ 72.23	\$ 74.36	\$ 76.74	\$ 79.20	\$ 81.73	\$ 84.35
Associate Engineer	\$ 51.37	\$ 52.88	\$ 54.57	\$ 56.32	\$ 58.12	\$ 59.98
Principal Computer Scientist	\$ 98.14	\$ 101.03	\$ 104.26	\$ 107.60	\$ 111.04	\$ 114.59
Sr. Computer Scientist	\$ 94.32	\$ 97.10	\$ 100.21	\$ 103.42	\$ 106.73	\$ 110.15
Computer Scientist	\$ 71.75	\$ 73.86	\$ 76.22	\$ 78.66	\$ 81.18	\$ 83.78
Associate Computer Scientist	\$ 53.89	\$ 55.48	\$ 57.26	\$ 59.09	\$ 60.98	\$ 62.93
Principal Program Analyst	\$ 101.47	\$ 104.46	\$ 107.80	\$ 111.25	\$ 114.81	\$ 118.48
Sr. Program Analyst	\$ 79.13	\$ 81.46	\$ 84.07	\$ 86.76	\$ 89.54	\$ 92.41
Program Analyst	\$ 69.15	\$ 71.18	\$ 73.46	\$ 75.81	\$ 78.24	\$ 80.74
Associate Program Analyst	\$ 39.72	\$ 40.89	\$ 42.20	\$ 43.55	\$ 44.94	\$ 46.38
Database Developer IV	\$ 89.92	\$ 92.57	\$ 95.53	\$ 98.59	\$ 101.74	\$ 105.00
Database Developer III	\$ 77.42	\$ 79.70	\$ 82.25	\$ 84.88	\$ 87.60	\$ 90.40
Database Developer II	\$ 60.66	\$ 62.45	\$ 64.45	\$ 66.51	\$ 68.64	\$ 70.84
Database Developer I	\$ 45.07	\$ 46.40	\$ 47.88	\$ 49.41	\$ 50.99	\$ 52.62
Database Administrator	\$ 39.21	\$ 40.36	\$ 41.65	\$ 42.98	\$ 44.36	\$ 45.78
Programmer III	\$ 64.58	\$ 66.48	\$ 68.61	\$ 70.81	\$ 73.08	\$ 75.42
Programmer II	\$ 49.04	\$ 50.48	\$ 52.10	\$ 53.77	\$ 55.49	\$ 57.27
Programmer	\$ 43.89	\$ 45.18	\$ 46.63	\$ 48.12	\$ 49.66	\$ 51.25
Web Designer III	\$ 73.88	\$ 76.05	\$ 78.48	\$ 80.99	\$ 83.58	\$ 86.25
Web Designer II	\$ 59.02	\$ 60.76	\$ 62.70	\$ 64.71	\$ 66.78	\$ 68.92
Web Designer I	\$ 47.52	\$ 48.92	\$ 50.49	\$ 52.11	\$ 53.78	\$ 55.50
Sr. Network Analyst	\$ 86.21	\$ 88.75	\$ 91.59	\$ 94.52	\$ 97.54	\$ 100.66
Network Analyst	\$ 57.26	\$ 58.94	\$ 60.83	\$ 62.78	\$ 64.79	\$ 66.86
Network Administrator	\$ 45.72	\$ 47.07	\$ 48.58	\$ 50.13	\$ 51.73	\$ 53.39
System Operator II	\$ 36.33	\$ 37.40	\$ 38.60	\$ 39.84	\$ 41.11	\$ 42.43
System Operator I	\$ 28.29	\$ 29.12	\$ 30.05	\$ 31.01	\$ 32.00	\$ 33.02
Data Entry Operator	\$ 25.30	\$ 26.04	\$ 26.87	\$ 27.73	\$ 28.62	\$ 29.54
Sr. Administrator	\$ 37.37	\$ 38.47	\$ 39.70	\$ 40.97	\$ 42.28	\$ 43.63
Administrator	\$ 31.67	\$ 32.60	\$ 33.64	\$ 34.72	\$ 35.83	\$ 36.98
Clerical II	\$ 21.20	\$ 21.82	\$ 22.52	\$ 23.24	\$ 23.98	\$ 24.75
Clerical I	\$ 17.12	\$ 17.62	\$ 18.18	\$ 18.76	\$ 19.36	\$ 19.98
Multimedia Specialist II	\$ 57.10	\$ 58.78	\$ 60.66	\$ 62.60	\$ 64.60	\$ 66.67
Multimedia Specialist I	\$ 49.75	\$ 51.21	\$ 52.85	\$ 54.54	\$ 56.29	\$ 58.09
Computer Graphics Specialist II	\$ 39.65	\$ 40.82	\$ 42.13	\$ 43.48	\$ 44.87	\$ 46.31
Computer Graphics Specialist I	\$ 29.57	\$ 30.44	\$ 31.41	\$ 32.42	\$ 33.46	\$ 34.53
Engineering Technician I	\$ 30.39	\$ 31.28	\$ 32.28	\$ 33.31	\$ 34.38	\$ 35.48
Engineering Technician II	\$ 37.55	\$ 38.65	\$ 39.89	\$ 41.17	\$ 42.49	\$ 43.85
Engineering Technician III	\$ 44.95	\$ 46.27	\$ 47.75	\$ 49.28	\$ 50.86	\$ 52.49
Engineering Technician IV	\$ 61.69	\$ 63.51	\$ 65.54	\$ 67.64	\$ 69.80	\$ 72.03
Engineering Technician V	\$ 71.87	\$ 73.98	\$ 76.35	\$ 78.79	\$ 81.31	\$ 83.91

**GSA LABOR RATES  
Government Facility**

	CY 2003	CY 2004	CY 2005	CY 2006	CY 2007	CY 2008
From:	24-Dec-03	1-Jan-04	1-Jan-05	1-Jan-06	1-Jan-07	1-Jan-08
To:	31-Dec-03	31-Dec-04	31-Dec-05	31-Dec-06	31-Dec-07	23-Jan-09

Sr. Program Manager	\$ 104.67	\$ 107.75	\$ 111.20	\$ 114.76	\$ 118.43	\$ 122.22
Project Director	\$ 95.02	\$ 97.82	\$ 100.95	\$ 104.18	\$ 107.51	\$ 110.95
Program Manager	\$ 84.59	\$ 87.08	\$ 89.87	\$ 92.75	\$ 95.72	\$ 98.78
Project Leader	\$ 73.75	\$ 75.92	\$ 78.35	\$ 80.86	\$ 83.45	\$ 86.12
Principal Investigator	\$ 65.73	\$ 67.66	\$ 69.83	\$ 72.06	\$ 74.37	\$ 76.75
Principal Engineer	\$ 84.89	\$ 87.39	\$ 90.19	\$ 93.08	\$ 96.06	\$ 99.13
Sr. Engineer	\$ 77.32	\$ 79.60	\$ 82.15	\$ 84.78	\$ 87.49	\$ 90.29
Engineer	\$ 56.34	\$ 58.00	\$ 59.86	\$ 61.78	\$ 63.76	\$ 65.80
Associate Engineer	\$ 40.06	\$ 41.24	\$ 42.56	\$ 43.92	\$ 45.33	\$ 46.78
Principal Computer Scientist	\$ 76.55	\$ 78.80	\$ 81.32	\$ 83.92	\$ 86.61	\$ 89.38
Sr. Computer Scientist	\$ 73.57	\$ 75.73	\$ 78.15	\$ 80.65	\$ 83.23	\$ 85.89
Computer Scientist	\$ 55.96	\$ 57.61	\$ 59.45	\$ 61.35	\$ 63.31	\$ 65.34
Associate Computer Scientist	\$ 42.03	\$ 43.27	\$ 44.65	\$ 46.08	\$ 47.55	\$ 49.07
Principal Program Analyst	\$ 79.13	\$ 81.46	\$ 84.07	\$ 86.76	\$ 89.54	\$ 92.41
Sr. Program Analyst	\$ 61.72	\$ 63.54	\$ 65.57	\$ 67.67	\$ 69.84	\$ 72.07
Program Analyst	\$ 53.93	\$ 55.52	\$ 57.30	\$ 59.13	\$ 61.02	\$ 62.97
Associate Program Analyst	\$ 30.98	\$ 31.89	\$ 32.91	\$ 33.96	\$ 35.05	\$ 36.17
Database Developer IV	\$ 70.13	\$ 72.19	\$ 74.50	\$ 76.88	\$ 79.34	\$ 81.88
Database Developer III	\$ 60.39	\$ 62.17	\$ 64.16	\$ 66.21	\$ 68.33	\$ 70.52
Database Developer II	\$ 47.31	\$ 48.70	\$ 50.26	\$ 51.87	\$ 53.53	\$ 55.24
Database Developer I	\$ 35.14	\$ 36.17	\$ 37.33	\$ 38.52	\$ 39.75	\$ 41.02
Database Administrator	\$ 30.57	\$ 31.47	\$ 32.48	\$ 33.52	\$ 34.59	\$ 35.70
Programmer III	\$ 50.36	\$ 51.84	\$ 53.50	\$ 55.21	\$ 56.98	\$ 58.80
Programmer II	\$ 38.25	\$ 39.38	\$ 40.64	\$ 41.94	\$ 43.28	\$ 44.66
Programmer	\$ 34.23	\$ 35.24	\$ 36.37	\$ 37.53	\$ 38.73	\$ 39.97
Web Designer III	\$ 57.61	\$ 59.31	\$ 61.21	\$ 63.17	\$ 65.19	\$ 67.28
Web Designer II	\$ 46.04	\$ 47.39	\$ 48.91	\$ 50.48	\$ 52.10	\$ 53.77
Web Designer I	\$ 37.05	\$ 38.14	\$ 39.36	\$ 40.62	\$ 41.92	\$ 43.26
Sr. Network Analyst	\$ 67.23	\$ 69.21	\$ 71.42	\$ 73.71	\$ 76.07	\$ 78.50
Network Analyst	\$ 44.65	\$ 45.96	\$ 47.43	\$ 48.95	\$ 50.52	\$ 52.14
Network Administrator	\$ 35.66	\$ 36.71	\$ 37.88	\$ 39.09	\$ 40.34	\$ 41.63
System Operator II	\$ 28.33	\$ 29.16	\$ 30.09	\$ 31.05	\$ 32.04	\$ 33.07
System Operator I	\$ 22.06	\$ 22.71	\$ 23.44	\$ 24.19	\$ 24.96	\$ 25.76
Data Entry Operator	\$ 19.72	\$ 20.30	\$ 20.95	\$ 21.62	\$ 22.31	\$ 23.02
Sr. Administrator	\$ 29.13	\$ 29.99	\$ 30.95	\$ 31.94	\$ 32.96	\$ 34.01
Administrator	\$ 24.71	\$ 25.44	\$ 26.25	\$ 27.09	\$ 27.96	\$ 28.85
Clerical II	\$ 16.52	\$ 17.01	\$ 17.55	\$ 18.11	\$ 18.69	\$ 19.29
Clerical I	\$ 13.34	\$ 13.73	\$ 14.17	\$ 14.62	\$ 15.09	\$ 15.57
Multimedia Specialist II	\$ 44.53	\$ 45.84	\$ 47.31	\$ 48.82	\$ 50.38	\$ 51.99
Multimedia Specialist I	\$ 38.81	\$ 39.95	\$ 41.23	\$ 42.55	\$ 43.91	\$ 45.32
Computer Graphics Specialist II	\$ 30.94	\$ 31.85	\$ 32.87	\$ 33.92	\$ 35.01	\$ 36.13
Computer Graphics Specialist I	\$ 23.05	\$ 23.73	\$ 24.49	\$ 25.27	\$ 26.08	\$ 26.91
Engineering Technician I	\$ 23.71	\$ 24.41	\$ 25.19	\$ 26.00	\$ 26.83	\$ 27.69
Engineering Technician II	\$ 29.29	\$ 30.15	\$ 31.11	\$ 32.11	\$ 33.14	\$ 34.20
Engineering Technician III	\$ 35.06	\$ 36.09	\$ 37.24	\$ 38.43	\$ 39.66	\$ 40.93
Engineering Technician IV	\$ 48.12	\$ 49.54	\$ 51.13	\$ 52.77	\$ 54.46	\$ 56.20
Engineering Technician V	\$ 56.04	\$ 57.69	\$ 59.54	\$ 61.45	\$ 63.42	\$ 65.45

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

Amtec Corporation 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:

Dr. E. Earl Hughes,  
AMTEC Corporation,  
500 Wynn Drive, Suite 314,  
Huntsville, AL 35816-3429  
Telephone (256) 722-7200, Fax: (256) 722-7212,  
email: ehughes@amtec-corp.com



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

**(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT**

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

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

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

(2) Delivery:

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

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

(4) This BPA does not obligate any funds.

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

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

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

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

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

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

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

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