



**AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
SERVICES**

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

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

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

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

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



COLSA Corporation
P.O. Box 1068
Huntsville, AL 35807-3301
256-964-5337

www.colsa.com

Contract Number: GS-35F-5832H

Period Covered by Contract: July 23, 1998 through December 31, 2010.

Pricelist current through Modification # PS-0010 , dated 12/31/2010.

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



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

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1. Geographic Scope of Contract:

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

2. Contractor's Ordering Address and Payment Information:

COLSA Corporation
P.O. Box 1068
Huntsville, AL 35807-3301

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. . 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.



Ordering agencies to obtain technical and/or ordering assistance can use the following telephone number(s):

Pat Beumer 256-964-5337

3. Liability For Injury Or Damage

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

4. Statistical Data for Government Ordering Office Completion of Standard Form 279:

- Block 9: G. Order/Modification Under Federal Schedule
- Block 16: Data Universal Numbering System: 10-206-7378
- Block 30: Type of Contractor: C. Large Business
- Block 31: Woman-Owned Small Business: No
- Block 36: Contractor's Taxpayer Identification Number: 63-0798322

4a. **CAGE Code:** 4U825

4b. Contractor has registered with the Central Contractor Registration Database.

5. **FOB:** Destination

6. Delivery Schedule

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	As agreed to by ordering agency and COLSA
132-51RC	Recovery Item



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

7. Discounts:

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

- a. Prompt Payment: 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. Minimum Order: \$100.00

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



11. Maximum Order: (All dollar amounts are exclusive of any discount for prompt payment.)

- a. Special Item Number 132-51 – Information Technology (IT) Professional Services
Special Item Number 132-51RC – Recovery Item

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

12. Ordering Procedures for Federal Supply Schedule Contracts.

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

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

13. Federal Information Technology/Telecommunication Standards Requirements:

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

13.1 Federal Information Processing Standards Publications (Fips Pubs):

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service



(NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 Federal Telecommunication Standards (Fed-Stds):

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

14. Contractor Tasks / Special Requirements (C-FSS-370) (NOV 2003)

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



offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

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

15. Contract Administration for Ordering Activities:

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



16. GSA Advantage!

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

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

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.gsaadvantage.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. 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:

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)

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

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. See the additional information regarding Contractor Team Arrangements in this Schedule Pricelist.

course title, course date and time, and contracted dollar amount of the course.

22. 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)

23. 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>.



**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 and apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

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 office.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.
- c. The Agency should include the criteria for satisfactory completion of 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

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS –COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts 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 – Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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



10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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



12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements— Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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



DESCRIPTION OF SERVICES

COLSA Corporation with headquarters in Huntsville, Alabama, was founded in November 1981 by Francisco J. Collazo its Chief Executive Officer. COLSA provides engineering, information technology and technical services to the Federal government primarily the Department of Defense and the public sector. Our success, characterized by extraordinary business growth, reflects our ability to provide quality services on time and within budget. It also stems from a clear vision of our mission statement.

COLSA is a systems developer and integrator, providing a range of analytic, development, and integration services.

Systems Integration:

Focuses on interface engineering of complex legacy systems with new generation systems. The interface allows the legacy systems to operate in the open graphical interface systems. Training and operations are both enhanced through the interface. We specialize in reengineering legacy systems to optimize their efficiency and to allow them to work in harmony with leading generation technology.

Software Integration:

Uses defined repeatable processes and provides complete life cycle software development including complex modeling and simulation software. We include a full range of capabilities for independent verification and validation of software.

Operations Support:

Spans the areas of systems scheduling, accounting, cataloging, archival, and retrieval services. Hotline support and media tracking are available for all systems.

Maintenance Support:

Encompasses expertise in preventive and corrective maintenance; system, WAN and LAN troubleshooting and isolation; system installation and integration. Management activities including tracking, response, and resolution of actions.

Systems Administration:

Experience includes advanced systems administration of multiple operating systems and software, integration and interoperability of complex systems and components within a heterogeneous environment, and full network management and integration.



LABOR CATEGORY DESCRIPTIONS

1. Administrative Specialist

Minimum/General Experience:

Performs general administrative and clerical duties or tasks to support assigned office or department

Requires High School Diploma and 3 years related work experience

Functional Responsibility:

Answers phones and responds to general inquiries concerning department functions. Prepares department correspondence and reports. Makes copies and fax documents as needed. Files documents as needed. Sorts department mail. Makes travel arrangements for department personnel. Performs other duties as assigned.

2. Computer Operator

Minimum/General Experience:

Determines equipment setup and operation needs, and installs and sets up computer runs.

Requires High School diploma plus 2 years vocational computer training and 3 years of network systems experience. Working knowledge of desktop applications including word processing, spreadsheet, and database software systems.

Functional Responsibility:

Installs work stations and servers. Configures network software systems to user environments. Determines equipment setup and operation. Loads equipment with required items. Switches necessary auxiliary equipment into circuit. Performs other duties as assigned.

3. Computer Programmer 1

Minimum/General Experience:

Assists in the design, development, troubleshooting, testing, and analysis of software programs for computer based systems.

Requires a Bachelor's degree in Computer Science, Information Software, Engineering, Business, or other related field or the equivalent experience. Working knowledge of desktop applications including word processing, spreadsheet, and database programs. Working knowledge of current programming languages and operating systems.



Functional Responsibility:

Performs assigned portions of systems analysis, integration, programming, documentation, and implementation of applications. Assists in the design and development of software using basic compilers, assemblers, utility programs and operating systems. Provides program support, tests, debugs, and writes documentation as required. May advise hardware design engineers on machine characteristics that affect software systems. Performs other duties as assigned.

4. Computer Programmer 2

Minimum/General Experience:

Performs moderately complex tasks in the design, development, troubleshooting, testing, and analysis of software programs for computer based systems.

Requires a Bachelor's degree in Computer Science, Information Software, Engineering, Business, or other related field or the equivalent experience. Two years applicable computer programming experience. Working knowledge of desktop applications including word processing, spreadsheet, and database programs. Working knowledge of current programming languages and operating systems.

Functional Responsibility:

Performs assigned portions of systems analysis, integration, programming, documentation, and implementation of applications. Assists in the design and development of software using basic compilers, assemblers, utility programs and operating systems. Provides program support, tests, debugs, and writes documentation as required. May advise hardware design engineers on machine characteristics that affect software systems. Performs other duties as assigned.

5. Engineer 1

Minimum/General Experience:

Works on problems of moderate scope where analysis of situation or data requires a review of identifiable factors. Exercises judgment within defined procedures and practices to determine appropriate action.

Requires a BS degree in related field and 2 years experience.

Functional Responsibility:

Performs professional IT work in any combination of systems analysis, research, development, design, testing, programming conversion & implementation support, network services, data/records management or database planning & design requiring knowledge of sound engineering principles. Performs other duties as assigned.



6. Engineer 2

Minimum/General Experience:

Works on problems of diverse scope where analysis of data requires evaluation of identifiable factors. Exercises judgment within generally defined practices and policies in selecting methods and techniques for obtaining solutions.

Requires a BS degree in related field and 3 years experience.

Functional Responsibility:

Performs professional IT work in any combination of systems analysis, research, development, design, testing, programming conversion & implementation support, network services, data/records management or database planning & design requiring knowledge of sound engineering principles. Performs other duties as assigned.

7. Engineer 3

Minimum/General Experience:

Works on complex problems where analysis of situations or data requires an in-depth evaluation of various factors. Exercises judgment within broadly defined practices and policies in selecting methods, techniques and evaluation criterion for obtaining results. Work leadership may be provided by assigning work and resolving problems.

Requires a BS degree in related field and 8 years experience.

Functional Responsibility:

Performs professional IT work in any combination of systems analysis, research, development, design, testing, programming conversion & implementation support, network services, data/records management or database planning & design requiring knowledge of sound engineering principles. Performs other duties as assigned.

8. Graphic Specialist

Minimum/General Experience:

Designs, creates, and revised complex graphics and illustrations.

Requires a High School diploma or equivalent and 5 years related work experience. Working knowledge of PowerPoint. Working knowledge of desktop applications including graphics, word processing, spreadsheet, and database programs.



Functional Responsibility:

Creates and revised commercial government drawings. Designs and develops complex graphics and illustrations. Develops standards and procedures for graphics. Prepares, revises, prints and stores text, illustrations, graphs, charts, etc. Prepares graphics for use in web pages using .gif, .bmp, and .jpg file formats. Operates department equipment such as scanners, binding machines and the like, used in the design and production of company material. Performs other duties as assigned.

9. Program Analyst 1

Minimum/General Experience:

Works on problems of moderate scope where analysis of situation or data requires a review of identifiable factors. Exercises judgment within defined procedures and practices to determine appropriate action.

Requires a BS degree and 3 years experience.

Functional Responsibility:

Responsible for conducting systematic analysis of information technology programs such as, software, and information systems engineering progress to determine the status of resources. Monitors program from project initiation through delivery, interfacing with customer on technical matters. Performs other duties as assigned.

10. Program Analyst 2

Minimum/General Experience:

Works on problems of diverse scope where analysis of data requires evaluation of identifiable factors. Exercises judgment within generally defined practices and policies in selecting methods and techniques for obtaining solutions.

Requires a BS degree and 6 years experience.

Functional Responsibility:

Responsible for conducting systematic analysis of information technology programs such as, software, and information systems engineering progress to determine the status of resources. Monitors program from project initiation through delivery, interfacing with customer on technical matters. Performs other duties as assigned.



11. Program Manager

Minimum/General Experience:

Manages a program or project that is of moderate complexity and/or risk. Provides guidance to subordinates to achieve goals in accordance with established policies. Interacts with subordinates, customers, peer groups and senior management.

Requires a Bachelor's Degree in a related field and 8 years experience.

Functional Responsibility:

Responsible for managing a contract or information technology program to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Directs and coordinates program activities and exercises control over personnel responsible for specific functions. Reviews and evaluates work performance of subordinates. Ensures that staffing, facilities, and equipment are adequate for successful completion of the program. Responsible for compliance with company policy on equal employment opportunity and affirmative action in all personnel actions under their jurisdiction. Prepares program reports as required for the government, customers or superiors. Controls expenditures in accordance with budget allocations. Performs other duties as assigned.

12. Senior Program Manager

Minimum/General Experience:

Receives assignments in the form of objectives and establishes goals to meet objectives. Provides guidance to subordinates to achieve goals in accordance with established policies. Work is reviewed and measured based on meeting objectives and schedules. Establishes and recommends changes to policies. Erroneous decisions or failure to achieve results in additional costs and serious delays in overall schedules. Frequently interacts with subordinates, customers, peer groups and senior management. Interactions normally involve matters between functional information technology areas, company divisions, customers and the company. Manages through subordinate supervisors the coordination of a department with responsibility for results in terms of costs, methods and employees.

Requires a PHD in a related field and 15 years experience.

Functional Responsibility:

Responsible for managing a contract or information technology program to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Directs and coordinates program activities and exercises control over personnel responsible for specific functions. Reviews and evaluates work performance of subordinates. Responsible for compliance with company policy on equal employment opportunity and affirmative action in all personnel actions under their jurisdiction. Prepares program reports for superiors. Controls expenditures in



accordance with budget allocations. Performs other duties as assigned.

13. Software Analyst 1

Minimum/General Experience:

Works on problems of moderate scope where analysis of situation or data requires a review of identifiable factors. Exercises judgment within defined procedures and practices to determine appropriate action.

Requires a BS degree and 3 years experience.

Functional Responsibility:

Responsible for designing, developing, modifying and troubleshooting software programs for computer based systems. May perform system modeling, simulation and analysis in designing compiler assemblers and utility programs. May correct program errors using methods such as modifying program or altering sequence of program steps. Analyzes, reviews, and rewrites programs to increase operating efficiency or to adapt program to new requirements. Compiles and writes documentation of program development and subsequent revisions. Trains operators to use program. Performs other duties as assigned.

14. Software Engineer 1

Minimum/General Experience:

Designs, develops, troubleshoots and analyzes software programs for computer based systems.

Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related field and 2 years software design engineering experience required. Knowledge of operating systems and programming languages.

Functional Responsibility:

Designs and develops software programs. Analyzes user's software program needs and assists in troubleshooting. Designs and develops software using basic compilers, assemblers, utility programs, and operating systems. May advise hardware design engineers on machine characteristics that affect software systems. Performs systems modeling, simulation and analysis. Performs other duties as assigned.



15. Software Engineer 2

Minimum/General Experience:

Designs, develops, troubleshoots and analyzes complicated and difficult software programs for computer based systems.

Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related field and 5 years software design engineering experience required.

Functional Responsibility:

Designs and develops complicated and difficult software programs. Analyzes user's software program needs and assists in troubleshooting. Designs and develops software using basic compilers, assemblers, utility programs, and operating systems. Performs systems modeling, simulation and analysis. May advise hardware design engineers on machine characteristics that affect software systems. Performs other duties as assigned.

16. Software Specialist 1

Minimum/General Experience:

Works on assignments that are routine in nature. Most work is verified and checked.

Requires a BS degree and 2 years experience.

Functional Responsibility:

Uses various programming languages to convert detailed specifications of business or scientific problems into a sequence of instructions for digital computers to solve the problem. Designs the initial logic, implements the described steps using the chosen programming language, tests and validates the program's accuracy, maintains the program, and modifies it as necessary to meet changing needs. Uses flowcharts, data flow diagrams, data modeling or other tools to document the logic and actions of the program and to instruct users and computer operators in its correct execution.

17. Senior Research Specialist 1

Minimum/General Experience:

Works on complex information technology problems where analysis of situations or data requires an in-depth evaluation of various factors. Exercises judgment within broadly defined practices and policies in selecting methods, techniques, and evaluation



criterion for obtaining results. Work leadership may be provided by assigning work and resolving problems.

Requires a Masters degree in a related field and 8 years experience.

Functional Responsibility:

Responsible for the initiation, design, development, execution and implementation of information technology systems for the use and applications of researching scientific projects. Investigates the feasibility of applying information technology principles and concepts to potential theories, inventions and products. Plans and executes research. Maintains substantial knowledge of state-of-the-art principles and theories and may contribute to scientific systems designs programs, literature and conferences. May coordinate interdepartmental activities and research efforts. Performs other duties as assigned.

18. Senior Research Specialist 2

Minimum/General Experience:

Works on extremely complex problems where analysis of situation or data requires an evaluation of intangible variance factors. Exercises independent judgment in developing methods, techniques and evaluation criterion for obtaining results. Work leadership may be provided by assigning work and resolving problems.

Requires a Ph.D. in a related field and 15 years experience.

Functional Responsibility:

Responsible for the initiation, design, development, execution and implementation of information technology systems for the use and applications of researching scientific projects. Investigates the feasibility of applying information technology principles and concepts to potential theories, inventions and products. Plans and executes research. Maintains substantial knowledge of state-of-the-art principles and theories and may contribute to scientific systems designs programs, literature and conferences. May coordinate interdepartmental activities and research efforts. Performs other duties as assigned.

19. Systems Analyst 1

Minimum/General Experience:

Works on problems of moderate scope where analysis of situation or data requires a review of identifiable factors. Exercises judgment within defined procedures and practices to determine appropriate action.

Requires a BS degree and 3 years related work experience.



Functional Responsibility:

Responsible for the analysis, design, evaluation, testing and implementation of information technology systems. Reviews computer system capabilities, workflow, and scheduling limitations to determine if requested program or program change is possible within existing system. Studies existing information-processing systems to evaluate effectiveness and develops new systems to improve production or work flow as required. Produces user, operator and maintenance manuals in accordance with accepted documentation standards. Provides technical guidance to users and other project members and at higher levels may serve as task leader. Performs other duties as assigned.

20. Systems Analyst 2

Minimum/General Experience:

Works on problems of diverse scope where analysis of data requires evaluation of identifiable factors. Exercises judgment within generally defined practices and policies in selecting methods and techniques for obtaining solutions.

Requires a BS degree and 6 years experience.

Functional Responsibility:

Responsible for the analysis, design, evaluation, testing and implementation of information technology systems. Reviews computer system capabilities, workflow, and scheduling limitations to determine if requested program or program change is possible within existing system. Studies existing information-processing systems to evaluate effectiveness and develops new systems to improve production or work flow as required. Produces user, operator and maintenance manuals in accordance with accepted documentation standards. Provides technical guidance to users and other project members and at higher levels may serve as task leader. Performs other duties as assigned.

21. Systems Analyst 3

Minimum/General Experience:

Works on complex problems where analysis of situations or data requires an in-depth evaluation of various factors. Exercises judgment within broadly defined practices and policies in selecting methods, techniques and evaluation criterion for obtaining results. Work leadership may be provided by assigning work and resolving problems.

Requires a BS degree and 7 years related work experience.

Functional Responsibility:

Responsible for the analysis, design, evaluation, testing and implementation of information technology systems. Reviews computer system capabilities, workflow,



and scheduling limitations to determine if requested program or program change is possible within existing system. Studies existing information-processing systems to evaluate effectiveness and develops new systems to improve production or work flow as required. Produces user, operator and maintenance manuals in accordance with accepted documentation standards. Provides technical guidance to users and other project members and at higher levels may serve as task leader. Performs other duties as assigned.

22. Technician 1

Minimum/General Experience:

Performs routine assignments in areas such as research, design, development testing, or manufacturing process improvement. Receives technical advice from supervisor or engineers as needed.

Requires High School diploma or equivalent. Must be able to work from schematics, diagrams, and written/verbal descriptions or from defined plans.

Functional Responsibility:

Provides routine technical support to assigned areas as research, design, development testing or manufacturing process improvement. Provides hardware support to systems. Works from schematics, diagrams, written and verbal descriptions or defined plans to perform testing and troubleshooting functions on electronic or mechanical components, equipment or systems. Conducts software installation and system configuration to implement systems in a network environment. May be responsible for assisting others, including customers, in using audio/video equipment or other special equipment. Performs other duties as assigned.

23. Technician 2

Minimum/General Experience:

Performs non-routine assignments of moderate variety and complexity using precedents that are not fully applicable. Receives technical advice from supervisor or engineers as needed. Performs recurring work independently. May assist in training entry-level technicians.

Requires High School diploma or equivalent, 2 years experience and 2 years of electronics training from technical trade school or military technical school. Working knowledge of desktop applications including work processing, spreadsheet, and database programs. Must be able to work from schematics, diagrams, and written/verbal descriptions or from defined plans.

Functional Responsibility:

Provides moderately complex technical support to assigned areas as research, design, development testing or manufacturing process improvement. Provides hardware support to systems. Works from schematics, diagrams, written and verbal descriptions



or defined plans to perform testing and troubleshooting functions on electronic or mechanical components, equipment or systems. Conducts software installation and system configuration to implement systems in a network environment. May be responsible for assisting others, including customers, in using audio/video equipment or other special equipment which may be somewhat complex in nature. Performs other duties as assigned.

24. Technician 3

Minimum/General Experience:

Performs non-routine assignments of substantial variety and complexity using precedents which are not fully applicable. Receives technical advice from supervisor or engineers as needed. Performs recurring work independently. May assist in training entry level technicians.

Requires 2 years of college courses in a technical and 5 years experience.

Functional Responsibility:

Provides technical support to network analyst working in such areas as research, design, development, testing or manufacturing process improvements. Works from schematics, diagrams, written and verbal descriptions or defined plans to perform testing and trouble shooting functions on electronic or mechanical components, equipment, or systems. Conducts software installation and system configuration to implement systems in a network environment. May determine actions to remedy malfunctions. Performs other duties as assigned.

25. Technician 4

Minimum/General Experience:

Performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger more diverse project. Selects and adapts plans, techniques, designs or layouts. Reviews, analyzes and integrates the work of other technicians. May train or be assisted by entry level technicians.

Requires 2 years of college courses in a technical field and 7 years experience.

Functional Responsibility:

Provides technical support to network analyst working in such areas as research, design, development, testing or manufacturing process improvements. Works from schematics, diagrams, written and verbal descriptions or defined plans to perform testing and trouble shooting functions on electronic or mechanical components, equipment, or systems. Conducts software installation and system configuration to implement systems in a network environment. May determine actions to remedy malfunctions. Performs other duties as assigned.



26. Technical Document Specialist

Minimum/General Experience:

Develops, writes and edits non-routine technical user manuals.

Requires Bachelor's degree in a related field and 5 years related experience

Functional Responsibility:

Develops, writes, and edits non-routine, complex technical user manuals. Evaluates potential user problems related to assigned applications. Uses text versions of software applications to identify application obstacles before applications are released. Prepares documentation of relative information on assigned applications. Edits user manuals as needed. Other duties as assigned.



GSA LABOR RATES

Two years of directly related experience may be substituted for each year of required education.

ID #	GSA Schedule Category	Rates Effective January 1, 2004
1	Administrative Specialist	\$26.07
2	Computer Operator	\$26.16
3	Computer Programmer 1	\$27.05
4	Computer Programmer 2	\$34.11
5	Engineer 1	\$38.35
6	Engineer 2	\$55.14
7	Engineer 3	\$80.97
8	Graphics Specialist	\$35.00
9	Program Analyst I	\$52.37
10	Program Analyst 2	\$64.63
11	Program Manager	\$90.02
12	Senior Program Manager	\$102.36
13	Software Analyst 1	\$47.66
14	Software Engineer 1	\$44.88
15	Software Engineer 2	\$63.98
16	Software Specialist	\$31.77
17	Senior Research Specialist 1	\$85.07
18	Senior Research Specialist 2	\$97.24
19	Systems Analyst 1	\$39.22
20	Systems Analyst 2	\$66.67
21	Systems Analyst 3	\$75.55
22	Technician 1	\$25.91
23	Technician 2	\$29.77
24	Technician 3	\$33.66
25	Technician 4	\$44.35
26	Technical Document Specialist	\$49.49



USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

COLSA 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 demonstrates 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:



Pat Beumer Director of Contracts
COLSA Corporation
P.O. Box 1068
Huntsville, AL 35807-3301
TELEPHONE NO.: 256-964-5337 - FAX NO.: 256-964-5419
E-MAIL ADDRESS: pbeumer@colsa.com



**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE
(Insert Customer Name)**

In the spirit of the Federal Acquisition Streamlining Act
_____(Agency)_____ and COLSA Corporation enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the Government that works better and costs less.

Signatures

AGENCY	DATE	COLSA Corporation	DATE



BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____



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

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

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

(d) 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 customer agency requirements.

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

Orders under a Team Arrangement are subject to terms and conditions 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.