

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

Special Item No. 132-33 Perpetual Software Licenses  
Special Item No. 132-34 Maintenance of Software  
Special Item No. 132-50 Training Courses  
Special Item No. 132-51 Information Technology Professional Services

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

FYI-For Your Information, Inc.  
11785 Beltsville Drive  
Suite 120  
Calverton, MD 20705  
(301) 586-8500 Phone  
(301) 586-8400 Fax  
<http://www.fyinfo.com>

CONTRACT NUMBER:

GS 35F0104L

PERIOD COVERED BY CONTRACT:

29 NOVEMBER 2000 – 28 NOVEMBER 2010

General Services Administration  
Federal Supply Service

Products and ordering information in the Authorized ADP Schedule Pricelist is also available on the GSA Advantage! system. Agencies can browse GSA Advantage! by accessing GSA's Home Page via Internet at [www.gsa.gov](http://www.gsa.gov).



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<b>INFORMATION FOR ORDERING OFFICES</b>
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**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 using the GSA Advantage! on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage! and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

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

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

1. **Geographic Scope of Contract.** The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico, and all U.S. Government installations and/or agencies abroad.
2. **Contractor's Ordering Address.**

FYI-For Your Information, Inc.  
11785 Beltsville Drive  
Suite 120  
Calverton, MD 20705

**Contractor's Service Area.** All Government locations within the scope of the contract.

**Contractor's Payment Address.**

FYI-For Your Information, Inc.  
11785 Beltsville Drive  
Suite 120  
Calverton, MD 20705

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:

Technical/Ordering Assistance, Richard Kaiser	(301) 586-8500
Contracts Administration, Dean Godbout	(301) 586-8500
Billing/Invoicing, Dean Godbout	(301) 586-8500

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

Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Contractor Establishment Code (DUNS): 17-531-9912  
Block 30: Type of Contractor: Small Disadvantaged Business  
Block 31: Woman-Owned Small Business: Yes  
Block 36: Contractor's Taxpayer Identification Number (TIN): 52-1517612

4a. **CAGE Code.** 0Z3B8

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:

**ITEMS OR GROUPS  
OF ITEMS (SIN or  
Nomenclature)**

**DELIVERY TIME  
(DAYS ARO)**

132-33

25 Days

- (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; Net 30 ARO
    - (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.** This schedule is for Information Technology Professional Services only.
10. **Small Requirements.** The minimum dollar value of orders to be issued is \$100.
11. **Maximum Order.** (All dollar amounts are exclusive of any discount for prompt payment.)

Special Item 132-33 – Perpetual Software Licenses

The maximum dollar value per order for all Perpetual Software Licenses will be \$500,000.

Special Item Number 132-50 – Training Courses

The maximum dollar value per order for all Training Courses will be \$25,000.

Special Item 132-51 - Information Technology (IT) Professional Services

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

Note: Maximum Orders do not apply to Special Item Number 132-34 Maintenance of Software.

12. **Use of Federal Supply Service Information Technology Schedule Contracts.** In accordance with FAR 8.404:

Note: Refer to page 11 of this document (special IT procedures)

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need to seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

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

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

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

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
  - (2) Offer the lowest price available under the contract; or
  - (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).
- (d) **Blanket purchase agreements (BPAs).** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All Schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.
- (e) **Price reductions.** In addition to the circumstances outlined in paragraph (c), above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service

elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

- (f) **Small business.** For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- (g) **Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

13. **Federal Information Technology/Telecommunications 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 Technology 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 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. **Security Requirements.** In the event security requirements are necessary, the ordering activities may incorporate, in their delivery order(s), a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.

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

16. **GSA Advantage!** The 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:

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

18. **Contractor Commitments, Warranties and Representations.**

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

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

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

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

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 fulfillment of the terms and conditions of this contract.

20. **Year 2000 Warranty – Commercial Supply Items (I-FSS-550-A) (AUG 1997).** As used in this clause, "Year 2000 compliant" means information technology that accurately processes date/time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000 and leap year calculations. Furthermore, Year 2000 compliant information technology, when used in combination with other information technology, shall accurately process date/time if the other information technology properly exchanges date/time with it.

- (a) All currently awarded products that are not Year 2000 compliant must be deleted from this contract no later than December 31, 1999.
- (b) Any contract modifications, adding new items under clause 552.243-72, Modifications (Multiple Award Schedule), must meet the warranty requirement in paragraph (c), below.
- (c) The Contractor warrants that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the contractor, provided that all listed or unlisted products (e.g., hardware, software, firmware) used in combination with such listed product properly exchange date data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those listed products as a system. The duration of this warranty and the remedies available to the Government for breach of this warranty shall be as defined in, and subject to, the terms and limitations of the Contractor's standard commercial warranty or warranties contained in this contract, provided that notwithstanding any provision to the contrary in such commercial warranty or warranties, the remedies available to the Government under this warranty shall include repair or replacement of any listed product whose non-compliance is discovered and made known to the Contractor in writing within ninety (90) days after acceptance. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

21. **Blanket Purchase Agreements (BPAs).** Federal Acquisition Regulation (FAR) 13.201(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 13.202(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.

22. **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.

**TERMS AND CONDITIONS APPLICABLE TO  
PERPETUAL SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-33) AND  
MAINTENANCE (SPECIAL ITEM NUMBER 132-34) OF GENERAL PURPOSE  
COMMERCIAL INFORMATION TECHNOLOGY SOFTWARE**

**1. INSPECTION/ACCEPTANCE**

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any software that has been tendered for acceptance. The Government may require repair or replacement of nonconforming software at no increase in contract price. The Government must exercise its postacceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the software, unless the change is due to the defect in the software.

**2. GUARANTEE/WARRANTY**

- a. Unless specified otherwise in this contract, the Contractor's standard commercial guarantee/warranty as stated in the contract's commercial pricelist will apply to this contract.
- b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.
- c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

**3. TECHNICAL SERVICES**

The Contractor, without additional charge to the Government, shall provide a hot line technical support number (301) 586-8500 for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from 9:00 a.m. to 5:00 p.m. Eastern Time, Monday through Friday except for holidays.

**4. SOFTWARE MAINTENANCE**

- a. Software maintenance service shall include the following:

Product Updates & Technical Support at an annual cost of 15% of the software cost.

- b. Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

**5. PERIODS OF MAINTENANCE (132-34)**

- a. The Contractor shall honor orders for periods for the duration of the contract period or a lesser period of time.

- b. Maintenance may be discontinued by the Government on thirty (30) calendar days written notice to the Contractor.
- c. Annual Funding. When annually appropriated funds are cited on an order for maintenance, the period of the maintenance shall automatically expire on September 30 of the contract period, or at the end of the contract period, whichever occurs first. Renewal of the maintenance orders citing the new appropriation shall be required, if the maintenance is to be continued during any remainder of the contract period.
- d. Cross-Year Funding Within Contract Period. Where an ordering office's specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the ordering office may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.
- e. Ordering offices should notify the Contractor in writing thirty (30) calendar days prior to the expiration of an order, if the maintenance is to be terminated at that time. Orders for the continuation of maintenance will be required if the maintenance is to be continued during the subsequent period.

**6. CONVERSION FROM TERM LICENSE TO PERPETUAL LICENSE *(Not Offered)***

- a. The Government may convert term licenses to perpetual licenses for any or all software at any time following acceptance of software. At the request of the Government the Contractor shall furnish, within ten (10) calendar days, for each software product that is contemplated for conversion, the total amount of conversion credits which have accrued while the software was on a term license and the date of the last update or enhancement.
- b. Conversion credits which are provided shall, within the limits specified, continue to accrue from one contract period to the next, provided the software remains on a term license within the Government.
- c. The term license for each software product shall be discontinued on the day immediately preceding the effective date of conversion from a term license to a perpetual license.
- d. The price the Government shall pay will be the perpetual license price that prevailed at the time such software was initially ordered under a term license, or the perpetual license price prevailing at the time of conversion from a term license to a perpetual license, whichever is the less, minus an amount equal to \_\_\_\_\_% of all term license payments during the period that the software was under a term license within the Government.

**7. TERM LICENSE CESSATION *(Not Offered)***

- a. After a software product has been on a continuous term license for a period of \_\_\_\_\_ \* months, a fully paid-up, non-exclusive, perpetual license for the software product shall automatically accrue to the Government. The period of continuous term license for automatic accrual of a fully paid-up perpetual license does not have to be achieved during a particular fiscal year; it is a written Contractor commitment which continues to be available for software that is initially ordered under this contract, until a fully paid-up perpetual license accrues to the Government. However, should the term license of the software be discontinued before the specified period of the continuous term license has been satisfied, the perpetual license accrual shall be forfeited.

- b. The Contractor agrees to provide updates and maintenance service for the software after a perpetual license has accrued, at the prices and terms of Special Item Number 132-34, if the licensee elects to order such services. Title to the software shall remain with the Contractor.

**8. UTILIZATION LIMITATIONS - (132-33, AND 132-34)**

- a. Software acquisition is limited to commercial computer software defined to be:

**COMMERCIAL COMPUTER SOFTWARE** - Computer software which is used regularly for other than Government purposes and is sold, licensed or leased in significant quantities to the general public at established catalog prices.

- b. When acquired by the Government, commercial computer software and related documentation so legend shall be subject to the following:
  - (1) Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.
  - (2) Software licenses are by site and by agency. An agency is defined as a cabinet level or independent agency. The software may be used by any subdivision of the agency (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one agency's site. This would allow other agencies access to one agency's database. For Government public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user agency will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user agency's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user agency.
  - (3) Except as is provided in paragraph 8.b(2) above, the Government shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the government who have the Government's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the Government to use software, documentation, or information therein, which the Government may already have or obtains without restrictions.
  - (4) The Government shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of disaster recovery, the Government has the right to transfer the software to another site if the Government site for which it is acquired is deemed to be unsafe for Government personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or

software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.

- (5) "Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.

## 9. SOFTWARE CONVERSIONS - (132-33)

Full monetary credit will be allowed to the Government when conversion from one version of the software to another is made as the result of a change in operating system, or from one computer system to another. Under a perpetual license (132-33), the purchase price of the new software shall be reduced by the amount that was paid to purchase the earlier version.

## 10. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY

### **MMS01 MMS – Membership Management System (Up to 250 Members w/ 1 user)**

FYI's Membership Management System (MMS) is a Windows-based, network wide membership management system, designed to meet the needs of any member-based organization. Whether an organization needs to maintain detailed information on 75 members or 75,000, MMS makes the once labor-intensive task of keeping detailed records about members quick and easy. With the ability to maintain up to three pages of information, including demographics, phone fax and email, region code, marital status, voter information, gender, birth date, purchases/activities, officer information and dues, about each member and access it all using Windows' point and click technology. And, of course MMS includes all the basics like tracking by member number, status or group, payroll number, and officer information. With six modules, including member information, officer information, reports, system administration, dues track and grievance tracking MMS will allow you to know exactly who your members are. And, if your organization has unique needs, MMS is customizable, allowing you to add up to seven custom fields. Of course, if you already have membership data on your computer, MMS allows you to import that information from any PC text file directly, eliminating the need to re-key any records. Finally, with MMS, reporting is no longer a daunting, time-consuming task. MMS includes many standard reporting features and a mailing label generator, as well as the option of an "Ad Hoc" report writer that allows customization of reports to meet the needs of a specific organization.

In order to use MMS, you must have Windows 95/98/NT with an Intel Pentium processor or higher, 10 MB disk space and 16 MB memory. For optimum performance, FYI recommends a minimum of a Pentium 133 processor with 32 MB of memory.

### **MMS02 MMS – Membership Management System (Up to 600 Members w/ 1 user)**

Same as MMS01, but for up to 600 members.

### **MMS03 MMS – Membership Management System (Unlimited Members w/ 1 user)**

Same as MMS01, but for unlimited members.

#### **MMS04 Upgrade MMS Single User to Multi-User**

Same as MMS01, but allows multiple users.

#### **CTS01 CorrTrack - Correspondence Tracking System (Single User)**

CorrTrack, FYI's Windows-based proprietary correspondence tracking software product is the perfect solution for long-term management of all correspondence and documents. Because CorrTrack assigns each document a unique control number, it is easy to add, update and review any document's master record. And, what's more CorrTrack's Reviewer Module tracks the history and location at all points of the workflow of any file, automatically dates and time stamps updates and prepares the correspondence for the next scheduled activity. In addition, CorrTrack maintains security information for every user and document, allowing system administrators to determine which correspondence and reviewer records can be accessed by each user. Finally, to support workflow management initiatives, CorrTrack comes packed with eight reports which allow the software to automatically print correspondence reports, reviewer reports, cover sheets and routing slips for work-group management.

In order to properly operate CorrTrack, you must have an IBM-compatible computer running Windows 95/98/NT, 5 MB of disk space, 16 MB of memory, and at least a 486-66 Mhz processor (Pentium processor recommended).

#### **CTS02 CorrTrack - Correspondence Tracking System (2-10 Users)**

Same as CTS01, but allows 2-10 users.

#### **CTS03 CorrTrack - Correspondence Tracking System (Individual Seats)**

Same as CTS01, but for additional users above 10.

#### **SCMS01 SCMS – Student Class Management System (Single User)**

The Student/Class Management System (SCMS) was designed by FYI to automate the entire education management process and meet the needs of both large and small education centers. SCMS takes advantage of the all the Windows functionality that you've come to expect from today's software products, making it easy to learn and use the program. Equipped with a simple menu interface, SCMS allows you to quickly perform updates to all your resources. Administrative areas allow you to add new classes, update instructor information and add new classrooms. The student management area allows you to maintain full demographic information for students, tracks CEU information, all past classes, classes for which a student is registered, unscheduled classes of interest to a student and classes that a student failed to attend. Plus, with the click of a button, you will be able to retrieve a variety of important reports, crucial to implementing and managing your training program.

To operate SCMS, you must have an IBM-compatible PC running Windows 95/98/NT, with 5 MB of available Disk Space, 16 MB of memory and at least a 486-66 Mhz processor (Pentium is recommended).

#### **SCMS02 SCMS – Student Class Management System (Multi-User)**

Same as SCMS01, but for multiple users.

**11. RIGHT-TO-COPY PRICING**

Not Applicable

**TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF  
TRAINING COURSES FOR GENERAL PURPOSE COMMERCIAL  
INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE  
(SPECIAL ITEM NUMBER 132-50)**

**1. SCOPE**

- a. The Contractor shall provide training courses normally available to commercial customers, which will permit Government users to make full, efficient use of general purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.
- b. The Contractor shall provide training at the Contractor's facility and/or at the Government's location, as agreed to by the Contractor and the Government.

**2. ORDER**

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

**3. TIME OF DELIVERY**

The Contractor shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the Government.

**4. CANCELLATION AND RESCHEDULING**

- a. The Government will notify the Contractor at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. The Contractor will then permit the Government to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the Government will modify its original training order to specify the time and date of the rescheduled training class.
- b. In the event the Government fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the Government will be liable for the contracted dollar amount of the training course. The Contractor agrees to permit the Government to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.
- c. The Government reserves the right to substitute one student for another up to the first day of class.
- d. In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the Government, the Contractor must notify the Government at least seventy-two (72) hours before the scheduled training date.

**5. FOLLOW-UP SUPPORT**

The Contractor agrees to provide each student with unlimited telephone support for a period of one (1) year from the completion of the training course. During this period, the student may contact the Contractor's instructors for refresher assistance and answers to related course curriculum questions.

**6. PRICE FOR TRAINING**

The price that the Government will be charged will be the Government training price in effect at the time of order placement, or the Government price in effect at the time the training course is conducted, whichever is less.

**7. INVOICES AND PAYMENT**

Invoices for training shall be submitted by the Contractor after Government completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). **PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.**

**8. FORMAT AND CONTENT OF TRAINING**

- a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.
- b. For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.
- c. The Contractor shall provide each student with a Certificate of Training at the completion each training course.
- d. The Contractor shall provide the following information for each training course offered:

<b>DM001</b>	<b>Introduction to Microsoft Access</b>	This two-day course teaches new users about designing and creating a relational database. Topics include creating and modifying tables, fields and indexes, adding and displaying records, queries and filters, and generating reports. Users will learn how to use Access Wizards for quick development.
<b>DM002</b>	<b>Advanced Microsoft Access</b>	This two-day course focuses on multi-file relational database building. Topics include joining tables, one to many relationships and database integrity, creating forms and subforms, data validation, database maintenance and security.

<b>DM003</b>	<b>Track It!</b>	This one-day course will prepare you to install, configure and maintain Track-It! Databases. Topics include how to maintain inventory of hardware and software components installed on workstations and servers, how to set up a help desk for tracking work requests and trouble calls, how to register students for courses and keep track of completed training, how to create and audit purchase orders, and how to keep track of material from the library database.
<b>DM012</b>	<b>Programming with Access</b>	This two-day course focuses on using Visual Basic for Access. Topics include using variables and procedures, control structures, debugging and error handling, events, and record sets.
<b>GD001</b>	<b>Introduction to Microsoft PowerPoint</b>	Microsoft PowerPoint is a presentation graphics application. With PowerPoint, you can create powerful slides, overheads, and electronic presentations. This one-day class covers how to create a new presentation, work with text, bullets and graphics, organize the slides, and print and view a slide show.
<b>GD002</b>	<b>Advanced Microsoft PowerPoint</b>	This one day course covers how to use rulers and guides for setting up the presentation, formatting text through WordArt, how to use drawing tools, create tables, create and edit datasheets, graphs, and organization charts.
<b>GS002</b>	<b>Introduction to Windows</b>	This half-day seminar teaches students everything they need to be productive with this powerful Windows interface. Topics include launching Windows, types of windows, security, icons, the mouse, sizing windows, switching between applications, task lists, menus, help, accessories, and the file system.
<b>GS003</b>	<b>Microsoft Office Overview</b>	This one-day course focuses on the basics of Word, Excel, and PowerPoint. Users will learn the similarities between the three software applications and learn how to create a file, as well as, edit, spellcheck, print, save, copy, move and delete files.
<b>I001</b>	<b>Introduction to Microsoft FrontPage</b>	In this one-day course users are introduced to important web page terminology and then immediately begin creating their own web page. Students are taught how to create links (internal, external and bookmark), how to insert and align images, create hotspots, insert and work with tables and work with frames.
<b>I002</b>	<b>Advanced Microsoft FrontPage</b>	In this one-day course users continue with creating their web page while learning advanced concepts involving table design, enhancing and customizing tables. Users learn how to create forms; insert form fields and prepare information to be used by databases. In addition, an introduction to Microsoft's Image Composer is given, enabling users to import and export existing images in a variety of formats, or to create new images. Web management and security completes the advanced course with discussion on how to manage a web site, update links, spell check the web and organize files using FrontPage Explorer.

<b>I003</b>	<b>Introduction to HTML</b>	Students will take a two-day tour of the Hypertext Markup Language enroute to developing their own web sites. Students will learn the basics of HTML, including links, using images, text formatting, tables and page formatting. All attendees will create a web site in class.
<b>I004</b>	<b>Microsoft Internet Explorer</b>	This half-day course is both a tour of the Internet and a hands-on session for Microsoft's Internet Explorer. Students will learn the history of the Internet, how to start and use Internet Explorer, favorites, URLs, links, Internet precautions, search engines, and surfing tips and techniques.
<b>NC001</b>	<b>Windows Administration</b>	This five-day course is geared towards computer professionals. The goal of this class is to provide all of the skills necessary to become a full time System Administrator. Students will learn to install Windows Server and Workstation, system basics, accounts, policies, security, configuration, disk and file management, application support and networking basics.
<b>NC002</b>	<b>Microsoft Outlook (Contact Management)</b>	This one-day class teaches users to get organized with the features of Outlook. Users will learn to operate and configure Outlook, e-mail functionality, and contact management features of Outlook.
<b>NC003</b>	<b>Microsoft Outlook</b>	In this one-day course students learn the fundamentals of E-Mail. Topics include how to send, receive, reply and forward mail messages and file attachments, manage incoming and outgoing mail, establish file folders for easier maintenance, set priority levels and delays on mail messages, maintain the address book and create distribution lists. Half-day class is also available.
<b>NC007</b>	<b>Microsoft Outlook Part I</b>	This half-day class teaches users how to efficiently use the e-mail features of Outlook. Topics include finding your way around Outlook, creating and formatting messages, responding to mail, using the address book, and receiving and sending attachments.
<b>NC008</b>	<b>Microsoft Outlook Part II</b>	This half-day class teaches users how to use Outlook's calendar, manage contacts, track tasks, create journal entries, and use electronic notes.
<b>PM001</b>	<b>Introduction to Microsoft Project</b>	This one-day course teaches users how to create and begin managing a project. Users learn how to create the project, enter tasks and resources, create task dependencies, identify the critical path, and update the project with actual start and finish dates. In addition, students learn how to analyze their data through the use of Pert, Gantt, and Work breakdown charts.
<b>PM002</b>	<b>Advanced Microsoft Project</b>	This one-day course teaches the experienced Project user how to customize the project environment, track and analyze the project's progress, resolve conflicts, generate reports for sorting and filtering the data, create multiple projects and subprojects, and track cost information.

<b>S001</b>	<b>Introduction to Microsoft Excel</b>	This one-day course provides new users with the following tools for using this spreadsheet: spreadsheet introduction, command definitions, cursor movement, formulas, formatting, and sorting and printing.
<b>S002</b>	<b>Intermediate Microsoft Excel</b>	This one-day class is for users already familiar with Excel basics. This class discusses: advanced formatting techniques, managing worksheets and workbooks, working with multiple windows, using headers and footers, security and password protection, and creating presentation quality graphs.
<b>S003</b>	<b>Advanced Microsoft Excel</b>	This two-day course focuses on creating complex worksheets, linking worksheets together, creating macros, styles, and working with
<b>SS001</b>	<b>CorrTrack</b>	This one-day course includes adding and updating correspondences, searching for records, generating reports, using the system administration features, and working with lookup tables.
<b>SS004</b>	<b>Membership Management System</b>	MMS is a user-friendly database that manages all of your membership records. MMS tracks everything from address, phone and fax to demographics on all kinds of data from gender to voter information, marital status and birth date. MMS makes the report process easy by providing membership statistical reports to demographic sorts and management reports that often take hours to generate.
<b>SS005</b>	<b>Student Class Management System</b>	Student Class Management System (SCMS) automates the entire education management process from tracking student history to managing multiple classrooms. In this one-day class, users learn how to add new classes and classroom information, enter student demographics and register students for class. In addition, users will learn how to update the class roster and generate reports displaying historical information for students, instructors, classrooms and
<b>WP001</b>	<b>Introduction to Microsoft Word</b>	This one-day class covers creating, saving and retrieving documents, editing and block movement (copy, move, delete), the spell checker, character formatting and selecting fonts, setting tabs and margins, page breaks, using print preview, printing and saving.
<b>WP002</b>	<b>Intermediate Microsoft Word</b>	The objectives of this one-day class include setting up headers and footers, applying borders and shading around text, inserting graphics, mail merge, tables and sorting, working with columns and frames, creating auto text entries and converting documents from other applications to Word documents.
<b>WP003</b>	<b>Advanced Microsoft Word</b>	The objectives of this two-day class include extensive text formatting for creating styles and templates, creating footnotes and endnotes, glossary entries, document index, table of contents, outlines, bookmarks, form letters, and macros. In addition, this class covers how to use annotations and track revisions.

- e. For those courses conducted at the Government's location, instructor travel charges (if applicable), including mileage and daily living expenses, must be indicated below. Rates paid as a result of travel must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA City pair contracts.

Travel will be reimbursed in accordance with Federal Travel Regulations or Joint Travel Regulations, as applicable.

9. **“NO CHARGE” TRAINING**

The Contractor shall describe any training provided with equipment and/or software provided under this contract, free of charge, in the space provided below.

*Not Applicable*

<p style="text-align: center;"><b>TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)</b></p>
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**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT/EC 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. ORDERING PROCEDURES**

- a. Procedures for IT professional services priced on GSA schedule at hourly rates.
  - (1) 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 IT professional services (SIN 132-51) that are priced on schedule at hourly rates. These special ordering procedures which are outlined herein take precedence over the procedures in FAR 8.404.
  - (2) The GSA has determined that the rates for IT professional services contained in this pricelist are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.
  - (3) When ordering IT professional services ordering offices shall –
    - (i) Prepare a Request for Proposal:
      - (A) A performance-based statement of work 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.
      - (B) A request for proposal should be prepared which includes the performance-based statement of work and requests the contractors submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the hourly 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 material orders.

- (C) The request for proposal may request the contractors, if necessary or appropriate, submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.
  - (D) The request for proposal 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 acceptability of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (ii)(A) below, the request for proposals shall notify the contractors that will be the case.
- (ii) Transmit the Request for Proposal to Contractors:

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

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

- (iii) Evaluate proposals and select the contractor to receive the order:

After responses have been evaluated against the factors identified in the request for proposal, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

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

office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall –

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

- (A) SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

- (B) MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedure in (3)(ii)(B) above, and then place the order with the schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

- (ii) 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 (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

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

- (6) When the ordering office's requirement involves both products as well as IT professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.

- (7) The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of schedule contractors' proposals 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.

- b. Ordering Procedures for other services available on schedule at fixed prices for specifically defined services or tasks.

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further

competition, synopses the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

- (1) **Orders placed at or below the micro-purchase threshold.** Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- (2) **Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the service representing the best value, the ordering office may consider— (i) special features of the service that are required in effective program performance and that are not provided by a comparable service; and (ii) past performance.
- (3) **Orders exceeding the maximum order threshold.** Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--
  - (i) Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
  - (ii) 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
  - (iii) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

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

- (A) 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);
- (B) Offer the lowest price available under the contract; or
- (C) Decline the order (orders must be returned in accordance with FAR 52.216-19).

- (4) **Blanket purchase agreements (BPAs).** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.
- (5) **Price reductions .** In addition to the circumstances outlined in paragraph (3), above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.
- (6) **Small business.** For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- (7) **Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

### 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 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 for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

## **5. 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.

## **6. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

## **7. RESPONSIBILITIES OF THE GOVERNMENT**

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

## **8. INDEPENDENT CONTRACTOR**

All IT/EC 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.

## **9. 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.

## 10. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT/EC 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.

## 11. PAYMENTS

For firm-fixed price orders the Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

## 12. RESUMES

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

## 13. 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.

## 14. 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.

## 15. DESCRIPTION OF IT SERVICES AND PRICING

### **0001 Program Manager**

Duties: Provide supervision to technical staff and be ultimately responsible for the project and ensure that all aspects of the project are carried out according to the Requirement Specifications. Duties include planning, budgeting, staffing, personnel management, and training.

Qualifications: Qualifications: Bachelor's degree in Computer Science, Information Systems,

Engineering, Business, or other related scientific or technical discipline is preferred with progressive related experience.

**0002 System Analyst I**

Duties: Provide first level help desk support for hardware and software including operating systems and office automation applications.

Qualifications: Bachelor's degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline is preferred.

**0003 System Analyst II**

Duties: Provide second level help desk support for hardware and software including operating systems, networking, and office automation applications. Perform system administration tasks such as backups, user account management, e-mail administration, and load balancing

Qualifications: Bachelor's degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline; and two years experience working in the information systems field (systems management, programming, network support, or a related field); and two years of system administration experience is preferred.

**0004 System Analyst III**

Duties: Provide high level technical support to Systems Analysts I and II. Develop plans, strategies and implementation details for improving, enhancing, and upgrading overall Systems including hardware and software. Research, test, develop, and implement software distribution, license metering, load balancing, system security, and data integrity. Develop software utilities to automate system administration tasks. Develop Standard Operating Procedures, Contingency Plan, and Disaster Recovery Plan. Develop a plan to test and check the overall system security and system integrity periodically to ensure reliable and secured operations of computer systems and information. Conduct periodic meetings for reporting and training purposes with other system administrators.

Qualifications: Bachelor's degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline; and three years of advance experience that have resulted in the ability to perform the system and network administration, system integration, programming and scripting using high level programming languages is preferred.

**0005 Inventory Specialist**

Duties: Maintain an inventory of computer hardware equipment and peripherals. Coordinate repairs with the hardware vendors. Ship the broken hardware to the appropriate repair facility and receive the repaired and new equipment at the loading dock.

Qualifications: Ability to ship, receive, and track incoming and outgoing computer hardware and software; and ability to take accurate inventories of computer hardware and software is preferred.

**0006 Network Analyst I**

Duties: Provide network engineering support for Local and Wide Area Networks comprised of TCP/IP networking protocol. Provide network administration for network gear including hubs, routers, cables, and switches. Provide help desk support for network related problems.

Qualifications: Bachelor's degree in Computer Science, Information Systems, Telecommunications, Engineering, or other related scientific or technical discipline; and two years experience working in an Information Systems field (systems management, network support, LAN/WAN manager, or related field) working with TCP/IP networking protocol and one year experience working with DNS and Firewalls is preferred.

**0007 Network Analyst II**

Duties: Provide high level network support for LAN and WAN configurations. Plan, design, document, and implement a complete network topology for LANs/WANs. Administer DNS, Firewalls, Routers, Gateways, and Switches. Provide troubleshooting and network analysis to improve and enhance the network performance. Monitor and ensure network security and data integrity.

Qualifications: Bachelor's degree in Computer Science, Information Systems, Telecommunications, Engineering, or other related scientific or technical discipline; and three years experience working in an Information Systems field (systems management, network support, LAN/WAN manager, or related field); and three years of network support experience working with TCP/IP networking protocol; and three years experience working in the configuration of all common routing protocols (e.g., rip and ospf), along with three years in configuring troubleshooting routers, hubs, network cards and network operating systems, DNS, SNMP, Firewalls and network packet analyzers is preferred.

**0008 Training Specialist**

Duties: Provide class room training for operating systems such as Windows95 and Windows NT, office automation software, e-mail software, groupware, and web development tools. Develop training materials, reference manuals, user guides, and lesson plans for students.

Qualifications: Bachelors degree in the field of education; and three years experience teaching office automation products in a classroom environment; and two years experience developing lesson plans, course materials, user guides, and reference materials

**0009 Information Technology Specialist**

Duties: Provide help desk support for office automation software. Provide one-on-one software application training. Develop user guides and aides to office automation applications.

Qualifications: Bachelor's degree in the Computer Information Systems field; and three years of office automation application support and information technology experience is preferred.

**0010 Visual Information Specialist**

Duties: Provide end-user support in developing and designing graphics and web pages. Create logos, layouts, and artwork by free hand as well as using software. Provide audio and visual support including setup and configuration of teleconferencing systems.

Qualifications: Bachelors degree in the field of Fine Arts, specializing in the area of computer graphics design; and three years experience in developing computer generated art work and graphical presentations; and two years experience working with audio visual equipment, and video teleconferencing systems is preferred.

**0011 Web Master**

Duties: Design and develop web pages and web sites. Maintain and administer web sites and web servers. Provide end-user support for developing web pages and web applications. Provide help desk support for web related problems.

Qualifications: Bachelor's degree in Computer Science, Information Systems or other related technical discipline and two years of experience in designing and maintaining Internet/Intranet web sites and pages; and experience installing and administering a web server, web-enabled database development, HTML programming and web site development with web page authoring tools to include Microsoft Front Page and others is preferred.

**0012 Jr. Programmer**

Duties: Develop software applications in accordance with the requirement specifications.

Participate in full life cycle software development including designing, coding, implementation,

and support.

Qualifications: Bachelors degree in Computer Science, Information Systems or other related technical discipline; and two years working experience with Visual Basic, Microsoft Access development, and SQL Server is preferred.

**0013 Programmer**

Duties: Development of Requirement Specifications document, planning, design, coding, testing, and implementation of custom applications designed for client-server environment, and Web Enabled Applications. Lead the programming team and conduct full life-cycle software development and product enhancements.

Qualifications: Bachelors degree in Computer Science, Information Systems or other related technical discipline; and five years working experience with Visual Basic, Microsoft Access development, and SQL Server is preferred.

**0014 ADP Systems Engineer**

Duties: Technical design, planning, development and testing of various types of fully integrated computer-based systems. Experienced in the conceptual, definition, development, test and operational phases of the system cycle. Knowledgeable of system development processes. Requires knowledge of mainframe, mini, and microcomputer hardware, utility software, and mass storage technology. Individual must be qualified and experienced in communications-computer systems, and the installation, implementation, maintenance and tuning of operating systems, disk and tape management systems, and computer operations automation software.

Qualifications: Bachelor's Degree is preferred with progressive related experience.

**0015 Sr. Business Process Reengineering Specialist**

Duties: Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer.

Qualifications: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/Management, or other related scientific or technical discipline is preferred with progressive related experience.

**0017 Database Administrator, Sr.**

Duties: Able to install, maintain, upgrade and administrate full-featured database management systems such and related tools. Able to address system administration issues related operating systems (UNIX, DOS, Windows NT, etc.). Able to plan, design, develop, and modify databases structures, and database administration tools using products and programming languages such as PL/SQL, Visual Basic, or ORACLE Forms. Able to work with other senior technical and user staff to complete projects. Able to provide assistance and guidance to less experienced technical staff.

Qualifications: Bachelor's degree is preferred with progressive related experience.

**0018 Sr. Information Management Tech**

Duties: Broad experience in information resource management, communications, and automated data processing (ADP). A multi-disciplinary individual with experience in analyzing and managing information technology programs and services. The individual must have experience in information planning and ADP acquisitions. This position requires specific knowledge to understand, design, develop, test, select, implement, manage and enhance a total, integrated

information processing system.

Qualifications: Bachelor's degree is preferred with progressive related experience in broad-based ADP.

**0019 Lead/Sr. Analyst/Programmer**

Duties: Experienced in assessing requirements for new or modified systems, performing detailed systems design, preparing written specification, programming, and conducting module and integration tests. Experienced in design and maintenance of database management systems, use of CASE technology, and in structured requirements analysis methodologies such as information engineering. Knowledgeable of pertinent and system development processes.

Qualifications: Bachelors degree in Engineering, Science, or Math is preferred or equivalent experience.

**0020 Project Manager**

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

Qualifications: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline is preferred with progressive related experience.

**0021 Quality Assurance Analyst**

Duties: Experienced in a wide range of both hardware and software QA activities in support of major ADP and/or communications system programs. Plans and implements QA programs to verify product design and development to requirements and specifications. Establishes QA programs to validate by test plan, test criteria and test results to ensure products satisfy system specifications.

Qualifications: Bachelors degree in Science or Engineering is preferred with progressive related experience.

**0022 Senior Software Engineer**

Duties: Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques, and Computer Aided Software Engineering (CASE) tools. Interprets software requirements and design specifications to code, and integrates and tests software components. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques.

Qualifications: Master's degree in Information Systems, Computer Science or engineering related fields is preferred with progressive related experience.

**0023 Technical Writer Expert**

Duties: Experienced in program documentation for management information systems.

Qualifications: Bachelor's degree in Management or a technical discipline is preferred with progressive related experience.

#### **0024      Software Systems Engineering - Supervisor**

Description: Supervises activities of all software systems personnel for a major project, several smaller projects, or a small department. Responsible for quality assurance. Makes decisions on personnel actions (hiring, terminations, promotions, etc.). Controls revenues and/or expenses within operating unit and responsible for meeting budget goals and objectives. Provides input to policy level direction regarding standards, budget constraints, etc.

#### **0025      Software Systems Engineer – Lead**

Description: Formulates/defines specifications for complex systems or modifies/maintains complex existing systems using engineering releases and utilities from the manufacturer. Responsible for program design, coding, testing, debugging and documentation. Usually responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications/communications networks, computer accounting and advanced mathematical/scientific software packages. Has full technical knowledge of all phases of software systems and programming applications. Also has duties instructing, directing and checking the work of other operating systems programming personnel. Responsible for quality assurance review and the evaluation of new and existing software products. Acts as project leader for projects with small budgets or limited duration.

#### **0026      LAN Support Technician – Senior**

Monitors and responds to complex technical control facility hardware and software problems utilizing a variety of hardware and software testing tools and techniques. Provides primary interface with vendor support service groups or provides internal analysis and support to ensure proper escalation during outages or periods of degraded system performance. May provide LAN server support. Requires extensive knowledge of PC/LAN/WAN communications hardware/software in a multi-protocol environment, and network management software. May function as lead job providing guidance and training for less experienced technicians.

#### **0027      Senior Management Analyst**

Description: Plans, coordinates, and implements analyses and studies. Performs data collection and analysis including establishment of procedures for data collection and input into information systems; designs and conducts surveys; facilitates large and small group meetings; reviews and analyzes data; and identifies data sources. Performs program planning and analysis, including development of program objectives and structures; develops and constructs models of operations or processes using mathematical or statistical methods or techniques; formulates work plans, time lines, and other management tools; analyzes programmatic information; analyzes staffing requirements; assesses information needs; prepares budgets; and utilizes structured analysis and design methodology to identify and clearly organize problems through implementation of management information systems. Performs policy analysis, including development of organizational goals; identifies and compares alternative programmatic approaches to achieve goals; develops analytical and mathematical models for long-range planning; assesses cost effectiveness; performs cost benefit analyses. Performs program evaluation including development and review of methodologies and techniques for use in evaluating and monitoring program performance; determines objective measurement methods and performance indicators; develops evaluation instruments for research program planning; develops strategies for implementation of analytical findings; analyzes program performances, and operational results; evaluates data validity and reliability; evaluates program impact on agency-wide operations and effectiveness; examines

implications of policy, legislative, or programmatic initiatives; and prepares reports.  
Qualifications: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/Management, or other related scientific or technical discipline is preferred with progressive related experience.

**0028 Management Analyst**

Description: Plans, coordinates, and implements analyses and studies involving one or more of the activities. Performs data collection and analysis including implementation of surveys; identifies data sources; reviews and analyzes data collected under the surveys. Performs program analysis, including staffing requirements; assesses information needs; prepares budgets; and utilizes structured analysis and design methodology to identify and clearly organize problems through implementation of management information systems. Performs policy analysis including identification and comparison of alternative programmatic approaches to achieve goals; develops analytical and mathematical models, and performs cost-benefit analyses. Evaluates validity and reliability of program data and reports.

Qualifications: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/Management, or other related scientific or technical discipline is preferred with progressive related experience.

<p style="text-align: center;"><b>USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS</b></p>
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**PREAMBLE**

FYI-For Your Information, Inc. 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 Richard Kaiser at (301) 586-8500.

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

In the spirit of the Federal Acquisition Streamlining Act  
 \_\_\_\_\_ (Agency) and \_\_\_\_\_ (Contractor) 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 for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

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

Signatures

\_\_\_\_\_

AGENCY

\_\_\_\_\_

DATE

\_\_\_\_\_

CONTRACTOR

\_\_\_\_\_

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:

<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 office(s) is hereby authorized to place orders under this BPA:

<b>OFFICE</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.

<p style="text-align: center;"><b>BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”</b></p>
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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.

**FYI-FOR YOUR INFORMATION, INC. SCHEDULE CONTRACT PRICELIST****SIN 132-33 Perpetual Software Licenses Pricing Schedule**

<b>CLIN</b>	<b>Labor Category</b>	<b>Cost</b>
MMS01	MMS - Membership Management System (Up to 250 Members w/1 user)	\$166.00
MMS02	MMS - Membership Management System (Up to 600 Members w/1 user)	\$591.00
MMS03	MMS - Membership Management System (Unlimited Members w/1 user)	\$1,101.00
MMS04	Upgrade MMS Single User to Multi-User	\$595.00
CTS01	CorrTrack - Correspondence Tracking System (Single User)	\$251.00
CTS02	CorrTrack - Correspondence Tracking System (2-10 Users)	\$1,696.00
CTS03	CorrTrack - Correspondence Tracking System (Individual Seats)	\$336.00
SCMS01	SCMS - Student Class Management System (Single User)	\$251.00
SCMS02	SCMS - Student Class Management System (Multi-User)	\$1,696.00

**SIN 132-34 Maintenance of Software Pricing Schedule**

<b>CLIN</b>	<b>Annual Maintenance of:</b>	<b>Cost</b>
MMS01-M	Membership Management System (Up to 250 Members w/1 user)	\$25.00
MMS02-M	MMS - Membership Management System (Up to 600 Members w/1 user)	\$90.00
MMS03-M	MMS - Membership Management System (Unlimited Members w/1 user)	\$167.00
CTS01-M	CorrTrack - Correspondence Tracking System (Single User)	\$38.00
CTS02-M	CorrTrack - Correspondence Tracking System (2-10 Users)	\$257.00
CTS03-M	CorrTrack - Correspondence Tracking System (Individual Seats)	\$51.00
SCMS01-M	SCMS - Student Class Management System (Single User)	\$38.00
SCMS02-M	SCMS - Student Class Management System (Multi-User)	\$257.00

### SIN 132-50 Training Courses Pricing Schedule

CLIN	Labor Category	Individual Per Day	Class (Up to 12) Per Day
DM001	Introduction to Microsoft Access	\$154.00	\$1,030.00
DM002	Advance Microsoft Access	\$154.00	\$1,030.00
DM003	Track It!	\$128.00	\$816.00
DM012	Programming with Access	\$154.00	\$1,030.00
GD001	Introduction to Microsoft PowerPoint	\$128.00	\$816.00
GD002	Advanced Microsoft PowerPoint	\$128.00	\$816.00
GS002	Introduction to Windows	\$128.00	\$816.00
GS003	Microsoft Office Overview	\$128.00	\$816.00
I001	Introduction to Microsoft FrontPage	\$154.00	\$1,030.00
I002	Advanced Microsoft FrontPage	\$154.00	\$1,030.00
I003	Introduction to HTML	\$154.00	\$1,030.00
I004	Microsoft Internet Explorer	\$128.00	\$816.00
NC001	Windows Administration	\$154.00	\$1,030.00
NC002	Microsoft Outlook (Contact Management)	\$128.00	\$816.00
NC003	Microsoft Outlook	\$128.00	\$816.00
NC007	Microsoft Outlook - Part I	\$128.00	\$816.00
NC008	Microsoft Outlook - Part II	\$128.00	\$816.00
PM001	Introduction to Microsoft Project	\$154.00	\$1,030.00
PM002	Advanced Microsoft Project	\$154.00	\$1,030.00
S001	Introduction to Microsoft Excel	\$128.00	\$816.00
S002	Intermediate Microsoft Excel	\$128.00	\$816.00
S003	Advanced Microsoft Excel	\$128.00	\$816.00
SS001	CorrTrack	\$128.00	\$816.00
SS004	Membership Management System	\$128.00	\$816.00
SS005	Student Class Management System	\$128.00	\$816.00
WP001	Introduction to Microsoft Word	\$128.00	\$816.00
WP002	Intermediate Microsoft Word	\$128.00	\$816.00
WP003	Advanced Microsoft Word	\$128.00	\$816.00

**SIN 132-51 Information Technology (IT) Professional Services Pricing Schedule**

<b>CLIN</b>	<b>Labor Category</b>	<b>FYI Site</b>	<b>Govt/Client Site</b>
0001	Program Manager	\$104.51	\$72.91
0002	System Analyst I	**	\$39.59
0003	System Analyst II	**	\$46.39
0004	System Analyst III	**	\$62.96
0005	Inventory Specialist	**	\$31.12
0006	Network Analyst I	**	\$54.63
0007	Network Analyst II	**	\$72.15
0008	Training Specialist	\$58.58	\$42.47
0009	Information Technology Specialist	**	\$41.07
0010	Visual Information Specialist	**	\$40.89
0011	Web Master	\$62.76	\$53.44
0012	Jr. Programmer	\$66.94	**
0013	Programmer	\$78.45	**
0014	ADP Systems Engineer	**	\$61.85
0015	Sr Business Process Reengineering Specialist	\$94.45	**
0017	Database Administrator, Sr.	\$72.17	\$57.10
0018	Sr Information Management Tech	\$85.77	**
0019	Lead/Sr. Analyst/Programmer	\$97.28	\$84.56
0020	Project Manager	\$82.63	**
0021	Quality Assurance Analyst	\$85.77	**
0022	Senior Software Engineer	\$92.05	\$66.60
0023	Technical Writer Expert	\$59.62	**
0024	SW Systems Engineer - Supervisor	**	\$95.67
0025	SW Systems Engineer - Lead	**	\$99.09
0026	LAN Support Tech - Sr.	**	\$98.88
0027	Senior Management Analyst	**	\$109.17
0028	Management Analyst	**	\$108.19