

CASSIDY CONSULTING GROUP, LLC



CASSIDY
CONSULTING GROUP

**General Services Administration
Multiple Award Schedule
Federal Acquisition Service
Authorized Federal Supply Schedule FSS Price List**

INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

Contractor/Contract Administrator: Matthew Morris
mmorris@cassidyconsulting.us
Cassidy Consulting Group, LLC
106 Virginia Ct, Hertford NC 27944
Ph: 703.483.1991 fax: 252.565.0096
<https://cassidyconsulting.us>

Contract Number: GS-35F-305CA

Period Available: April 29, 2020 through April 28, 2025

For more information on ordering, go to the following website: <https://www.gsa.gov/schedules>

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov.

Pricelist Current through Modification PA-0023 effective July 10, 2023

Business Size: C2G is a woman owned small business and SBA certified HUBZone
Providing Commercial to Government Solutions



Table of Contents

Customer Information	3
Labor Category Descriptions	5
GSA ADP Labor Rates for Cassidy Consulting Group	16
Terms and Conditions Applicable to Information Technology (IT) Professional Services (Special Item Number 54151S).....	19
USA Commitment to Promote Small Business Participation Procurement Programs.....	22
Best Value Blanket Purchase Agreement FEDERAL SUPPLY SCHEDULE	24
Basic Guidelines for Using	26
“CONTRACTOR TEAM ARRANGEMENTS”	26



Information for Ordering Activities

1a Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

<u>SIN</u>	<u>SIN Description</u>
54151S	IT Professional Services
OLM	Order Level Materials

1b Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See page 17

1c If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. See Page 17

2. Maximum order. \$500,000.00

3. Minimum order. \$100.00

4. Geographic coverage (delivery area). CONUS, Hawaii, Alaska, PR and Washington, DC

5. Point(s) of production (city, county, and State or foreign country). N/A

6. Discount from list prices or statement of net price. Prices shown are NET Prices; Basic Discounts have been deducted.

7. Quantity discounts. 1.0% for task orders of \$500,000 and above.

8. Prompt payment terms. 0.5% - 15 days, Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign items (list items by country of origin). N/A

10a. Time of delivery. 30 Days ARO

10b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery. TBD at task order level

10c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. TBD at task order level

10d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to affect a faster delivery.

11. F.O.B. point(s). Destination

12a. Ordering address. Cassidy Consulting Group, LLC 106 Virginia Court, Hertford, North Carolina 27944-8372

12b. Ordering procedures: See Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address. Cassidy Consulting Group, LLC 106 Virginia Court, Hertford, North Carolina 27944-8372

14. Warranty provision. Standard Commercial Warranty

15. Export packing charges, if applicable. N/A

16. Terms and conditions of rental, maintenance, and repair (if applicable). N/A



17. Terms and conditions of installation (if applicable). N/A
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). N/A
- 18b. Terms and conditions for any other services (if applicable). N/A
19. List of service and distribution points (if applicable). N/A
20. List of participating dealers (if applicable). N/A
21. Preventive maintenance (if applicable). N/A
- 22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). N/A
- 22b. If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services and show where full details can be found (e.g. contractor's website or other location.) ICT accessibility standards can be found at: <https://www.Section508.gov/> N/A
23. Unique Entity Identifier (UEI) number. **HR9MVR34W4X6**
24. Notification regarding registration in System for Award Management (SAM) database. Contractor registered and active in SAM

Labor Category Descriptions		
Commercial Labor Category	Minimum/ General Experience and Years of Experience	Functional Responsibility
<i>Programmatic and Functional Personnel Categories</i>		
<i>Program Analyst I</i>	<i>0-1 year</i>	Responsible for providing analytical, administrative, and/or program management support task orders. Supports the completion of project activities and deliverables under the direction and review of more senior staff. Ensures objective analysis of data and alternatives
Educational Requirements	Bachelor degree in a technical discipline or relevant functional area to include finance and accounting; human resources; business administration or liberal arts.	
<i>Program Analyst II</i>	<i>1 year</i>	Contributes ideas to address project requirements, contributes to project management plans and maintains project schedules. Contributor to project deliverables This position may engage in the performance of quality assurance reviews of deliverables or work product developed by peers and other participants. Develops project documentation in accordance with established policy and procedures. Ensures objective analysis of data and alternatives
Educational Requirements	Bachelor degree in a technical discipline or relevant functional area to include finance and accounting; human resources; business administration or liberal arts.	
<i>Program Analyst III</i>	<i>3 years</i>	Works independently to contribute to deliverables and perform task order activities; may lead moderately complex efforts. Contributes ideas to address task requirements, contributes to project management plans and works to adhere to project schedules. Coordinates with both senior and junior personnel to aggregate task activities such as budgets and schedules. May require functional proficiency in a particular task order area. Ensures objective analysis of data and alternatives in contribution to deliverables.
Educational Requirements	Bachelor degree in a technical discipline or relevant functional area to include finance and accounting; human resources; business administration or liberal arts.	
<i>Program Analyst IV</i>	<i>5 Years</i>	Responsible for ensuring the on-time completion of task deliverables and activities. May act as task order leader, coordinating efforts of junior personnel. May lead daily operational activities such as facilitation, problem solving, developing project and operational plans, communications, and recommending/ developing processes and procedures. Develops project documentation in accordance with established policy and procedure. Ensures completion of deliverables in accordance with task order objectives.
Educational Requirements	Bachelor degree in a technical discipline or relevant functional area to include finance and accounting; human resources; business administration or liberal arts.	
<i>Business System Analyst</i>	<i>8 years</i>	Develops and defines systems scope and objectives based on both user needs and a good understanding of applicable business systems and industry requirements. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications. Competent to work at the highest technical level of most phases of systems analysis while considering the business implications of the application of technology to the current and future business environment.
Educational Requirements	Bachelor degree in a technical discipline or relevant functional area to include finance and accounting; human resources; business administration or liberal arts.	

<i>Domain Subject Matter Expert</i>	<i>10 years</i>	Provides customer domain and/or business process specific expertise. Individual brings specific functional and technical knowledge and experience for a specifically defined task order requirement such as server technology, cloud computing or a functional domain relating to IT, such as health care.
Educational Requirements	Bachelor degree in a technical discipline or relevant functional area to include finance and accounting; human resources; business administration or liberal arts.	
<i>Functional Analyst I</i>	<i>5 years</i>	Performs analysis of business and user needs and documents requirements. Develops and defines systems scope and objectives through research and fact-finding combined with working knowledge of business systems and industry requirements.
Educational Requirements	Bachelor degree in a technical discipline or relevant functional area to include finance and accounting; human resources; business administration or liberal arts.	
<i>Functional Analyst II</i>	<i>15 years</i>	Performs analysis of business and user needs and documents requirements. Develops and defines systems scope and objectives through research and fact-finding combined with working knowledge of business systems and industry requirements. May facilitate or lead a team of less experienced personnel in defining complex system requirements
Educational Requirements	Bachelor degree in a technical discipline or relevant functional area to include finance and accounting; human resources; business administration or liberal arts.	
<i>Program/Project Manager I</i>	<i>8 years</i>	Responsible for ensuring the on-time and on budget completion of task deliverables and activities. May also possess specialized experience related to functional area of task order. Provides advisory guidance within a functional or technical discipline. Provides strategic guidance on content, format and flow to task and team leads in pursuit of overall deliverable completion. May be responsible for execution of task order. Provides leadership and oversight to task order members.
Educational Requirements	Bachelor degree in a technical discipline or relevant functional area to include finance and accounting; human resources; business administration or liberal arts.	
<i>Program/Project Manager II</i>	<i>10 years</i>	Responsible for providing leadership and management direction of the project or task order to include integration of all project activities and sub contractors. Responsible for ensuring the on-time completion of task deliverables and activities. Responsible for direct client interface and any problem resolution.
Educational Requirements	Bachelor degree in a technical discipline or relevant functional area to include finance and accounting; human resources; business administration or liberal arts.	
<i>Quality and Test</i>		
<i>Test Engineer I</i>	<i>1-3 years</i>	Supports testing for functional test, integration test, security test and operation test. Participates in the development and execution of test cases and procedures Assists with the collection of data and technical information used in the development of test documentation. Participates in the development of test data to be used in performing required tests. Responsible for documentation of test results in the proper logs and/or tracking systems. Responsible for the analysis of test results and documenting conclusions. Responsible for validating that testing conclusions and recommendations are supported by test results.
Educational Requirements	Bachelor degree in computer science; management information systems; engineering or related technical discipline.	

<i>Test Engineer II</i>	<i>6 years</i>	Leads testing activities for functional test, integration test, security test and operation test. Participates in the development and execution of test cases and procedures. Assists with the collection of data and technical information used in the development of test documentation. Participates in the development of test data to be used in performing required tests. Supports the development of the overall test plan including strategy, approach, processes and methodologies. Responsible for documentation of test results in the proper logs and/or tracking systems. Responsible for validating that testing conclusions and recommendations are supported by test results. Instructs, directs, and checks the work of other task personnel.
Educational Requirements	Bachelor degree in computer science; management information systems; engineering or related technical discipline.	
<i>Test Engineer III</i>	<i>15 years</i>	Leads testing activities for functional test, integration test, security test and operation test. Participates in the development and execution of test cases and procedures. Assists with the collection of data and technical information used in the development of test documentation. Participates in the development of test data to be used in performing required tests. Responsible for developing the overall test plan including strategy, approach, processes and methodologies. documentation of test results in the proper logs and/or tracking systems. Responsible for validating and documenting that testing conclusions and recommendations are supported by test results. Instructs, directs, and checks the work of other task personnel.
Educational Requirements	Bachelor degree in computer science; management information systems; engineering or related technical discipline.	
<i>Configuration Management Specialist</i>	<i>6 years</i>	Responsible for both software and firmware configuration management. Performs and manages configuration management planning, configuration identification, configuration status accounting, and configuration audits. Responsible for configuration change control and change process so that only approved and validated changes are incorporated into product documents and related software and firmware. Conducts audits to verify that requirements of baselines have been met. Supports the quality assurance process audits. Supports or chairs the project Configuration Control Board for a task order.
Educational Requirements	Bachelor degree in a technical discipline or relevant functional area to include finance and accounting; human resources; business administration or liberal arts.	
<i>Quality Assurance Manager</i>	<i>8 years</i>	Manages the execution of the quality program to include developing the quality assurance plan and processes. Performs and leads tests of software to ensure proper operation and freedom from defects. May create test data for applications. Documents and works to resolve all complex problems with regard to process and procedure. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Acts as information resource about assigned areas to technical writers and other Quality Assurance Analysts. Performs complex workflow analysis and recommends quality improvements. Plans for and conducts quality audits. Manages contractor portion of quality assurance surveillance plan.
Educational Requirements	Masters degree in a technical discipline or relevant functional area to include finance and accounting; human resources; business administration or liberal arts.	
Training		

<i>Training Specialist</i>	<i>0-3 years</i>	Assists in design, development, and implementation of instructional systems and software applications to support customer product training and information delivery systems. Supports training material development and updates.
Educational Requirements	Bachelor degree in a technical discipline or relevant functional area to include finance and accounting; human resources; business administration or liberal arts.	
<i>Trainer II</i>	<i>6 years</i>	Analyzes customer-training needs as they relate to the developed system. Designs, develops, and implements instructional systems and software applications to support customer product training and information delivery systems. Prepares training catalogs and course materials. Conducts/delivers training via the most affective media. Responsible for overall planning, managing and coordination of training activities.
Educational Requirements	Bachelor degree in a technical discipline or relevant functional area to include finance and accounting; human resources; business administration or liberal arts.	
<i>Trainer III</i>	<i>10 years</i>	Analyzes customer-training needs as they relate to the developed system. Designs, develops, and implements instructional systems and software applications to support customer product training and information delivery systems. Prepares training catalogs and course materials. Conducts/delivers training via the most effective media. Responsible for overall planning, managing and coordination of training activities and content development. Provides daily supervision and direction to support staff.
Educational Requirements	Masters degree in a technical discipline or relevant functional area to include finance and accounting; human resources; business administration or liberal arts.	
Data and Development		
<i>Web Developer I</i>	<i>0-2 years</i>	Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and JavaScript) for a component of a website. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Integrates web applications with backend databases. Deploys large web-based transaction systems using application servers. Researches, tests, builds, and coordinates the integration of new products per production and client requirements. Requires strong navigation and site-design instincts and experience with standard web development tools.
Educational Requirements	Bachelor degree in a technical discipline or relevant functional area to include finance and accounting; human resources; business administration or liberal arts. (may substitute with associates and two additional years specific experience in web development)	
<i>Web Developer II</i>	<i>3 years</i>	Responsible for deliverables on a large project and the oversight of one or more web developers and technicians. Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and JavaScript) for a component of the website. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Integrates web applications with backend databases. Deploys large web-based transaction systems using application servers. Researches, tests, builds, and coordinates the integration of new products per production and client requirements. Requires strong navigation and site-design instincts and experience with current standard web development tools.
Educational Requirements	Masters degree in a technical discipline or relevant functional area to include finance and accounting; human resources; business administration or liberal arts. (may substitute with Bachelor 2 additional years specific experience in web development)	

<i>Database Administrator</i>	6 years	Designs, implements and maintains complex databases using a variety of languages, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Conducts quality control and auditing of databases in a client/server environment for accurate and appropriate use of data. Performs maintenance of database dictionaries, overall monitoring of standards and procedures, and integration of systems through database design. Instructs, directs, and checks the work of other task personnel including developers and help desk personnel.
Educational Requirements	Bachelor degree in a technical discipline or relevant functional area to include finance and accounting; human resources; business administration or liberal arts. (Degree may be substituted with 2 years experience in specific application such as Oracle or SQL)	
<i>Firmware Architect I</i>	3 years	Performs design, implementation, integration testing and maintenance of network, communication, and all firmware devices. Performs system analysis to optimize the anticipated applications to appropriate firmware. Manages network design to optimize speed of applications and transactions. Maintains awareness of technology to maximize productivity of firmware. Works with system engineers, cyber specialists and developers to mitigate risks of intrusion. Works with help desk personnel to respond to network operations issues.
Educational Requirements	Bachelor degree in computer science; management information systems; engineering or related technical discipline.	
<i>Firmware Architect II</i>	6 years	Performs design, implementation, integration testing and maintenance of network, communication, and all firmware devices. Performs system analysis to optimize the anticipated applications to appropriate firmware. Manages network design to optimize speed of applications and transactions. Maintains cognizance of emerging technology to maximize productivity of firmware. Works with system engineers, cyber specialists and developers to mitigate risks of intrusion. Works with help desk personnel to respond to network operations issues.
Educational Requirements	Bachelor degree in computer science; management information systems; engineering or related technical discipline.	
<i>Systems Engineer I</i>	6 years	Performs high-level systems analysis, evaluation, design, integration, documentation, and implementation of very complex application that require a thorough knowledge of administrative and technical skills. Directs and participates in all phases of system development with emphasis on planning, analysis, evaluation, integration, testing and acceptance phases (IV&V and DT&E). Prepares system engineering and system development plans. Applies higher-level business or technical principles and methods to very difficult technical problems to arrive at automated engineering solution.
Educational Requirements	Bachelor degree in computer science; management information systems; engineering or related technical discipline.	
<i>Systems Engineer II</i>	15 years	Provides expertise in the areas of system design, systems engineering techniques, and/or systems management processes. Analyzes and recommends commercially available software and hardware capable of meeting systems requirements. Guides system development and implementation planning through assessment or preparation of system engineering management plans, system development plans, system requirements documentation, and system integration and test plans. Instructs, directs, and checks the work of other task personnel including system engineers, developers and test personnel.

Educational Requirements	Bachelor degree in computer science; management information systems; engineering or related technical discipline.	
<i>Application Developer I</i>	<i>3 years</i>	Designs, develops, and tests software based upon software specifications and designs. Uses sound software engineering principles to develop code that is modifiable, efficient, reliable, understandable, and fault tolerant. Resolves customer complaints with the software and responds to suggestions for improvements and enhancements. Prepares required documentation, including both program -level and user-level documentation.
Educational Requirements	Bachelor degree in computer science; management information systems; engineering or related technical discipline. (may substitute degree with 2 additional years experience in specific application	
<i>Application Developer II</i>	<i>10 years</i>	Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and automated tools. Estimates and manages software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time and improving current techniques. Develops and defines specifications for software applications or modifies and maintains existing applications using engineering releases and utilities from the manufacturer. Instructs, directs, and checks the work of other task personnel. Responsible for quality assurance review and the evaluation of existing and new software products.
Educational Requirements	Bachelor degree in computer science; management information systems; engineering or related technical discipline.	
<i>Application Developer III</i>	<i>15 years</i>	Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and automated tools. Estimates and manages software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time and improving current techniques. Formulates and defines specifications for software applications or modifies and maintains existing applications using engineering releases and utilities from the manufacturer. Instructs, directs, and checks the work of other task personnel. Responsible for quality assurance review and the evaluation of existing and new software products.
Educational Requirements	Bachelors Bachelor degree in computer science; management information systems; engineering or related technical discipline.	
<i>IT Certified Professional</i>	<i>8 years</i>	Responsible for the complex testing and analysis of all elements of the network facilities including: power, software, communications devices, lines, modems and terminals. Monitors and controls the performance and status of the network resources. May function in a lead capacity within the department. Provides guidance and direction to task personnel with regard to specific certification standards and regulations
Educational Requirements	Bachelor degree in computer science; management information systems; engineering or related technical discipline. Requires certification in specific federally designated programs as described by the task order.	
<i>Software Engineer I</i>	<i>3 years</i>	Conducts or participates in multidisciplinary research and collaborates with equipment designers and/or hardware engineers in the planning, design, development, and utilization of electronic data processing systems software. Determines computer user needs; advises hardware designers on machine characteristics that affect software systems such as storage capacity, processing speed, and input/output requirements; designs and develops compilers and assemblers, utility programs, and operating systems.

Educational Requirements	Bachelor degree in computer science; management information systems; engineering or related technical discipline.	
<i>Software Engineer II</i>	8 years	Conducts or participates in multidisciplinary research and collaborates with equipment designers and/or hardware engineers in the planning, design, development, and utilization of electronic data processing systems software. Determines computer user needs; advises hardware designers on machine characteristics that affect software systems such as storage capacity, processing speed, and input/output requirements; designs and develops compilers and assemblers, utility programs, and operating systems.
Educational Requirements	Bachelor degree in computer science; management information systems; engineering or related technical discipline.	
<i>Data Architect I</i>	6 years	Designs and builds relational databases. Performs data access analysis design, and archive/recovery design and implementation. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Develops object and data models and the metadata repository.
Educational Requirements	Bachelor degree in computer science; management information systems; engineering or related technical discipline.	
<i>Data Architect II</i>	10 years	Responsible for setting enterprise data standards and developing of formal description of the data and data structures/metadata. Designs and builds relational databases. Performs data access analysis design, and archive/recovery design and implementation. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Works in a data warehouse environment, which includes data design, database architecture, and metadata repository creation. Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Reviews and develops object and data models and the metadata repository. Instructs, directs, and checks the work of other task personnel.
Educational Requirements	Bachelor degree in computer science; management information systems; engineering or related technical discipline.	
<i>Data Architect III</i>	15 years	Responsible for setting enterprise data standards and developing of formal description of the data and data structures/metadata. Designs and builds relational databases. Performs data access analysis design, and archive/recovery design and implementation. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Works in a data warehouse environment, which includes data design, database architecture, and metadata repository creation. Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Reviews and develops object and data models and the metadata repository. Instructs, directs, and checks the work of other task personnel.
Educational Requirements	Masters degree in computer science; management information systems; engineering or related technical discipline.	
Security		

<i>Information Security Specialist I</i>	<i>6 years</i>	Plans, coordinates, and implements information security and security policies. Provides support for identifying security infrastructure requirements. Supports systems analysis, certification and accreditation, integration of secure products, security test and evaluation, and development of complex information systems to meet information system security requirements. Has expert knowledge in security practices and procedures; Federal information security requirements; current security tools available; hardware/software firewalls and their implementation; different communication protocols; encryption techniques/tools; commercial products available. Instructs, directs, and checks the work of other task personnel.
Educational Requirements	Bachelor degree in computer science; management information systems; engineering or related technical discipline.	
<i>Information Security Specialist II</i>	<i>15 Years</i>	Plans, coordinates, and implements information security and security policies. Provides support for identifying security infrastructure requirements. Supports systems analysis, certification and accreditation, integration of secure products, security test and evaluation, and development of complex information systems to meet information system security requirements. Has expert knowledge in security practices and procedures; Federal information security requirements; current security tools available; hardware/software firewalls and their implementation; different communication protocols; encryption techniques/tools; commercial products available. Instructs, directs, and checks the work of other task personnel. May lead multiple team members with technical skills.
Educational Requirements	Bachelor degree in computer science; management information systems; engineering or related technical discipline.	
<i>Cyber Analyst</i>	<i>5 years</i>	Responsible for understanding and implementing current information security technology disciplines and practices to ensure the confidentiality, integrity and availability of client and corporate information assets in accordance with established standards and procedures. Develops and maintains knowledgebase on changing regulatory, threat, and technology landscapes to continually develop or maintain security policies and standards, and ensure compliance throughout the organization. Addresses risk and threats to client and company information systems with appropriate mitigation measures.
Educational Requirements	Bachelor degree in computer science; management information systems; engineering or related technical discipline.	
<i>Deployment and Operations</i>		
<i>Help Desk Service Support Specialist I</i>	<i>0-2 years</i>	Provides first and second-tier support to end-users for PC, server, mainframe applications and hardware. Handles problems that the first-tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to Configuration Control and quality personnel to reduce user problems. Maintains currency and high level of technical skill in field of expertise. Escalates more complex problems to Senior Level or level 3 help desk.
Educational Requirements	Associate degree in a technical discipline or relevant functional area to include finance and accounting; human resources; business administration or liberal arts.	

<i>Help Desk Service Support Specialist II</i>	<i>3-6 years</i>	Provides second and third tier support to end-users for PC, server, mainframe applications and hardware. Handles problems that the first-tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to Configuration Control and quality personnel to reduce user problems. Maintains currency and high level of technical skill in field of expertise. Escalates more complex problems to engineering team. May lead help desk team members or multi shift operations.
Educational Requirements	Associate degree in a technical discipline or relevant functional area to include finance and accounting; human resources; business administration or liberal arts.	
<i>Technical Writer</i>	<i>0-3 years</i>	Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. Assists in collecting and organizing information required for preparation of technical documentation such as user manuals, training materials, requirement specifications, design documents, meeting agenda and minutes, etc. Edits functional descriptions, system specifications, reports and any other customer deliverables as required.
Educational Requirements	Bachelor degree in a technical discipline or relevant functional area to include finance and accounting; human resources; business administration or liberal arts.	
<i>Deployment Specialist I</i>	<i>3 years</i>	Conducts site surveys. Assesses and documents current site configuration and user requirements. Follows engineering plans and site installation Technical Design Packages. Develops installation schedules. Works on installation/ implementation team. Prepares drawing and documents configuration changes at each site. Prepares site installation and test reports.
Educational Requirements	Bachelor degree in a technical discipline or relevant functional area to include finance and accounting; human resources; business administration or liberal arts.	
<i>Deployment Specialist II</i>	<i>10 years</i>	Organizes and directs installations on site surveys. Assesses and documents current site configuration and user requirements. Designs and optimizes network topologies. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops installation schedules. Mobilizes network installation team. Directs and leads preparation of drawings documenting configuration changes at each site. Prepares site installation and test reports. Interfaces with test and training team for implementation. Coordinates post installation operations and maintenance support.
Educational Requirements	Bachelor degree in a technical discipline or relevant functional area to include finance and accounting; human resources; business administration or liberal arts.	
<i>Technician</i>	<i>1 year</i>	Under the supervision of project leaders provides functional and technical support for execution of day to day tasks and deliverables. Projects include support to cabling, managing devices and maintaining inventory control of firmware and software.
Educational Requirements	High School	
<i>Specialist Categories</i>		

<i>Chief Architect</i>	8 years	Provides lead strategy and design for projects. 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 leadership and facilitation, interviewing, and training and provides additional forms of knowledge transfer in support of project design, development and implementation.
Educational Requirements	Bachelor degree in computer science; management information systems; engineering or related technical discipline.	
<i>Solutions Architect</i>	8 years	Responsible for designing and developing new software products or major enhancements to existing software. May lead a large development team in design of highly complex software systems. Acts as highest-level technical expert, addressing problems of systems integration, compatibility, and multiple platforms. Responsible for project completion. Performs feasibility analysis on potential future projects to management.
Educational Requirements	Bachelor degree in computer science; management information systems; engineering or related technical discipline.	
<i>ERP Specialist I</i>	5 years	Serves as subject matter expert associated with content, processes and procedures associated with enterprise applications. Applies functional knowledge to design and customization of workflow systems that provide seamless integration for client/server applications. Writes functional requirements, develops test plans and works with production issues. Generally experienced in a specific module of an enterprise application.
Educational Requirements	Bachelor degree in a technical discipline or relevant functional area to include finance and accounting; human resources; business administration or liberal arts.	
<i>ERP Specialist II</i>	8 years	Serves as subject matter expert associated with content, processes, and procedures associated with enterprise applications. Applies functional knowledge to design and customization of workflow systems that provide seamless integration for client/server applications. Writes functional requirements, develops test plans, and works with production issues. Generally experienced in multiple modules of an ERP application or more than one ERP application.
Educational Requirements	Bachelor degree in a technical discipline or relevant functional area to include finance and accounting; human resources; business administration or liberal arts.	
<i>ERP Specialist III</i>	10 years	Serves as senior subject matter expert associated with content, processes and procedures associated with ERP. Defines the detailed requirements, analyzes the business needs, and validates solutions with the client. Details requirements through the product development and other functions to support the project team. Monitors other business analysts in software development methods and processes and implementation of those methods. Evaluates development projects and assists in tailoring the development process to meet the project needs.
Educational Requirements	Bachelor degree in a technical discipline or relevant functional area to include finance and accounting; human resources; business administration or liberal arts.	
<i>ERP Lead Integrator</i>	10 Years	Responsible for program integration and implementation of all ERP modules in a program design. Tasks include integration of ERP application to other client applications for optimal performance with software, hardware and networks. Responsibilities include oversight of test, data performance and implementation to meet the scope of functional requirements. Lead integrator may manage a large multi-disciplinary team to include client and subcontractor personnel.



Educational Requirements	Bachelor degree in computer science; management information systems; engineering or related technical discipline.	
<i>Advanced Technology Specialist</i>	<i>10 years</i>	Provides senior subject matter expertise on emerging technology issues in fields such cloud computing, enterprise systems, network and satellite communications.
Educational Requirements	Bachelor degree in computer science; management information systems; engineering or related technical discipline.	



GSA ADP Labor Rates for Cassidy Consulting Group

SIN(s) PROPOSED	SERVICE PROPOSED (e.g. Job Title/Task)	MINIMUM EDUCATION/ CERTIFICATION LEVEL	MINIMUM YEARS OF EXPERIENCE	PRICE OFFERED TO GSA (excluding IFF) Year 6	PRICE OFFERED TO GSA (excluding IFF) Year 7	PRICE OFFERED TO GSA (excluding IFF) Year 8	PRICE OFFERED TO GSA (excluding IFF) Year 9	PRICE OFFERED TO GSA (excluding IFF) Year 10
<i>Programmatic and Functional Personnel Categories</i>								
54151S	<i>Program Analyst I</i>	Bachelor's degree	<i>1 year</i>	54.96	56.00	57.07	58.15	59.26
54151S	<i>Program Analyst II</i>	Bachelor's degree	<i>2 years</i>	69.43	70.75	72.09	73.46	74.86
54151S	<i>Program Analyst III</i>	Bachelor's degree	<i>3 years</i>	87.89	89.56	91.26	93.00	94.76
54151S	<i>Program Analyst IV</i>	Bachelor's degree	<i>5 Years</i>	114.23	116.40	118.61	120.87	123.16
54151S	<i>Business System Analyst</i>	Bachelor's degree	<i>8 years</i>	120.59	122.88	125.22	127.60	130.02
54151S	<i>Domain Subject Matter Expert</i>	Bachelor's degree	<i>10 years</i>	129.37	131.83	134.33	136.89	139.49
54151S	<i>Functional Analyst I</i>	Bachelor's degree	<i>5 years</i>	92.39	94.13	95.93	97.76	99.61
54151S	<i>Functional Analyst II</i>	Bachelor's degree	<i>15 years</i>	125.83	128.22	130.66	133.14	135.67
54151S	<i>Program/Project Manager I</i>	Bachelor's degree	<i>8 years</i>	140.74	143.41	146.14	148.92	151.74
54151S	<i>Program/Project Manager II</i>	Bachelor's degree	<i>10 years</i>	168.06	171.25	174.51	177.82	181.20
<i>Quality and Test</i>								
54151S	<i>Test Engineer I</i>	Bachelor's degree	<i>1-3 years</i>	67.06	68.33	69.63	70.96	72.30
54151S	<i>Test Engineer II</i>	Bachelor's degree	<i>6 years</i>	102.65	104.60	106.59	108.61	110.68
54151S	<i>Test Engineer III</i>	Bachelor's degree	<i>15 years</i>	129.70	132.16	134.68	137.23	139.84
54151S	<i>Configuration Management Specialist</i>	Bachelor's degree	<i>6 years</i>	92.28	94.03	95.82	97.64	99.50
54151S	<i>Quality Assurance Manager</i>	Master's degree	<i>8 years</i>	138.58	141.21	143.90	146.63	149.42

Training								
54151S	<i>Training Specialist</i>	Bachelor's degree	0-3 years	62.92	64.12	65.33	66.58	67.84
54151S	<i>Trainer II</i>	Bachelor's degree	6 years	115.90	118.10	120.35	122.63	124.96
54151S	<i>Trainer III</i>	Master's degree	10 years	183.51	187	190.55	194.17	197.86
Data and Development								
54151S	<i>Web Developer I</i>	Bachelor's degree	0-2 years	57.23	53.82	59.43	60.55	61.71
54151S	<i>Web Developer II</i>	Bachelor's degree	3 years	103.76	105.73	107.74	109.79	111.87
54151S	<i>Database Administrator</i>	Bachelor's degree	6 years	79.47	80.98	82.52	84.09	85.68
54151S	<i>Firmware Architect I</i>	Bachelor's degree	3 years	91.01	92.74	94.50	96.30	98.13
54151S	<i>Firmware Architect II</i>	Bachelor's degree	6 years	129.81	132.28	134.79	137.35	139.96
54151S	<i>Systems Engineer I</i>	Bachelor's degree	6 years	79.75	81.27	82.81	84.38	85.99
54151S	<i>Systems Engineer II</i>	Bachelor's degree	15 years	133.45	135.99	138.57	141.20	143.88
54151S	<i>Application Developer I</i>	Bachelor's degree	3 years	83.89	85.48	87.11	88.76	90.45
54151S	<i>Application Developer II</i>	Bachelor's degree	6 years	101.99	103.93	105.90	107.91	109.96
54151S	<i>Application Developer III</i>	Bachelor's degree	10 years	125.83	128.22	130.66	133.14	135.67
54151S	<i>IT Certified Professional</i>	Bachelor's degree	8 years	119.32	121.59	123.90	126.25	128.65
54151S	<i>Software Engineer I</i>	Bachelor's degree	3 years	93.38	95.15	96.96	98.80	100.68
54151S	<i>Software Engineer II</i>	Bachelor's degree	8 years	111.71	113.83	116.00	118.20	120.45
54151S	<i>Data Architect I</i>	Bachelor's degree	3 years	87.26	88.92	90.61	92.33	94.08
54151S	<i>Data Architect III</i>	Bachelor's degree	8 years	142.45	145.16	147.91	150.72	153.59



54151S	<i>Data Architect III</i>	Masters degree	15 years	176.39	179.74	183.16	186.64	190.18
<i>Security</i>								
54151S	<i>Information Security Specialist I</i>	Bachelor's degree	6 years	104.09	106.07	108.08	110.14	112.23
54151S	<i>Information Security Specialist II</i>	Bachelor's degree	15 Years	134.11	136.66	139.25	141.90	144.60
54151S	<i>Cyber Analyst</i>	Bachelor's degree	5 years	117.89	120.13	122.41	124.74	127.11
<i>Deployment and Operations</i>								
54151S	<i>Help Desk Service Support Specialist I</i>	Associates degree	1 year	53.67	54.69	55.73	56.79	57.87
54151S	<i>Help Desk Service Support Specialist II</i>	Associates degree	3-6 years	86.54	88.18	89.86	91.57	93.31
54151S	<i>Technical Writer</i>	Bachelor's degree	0-3 years	67.44	68.72	70.03	71.36	72.71
54151S	<i>Deployment Specialist I</i>	Bachelor's degree	3 years	81.13	82.67	84.24	85.84	87.47
54151S	<i>Deployment Specialist II</i>	Bachelor's degree	10 years	102.76	104.71	106.70	108.73	110.80
54151S	<i>Technician</i>	High school diploma	1 year	27.04	27.55	28.08	28.61	29.15
<i>Specialist Categories</i>								
54151S	<i>Chief Architect</i>	Bachelor's degree	8 years	243.39	248.01	252.73	257.53	262.42
54151S	<i>Solutions Architect</i>	Bachelor's degree	8 years	167.56	170.74	173.99	177.29	180.66
54151S	<i>ERP Specialist I</i>	Bachelor's degree	5 years	178.49	181.88	185.34	188.86	192.45
54151S	<i>ERP Specialist II</i>	Bachelor's degree	8 years	194.74	198.44	202.21	206.05	209.97
54151S	<i>ERP Specialist III</i>	Bachelor's degree	10 years	205.53	209.44	213.41	217.47	221.60
221.60	<i>ERP Lead Integrator</i>	Bachelor's degree	10 Years	270.43	275.57	280.80	286.14	291.58
54151S	<i>Advanced Technology Specialist</i>	Bachelor's degree	10 years	232.57	236.99	241.49	246.08	250.76



Terms and Conditions Applicable to Information Technology (IT) Professional Services (Special Item Numbers 54151S and OLM)

NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.

1. SCOPE

- a. The prices, terms, and conditions stated under Special Item Number 54151S Information Technology Professional Services and OLM – Order Level Materials apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

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

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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



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

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

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS □ COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I □ OCT 2008) (DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data - General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR



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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

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

(a) The Government contemplates a ward of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or



(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

USA Commitment to Promote Small Business Participation Procurement Programs

PREAMBLE

ENHANCED VETERANS SOLUTIONS, INC, Inc provides commercial products and services to ordering activities. 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 ordering activity contracts. To accelerate potential opportunities please contact Mary Cassidy, President and CEO, Telephone: (703) 980-8928; Fax: (252) 426-1819; e-mail mcassidy@c2g-llc.com



**Best Value
Blanket Purchase Agreement
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) 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 ordering activity that works better and costs less.

Signatures

Ordering Activity	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 activity):

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.



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

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

OFFICE

POINT OF CONTACT

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

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

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

(d) Model Number or National Stock Number (NSN);

(e) Purchase Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

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

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



Basic Guidelines for Using “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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