



# GANNETT FLEMING, INC. DBA GEODECISIONS

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

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

- FPDS Code D302 IT Systems Development Services
- FPDS Code D306 IT Systems Analysis Services
- FPDS Code D307 Automated Information Systems Design and Integration Services
- FPDS Code D308 Programming Services
- FPDS Code D311 IT Data Conversion Services
- FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
- FPDS Code D316 IT Network Management Services
- FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

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

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

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

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Contract Number: GS-35F-0276U  
Period Covered by Contract: 2/27/2008 – 2/26/2013

General Services Administration Federal Acquisition Service

Pricelist current through Modification # A095, dated August 2, 2010.

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<https://www.gsaadvantage.gov>)

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## Information for Ordering Activities

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### **SPECIAL NOTICE TO AGENCIES: Small Business Participation**

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

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

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

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

#### **1. GEOGRAPHIC SCOPE OF CONTRACT:**

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

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

Offerors are requested to check one of the following boxes:

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

#### **2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:**

ORDERING ADDRESS  
207 Senate Avenue  
Camp Hill, PA 17011

PAYMENT ADDRESS:  
Gannett Fleming Companies  
P.O. Box 829160  
Philadelphia, PA 19182-9160

Contractors must accept the credit card for payments equal to or less than the micro-purchase threshold for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

Toll Free: (866) 426-6388  
Office: (717) 763-7211

When Authorized Dealers are allowed by the Contractor to bill ordering activities and accept payment, the order and/or payment must be in the name of the Contractor, in care of the Authorized Dealer.

### **3. LIABILITY FOR INJURY OR DAMAGE**

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

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

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 626408186

Block 30: Type of Contractor - C. Large Business

- A. Small Disadvantaged Business
- B. Other Small Business
- C. Large Business
- G. Other Nonprofit Organization
- L. Foreign Contractor

Block 31: Woman-Owned Small Business - No

Block 37: Contractor's Taxpayer Identification Number (TIN): 25-1613591

4a. CAGE Code: 4LVT4

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

### **5. FOB DESTINATION**

NOT APPLICABLE

### **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:

NOT APPLICABLE

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering

activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

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

NOT APPLICABLE

**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.

NOT APPLICABLE

**9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:**

NOT APPLICABLE

**10. Small Requirements:** The minimum dollar value of orders to be issued is \$1,500.

**11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)**

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

- Special Item Number 132-3 – Leasing of Product
- Special Item Number 132-4 – Daily/Short Term Rental
- Special Item Number 132-8 – Purchase of Equipment
- Special Item Number 132-9 – Purchase of Used or Refurbished Equipment
- Special Item Number 132-12 – Equipment Maintenance
- Special Item Number 132-32 – Term Software Licenses
- Special Item Number 132-33 – Perpetual Software Licenses
- Special Item Number 132-34 – Maintenance of Software as a service
- Special Item Number 132-51 – Information Technology (IT) Professional Services
- Special Item Number 132-52 – Electronic Commerce (EC) Services
- Special Item Number 132-53 – Wireless Services

**12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

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

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

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

**13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):** Information Technology products under this Schedule that do not conform to Federal Information Processing

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

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

#### **14. CONTRACTOR TASKS/SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)**

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

(k) Overtime. For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed at time and a half of the labor rate).

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

#### **16. GSA ADVANTAGE!**

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

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

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

#### **17. PURCHASE OF OPEN MARKET ITEMS**

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

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

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

- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

## **18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

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

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

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

## **19. OVERSEAS ACTIVITIES**

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

NOT APPLICABLE

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

## **20. BLANKET PURCHASE AGREEMENTS (BPAs)**

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

## **21. CONTRACTOR TEAM ARRANGEMENTS**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

## **22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no

laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

### **23. SECTION 508 COMPLIANCE.**

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

NOT APPLICABLE

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

### **24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.**

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

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

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

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
- (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to

provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

**26. SOFTWARE INTEROPERABILITY.**

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

**27. ADVANCE PAYMENTS**

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

## **Terms and Conditions Applicable to Information Technology (IT) Professional Services (Special Item Number 132-51)**

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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 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 2009)**

- 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 Professional 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-Hours 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 award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

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

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

### **13. RESUMES**

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

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## Description of IT Services

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GeoDecisions serves the transportation, military, local government, and private/commercial markets. For each of these industries, we offer the following services:

**Strategic Planning.** GeoDecisions provides an innovative approach to strategic planning through the use of visionary workshops, educational workshops, and follow-up interviews. The result of these efforts is a road map of prioritized spatial applications that establish a plan for moving an agency towards its overall objectives.

GeoDecisions has an extensive working knowledge of ESRI, Intergraph, Oracle, DB2, SQL Server and other mainstream IT and database software packages. We can therefore work with clients to develop and implement cost-effective strategic plans that make the most effective use of existing technology and client assets. With the rapid rate of change in information technologies, spatial IT projects must also evolve to keep pace. To prevent technological projects from being antiquated before they are completed, we develop realistic strategic plans to make certain that new technologies remain innovative.

**Needs Analysis and Requirements Definitions.** GeoDecisions works with our clients to clearly define their unique needs through Joint Application Design (JAD) sessions, interviews, and online surveys. The information gathered is used in conjunction with the experience gained from other successful projects to form the foundation on which a successful project can be completed. The requirements establish the core objectives that are tracked throughout the entire project life cycle.

**Project Management Oversight (PMO).** Our clients have engaged GeoDecisions as a trusted business advisor because of our strong track record in implementing geospatial IT solutions. From project inception through project closeout, our PMO capabilities include the monitoring of a major capital project's schedule, budget, conformance with design criteria, completion to specifications, and efficient and effective implementation. The application of management activities – planning, coordinating, measuring, monitoring, controlling and reporting – make certain that the deployment of major programs and the development of software is systematic, disciplined, and measured.

**Database Design and Development.** Technology is a crucial component of an application, but it is the accuracy and consistency of the information provided that determines its success. Whether designing a data warehouse or integrating legacy systems, GeoDecisions provides industry-certified database administrators and database professionals to manage enterprise data. In addition, spatial database components, such as Oracle Spatial, have been implemented in many of our client sites and in our Web-based applications.

**Systems Integration.** GeoDecisions has worked with many agencies to integrate data from their various legacy data sources. GeoDecisions has the expertise to provide solutions that ease access to information, regardless of data format.

**Custom Application Development.** GeoDecisions uses the latest software development tools and the most current programming techniques and object architectures to provide working solutions that meet the needs of each of our clients.

GeoDecisions has capitalized on our knowledge of the IT industry and the expansive possibilities created by the Internet to build numerous Web-based IT applications. Our solutions allow more users to access data easily and quickly so that better decisions can be made. Examples of the types of functions provided by GeoDecisions' applications include oversize and overweight truck routing, asset management, integrated management systems, intelligent transportation systems, straight-line diagramming, and real-time applications.

**Integration of Wireless Technologies.** Wireless technologies are the fastest emerging market in the spatial information industry. GeoDecisions focuses on providing wireless and PDA solutions to our clients. Our developers have deployed data transfer, field analysis, data collection, and location-based solutions running on Palm OS and Window Mobile, as well as Windows 2000/XP. Using standard communication protocols such as Code Division Multiple Access (CDMA) and Transfer Control Protocol/Internet Protocol (TCP/IP), GeoDecisions has enabled our customers to reap the benefits of location-based technology and to obtain the ability to access real-time information when and where it is needed.

**Image Processing/Remote Sensing.** Image processing and remote sensing are critical components to all of our planning and environmental assessment projects. GeoDecisions uses revolutionary satellite technology and advanced image processing tools to determine the extent of features, such as land use/cover, flood inundation, wildlife habitat, development and redevelopment potential, and pollution/containment extent. Assessment of the change-over-time of these features and three-dimensional renderings are examples of the products available from our vector and raster-based processes.

**Linear Referencing System (LRS) Design and Implementation.** Transportation and local government agencies have the unique challenge of using data that is often collected using different linear referencing methods. GeoDecisions has expertise with the LRS tools provided by the leading vendors, and can assist clients in designing and implementing a linear referencing system that accommodates all of their collection techniques.

**Web Design and Hosting.** GeoDecisions offers a comprehensive, scalable set of services, including Web-design, hosting, and maintenance. Our Web design and graphics departments have collaborated in designing many large- and small-scale Web sites for client use. Many of our clients are publicly funded entities, and the Internet provides a fast and easy way for them to keep the public updated and involved throughout the life of a project. Project updates, schedule information, team information, and live construction feeds and video can be delivered via the World Wide Web. This is also a valuable way to gather feedback from the public in the form of online surveys, message boards, and other interactive methods of communication.

**Custom Application Training.** GeoDecisions employs professional and certified trainers that provide training on custom applications as well as on standard IT products. Because we are a vendor-independent firm, GeoDecisions offers customized training and support on a variety of different software packages, including the major packages developed by ESRI and Intergraph. We also offer training services for computer aided design and drafting CADD software such as AutoCAD and MicroStation. We can design and customize on-site training and include comprehensive manuals, online tutorials, and other site-specific materials.

## Services Pricelist

Base Year = February 27, 2008 through February 26, 2009 [REMOVED, no longer applicable]

Year 2 = February 27, 2009 through February 26, 2010 [REMOVED, no longer applicable]

Year 3 = February 27, 2010 through February 26, 2011

	Year 3	
	Proposed GSA Rate: Offerer Site w/ IFF	Proposed GSA Rate: Other than Offerer Site w/ IFF
Project Principal	\$ 219.10	\$ 234.10
Project Director	\$ 203.10	\$ 218.10
Senior Project Manager	\$ 171.00	\$ 186.00
Project Manager	\$ 155.10	\$ 170.10
Senior Technical Architect	\$ 160.30	\$ 175.30
Technical Architect	\$ 155.10	\$ 170.10
Lead Programmer/Development Manager	\$ 138.90	\$ 153.90
Senior Programmer	\$ 128.30	\$ 143.30
Programmer	\$ 101.60	\$ 116.60
Database Administrator	\$ 133.70	\$ 148.70
Application Architect	\$ 160.30	\$ 175.30
Network Administrator	\$ 117.60	\$ 132.60
Lead Analyst	\$ 112.20	\$ 127.20
Senior Analyst	\$ 80.20	\$ 95.20
Analyst	\$ 66.30	\$ 81.30
Interactive Media Specialist	\$ 112.20	\$ 127.20
Senior Multimedia Analyst	\$ 90.90	\$ 105.90
Multimedia Analyst	\$ 64.20	\$ 79.20
Documentation Specialist	\$ 85.50	\$ 100.50
Project Administration	\$ 85.50	\$ 100.50
Technician	\$ 54.50	\$ 69.50

Year 4 = February 27, 2011 through February 26, 2012

	Year 4	
	Proposed GSA Rate: Offerer Site w/ IFF	Proposed GSA Rate: Other than Offerer Site w/ IFF
Project Principal	\$ 225.70	\$ 240.70
Project Director	\$ 209.20	\$ 224.20
Senior Project Manager	\$ 176.10	\$ 191.10
Project Manager	\$ 159.70	\$ 174.70
Senior Technical Architect	\$ 165.10	\$ 180.10
Technical Architect	\$ 159.70	\$ 174.70
Lead Programmer/Development Manager	\$ 143.10	\$ 158.10
Senior Programmer	\$ 132.10	\$ 147.10
Programmer	\$ 104.60	\$ 119.60
Database Administrator	\$ 137.70	\$ 152.70
Application Architect	\$ 165.10	\$ 180.10
Network Administrator	\$ 121.10	\$ 136.10
Lead Analyst	\$ 115.60	\$ 130.60
Senior Analyst	\$ 82.60	\$ 97.60
Analyst	\$ 68.30	\$ 83.30
Interactive Media Specialist	\$ 115.60	\$ 130.60
Senior Multimedia Analyst	\$ 93.60	\$ 108.60
Multimedia Analyst	\$ 66.10	\$ 81.10
Documentation Specialist	\$ 88.10	\$ 103.10
Project Administration	\$ 88.10	\$ 103.10
Technician	\$ 56.10	\$ 71.10

Year 5 = February 27, 2012 through February 26, 2013

	Year 5	
	Proposed GSA Rate: Offerer Site w/ IFF	Proposed GSA Rate: Other than Offerer Site w/ IFF
Project Principal	\$ 232.40	\$ 247.40
Project Director	\$ 215.40	\$ 230.40
Senior Project Manager	\$ 181.40	\$ 196.40
Project Manager	\$ 164.50	\$ 179.50
Senior Technical Architect	\$ 170.10	\$ 185.10
Technical Architect	\$ 164.50	\$ 179.50
Lead Programmer/Development Manager	\$ 147.40	\$ 162.40
Senior Programmer	\$ 136.00	\$ 151.00
Programmer	\$ 107.70	\$ 122.70
Database Administrator	\$ 141.90	\$ 156.90
Application Architect	\$ 170.10	\$ 185.10
Network Administrator	\$ 124.70	\$ 139.70
Lead Analyst	\$ 119.00	\$ 134.00
Senior Analyst	\$ 85.10	\$ 100.10
Analyst	\$ 70.30	\$ 85.30
Interactive Media Specialist	\$ 119.00	\$ 134.00
Senior Multimedia Analyst	\$ 96.40	\$ 111.40
Multimedia Analyst	\$ 68.10	\$ 83.10
Documentation Specialist	\$ 90.70	\$ 105.70
Project Administration	\$ 90.70	\$ 105.70
Technician	\$ 57.80	\$ 72.80

## Role Descriptions

### **Project Principal**

Education: Bachelor's degree or equivalent experience

Experience: 15 years experience and officer of Company

A project principal provides oversight and direction in all aspects of our business. This individual has oversight over all matters involving contracts and negotiations. As a specialist in his/her field, the project principal bring years of knowledge to assist all levels of staff involved with a project. This knowledge allows the principal to offer ultimate solutions when developing, strategizing, and completing a project.

### **Project Director**

Education: Bachelor's Degree or equivalent experience

Experience: 15 years experience, with 5 years of Senior Management experience

The project director is the liaison between the project team and GeoDecisions, and is responsible for conducting quality reviews. Additional responsibilities include staff supervision relative to project production, and budget and schedule preparation and adherence.

### **Senior Project Manager**

Education: Bachelor's Degree or equivalent experience, and PMP or equivalent certification

Experience: 10 years experience, with 5 years of PM experience

The senior project manager is responsible for the daily activities of the project team. This individual is responsible for all aspects of the project, including serving as the primary point of contact with the client, handling contractual matters, preparing project status reports, reviewing and approving all deliverables prior to submission, and supervising the work of all project staff. Experienced at managing large, multi-phased assignments with multiple subconsultants.

### **Project Manager**

Education: Bachelor's Degree or equivalent experience

Experience: 5 years

The project manager is responsible for the daily activities of the project team. This individual is responsible for all aspects of the project, including serving as the primary point of contact with the client, handling contractual matters, preparing project status reports, reviewing and approving all deliverables prior to submission, and supervising the work of all project staff.

### **Senior Technical Architect**

Education: Bachelor's degree or equivalent experience

Experience: 10 years application development experience and 5 years staff management experience

In addition to the responsibilities of the technical architect, the senior technical architect makes certain that the latest technological advances and methodologies are used effectively on assignments. Key responsibilities include research and development on technical issues and tracking new technologies before they are released into the market. The senior technical architect provides direction to the application design team.

### **Technical Architect**

Education: Bachelor's degree or equivalent experience

Experience: 7 years application development experience and 2 years management experience

The technical architect is responsible for all technical aspects of a project. This individual is responsible for determining the technical architecture for an application, including hardware, software, and networking that will be used, and then overseeing the technical team as this architecture is deployed. The database administrator(s), data analysts, network administrators, and network analysts report to the technical architect.

### **Lead Programmer/Development Manager**

Education: Bachelor's degree or equivalent experience

Experience: 7 years application development experience and 2 years management experience

The lead programmer/development manager is an experienced programmer responsible for a development team or group. This individual consults with clients to learn and define their business requirements or problem areas, and uses technical expertise to provide solutions to clients' needs. Prepares program specifications and testing plans, and helps with user documentation and with system implementation. Analyzes, designs, develops, implements, and maintains applications for various systems. Depending on the size of the project, this individual may or may not be involved in any actual development of code.

### **Senior Programmer**

Education: Bachelor's degree or equivalent experience

Experience: 5 years

A senior programmer develops program specifications for application software development under general supervision. This individual defines the logic, performs the coding, tests, and debugs the programs. Prepares system and program specifications and documentation that includes designing report formats, record layouts, and screen layouts. Documents program and system logic.

### **Programmer**

Education: Bachelor's degree or equivalent experience

Experience: 1 year

A programmer participates as a member of the development team. This individual is expected to review and ask questions to make certain of the understanding of the technical design, code-specific, well-defined components of an application, and fixes identified application defects.

### **Database Administrator**

Education: Bachelor's Degree or equivalent experience, DBA Certification

Experience: 3 years

Develops and maintains a database system for a project. Technical skills include analysis and problem solving, planning and organization, database administration expertise, strong ETL (export/transform/load) skills, and troubleshooting/debugging.

### **Application Architect**

Education: Bachelor's degree or equivalent experience

Experience: 8 years

The application architect is the liaison between the functional analysts, the database team, and the developers. This individual has the overall responsibility for developing a thorough requirements definition and then making certain that the application is built to these specifications. The application architect generally remains on the project for the entire life cycle and is often used as an assistant project manager for large projects.

### **Network Administrator**

Education: Bachelor's degree or equivalent experience

Experience: 10 years

The network administrator is responsible for developing and maintaining the appropriate network infrastructure and software for a project. This individual maintains communications between the client site and the GeoDecisions' offices that are participating on a project. Responsible for designing, configuring, testing, implementing, and maintaining wide area network/local area network operations support activities, and supports the application programmers working in that environment. Provides technical support in evaluating and resolving network and processor problems. Evaluates network performance using hardware

and software diagnostic tools. Participates in planning and installation of new networks. Evaluates network changes for operational impact.

### **Lead Analyst**

Education: Bachelor's degree or equivalent experience

Experience: 7 years

The lead analyst is responsible for the daily activities of the project team performing data analysis and development. This individual is the primary technical point of contact with the client and provides expert knowledge to the project. A lead analyst employs specialized knowledge of data availability and development, uses analytical tools for modeling and reporting, and develops data maintenance plans. The lead analysts are responsible for overall quality assurance and control. As a specialist in data, individuals in this position have some limited involvement in application development. Lead analysts perform work directly at the client site.

### **Senior Analyst**

Education: Bachelor's Degree or equivalent experience

Experience: 5 years

Senior analysts employ expert knowledge on data availability and development, and use analytical tools for modeling and reporting. This individual is a secondary technical point of contact with the client and provides quality assurance and review. A senior analyst is responsible for the development and analysis of project data sets, and has limited participating in application development projects.

### **Analyst**

Education: Associates degree or equivalent experience

Experience: 1 year

An analyst has a working knowledge of the various development tools. This individual's primary activity is data development and analysis. An analyst is capable of acquiring data from multiple sources, and developing that data using multiple technologies, such as global position and CADD.

### **Interactive Media Specialist**

Education: Bachelor's degree or equivalent experience

Experience: 8 years

The interactive media specialist is a specialist in using multimedia hardware and software to produce all types of digital media, including client and company Web sites, animations, video, proposals, training seminars, CD-ROMs, and client presentations. Develops and designs specialized graphics, cascading style sheets (CSS), and multimedia effects. Integrates graphical interfaces with customized Web solutions. Provides technical support for a wide variety of problems related to graphics and multimedia; researches new media technologies for company use.

### **Senior Multimedia Analyst**

Education: Associates degree or advanced education relative to graphic design/development

Experience: 5 years

The senior multimedia analyst is highly proficient in using multimedia hardware and software necessary to produce digital and print media, including Web sites, animations, video, proposals, training seminars, CD-ROMs, and presentations. This individual specializes in developing and designing graphics, brochures, posters, displays, logos, and desktop publishing projects. Provides technical support for a wide variety of problems related to graphics and multimedia; researches new media technologies for company use.

**Multimedia Analyst**

Education: Associates degree or advanced education relative to graphic design/development

Experience: 1 year

The multimedia analyst has a working knowledge of multimedia hardware and software necessary to produce digital and print media, including Web sites, animations, video, proposals, training seminars, CD-ROMs, and presentations. This individual is skilled in developing and designing graphics, brochures, posters, displays, logos, and desktop publishing projects. Provides technical support for a wide variety of problems related to graphics and multimedia; researches new media technologies for company use.

**Documentation Specialist**

Education: Associates degree or equivalent experience

Experience: 4 years

The documentation specialist uses technical material prepared by programmers or analysts, and prepares the technical, user, and help documentation that is delivered on a project and/or provided. The data is entered into a word processor or desktop publishing system. He/she proofreads the entered materials and corrects errors. The documentation specialist must be familiar with existing standards for document preparation.

**Project Administration**

Education: High School or equivalent experience

Experience: 1 year

The administrative assistant is responsible for administrative tasks on a project such as document editing, formatting, and production, invoice preparation, and other duties as necessary.

**Technician**

Education: High School or equivalent experience

Experience: None required

The technician is an entry-level individual who can provide support as required on a contract. This individual provides support to the team as requested. Technicians' roles vary depending on individual skill sets and could range from basic development efforts to data analysis and production. All work performed by a technician is reviewed by the next level of staff depending on the role performed.

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."

## **USA Commitment to Promote Small Business Participation Procurement Programs**

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### **PREAMBLE**

Gannett Fleming, Inc. dba GeoDecisions 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:

Robert M. Scaer, P.E.  
President  
(717) 763-7211, ext. 2457  
fax: (717) 763-8150  
rscaer@geodecisions.com

## **Blanket Purchase Agreement (BPAs)**

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*Sample – suggested template only*

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.

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## **Contractor Team Arrangements**

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### **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.