

**AUTHORIZED FEDERAL SUPPLY SERVICE
OTHER ADMINISTRATIVE SUPPORT SERVICES
SCHEDULE PRICELIST
GROUP 36**

SIN 51-500- OTHER ADMINISTRATIVE SUPPORT SERVICES

Class CR699B	Needs Assessment and Analysis for Products and Services
Class CR699B	Education and Training Support Services
Class CR699B	Records Management Services
Class CR699B	File Organization and File Maintenance Services
Class CR699B	Document Production Services
Class CR699B	Document Conversion Services

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 36 –Other Administrative Support Services 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.

**ASRC Aerospace Corporation
6303 Ivy Lane Suite 800
Greenbelt, MD 20770
www.akspace.com
Telephone: 301-837-5500
Facsimile: 301-837-5539**

Contract Number: GS-00F-0059N

Period Covered by Contract: 6/16/03 – 6/15/08

**General Services Administration
Federal Supply Service**

Pricelist Current through Modification # PA0002, dated 10/30/03

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

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INFORMATION FOR ORDERING OFFICES

Special Notice to Agencies:

Small Business Participation

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

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

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

The geographic scope of this contract is the 48 contiguous states and the District of Columbia for all items offered.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Ordering Information:

For Mailed Orders:

ASRC Aerospace Corporation
6303 Ivy Lane Suite 800
Greenbelt, MD 20770

For Facsimile Orders:

Fax No. 301-837-5539
ASRC Aerospace Corporation
6303 Ivy Lane Suite 800
Greenbelt, MD 20770

For e-Mail Orders:

Glen.mcdonald@akspace.com

To e-Mail RFQs:

Glen.mcdonald@akspace.com

Payment Address:

Payment via Check/U.S. Mail:

ASRC Aerospace Corporation
Attn: Accounts Receivables Dept.
6303 Ivy Lane Suite 800
Greenbelt, MD 20770

For Payment via ACH/Wire:

Key Bank
Account no.
Routing no.

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will not be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

Technical and Ordering Assistance:

Please contact the following individual to obtain technical and/or ordering assistance.

Glen McDonald
Phone: 301-837-5500
Facsimile: 301-837-5539
E-mail: glen.mcdonald@akspace.com

3. LIABILITY FOR INJURY OR DAMAGE

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

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: 00-443-5470
Block 30: Type of Contractor – A
Block 31: Woman-Owned Small Business – No
Block 36: Contractor's Taxpayer Identification Number (TIN): 52-2055828

4a . CAGE Code: ICZZ9

4b. ASRC Aerospace Corporation **has registered** with the Central Contractor Registration Database

5. FOB Destination

6. DELIVERY SCHEDULE

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

SPECIAL ITEMS NUMBER

DELIVERY TIME

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To be mutually agreed to by ASRC Aerospace Corporation and the ordering agency.

EXPEDITED DELIVERY TIMES. For those items that can be delivered quicker than the delivery times in paragraph (a), above, the offeror is requested to insert below, a time (hours/days ARO) that delivery can be made when **expedited delivery** is requested.

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

**EXPEDITED DELIVERY TIME
(HOURS/DAYS ARO)**

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To be mutually agreed to by ASRC Aerospace Corporation and the ordering agency.

OVERNIGHT AND 2-DAY DELIVERY TIMES. Schedule customers may require overnight or 2-day delivery. The offeror is requested to annotate in its Price List or by separate attachment the items that can be delivered overnight or within 2 days. Contractors offering such delivery service will be required to state in the FSS Price List details concerning this service.

b. URGENT REQUIREMENTS. When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor

shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

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

- a. Prompt Payment: ___% Net ___ days from receipt of invoice or date of acceptance, whichever is later.
- b. Government Educational Institutions: Receive the same discount as the Federal Government.

8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING: None

10. SMALL REQUIREMENTS: The minimum dollar value of orders to be issued is \$_____.

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

- a. Special Item Number 871 –Engineering and Technical Services. The maximum dollar value per order for all Engineering Professional services will be **\$500,000**.

12. USE OF FEDERAL SUPPLY SERVICE OTHER ADMINISTRATIVE SUPPORT SCHEDULE CONTRACTS.

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

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

- (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
- (2) Trade-in considerations;
- (3) Probable life of the item selected as compared with that of a comparable item;
- (4) Warranty considerations;
- (5) Maintenance availability;
- (6) Past performance; and

(7) Environmental and energy efficiency considerations.

c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--

Review additional Schedule Contractors'

- (1) catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
- (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

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

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- (2) Offer the lowest price available under the contract; or
- (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

d. Blanket Purchase Agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

e. Price Reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

f. Small Business. For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

g. Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with

the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

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

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

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

16. GSA Advantage!

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

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

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

17. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS: For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

19. OVERSEAS ACTIVITIES

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

None

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. 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 requisitioning 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.

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 company website: www.akspace.com.

The EIT standard can be found at: www.Section508.gov/.

**Terms and Conditions Applicable to Other Administrative Support Services
(Special Item Number CR699B)
Other Administrative Support Services**

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 36 Other Administrative Support Services apply exclusively to Services within the scope of this Other Administrative Support Services Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

2. PERFORMANCE INCENTIVES

- a. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.
- b. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.
- d. The above procedures do not apply to Time and Material or labor hour orders.

3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

- (a) When ordering services, ordering offices shall—
 - (1) Prepare a Request (Request for Quote or other communication tool):
 - (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
 - (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2)(i) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

(i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate). When buying Other Administrative Support Services under SIN 871 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINS as well as SIN 871. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

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

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

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

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

(i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(ii) **MULTIPLE BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.

(2) **Review BPAs Periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

- (c) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- (d) When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under "Information for Ordering Offices," paragraph #12.

4. ORDER

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

5. PERFORMANCE OF SERVICES

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

6. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE GOVERNMENT

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. LABOR CATEGORY DESCRIPTIONS IT SERVICES:

Commercial Job Title: Administrative Assistant I

Minimum/General Experience: One year of experience in office administration.

Functional Responsibility: Directly supports Program Manager, Project Manager, or Task Manager by maintaining personnel and other project files, preparing correspondence and schedules, and coordinating travel. Assists in the preparation of presentation graphics and supports the development and reproduction of contract deliverables and reports. Uses office automation software such as word processors, spreadsheets, graphics programs, and project management packages.

Minimum Education: High School diploma.

Commercial Job Title: Administrative Assistant II

Minimum/General Experience: Two to five years of experience in office administration.

Functional Responsibility: Directly supports Program Manager, Project Manager, or Task Manager by maintaining personnel and other project files, preparing correspondence and schedules, and coordinating travel. Assists in the preparation of presentation graphics and supports the development and reproduction of contract deliverables and reports. Uses office automation software such as word processors, spreadsheets, graphics programs, and project management packages.

Minimum Education: High School diploma.

Commercial Job Title: Computer System Analyst I

Minimum/General Experience: Two to four years of experience in systems analysis and programming, at least four years of which dealt with leading edge technologies. Expertise in one or more specialized areas (e.g., Internet security) or in allied content areas (e.g., statistical analysis) that typically require advanced training.

Functional Responsibility: Researches, installs, and evaluates state-of-the-art computer hardware, software, and software development tools and methods. Organizes data related to product performance and impact on overall system performance. Integrates hardware and software components into a seamless environment for programmers and end users. May develop software scripts or applications in performing daily tasks.

Minimum Education: Bachelor's degree in Computer Science.

Commercial Job Title: Computer System Analyst II

Minimum/General Experience: Seven to ten years of experience in systems analysis and programming, at least four years of which dealt with leading edge technologies. Expertise in one or more unique specialized areas (e.g., Internet security) or in allied content areas (e.g., statistical analysis) that typically require advanced degrees.

Functional Responsibility: Directs program development or modifications in complex applications where existing programming techniques and preceding applications provide little guidance. Provides recommendations on the application of current and future technologies to solve complex problems. Evaluates state-of-the-art computer hardware, software, and software development tools. Serves as a technical specialist in charge of lower-level analysts and support staff on complex or enterprise-level development projects. Plans, develops, coordinates and directs technical research and implementation. Consults with user management and systems analysts to clarify program intent, identify problems, suggest changes, and determine extent of programming or technological change required. May develop software scripts or applications in performing daily tasks.

Minimum Education: Master's degree in Computer Science. A Bachelor's degree in Computer Science plus two years of additional specialized computer systems experience may be substituted.

Commercial Job Title: Consultant

Minimum/General Experience: Three years experience consulting on implementing organization's quality and process improvement initiatives and supporting agency's process improvement and quality training efforts.

Functional Responsibility: Provides consulting to managers, supervisors, and the workforce on implementation of an organization's quality and process improvement initiatives. Presents quality workshops, seminars, and training sessions. Conducts and assists with benchmarking and surveys. Facilitates process improvement efforts. Manages a team of junior consultants and analysts supporting an agency's process improvement and quality training efforts.

Minimum Education: Bachelor's degree in computer-related/IT field or in Business, Engineering, Management, Social/Physical Science, Mathematics, or other discipline functionally related to the work assignment.

Commercial Job Title: Data Security Analyst

Minimum/General Experience: Four years of technical information technology experience, including two years of data security experience.

Functional Responsibility: Performs all procedures necessary to ensure the safety of information systems assets and to protect systems from intentional or inadvertent access or destruction. May be involved with databases, networks, stand-alone microcomputers, mainframes, or minicomputers. Interfaces with the user community to understand their security needs and implements procedures to provide support. Ensures that the user community understands and adheres to necessary procedures to maintain security. Conducts evaluation of the level of security provided. Many conduct required security audits and certifications.

Minimum Education: Bachelor's degree in computer science or related field.

Commercial Job Title: Database Administrator I

Minimum/General Experience: Two to four years experience with database administration.

Functional Responsibility: Manages and maintains the application database. Develops, implements and maintains the physical database, including creation of the database structure, implementation of the data dictionary, reorganization of the database to meet development and maintenance needs, performance monitoring, timing, and storage-space management, and the backup and recovery of both the structure and the data. Installs vendor products and optimizes database engine parameters.

Minimum Education: Bachelor's degree or certification in database technologies.

Commercial Job Title: Database Administrator II

Minimum/General Experience: Five to eight years experience with database administration.

Functional Responsibility: Manages and maintains the application database. Develops, implements and maintains the physical database, including creation of the database structure, implementation of the data dictionary, reorganization of the database to meet development and maintenance needs, performance monitoring, timing, and storage-space management, and the backup and recovery of both the structure and the data. Installs vendor products and optimizes database engine parameters.

Minimum Education: Bachelor's degree or certification in database technologies.

Commercial Job Title: Help Desk Specialist I

Minimum/General Experience: One to two years directly related experience. Hardware experience including IBM compatible machines, with Intel processors. Experience at the component level diagnostics. Experience with various types of printers, network components, and other peripheral components. Experience with a variety of business software (specific packages to be determined).

Functional Responsibility: Assist users in hardware and software needs. Teach hardware and software concepts to customers who have little or no background in computers.

Minimum Education: High School diploma.

Commercial Job Title: Help Desk Specialist II

Minimum/General Experience: Two to four years directly related experience. Hardware experience including IBM compatible machines, with Intel processors. Experience at the component level diagnostics. Experience with various types of printers, network components, and other peripheral components. Experience with a variety of business software (specific packages to be determined).

Functional Responsibility: Assist users in hardware and software needs. Teach hardware and software concepts to customers who have little or no background in computers.

Minimum Education: High School diploma.

Commercial Job Title: Program Manager

Minimum/General Experience: Seven to ten years of progressively responsible experience, including five years of experience managing programs of similar size and complexity. Demonstrated ability to plan and execute program-level responsibilities effectively.

Functional Responsibility: Oversees the execution of multiple concurrent projects or task orders. Develops an understanding of the mission and goals of the client organization, and works with the client to develop and communicate appropriate management objectives for the program. Formulates critical success factors for the program. Leads the planning effort for the program and its possible contingencies. Establishes the program management structure, and assigns project managers and task leaders. Obtains and commits corporate resources. Provides executive-level review of plans, progress and products. Establishes quality standards and cost controls.

Minimum Education: A Bachelor's degree in a computer-related/IT field or in Business, Engineering, Management, Social/Physical Science, Mathematics, or other discipline functionally related to the work assignment.

Commercial Job Title: Project Coordinator

Minimum/General Experience: Three (3) years of supervisory management experience in information technology development, assessment, and implementation projects, including web-based systems; customer service operations; and administrative support personnel functions.

Functional Responsibility: Assess on a daily basis the status of the workload, and, if required, recommend or take appropriate measures to correct any emergency developments, which may impede timely performance of the contract. The Project Coordinator shall recommend personnel assignments and changes to ensure satisfactory performance. The Project Coordinator shall interface with the COTR or his/her appointed designee on a daily basis regarding performance issues. The Project Coordinator shall sort and log quality control error slips, assign document control numbers to the errors for the Project Director's review, and ensure that corrective actions are implemented. The Project Coordinator shall prepare daily, weekly and semimonthly project status reports and shall assist the Project Director in the analysis of statistical data relating to staff productivity, accuracy rates and staff attendance.

Minimum Education: Associate's degree in computer Science.

Commercial Job Title: Programmer I

Minimum/General Experience: One year of experience in software development.

Functional Responsibility: Assists in the design, coding, testing, and documentation of software applications, modules, or firmware according to provided specifications. Modifies and debugs software packages for

developmental and maintenance purposes. Assists in the testing and debug of software. Has knowledge of contemporary operating systems and computing platforms as well as relevant programming languages.

Minimum Education: Associate's degree, computer Science.

Commercial Job Title: Project Manager

Minimum/General Experience: Seven to fifteen years of applicable experience, including five years of specialized experience in supervision of projects of similar size and complexity.

Functional Responsibility: Provides competent leadership and responsible program direction through successful performance of a variety of detailed and diverse elements of a project's lifecycle. Plans, organizes, and controls the overall activities of the project -- i.e., project management, staffing, requirements definition, technical work, quality of products, and costs associated with the project. Ensures that all activities conform to the terms and conditions of the contract. Provides administrative oversight, handles contractual matters, and serves as liaison between the Contracting Officer's Technical Representative (COTR), the Contracting Officer (CO), and corporate management. Consults with COTR and users to reduce costs and maximize efficiency in achieving the stated requirements. Schedules and assigns duties to subordinates and subcontractors, and ensures that assignments are completed as directed. Coordinates activities and seeks resolution of contractual and technical problems while working with the CO, the COTR, and the Government project manager.

Minimum Education: A Bachelor's degree in a computer-related/IT field or in Business, Engineering, Management, Social/Physical Science, Mathematics, or other discipline functionally related to the work assignment

Commercial Job Title: Quality Assurance Analyst

Minimum/General Experience: One to two years or less related experience.

Functional Responsibility: Evaluates and tests new or modified software programs to verify that programs function according to user requirements and conform to established guidelines. Writes, revises, and verifies quality standards and test procedures for program design and product evaluation to attain quality software economically and efficiently. Reviews new or modified programs, including documentation, diagrams, and models, to determine if the program will perform according to user requirements and conform to standards. Recommends program improvements or corrections to programs. Enters instructions into computer to test programs for validity, accuracy, reliability, and conformance to established standards. Sets up tests at request of user to locate and correct errors following installation of the program. Conducts compatibility tests with vendor-provided programs. Monitors program performance after implementation to prevent recurrence of problems and to ensure efficiency of operation. Writes documentation to describe program evaluations, test plans and test results, and corrections. Responsible for configuration control of software, hardware, and documentation being tested.

Minimum Education: Bachelor's of Science degree in Computer Science or Information Systems.

Commercial Job Title: Subject Matter Expert III

Minimum/General Experience: Ten to fifteen years of experience Providing expert consulting, design, implementation, and/or facilitation assistance in a specific technical discipline or technology, in situations that require specialized expertise.

Functional Responsibility: Provides expert consulting, design, implementation, and/or facilitation assistance in a specific technical discipline or technology, in situations that require specialized expertise. Areas of expertise may include, for example: systems architecture, video teleconferencing, robotics, computer security, user interface design, decision support, artificial intelligence, command and control, risk management, speech processing, modeling and simulation, and program evaluation.

Minimum Education: Master's Degree computer-related/IT field or in Business, Engineering, Management, Social/Physical Science, Mathematics, or other discipline functionally related to the work assignment

Commercial Job Title: Technical Information Specialist

Minimum/General Experience: Two years of library information services experience.

Functional Responsibility: Responsible for maintaining a collection of library materials in a specific subject areas, particularly the environmental and earth sciences. Typical of these subject areas are chemistry, biology, and geology, physics, computer science, law, language specialties or as otherwise defined within individual delivery order requirements. Will provide assistance in the use of reference sources, such as manual and automated catalogs and periodical indexes, to locate information. Search commercial automated databases, such as DIALOG and LEXIS/NEXIS to locate information requested by patrons. Indexes, develops and maintains thesauri, and prepares metadata directories and abstracts. Responsible for maintaining circulation of collection. Assembles and arranges displays of library materials. Drafts correspondence on special reference subjects. Compiles and distributes lists of newly acquired items. Assists Librarians in preparation of current awareness bibliographies.

Minimum Education: Bachelor's degree in either chemistry, biology, and geology, physics, computer science, law, language

Commercial Job Title: Technical Writer I

Minimum/General Experience: One to two years of experience managing and developing documentation of all aspects of the system development life cycle. Requires knowledge of systems development life cycle; also requires knowledge of technical writing tools and techniques.

Functional Responsibility: Manages and coordinates documentation of the system development life cycle for projects. Writes, edits and rewrites material of a technical nature. Prepares manuals, user guides, and other technical documentation for presentation. Possesses excellent writing skills and uses a variety of tools and techniques to organize and present information. Understands ADP operations and communicates effectively verbally and in writing.

Minimum Education: Bachelor's degree in Business, Computer Science, Social Science

Commercial Job Title: Technical Writer II

Minimum/General Experience: Two to four years of experience planning, managing, and developing documentation of all aspects of the system development life cycle. Requires knowledge of system development life cycle and knowledge of technical writing tools and techniques.

Functional Responsibility: Plans, manages and coordinates documentation of all aspects of the system development life cycle for projects. Establishes documentation guidelines and practices. Writes, edits and rewrites material of a technical nature. Prepares manuals, user guides, and other technical documentation for presentation. Possesses excellent writing skills and uses a variety of tools and techniques to organize and present information. Understands ADP operations and communicates effectively orally and in writing.

Minimum Education: Bachelor's degree in Business, Computer Science, Social Science

Commercial Job Title: Training Specialist I

Minimum/General Experience: One year of training experience in a classroom setting. Experience with adult learning and self teaching.

Functional Responsibility: Conducts courses with prepared or developed instructional materials to educate technical and non-technical personnel. Provides one-on-one training as necessary. Evaluates results of self teaching.

Minimum Education: A Bachelors degree (B.S. or B.A.) from an accredited college or university.

Commercial Job Title: Training Specialist II

Minimum/General Experience: Two to five years of training experience in a classroom setting. Experience with adult learning and self teaching.

Functional Responsibility: Conducts courses with prepared or developed instructional materials to educate technical and non-technical personnel. Provides one-on-one training as necessary. Evaluates results of self teaching.

Minimum Education: A Bachelors degree (B.S. or B.A.) from an accredited college or university.

Commercial job title: Information aide I

Minimum/General Experience: Clerical or information work experience. Typing skill of at least 35 words per minute and, preferably, some skill in word processing equipment.

Functional Responsibility: The Information Aide labor category provides clerical and other support services under the supervision of a Records/Information Manager or Librarian. Assists in opening and sorting incoming mail and responds to routine requests for publications. Handles telephone calls or, if necessary, refers them to appropriate staff. May provide pick-up and delivery service as well as on an as needed basis, between the

contractor's site and the EPA Headquarters records site, and to other agencies for pick-up and delivery of interlibrary loan items. Performs miscellaneous clerical duties as assigned. Specific clerical duties may vary according to the needs of the work site and include, but are not limited to, response to distribution tasks, and copying, shelving, filing, and shifting documents. Maintains equipment such as audiovisual equipment, microfilm reader/printers, and photocopiers.

Minimum Education: High school diploma.

Commercial job title: Information specialist II

Minimum/General Experience: Three years experience working in a library or records management program. Typing skill of at least 35 words per minute is also required, along with proficiency with word processing equipment.

The ISII labor category is used for providing services that do not require extensive knowledge of records management principles and techniques or library experience. These series are used to support the more routine functions in records programs.

Functional Responsibility: The Information Specialist labor category provides information and document management services in records centers and dockets, such as answering ready-reference questions regarding documents, and assist in use of bibliographic tools, such as periodicals indexes. Answers routine inquiries, and refers persons requiring professional assistance to appropriate staff. Shelves new and returned material in stacks. Maintains automated circulation system and circulation desk. Greets and assists walk-in-visitors, researchers, and other patrons and oversees file/reading room. Sorts and distributes mail to appropriate units. Maintains equipment and arranges for equipment repairs. Produces current awareness reports, bibliographies, and other items as directed. Responds to requests for information on documents from Agency staff, other government agencies, or the public. Sorts and responds to incoming mail and telephone request in a timely, courteous and accurate manner. Provides the manager with the information required for weekly and monthly reports.

Minimum Education: High school diploma.

Commercial job title: Information specialist III

Minimum/General Experience: Experience in program development and maintenance of programs developed on off-the-shelf database management and/or records management software + Bachelor's degree. The IS III category assumes that eligible persons will have knowledge and experience in electronic records keeping, the WWW and basic Web page use, development and maintenance, but may have achieved this through educational experiences other than the attainment of Bachelor's Degrees.

Three years experience in use of the types of software listed in the job description with specific experiences in placing materials on, and retrieving information from, the Internet and/or in the creation of Web pages.

Functional Responsibility: The Information Specialist (IS) labor category is used for positions that require expertise related to Internet and Electronic Records experiences including but not limited to writing programs and maintaining programs within software such as dBaseV, InMagic, Lotus Domino, Versatile and/or other EPA approved off-the-shelf software (Products listed are for reference and do not indicate endorsement by EPA); standard webserver programs; technical abilities in designing, creating, maintaining, inputting, retrieving information on the Internet and World Wide Web (WWW) pages (Web pages); using accepted protocols and Hypertext Markup Language (HTML); ability to use Internet services such as electronic mail (email), File Transfer Protocols (FTP), WWW and other tools to locate and identify appropriate information sources for the Delivery Order and to communicate with others on the Internet or Intranet at Levels III, IV and V.

Minimum Education: Bachelor's degree in computer sciences.

Commercial job title: Information specialist IV

Minimum/General Experience: Five years experience in program development and maintenance in off-the-shelf database management and/or records management software as listed in the following description; with specific experiences in the use of the Internet and/or in the creation and maintenance of Home pages/Web pages.

The IS IV category requires persons of greater skills in the use and maintenance of Electronic Recordkeeping through the utilization of Records Management Software (RMAs), and in the various tools available through the Internet/Intranet. More detailed use of the World Wide Web will be necessary as well as advanced technical abilities in designing/implementing/maintenance and use of Web pages.

Functional Responsibility: The Information Specialist (IS) labor category is used for positions that require expertise related to Internet and Electronic Records experiences including but not limited to writing programs and maintaining programs within software such as dBaseV, InMagic, Lotus Domino, Versatile and/or other EPA approved off-the-shelf software (Products listed are for reference and do not indicate endorsement by EPA); standard webserver programs; technical abilities in designing, creating, maintaining, inputting, retrieving information on the Internet and World Wide Web (WWW) pages (Web pages); using accepted protocols and Hypertext Markup Language (HTML); ability to use Internet services such as electronic mail (email), File Transfer Protocols (FTP), WWW and other tools to locate and identify appropriate information sources for the Delivery Order and to communicate with others on the Internet or Intranet at Levels III, IV and V.

Minimum Education: Bachelor's degree in computer science or Management Information Systems, MIS.

Commercial job title: Information specialist V

Minimum/General Experience: Four years experience in program development and maintenance in off-the-shelf database management and/or records management software such as dBase V, InMagic, Advance Revelation, FoxPro, Excel, Versatile, Trim, Provenance, HTML Editor, ZyImage, experience with the Internet/Intranet and web site management + Masters degree.

The ISV labor category requires persons of extensive experience in the technological aspect of electronic recordkeeping; use of the Internet/Intranet/World Wide Web; development, maintenance and use of Web sites and protocols necessary to fulfill the requirements of the contract. The category requires a person skilled in developing and leading training in the various aspects of electronic recordkeeping and use of the WWW. Complex and special projects in electronic recordkeeping and use of the WWW will be assigned to persons in this category.

Functional Responsibility: The Information Specialist (IS) labor category is used for positions that require expertise related to Internet and Electronic Records experiences including but not limited to writing programs and maintaining programs within software such as dBaseV, InMagic, Lotus Domino, Versatile and/or other EPA approved off-the-shelf software (Products listed are for reference and do not indicate endorsement by EPA); standard webserver programs; technical abilities in designing, creating, maintaining, inputting, retrieving information on the Internet and World Wide Web (WWW) pages (Web pages); using accepted protocols and Hypertext Markup Language (HTML); ability to use Internet services such as electronic mail (email), File Transfer Protocols (FTP), WWW and other tools to locate and identify appropriate information sources for the Delivery Order and to communicate with others on the Internet or Intranet at Levels III, IV and V.

Minimum Education: Master's degree in Computer Science or Management Information Systems.

Commercial job title: Information Technician

Minimum/General Experience: Two years experience working in a library is required. Typing skills of at least 35 words per minute, along with word processing experience. Experience with Word Perfect is preferable.

Functional Responsibility: In a library setting, the Information Technician will be responsible for providing information services that are repetitive in nature, such as answering ready-reference questions regarding catalogs, and using bibliographic tools, such as periodical indexes. Answers routine inquiries and refers requests for professional assistance to the librarian. Shelves new and returned material in stacks. Maintains automated circulation system and the circulation desk. Sorts and distributes mail addressed to the library to appropriate units within the Library. Maintains equipment such as audiovisual equipment, microform reader/printers, and photocopiers by changing toner cartridges, keeping paper trays filled and utilizing head cleaners in the audiovisual equipment and arranging for equipment repairs through service contracts obtained by EPA. Types current awareness reports, bibliographies and other items as directed and uses desktop publishing to input text for library publications. Responds to requests for information on environmental topics from INFOTERRA Headquarters, foreign governments and other institutions.

Minimum Education: High school diploma.

Commercial job title: Internet Communications Specialist I

Minimum/General Experience: One year of experience with Internet communications and maintenance.

Functional Responsibility: Designs, installs and maintains servers and protocols associated with a client's Internet or Intranet. Installs and maintains index servers, domain name servers, manages addresses, and maintains users configurations. Develops and supports Web sites, and coordinates the maintenance of information and associated databases to support Internet operations. Develops security procedures. Monitors use of Internet/Intranet sites and recommends changes to support client requirements and performance demands. Provides user training for better access and timely maintenance of information published on the network. Recommends and coordinates policies related to security and use of advanced technologies (Java, ActiveX, etc.).

Minimum Education: associates degree in Computer Science

Commercial job title: Internet Communications Specialist II

Minimum/General Experience: Two to four years of experience with Internet communications and maintenance.

Functional Responsibility: Designs, installs and maintains servers and protocols associated with a client's Internet or Intranet. Installs and maintains index servers, domain name servers, manages addresses, and maintains users configurations. Develops and supports Web sites, and coordinates the maintenance of information and associated databases to support Internet operations. Develops security procedures. Monitors use of Internet/Intranet sites and recommends changes to support client requirements and performance demands. Provides user training for better access and timely maintenance of information published on the network. Recommends and coordinates policies related to security and use of advanced technologies (Java, ActiveX, etc.).

Minimum Education: Bachelor's degree in computer Science.

Commercial job title: Librarian

Minimum/General Experience: 2 years experience in either of the following (6) specialized functions: General Reference, Systems Librarian, Interlibrary Loan Librarian, Cataloging Librarian, Acquisitions Librarian and Public Information Center Librarian.

Functional Responsibility Duties include, but are not limited to: 1) Maintaining library collections of books, serials, publications, documents, audiovisual and other materials and assists groups and individuals in locating and obtaining materials; 2) Giving instruction to library users and assisting them in the use of reference sources to locate information, such as manual and automated catalogs, periodical indexes and CD-ROM databases; 3) Searching commercial automated databases, such as DIALOG, LEXIS/NEXIS and the Internet to locate information requested by patrons; 4) Issuing and receiving materials for circulation or for use in the library; 5) Using knowledge of specialized information sources including structure and content of relevant data bases to produce bibliographies on specific subjects, selective and/or annotated bibliographies, information kits, general literature guides, and resource directories; 6) Work with library systems to provide electronic library services. This includes uploading information to library LANs and to Internet files utilized by the library, evaluating informational products on the LAN for their usefulness to library users, organizing information into a hierarchical arrangement for easy retrieval by users and working closely with TOPO to translate library needs into automated systems; 7) Indexing, developing and maintaining thesauri, and preparing metadata directories and abstracts; 8) Assembling and arranging displays of books and other informational materials; 9) Compiling and distributing lists of newly acquired materials according to subject areas on a monthly basis; 10) Responding to requests for information on environmental topics from EPA personnel, the public, INFOTERRA Headquarters, foreign governments, and other institutions; 11) Providing other duties as required including cataloging and interlibrary loan; 12) Maintain docket or records center material indexes and receives material for circulation or use in docket or records center.

Minimum Education: Master's degree in library/information science.

Commercial job title: Library Management Analyst

Minimum/General Experience: Four years experience in the field of library management. Such experience must have involved extensive inquiry into, or manipulation of, large information systems, the structuring of problems for strategic analysis, the formulation of alternative courses of action.

Functional Responsibility: Responsible for analyzing library/information management problems and designing strategies to meet library management program needs for large, complex organizations. Develops long-term solutions to major library/information management problems such as OPACS, national catalog systems, inventory of entire collections, retrospective cataloging needs, or conducting a baseline study. Structures problems for systematic analysis, and formulates recommendations for action. Reviews and critically analyzes scientific and technical documents, presents the analyses results in well-organized and readable form, and revises those reports based on results of analysis and consultation with Agency staff. As directed, confers with Agency staff for a specific task of limited duration, translates stated needs into implementable strategy, and prepares deliverables (products).

Minimum Education: Master's degree in library/information science.

Commercial job title: Quality Assurance Analyst

Minimum/General Experience: One to two years or less related experience.

Functional Responsibility: Evaluates and tests new or modified software programs to verify that programs function according to user requirements and conform to established guidelines. Writes, revises, and verifies quality standards and test procedures for program design and product evaluation to attain quality software economically and efficiently. Reviews new or modified programs, including documentation, diagrams, and models, to determine if the program will perform according to user requirements and conform to standards. Recommends program improvements or corrections to programs. Enters instructions into computer to test programs for validity, accuracy, reliability, and conformance to established standards. Sets up tests at request of user to locate and correct errors following installation of the program. Conducts compatibility tests with vendor-provided programs. Monitors program performance after implementation to prevent recurrence of problems and to ensure efficiency of operation. Writes documentation to describe program evaluations, test plans and test results, and corrections. Responsible for configuration control of software, hardware, and documentation being tested.

Minimum Education: Bachelor's of Science degree in Computer Science or Information Systems.

Commercial job title: Records Information Manager III

Minimum/General Experience: Familiarity with records and other information services programs, and a minimum of one year's supervisory experience.

Functional Responsibility: Responsible for successful operation of contracted records management programs, records centers, dockets, and other ongoing information services functions at a specific work site. Supervises exempt and non-exempt contract staff at work site. Staff may include other Records/Information Managers, Records/Information Management Specialists, Records Clerks, as well as other staff. Receives technical direction from the delivery order project officer or others named in the delivery order. Assists with contract management procedures and contract deliverables, planning and program development, analysis of records management problems, and design of strategies and procedures to meet ongoing records management needs. Performs technical duties as required, including, but not limited to: records information service, development of procedures, collection and inventory management, organization and classification, indexing and abstracting, training EPA staff in records, dockets, records centers, and other information services procedures, database development (using Agency-approved off the shelf software) and utilization.

Minimum Education: Bachelor's degree in library/information science.

Commercial job title: Records Information Manager IV

Minimum/General Experience: Two years supervisory experience with records management + Master's degree in library/information science Or Minimum of five years experience, two of which must be in a supervisory role with records management + Bachelor's degree in library/information science.

Functional Responsibility: Responsible for successful operation of contracted records management programs, records centers, dockets, and other ongoing information services functions at a specific work site. Supervises exempt and non-exempt contract staff at work site. Staff may include other Records/Information Managers, Records/Information Management Specialists, Records Clerks, as well as other staff. Receives technical direction from the delivery order project officer or others named in the delivery order. Assists with contract management

procedures and contract deliverables, planning and program development, analysis of records management problems, and design of strategies and procedures to meet ongoing records management needs. Performs technical duties as required, including, but not limited to: records information service, development of procedures, collection and inventory management, organization and classification, indexing and abstracting, training EPA staff in records, docket, records centers, and other information services procedures, database development (using Agency-approved off the shelf software) and utilization.

Minimum Education: Bachelor's of library/information science.

Commercial job title: Records Information Manager V

Minimum/General Experience: Five years experience (three of which must be in a supervisory role) with records management + Master's degree in library/information science. Or Minimum of eight years experience (three of which must be in a supervisory role) with records management + Bachelor's degree in library/information science.

Functional Responsibility: Responsible for successful operation of contracted records management programs, records centers, docket, and other ongoing information services functions at a specific work site. Supervises exempt and non-exempt contract staff at work site. Staff may include other Records/Information Managers, Records/Information Management Specialists, Records Clerks, as well as other staff. Receives technical direction from the delivery order project officer or others named in the delivery order. Assists with contract management procedures and contract deliverables, planning and program development, analysis of records management problems, and design of strategies and procedures to meet ongoing records management needs. Performs technical duties as required, including, but not limited to: records information service, development of procedures, collection and inventory management, organization and classification, indexing and abstracting, training EPA staff in records, docket, records centers, and other information services procedures, database development (using Agency-approved off the shelf software) and utilization.

Minimum Education: Bachelor's degree in library/information.

Commercial job title: Records Management Analyst III

Minimum/General Experience: Three years experience in records or information management.

Functional Responsibility: The RMA labor category is used for conducting special studies of limited duration to identify records management problems, improve records management procedures, conduct analyses, including systems analyses, and similar tasks. As an example, the RMA might be used to conduct a one to two year records management baseline study, records disposition schedule development initiative, or inventory. The RMA labor category is not meant to be used for ongoing programmatic activities such as file room management.

The RMA is responsible for analyzing records management problems and designing strategies to meet records management program needs. Structures problems for systematic analysis, and formulates recommendations for action. Reviews and critically analyzes scientific and technical documents, presents the analyzes results in well-organized and readable form, and revises those reports based on results of analysis and consultation with EPA staff. As directed, confers with EPA staff for a specific task of limited duration, translates stated needs in to implementable strategy, and prepares deliverables.

At Level III, the problem area to be analyzed is an even smaller unit, e.g., a single branch or division, rather than a program; or of an even narrower scope, e.g., a file structure for a single type of permit rather than all permits.

Minimum Education: Bachelor's degree in library/information science.

Commercial job title: Records Management Analyst IV

Minimum/General Experience: Five years experience in records management.

Functional Responsibility: The RMA labor category is used for conducting special studies of limited duration to identify records management problems, improve records management procedures, conduct analyses, including systems analyses, and similar tasks. As an example, the RMA might be used to conduct a one to two year records management baseline study, records disposition schedule development initiative, or inventory. The RMA labor category is not meant to be used for ongoing programmatic activities such as file room management.

The RMA is responsible for analyzing records management problems and designing strategies to meet records management program needs. Structures problems for systematic analysis, and formulates recommendations for action. Reviews and critically analyzes scientific and technical documents, presents the analyzes results in well-organized and readable form, and revises those reports based on results of analysis and consultation with EPA staff. As directed, confers with EPA staff for a specific task of limited duration, translates stated needs in to implementable strategy, and prepares deliverables.

At Level IV, the program to be analyzed is of a smaller size, e.g., a single program within a Region rather than the entire Region, or a narrower scope, e.g., a single type of record such as permits rather than an entire program such as enforcement and compliance documentation. Responsible for analyzing and designing strategies for short-term, task-specific program needs.

Minimum Education: Bachelor's degree in library/information science.

Commercial job title: Records Management Specialist II

Minimum/General Experience: Four years Experience in records management analyzing records management problems and designing strategies to meet records management program needs. Structures problems for systematic analysis, and formulates recommendations for action.

Functional Responsibility: The RMS labor category is used for positions that require records management and/or experience in using automated information systems, but do not involve supervision of other staff members. RMS provide technical support for records management programs, dockets, records centers, or other information service under the supervision of a Records/Information Manager. May assist in planning and program development, analysis of nrecords management problems, and design of strategies to meet ongoing records management needs. Specific technical duties may vary according to the needs of the work site and include, but are not limited to, response to inquiries; collection maintenance and retrieval tasks; equipment maintenance; and use of automated information systems.

Minimum Education: Bachelor's degree in library/information science.

Commercial job title: Records Management Specialist III

Minimum/General Experience: Three years records management experience. Experience with at least one automated information system. The RMS Level III, would be used for complex tasks in a records center or file room or in support of a RIM Level V or IV for tasks appropriate to their levels.

Functional Responsibility: The RMS labor category is used for positions that require records management and/or experience in using automated information systems, but do not involve supervision of other staff members. The RMS provides technical support for records management programs, dockets, records centers, or other information service under the supervision of a Records/Information Manager. May assist in planning and program development, analysis of records management problems, and design of strategies to meet ongoing

records management needs. Specific technical duties may vary according to the needs of the work site and include, but are not limited to, response to inquiries; collection maintenance and retrieval tasks; equipment maintenance; and use of automated information systems.

Minimum Education: Bachelor's degree in library/information science.

Commercial job title: Supervisory Librarian I

Minimum/General Experience: Minimum of four years of library experience with a minimum of two years of administrative and supervisory experience. Must be familiar with information technology as related to library services. Experienced in managing libraries, preferably special libraries, or public information Centers (PICs). This position is intended for smaller libraries with more than five or less personnel, with no other supervisory personnel.

Functional Responsibility: Primarily performs his/her duties in a library setting and is responsible for on site supervision of professional staff for library operations. The Supervisory Librarian provides oversight for performing reference services; collection development and maintenance; circulation; interlibrary loan; cataloging, acquisition, INFOTERRA and other information services. This position involves reviewing of requirements; identifying resources requirements; providing guidance as required; and functioning as the first level problem resolution point of contact.

Minimum Education: Master's degree in library/information science

Commercial job title: Supervisory Librarian II

Minimum/General Experience: Minimum of five years of library experience with a minimum of four (4) years of administrative and supervisory experience. Must be familiar with information technology as related to library services. Experienced in managing libraries, preferably special libraries, or public information Centers (PICs). This position is intended for larger libraries with more than five personnel, which may include other supervisory personnel.

Functional Responsibility: Primarily performs his/her duties in a library setting and is responsible for on site supervision of professional staff for library operations. The Supervisory Librarian provides oversight for performing reference services; collection development and maintenance; circulation; interlibrary loan; cataloging, acquisition, INFOTERRA and other information services. This position involves reviewing of requirements; identifying resources requirements; providing guidance as required; and functioning as the first level problem resolution point of contact.

Minimum Education: Master's degree in library/information science

Other Administrative Support Services Price List

Other Administrative Support Services Labor Categories (SIN CR699B) Government Site Rates		2/9/04 - 2/8/05	2/9/05 - 2/8/06	2/9/06 - 2/8/07	2/9/07 - 2/8/08	2/9/08 - 6/14/08
1	Administrative Assistant I	\$34.44	\$35.82	\$37.26	\$38.75	\$40.30
2	Administrative Assistant II	\$41.11	\$42.75	\$44.46	\$46.24	\$48.09
3	Computer System Analyst I	\$37.69	\$39.19	\$40.76	\$42.39	\$44.09
4	Computer System Analyst II	\$50.31	\$52.32	\$54.41	\$56.59	\$58.85
5	Consultant	\$111.86	\$116.34	\$120.99	\$125.83	\$130.86
6	Data Security Analyst	\$68.08	\$70.80	\$73.64	\$76.58	\$79.65
7	Database Administrator I	\$47.48	\$49.38	\$51.36	\$53.41	\$55.55
8	Database Administrator II	\$69.02	\$71.78	\$74.65	\$77.64	\$80.74
9	Help Desk Specialist I	\$46.21	\$48.05	\$49.98	\$51.97	\$54.05
10	Help Desk Specialist II	\$50.07	\$52.07	\$54.15	\$56.32	\$58.57
11	Program Manager	\$117.84	\$122.55	\$127.45	\$132.55	\$137.85
12	Programmer I	\$50.06	\$52.06	\$54.14	\$56.31	\$58.56
13	Project Coordinator	\$77.00	\$80.08	\$83.28	\$86.61	\$90.08
14	Project Manager	\$117.00	\$121.68	\$126.55	\$131.61	\$136.87
15	Quality Assurance Analyst	\$38.29	\$39.82	\$41.41	\$43.07	\$44.79
16	Subject Matter Expert III	\$118.01	\$122.73	\$127.64	\$132.74	\$138.05
17	Technical Information Specialist	\$48.74	\$50.69	\$52.72	\$54.82	\$57.02
18	Technical Writer I	\$37.86	\$39.37	\$40.95	\$42.58	\$44.29
19	Technical Writer II	\$56.42	\$58.68	\$61.02	\$63.46	\$66.00
20	Training Specialist I	\$36.03	\$37.47	\$38.97	\$40.53	\$42.15
21	Training Specialist II	\$60.05	\$62.45	\$64.95	\$67.55	\$70.25
22	Information Aide I	\$25.93	\$26.96	\$28.04	\$29.16	\$30.33
23	Information Specialist II	\$32.30	\$33.59	\$34.94	\$36.33	\$37.79
24	Information Specialist III	\$42.55	\$44.26	\$46.03	\$47.87	\$49.78
25	Information Specialist IV	\$48.33	\$50.26	\$52.27	\$54.36	\$56.54
26	Information Specialist V	\$60.33	\$62.74	\$65.25	\$67.86	\$70.58
27	Information Technician	\$24.54	\$25.52	\$26.54	\$27.60	\$28.71
28	Internet Communications Specialist I	\$54.75	\$56.94	\$59.22	\$61.59	\$64.05
29	Internet Communications Specialist II	\$60.24	\$62.65	\$65.16	\$67.76	\$70.47
30	Librarian	\$43.88	\$45.64	\$47.46	\$49.36	\$51.33
31	Library Management Analyst	\$64.44	\$67.02	\$69.70	\$72.49	\$75.39
32	Quality Assurance Analyst	\$38.29	\$39.82	\$41.41	\$43.07	\$44.79
33	Records Information Manager III	\$46.72	\$48.59	\$50.54	\$52.56	\$54.66
34	Records Information Manager IV	\$57.10	\$59.38	\$61.76	\$64.23	\$66.80
35	Records Information Manager V	\$72.23	\$75.12	\$78.12	\$81.25	\$84.50
36	Records Management Analyst III	\$40.12	\$41.73	\$43.39	\$45.13	\$46.94
37	Records Management Analyst IV	\$49.08	\$51.04	\$53.08	\$55.21	\$57.41
38	Records Management Specialist II	\$35.04	\$36.44	\$37.90	\$39.42	\$41.00
39	Records Management Specialist III	\$41.72	\$43.39	\$45.12	\$46.93	\$48.80
40	Supervisory Librarian I	\$51.35	\$53.41	\$55.54	\$57.76	\$60.08
41	Supervisory Librarian II	\$59.41	\$61.79	\$64.26	\$66.83	\$69.50

Other Administrative Support Services Labor Categories (SIN CR699B)		2/9/04 - 2/8/05	2/9/05 - 2/8/06	2/9/06 - 2/8/07	2/9/07 - 2/8/08	2/9/08 - 6/14/08
Contractor Site Rates		Rate	Rate	Rate	Rate	Rate
1	Administrative Assistant I	\$42.48	\$44.18	\$45.95	\$47.79	\$49.70
2	Administrative Assistant II	\$47.24	\$49.13	\$51.10	\$53.14	\$55.27
3	Computer System Analyst I	\$46.48	\$48.34	\$50.28	\$52.29	\$54.38
4	Computer System Analyst II	\$62.05	\$64.53	\$67.11	\$69.79	\$72.59
5	Consultant	\$111.86	\$116.34	\$120.99	\$125.83	\$130.86
6	Data Security Analyst	\$79.01	\$82.17	\$85.46	\$88.88	\$92.44
7	Database Administrator I	\$55.91	\$58.15	\$60.47	\$62.89	\$65.41
8	Database Administrator II	\$79.31	\$82.49	\$85.79	\$89.22	\$92.79
9	Help Desk Specialist I	\$53.82	\$55.97	\$58.21	\$60.54	\$62.96
10	Help Desk Specialist II	\$58.32	\$60.65	\$63.07	\$65.60	\$68.22
11	Program Manager	\$145.34	\$151.15	\$157.20	\$163.49	\$170.03
12	Programmer I	\$58.24	\$60.56	\$62.99	\$65.51	\$68.13
13	Project Coordinator	\$88.49	\$92.03	\$95.71	\$99.54	\$103.52
14	Project Manager	\$136.28	\$141.73	\$147.40	\$153.30	\$159.43
15	Quality Assurance Analyst	\$44.00	\$45.76	\$47.59	\$49.49	\$51.47
16	Subject Matter Expert III	\$149.86	\$155.85	\$162.09	\$168.57	\$175.31
17	Technical Information Specialist	\$55.94	\$58.18	\$60.51	\$62.93	\$65.44
18	Technical Writer I	\$44.04	\$45.80	\$47.63	\$49.54	\$51.52
19	Technical Writer II	\$64.84	\$67.43	\$70.13	\$72.94	\$75.85
20	Training Specialist I	\$41.92	\$43.59	\$45.34	\$47.15	\$49.04
21	Training Specialist II	\$74.07	\$77.03	\$80.11	\$83.31	\$86.65
22	Information Aide I	\$29.80	\$30.99	\$32.23	\$33.52	\$34.86
23	Information Specialist II	\$37.12	\$38.60	\$40.15	\$41.75	\$43.42
24	Information Specialist III	\$49.13	\$51.09	\$53.14	\$55.26	\$57.47
25	Information Specialist IV	\$55.54	\$57.76	\$60.07	\$62.48	\$64.98
26	Information Specialist V	\$69.33	\$72.10	\$74.99	\$77.98	\$81.10
27	Information Technician	\$28.20	\$29.33	\$30.50	\$31.72	\$32.99
28	Internet Communications Specialist I	\$62.84	\$65.36	\$67.97	\$70.69	\$73.52
29	Internet Communications Specialist II	\$69.23	\$72.00	\$74.88	\$77.87	\$80.99
30	Librarian	\$50.42	\$52.44	\$54.54	\$56.72	\$58.99
31	Library Management Analyst	\$74.06	\$77.02	\$80.10	\$83.30	\$86.64
32	Quality Assurance Analyst	\$44.00	\$45.76	\$47.59	\$49.49	\$51.47
33	Records Information Manager III	\$53.70	\$55.84	\$58.08	\$60.40	\$62.82
34	Records Information Manager IV	\$65.62	\$68.24	\$70.97	\$73.81	\$76.76
35	Records Information Manager V	\$83.00	\$86.32	\$89.78	\$93.37	\$97.10
36	Records Management Analyst III	\$46.11	\$47.95	\$49.87	\$51.86	\$53.94
37	Records Management Analyst IV	\$63.35	\$65.89	\$68.52	\$71.26	\$74.11
38	Records Management Specialist II	\$40.27	\$41.88	\$43.56	\$45.30	\$47.11
39	Records Management Specialist III	\$47.94	\$49.86	\$51.85	\$53.93	\$56.08
40	Supervisory Librarian I	\$59.01	\$61.37	\$63.83	\$66.38	\$69.04
41	Supervisory Librarian II	\$68.28	\$71.01	\$73.85	\$76.81	\$79.88

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

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

PREAMBLE

_____, provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged, women-owned small, HUBZone small, and veteran-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, women-owned small, HUBZone small, and veteran-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, women-owned small, HUBZone small, and veteran-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, women-owned small, HUBZone small, and veteran-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, women-owned small, HUBZone small, and veteran-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities, please contact:

NAME: _____
PHONE: _____
FAX: _____
E:Mail _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

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

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

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

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____
_____	_____

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

- (4) This BPA does not obligate any funds.

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

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

OFFICE:	POINT OF CONTACT
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

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

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

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirement.

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

Orders under a Team Arrangement are subject to the 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 need, or –
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.