



Schedule
Contract GS-35F-0464N

Authorized Federal Supply
Service Information
Technology Schedule Pricelist

INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

Special Item Number: 132-51

FPDS Codes: D302, D306, D307, D308, D316, D399

- Note 1:** All non-professional labor categories must be incidental to and used solely to support hardware, software, and/or professional services, and cannot be purchased separately.
- Note 2:** Offerors and Agencies are advised that the Group 70 – Information technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.3 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.
- Note3:** This solicitation is not intended to solicit for the reselling of IT Professional Service, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.



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Contract No: GS-35F-0464N
Contract Period: 3/28/2003 through 3/26/2008

**General Services Administration
Federal Supply Service**

Products and ordering information in this Authorized INFORMATION TECHNOLOGY Schedule Price list is also available on the GSA Advantage! system. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's home page via internet at <http://gsaadvantage.gov/>



Schedule
Contract GS-35F-0464N



FEDERAL SUPPLY SCHEDULE
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INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ 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:

Washington, DC metropolitan area (including Maryland, District of Columbia and Virginia).

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Orders: Comm-Group, Inc.
Attn: Linwood Jolly
2 Wisconsin Circle, Suite 700
Chevy Chase, MD 20815

Payments: Comm-Group, Inc.
Attn: Terri Chubb
2 Wisconsin Circle, Suite 700
Chevy Chase, MD 20815

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

Comm-Group, Inc.
Voice: 240-235-5033 Fax: 425-790-0679

3. LIABILITY FOR INJURY OR DAMAGE

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

4. 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: 124158614
Block 30: Type of Contractor - A. Small Disadvantaged Business
Block 31: Woman-Owned Small Business - NO
Block 36: Contractor's Taxpayer Identification Number (TIN): 54-1957902

4a. CAGE Code: 1YDC5

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

5. FOB DESTINATION

Not applicable.

6. DELIVERY SCHEDULE

a. TIME OF DELIVERY. Comm-Group, Inc. shall provide Professional Services within the number of calendar days after receipt of order (ARO), as set forth below. Services delivery will be expedited in accordance with individual task order requirements.

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

7. DISCOUNTS: PRICES SHOWN ARE NET PRICES; BASIC DISCOUNTS ALREADY DEDUCTED.

- a. Prompt Payment: N/A
- b. Quantity N/A
- c. Dollar Volume N/A
- d. Government Educational Institutions N/A
- e. Other N/A

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: N/A

10. Small Requirements: The minimum dollar value of orders to be issued is \$100.00.
11. Maximum Order (All dollar amounts are exclusive of any discount for prompt payment.)
- 11a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000: Special Item Number 132-51 - Information Technology (IT) Professional Services
12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS. In accordance with FAR 8.404:

[NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services and 132-52 EC Services; refer to the terms and conditions for those SINs.]

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 activities 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 activity 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 ordering activity's needs.

- a. Orders placed at or below the micro-purchase threshold. Ordering activities 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 activities 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 ordering activity's needs. In selecting the supply or service representing the best value, the ordering activity 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 activity 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 activities 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 activity 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 activities 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 activities will find it advantageous to request a price reduction. For example, when the ordering activity 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 activity 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 ordering activity for a specific order.
 - f. Small business. For orders exceeding the micro-purchase threshold, ordering activities 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 ordering activity 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 activity shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the ordering activity's needs.

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS): Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of

Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS)

13.3 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 ordering activity policy; however, the burden of administering the security requirements shall be with the ordering activity. 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 ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 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://gsaadvantage.gov/>.

17. PURCHASE OF OPEN 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: N/A

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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 receive 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: N/A

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

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND
ELECTRONIC COMMERCE (EC) SERVICES (SPECIAL ITEM NUMBER 132-52)**

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES

- a. When using a performance-based statement of work, performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

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 activity 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 activities 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 activity 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 activity 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 IT professional services under SIN 132—51 ONLY, the ordering activity, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used

when at least three (3) small businesses that appear to offer services that will meet the ordering activity'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 activity the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall—

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

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 ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the 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 2002) (Alternate II (FEB 2002)) 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. DESCRIPTION OF IT SERVICES AND PRICING

On the following pages, please find a description of Comm-Group's pricing and services.

COMM-GROUP, INC. 2004

CONTRACT NUMBER: GS-35F-0464N
PERIOD OF PERFORMANCE: 3/28/03 THROUGH 3/26/08
SIN AWARDED: 132-51 IT PROFESSIONAL SERVICES

LABOR CATEGORY	HOURLY RATES
Business Analyst	\$37.91
Business Analyst II	\$47.95
Sr. Business Analyst	\$61.78
Database Analyst I	\$45.13
Database Analyst II	\$49.73
Database Analyst III	\$54.44
Database Analyst IV	\$64.54
Network Administrator I	\$30.90
Network Administrator II	\$37.68
Sr. Network Administrator	\$70.50
Order Implementation Coord	\$32.22
Product Development Spec I	\$45.13
Product Development Spec II	\$61.49
Sr. Project Manager I	\$54.44
Sr. Project Manager II	\$58.89
Sr. Project Manager III	\$64.54
Sr. Project Manager IV	\$85.29
Systems Analyst I	\$26.06
Systems Analyst II	\$35.54
Systems Analyst III	\$45.13
Systems Analyst IV	\$61.78

16.1 Business Analyst I

Assigned to moderately complex business systems in need of development of enhancements. Adhering to standard procedures, formulates and defines system scope and objectives based on user-defined needs. Research conducted through thorough review of existing documentation, and interviews with stakeholders. Documents findings and presents business solutions in written and/or oral formats. Serves as a point of reference for the on-going effort and coordinates with other staff members in performing project activities.

Minimum Education: Bachelor's degree or equivalent

Minimum Experience: 2-3 years job-related experience

SubSIN: Automated Information Systems Design and Integration Services, Programming Services

16.2 Business Analyst II

Gains thorough understanding of existing systems, envisioned systems and the underlying business needs of the client. May serve as a spokesperson for the client's business departments as they interact with the IS and IT groups to determine appropriate computer-related solutions to business problems. Provides analysis, definition and direction to computer development and maintenance activities. Ensures correct business functionality, requirements, and industry standards are addressed within the computer applications.

Minimum Education: Bachelor's degree or equivalent

Minimum Experience: 4-5 years job-related experience

SubSIN: Automated Information Systems Design and Integration Services, Programming Services

16.3 Sr. Business Analyst

Consults with business staff to develop understanding of the varied and complex business needs supported by the system. Responsible for determining how changing business needs will affect the system. Understands the role of the system in the big picture and provides ideas and recommendations regarding the evolution of the system. Responds to questions and influences the client regarding current and potential system inputs, processes, and outputs. Conducts research and analysis into the nature, effect and results of system problems. Develops detailed business user requirements, system documentation, workflow procedures, and data modeling. Negotiates plans, time frames and trade-offs while ensuring client understands the final results of the project. Reviews and approves requested system changes and develops detailed specifications for implementation. Communicates system changes and issues all levels. Ensures current and accurate system documentation, coordinates and or performs testing of system

modifications, and develops, provides, or coordinates system training, educational tools and materials. May be involved with the Project Manager regarding planning/scheduling and sources allocation. Produces reports, timelines, and graphics using advanced functions of a personal computer. Creates reports from existing client databases to satisfy user requests, data sampling, project analysis, or testing verification. Monitors and audits the use and performance of the information systems; executes system quality control

practices and procedures. Builds effective relationships with business units to develop a "joint" vision. Acts as a liaison with IT and/or outside vendors as appropriate in support of the systems. Works together with Consultants and Project Managers to ensure the client's business needs have been met. Participates in industry and other professional networks to ensure awareness of industry standards, trends and best practices in order to strengthen organizational and technical knowledge.

Minimum Education: Bachelor's degree or equivalent

Minimum Experience: 6-7 years job-related experience

SubSIN: Automated Information Systems Design and Integration Services, Programming Services

16.4 Database Analyst/Specialist I

Provides analysis of existing systems, user requirements for proposed enhancements or new database development efforts. Prepares logical and physical models for new databases in mainframe or client/server environments. Produces detailed documentation of analysis findings and development requirements. Assists with software development, testing, and tuning activities for modern databases, such as Sybase, SQL Server, Oracle, DB2, and Informix. Researches and presents proposed solutions to data design and implementation programs. Works with distributed data systems and database support systems, such as data dictionaries and data recovery systems. Serve as point of contact for those needing basic information on assigned databases.

Minimum Education: Bachelor's degree or equivalent.
Minimum Experience: 1-2 years job-related experience
SubSIN: IT Systems Analysis Services

16.5 Database Analyst/Specialist II

Assigned to larger, more complex database management or analysis efforts. Works closely with user community and other stakeholders to gain thorough understanding of their business needs, as well as the policies and procedures relevant to assigned databases. Analyzes user requirements and existing systems to prepare logical and physical models for new databases in mainframe and client/server environments. Provides expertise during the development process and monitors the compliance with stated objectives. Assists with software development, testing, and tuning activities for complex databases, such as Sybase, SQL Server, Oracle, DB2, and Informix. Provides solutions to complex data design and implementation programs. Works with distributed data systems and database support systems, such as data dictionaries and data recovery systems. Client interface at level equivalent to position.

Minimum Education: Bachelor's degree or equivalent.
Minimum Experience: 3-4 years job related experience
SubSIN: IT Systems Analysis Services

16.6 Database Analyst/Specialist III

Evaluates available Database Management Systems and related products on behalf of client stakeholders. Makes recommendations on products and services to support client requirements. For assigned databases, defines file organization, indexing methods and security procedures. Works with distributed data systems and database support systems, such as data dictionaries and data recovery systems.

Manages database-related projects and is responsible for timely reporting to client representative(s). Provides highly technical expertise in the use of database systems. Advises on performance issues and performs tuning, monitoring and security assurances for relational database systems. Analyzes user requirements and existing systems to prepare logical and physical models for new databases in mainframe and client/server environments. Assists with software development, testing, and tuning activities for relational databases, such as Sybase, SQL Server, Oracle, DB2, and Informix. Provides solutions to complex data design and implementation programs.

Minimum Education: Bachelor's degree or equivalent.
Minimum Experience: 5-6 years job related experience
SubSIN: IT Systems Analysis Services

16.7 Database Analyst/Specialist IV

Offers high level of expertise in Database Management Systems which may include Data Warehousing, Data Marts and complex reporting systems. Able to provide up to date information on leading techniques and technologies available. Makes recommendations on products and services that will enable client to accomplish their stated goals. Serve as subject matter expert for projects assigned. Prepares and

presents project and technical data in formal oral format. Evaluates available Database Management Systems and related products on behalf of client stakeholders. Manages database-related projects and is responsible for timely reporting to client representative(s). Provides highly technical expertise in the use of database systems. Oversees resolution of performance issues and customer satisfaction with assigned relational database systems. Approves analyst's documentation of user requirements, system data, data flows, diagrams and proposed development plans. Performs oversight of database development, testing, and tuning activities for relational databases, such as Sybase, SQL Server, Oracle, DB2, and Informix. Active client interface at appropriate level to accomplish project goals.

Minimum Education: Bachelor's degree or equivalent.
Minimum Experience: 7-8 years job related experience
SubSIN: IT Systems Analysis Services

16.8 Network Administrator I

Installs, maintains, and monitors daily operation of the local and wide area networks. Performs troubleshooting to isolate and diagnose problems and ensures adherence to security procedures. Responds to needs of users concerning access to resources and operation of various software programs. Assists in design and upgrade of systems, software and hardware. Performs documentation of procedures and tracks issues.

Minimum Education: Bachelors degree or equivalent and accreditation
Minimum Experience: 1-2 years job-related experience
SubSIN: IT Network Management Services

16.9 Network Administrator II

Responsible for the daily operational availability of the hardware and software systems required to support facility operations. Active in the planning and execution of scheduled testing and review of assigned hardware and software as a proactive measure to accomplish early detection of potential performance or availability issues. Resolves minor issues with minimal direction and assembles the resources required to accomplish the remedy. In the instance of a more complicated issue, communicates details of issue(s) and the proposed resolution plan to superiors for approval. Installs, maintains and monitors operations of the local and wide area networks. Performs troubleshooting to isolate and diagnose problems and ensures adherence to security procedures. Recommends and implements LAN/WAN policies and standards. Responds to needs of users concerning access to resources and operation of various software programs. Assists in design and upgrade of systems, software, and hardware. For communications networks, analyzes network characteristics (traffic, connect time, transmission speeds, packet sizes and throughput) and makes recommendations for the addition, removal or modification of network components. Participates in the design of network components and capabilities for optimized performance. Performs network maintenance. Coordinates requirements for routine and special operations with the user community and the vendors.

Minimum Education: Bachelors degree or equivalent and accreditation
Minimum Experience: 3-4 years job-related experience
SubSINs: IT Network Management Services

16.10 Senior Network Administrator

Analyzes, configures, installs, maintains, and monitors communications networks and the integration of assigned LANs to other computing environments and performs related work. Focus on the enhancement of network operations and on the interconnecting and interoperability of computers and networks using current LAN/WAN technology. Able to identify and resolve highly complex operating problems and provide second-tier technical support to internal staff. The major focus of this position is more on monitoring and resolving network operating problems and less on the design or enhancement of networks. May also be responsible for the technical supports of LAN administration.

Designs and tests local area data communications networks to meet the needs of the client; prepares specifications and plans for implementation of new or enhanced networks; designs, configures, and implements LAN/WAN hardware, software, and ancillary services for network operating efficiency; performs or provides technical guidance in the installation and configuration of network equipment and in resolving user or systems problems; assists in and may perform router installation, router software upgrade, and connections of site to Ethernet, Token Ring, Serial, and Frame Relay Connections; develops methods and criteria for network data collections and analysis; ensures network operating problems are resolved; maintains network security and sets up firewalls; maintains and monitors WAN networks; may provide one-to-one formal network training to staff and end-users.

Minimum Education: Bachelors degree or equivalent and accreditation
Minimum Experience: 5-6 years job-related experience
SubSIN: IT Network Management Services

16.11 Order Implementation Coordinator

Execute order entry functions ensuring that complete and accurate customer specific details are included in the order. Operates data entry devices in recording a variety of data and verifies data entered. Performs various job functions within customer support in areas such as proofing of orders entered and communicating delivery dates and details directly to customers. Available to respond to customer inquiries. Responsible to communicate any customer concerns or questions to immediate supervisor. Primary responsibilities typically involve maintenance of various types of databases or records.

Minimum Education: Bachelor's degree or equivalent
Minimum Experience: 1-2 years job related experience
SubSIN: IT Network Management Services

16.12 Product Development Specialist I

Participates in the development of specific product development plans and activities for new products and enhancements to existing products. Conducts research as assigned to devise possible product definitions that are anticipated to respond to customer needs and market opportunities. Performs documentation of product concept and development research and communicates findings. May be called upon to provide formal oral presentation of findings. Supports superiors in the effort to drive overall product development plans across multiple internal organizations ensuring that product quality and timelines are met in product implementation.

Minimum Education: Bachelor's degree or equivalent
Minimum Experience: 3-4 years job-related experience
SubSIN: Programming Services

16.13 Product Development Specialist II

Responsible for the development of specific product development plans and activities for new products and enhancements to existing products. Studies research documentation available and performs additional research as needed. Writes product definitions that are responsive to customer needs and market opportunities. Coordinates technical product development based on input received from other internal groups such as Engineering and also from outside vendors. Prepares product development objectives and schedules for all phases of product development and introduction to market. Drives overall product development plan across multiple internal organizations ensuring that product quality and timelines are met in product implementation.

Minimum Education: Bachelor's degree or equivalent
Minimum Experience: 5-6 years job-related experience
SubSIN: Programming Services

16.14 Senior Project Manager I

Assigned to complex projects requiring senior level experience in the coordination and management of project elements. Heavy interface with other functional groups within the organization. Plans and conducts meetings as needed. In case of a project which requires multiple Project Managers, may well have Project Managers as direct reports. Duties would include ensuring the integration of the efforts of the Project Managers. Responsible for staff members and the resources they need to perform their jobs. High level issue resolution and reporting of progress to superiors. Active in setting and enforcement of procedures to adhere to client policies and practices. Client interface is at a higher level in the client's management structure.

Minimum Education: Bachelor's degree or equivalent

Minimum Experience: 5 years job-related experience including significant project management experience

SubSINs: IT Systems Development Services, IT Systems Analysis Services, Automated Information Systems Design and Integration Services, Programming Services, IT Network Management Services, Other Information Technology Services (not elsewhere classified)

16.15 Senior Project Manager II

Directs the completion of overall projects within agreed-upon timeframes and budget constraints. Responsible for performance of all personnel assigned to project. Performs management oversight of personnel assigned to project. Duties would include ensuring the integration of the efforts of the Project Managers. Oversees assignment and scheduling of subordinates and subcontractors. Ensures that project efforts are on schedule and, when necessary, brings issues to management. Prepares written and oral reports offering project details for management and government representatives. Provides competent leadership and responsible daily direction through successful performance of a variety of detailed, diverse project elements. In case of a project which requires multiple Project Managers, given the responsibility of ensuring success of the overall project. Client interface is at a higher level in the client's management structure.

Minimum Education: Bachelor's degree or equivalent

Minimum Experience: 6 years job related experience including significant project management or supervisory experience

SubSINs: IT Systems Development Services, IT Systems Analysis Services, Automated Information Systems Design and Integration Services, Programming Services, IT Network Management Services, Other Information Technology Services (not elsewhere classified)

16.16 Senior Project Manager III

Provides daily leadership and communication to assigned project staff. Oversees performance of staff and technical resources necessary for successful project completion. Generally assigned larger or more demanding assignments. In case of a project which requires multiple Project Managers, may well have Project Managers as direct reports. Duties would include ensuring the integration of the efforts of these Project Managers. Assigning and compiling status reports for superiors on a periodic basis. Resolving complex issues and maintaining momentum of project progress. Client interface is at an equivalent level in the client's management structure.

Minimum Education: Bachelor's degree or equivalent

Minimum Experience: 7 years job related experience including significant project management or supervisory experience

SubSINs: IT Systems Development Services, IT Systems Analysis Services, Automated Information Systems Design and Integration Services, Programming Services, IT Network Management Services, Other Information Technology Services (not elsewhere classified)

16.17 Senior Project Manager IV

Directs the completion of tasks with in agreed-upon timeframes and budget constraints. Responsible for performance of all personnel assigned to project. Performs daily management of personnel assigned to project. Duties would include ensuring the integration of the efforts of the Project Managers. Oversees assignment and scheduling of subordinates and subcontractors. Ensures that project efforts are on schedule and, when necessary, brings issues to resolution. Manages the project for compliance to the contract requirements. Interface with representatives from contracting firm, government management personnel, including but not limited to, the Contracting Officer and the Contracting Officer's Technical Representative. Prepares written and oral reports offering project details for management and government representatives. Facilitates the response to any and all inquiries from customer representatives. Provides competent leadership and responsible daily direction through successful performance of a variety of detailed, diverse project elements. In case of a project which requires multiple Project Managers, given the responsibility of ensuring success of the overall project. Client interface is at a higher level in the client's management structure.

Minimum Education: Bachelor's degree or equivalent

Minimum Experience: 8 years job related experience including significant project management or supervisory experience

SubSINs: IT Systems Development Services, IT Systems Analysis Services, Automated Information Systems Design and Integration Services, Programming Services, IT Network Management Services, Other Information Technology Services (not elsewhere classified)

16.18 Systems Analyst/Specialist I

Under general direction, participates in the analysis, implementation, and evaluation of current and proposed system and procedures. Normally defines business needs and functional requirements; analyzes and develops systems design. Performs a variety of systems installation banks related to putting a new or modified system into production. Performs post-installation reviews, measures system performance, and evaluates success of system. Identifies, analyzes, and coordinates resolution of problems with operational systems. Generally responsible for several less complex applications or a single complex application. Confers with user, other employees, and vendors to determine problems, resolutions, and requirements. May coordinate activities and instruct programmer/analyst and others assigned to project.

Minimum Education: Bachelor's degree or equivalent

Minimum Experience: 2-3 years job-related experience

SubSIN: IT Systems Analysis Services

16.19 Systems Analyst/Specialist II

Participates in the coordination and instrumental in the execution of plans for the development of automated systems from inception to successful implementation and operation. Performs detailed analysis of data to be processed and desired results. Through interviews with stakeholders and research of existing documentation, gains an understanding of the business rules, and functional requirements for the system. Develops written documentation of system requirements and program specifications. Provides documentation and guidance to developers who will, in turn, prepare detailed flow charts, programs and tests. Monitors development process to ensure proper implementation of program and system specifications. Provides support and expertise during installation, testing, implementation, training and on-going maintenance of the system. Performs post-installation reviews, measures system performance, and evaluates success of system. Identifies, analyzes, and resolves problems with operational systems.

Minimum Education: Bachelor's degree or equivalent

Minimum Experience: 3-4 years job related experience
SubSIN: IT Systems Analysis Services

16.20 Systems Analyst/Specialist III

Participates in the coordination and instrumental in the execution of plans for the development of automated systems from inception to successful implementation and operation. Performs detailed analysis of data to be processed and desired results. Through interviews with stakeholders and research of existing documentation, gains an understanding of the business rules, and functional requirements for the system. Develops written documentation of system requirements and program specifications. Provides documentation and guidance to developers who will, in turn, prepare detailed flow charts, programs and tests. Monitors development process to ensure proper implementation of program and system specifications. Provides support and expertise during installation, testing, implementation, training and on-going maintenance of the system. Performs post-installation reviews, measures system performance, and evaluates success of system. Identifies, analyzes, and resolves problems with operational systems. Generally responsible for several moderately complex applications or a single complex application. May manage available project resources and direct the efforts of other Systems Analysts involved with the development and on-going maintenance of the systems.

Minimum Education: Bachelor's degree or equivalent
Minimum Experience: 4-5 years job related experience
SubSIN: IT Systems Analysis Services

16.21 Systems Analyst/Specialist IV

Participates in the coordination and instrumental in the execution of plans for the development of automated systems from inception to successful implementation and operation. Performs detailed analysis of data to be processed and desired results. Through interviews with stakeholders and research of existing documentation, gains an understanding of the business rules, and functional requirements for the system. Develops written documentation of system requirements and program specifications. Provides documentation and guidance to developers who will, in turn, prepare detailed flow charts, programs and tests. Monitors development process to ensure proper implementation of program and system specifications. Provides support and expertise during installation, testing, implementation, training and on-going maintenance of the system. Performs post-installation reviews, measures system performance, and evaluates success of system. Identifies, analyzes, and resolves problems with operational systems. May be responsible for several highly complex applications. May manage available project resources and direct the efforts of other Systems Analysts involved with the development and on-going maintenance of the systems. Heavy client interface on formal and informal basis to report on project progress and to address any client questions. Utilizes strong working relationships with client, analysis and development staff, outside vendors and others to bring issues to resolution.

Minimum Education: Bachelor's degree or equivalent
Minimum Experience: 6-7 years job related experience
SubSIN: IT Systems Analysis Services

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

PREAMBLE

Comm-Group, Inc. provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact:

Linwood Jolly, President
2 Wisconsin Circle, Suite 700
Chevy Chase, MD 20815
linwood.jolly@comm-group.com
240-235-5033 Phone 425-790-0679

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

Comm-Group, Inc.

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

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

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

Signatures

Ordering Activity

Date

Contractor

Date

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;

- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING
"CONTRACTOR TEAM ARRANGEMENTS"

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

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

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

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

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

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.

Customers make a best value selection.