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## **SECTION A**

# **INFORMATION TO ORDERING OFFICES**

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

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

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

1. **Geographic Scope of Contract:**

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

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

Offerors are requested to check one of the following boxes:

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

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

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2. **Contractor's Ordering Address and Payment Information:**

**16360 Broadway Avenue, Bldg. A , Suite 103-104, Cleveland, Ohio 44137**

**Payment Address: 12600 Rockside Road, #134, Cleveland, Ohio 44125**

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:

**216-587-4343**

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

3. LIABILITY FOR INJURY OR DAMAGE

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

4. 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: **100943591**

Type of Contractor – **A. Small Disadvantaged Business** \_\_\_\_\_

Block 31: Woman-Owned Small Business **YES**

Block 36: Contractor's Taxpayer Identification Number (TIN): **34-1969033**

4a. CAGE Code: **1wsw5**

Contractor **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 ITEM NUMBER

DELIVERY TIME (Days ARO)

**132-50**

**As negotiated between Moss-Card Consulting, Inc. and Ordering Agency**

**132-51**

**As negotiated between Moss-Card Consulting, Inc. and Ordering Agency**

**EXPEDITED DELIEVERY**

**As negotiated between Moss-Card Consulting, Inc. and Ordering Agency**

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

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

- a. Prompt Payment: **2** % - **15** days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity – **None**
- c. Dollar Volume – **None**
- d. **Government Educational Institutions offered the same discounts as all other Government customers**
- e. Other

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:

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.)

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

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

b. The Maximum Order value for the following Special Item Numbers (SINs) is \$25,000:

**Special Item Number 132-50 - Training Courses**

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): 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. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

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://www.fss.gsa.gov/>.

#### 17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. **ODCs (Other Direct Costs) are not part of this contract and should be treated at open market purchases. Ordering Activities procuring open market items must follow FAR 8.401(d).**

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
- (1) Time of delivery/installation quotations for individual orders;
  - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
  - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

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

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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.



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.

## **21. CONTRACTOR TEAM ARRANGEMENTS**

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

### **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 or the Federal Supply Schedule Contract.

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

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

Here is a general outline on how it works:

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

## **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.

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

**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:

**[www.sti-tec.com](http://www.sti-tec.com)**

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

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

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

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

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

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
  - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
  - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

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

**PREAMBLE**

**Moss-Card Consulting, 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 **Carol D. Moss, President, (216) 587-4343 (p); (216) 587-4342 (f)** **[carolmoss@moss-card.com](mailto:carolmoss@moss-card.com) (e-mail).**

**SECTION B**

**TERMS AND CONDITIONS**  
and  
**DESCRIPTION of**  
**IT SERVICE OFFERINGS**

**SIN 132-50**

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

**1. SCOPE**

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

**2. ORDER**

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

**3. TIME OF DELIVERY**

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

**4. CANCELLATION AND RESCHEDULING**

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

**5. FOLLOW-UP SUPPORT**

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

**6. PRICE FOR TRAINING**

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

**7. INVOICES AND PAYMENT**

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

**8. FORMAT AND CONTENT OF TRAINING**

a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.

b. **\*\*If applicable\*\*** For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.

c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.

d. The Contractor shall provide the following information for each training course offered:

- (1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);
- (2) The length of the course;
- (3) Mandatory and desirable prerequisites for student enrollment;
- (4) The minimum and maximum number of students per class;
- (5) The locations where the course is offered;
- (6) Class schedules; and
- (7) Price (per student, per class (if applicable)).

e. For those courses conducted at the ordering activity’s location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges.

**9. “NO CHARGE” TRAINING**

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

**NONE**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Moss-Card Consulting, Inc. Computer Training Courses

### MICROSOFT OFFICE WORD I

**Brief description of the course content,** to include the course format.  
In this course, students will practice keyboarding skills and learn fundamentals of MS Word, such as creating, formatting and printing documents. Students will prepare simple flyers.

**Length of course:** 8 hours

**Mandatory and desirable prerequisites for student enrollment:**  
No prerequisites for this course. Basic keyboard skills desired.

**Minimum and maximum number of students per class:**  
Minimum number of students is six and maximum number is twenty.

**Locations where the course is offered:**

**Onsite (Government location):** There must be a room with the required equipment needed to conduct the training.

**Offsite (Contractor location):** Computer Lab, 16360 Broadway Avenue, Bldg. A, Suite 103 -104, Cleveland, Ohio 44137

**Class schedules:** TBD

**Price (per student, per 8 hour class)**  
The cost is \$96 per student, plus \$12 for training materials.

## EXCEL I

**Brief description of the course content:**

In this course, students will explore Excel and create a simple worksheet with embedded chart. They will learn how to format cells, change margins and create a document header.

**Length of course:** 8 hours

**Mandatory and desirable prerequisites for student enrollment:**

Basics & Word I

**Minimum and maximum number of students per class:**

Minimum number of students is six and maximum number is twenty.

**Locations where the course is offered:**

**Onsite (Government location):** There must be a room with the required equipment needed to conduct the training.

**Offsite (Contractor location):** Computer Lab, 16360 Broadway Avenue, Bldg. A, Suite 103 -104, Cleveland, Ohio 44137

**Class schedules:** TBD

**Price (per student, per 8 hour class)**

The cost is \$125 per student, plus \$12 for training materials.

## WORD II

In this course, students will learn how to change margin settings, adjust line spacing, create headers with page numbers, and indent paragraphs. They will also learn how to use Autocorrect feature, add footnotes, create a works cited page, modify text and create a hyperlink to a web page by creating a research paper. Students will also be taught how to create letters by utilizing the Word Template

**Length of course:** 8 hours

**Mandatory and desirable prerequisites for student enrollment:**

Basics & Word I

**Minimum and maximum number of students per class:**

Minimum number of students is six and maximum number is twenty.

**Locations where the course is offered:**

**Onsite (Government location):** There must be a room with the required equipment needed to conduct the training.

**Offsite (Contractor location):** Computer Lab, 16360 Broadway Avenue, Bldg. A, Suite 103 -104, Cleveland, Ohio 44137

**Class schedules:** TBD

**Price (per student, per 8 hour class):**

The cost is \$125 per student, plus \$12 for training materials.

## EXCEL II

**Brief description of the course content:**

In this course, students will use formulas and statistical functions such as AVERAGE, MAX AND MIN on a range of data to assist with analysis. Perform What If analysis on data to determine the effects once a number is changed.

**Length of course:** 8 hours

**Mandatory and desirable prerequisites for student enrollment:**

Excel I

**Minimum and maximum number of students per class:**

Minimum number of students is six and maximum number is twenty.

**Locations where the course is offered:**

**Onsite (Government location):** There must be a room with the required equipment needed to conduct the training.

**Offsite (Contractor location):** Computer Lab, 16360 Broadway Avenue, Bldg. A, Suite 103 -104, Cleveland, Ohio 44137

**Class schedules:** TBD

**Price (per student, per 8 hour class):**

The cost is \$125 per student, plus \$12 for training materials.

## POWER POINT I

**Brief description of the course content**

In this course, students will learn to create exciting and professional presentations. They will use real world examples and clip art to produce a slide show.

**Length of course:** 8 hours

**Mandatory and desirable prerequisites for student enrollment:**

Basics & Word I

**Minimum and maximum number of students per class:**

Minimum number of students is six and maximum number is twenty.

**Locations where the course is offered:**

**Onsite (Government location):** There must be a room with the required equipment needed to conduct the training.

**Offsite (Contractor location):** Computer Lab, 16360 Broadway Avenue, Bldg. A, Suite 103 -104, Cleveland, Ohio 44137

**Class schedules:** TBD

**Price (per student, per 8 hour class)**

The cost is \$125 per student, plus \$12 for training materials.

## POWER POINT II

**Brief description of the course content:**

In this course, students will learn how to use templates and slide masters; work with images, sound and animation; use advanced options for organization charts and tables.

**Length of course:** 8 hours

**Mandatory and desirable prerequisites for student enrollment:**

Power Point I

**Minimum and maximum number of students per class:**

Minimum number of students is six and maximum number is twenty.

**Locations where the course is offered:**

**Onsite (Government location):** There must be a room with the required equipment needed to conduct the training.

**Offsite (Contractor location):** Computer Lab, 16360 Broadway Avenue, Bldg. A, Suite 103 -104, Cleveland, Ohio 44137

**Class schedules:** TBD

**Price (per student, per 8 hour class):**

The cost is \$125 per student, plus \$12 for training materials.

## ACCESS I

**Brief description of the course content:**

In this course, students will learn the basics of creating and maintaining a database by using practical examples, and learn to use tables and queries as well as reports and forms.

**Length of course:** 8 hours

**Mandatory and desirable prerequisites for student enrollment :**

Basics, Word I and Excel I

**Minimum and maximum number of students per class:**

Minimum number of students is six and maximum number is twenty.

**Locations where the course is offered:**

**Onsite (Government location):** There must be a room with the required equipment needed to conduct the training.

**Offsite (Contractor location):** Computer Lab, 16360 Broadway Avenue, Bldg. A, Suite 103 -104, Cleveland, Ohio 44137

**Class schedules:** TBD

**Price (per student, per 8 hour class):**

The cost is \$125 per student, plus \$12 for training materials.

## ACCESS II

**Brief description of the course content**

In this course, students will learn the basics of creating and maintaining a database by using practical examples, and learn to use tables and queries as well as reports and forms.

**Length of course:** 8 hours

**Mandatory and desirable prerequisites for student enrollment:**

Access I

**Minimum and maximum number of students per class:**

Minimum number of students is six and maximum number is twenty.

**Locations where the course is offered:**

**Onsite (Government location):** There must be a room with the required equipment needed to conduct the training.

**Offsite (Contractor location):** Computer Lab, 16360 Broadway Avenue, Bldg. A, Suite 103 -104, Cleveland, Ohio 44137

**Class schedules:** TBD

**Price (per student, per 8 hour class):**

The cost is \$125 per student, plus \$12 for training materials.

## INTRO TO EMAIL

### **Brief description of the course content**

In this course, students will learn to compose and write e-mails, check and read e-mails; view sent mail and saved mail; delete and create e-mail drafts; and create an address book.

**Length of course:** 8 hours

### **Mandatory and desirable prerequisites for student enrollment:**

Basics & Word I

### **Minimum and maximum number of students per class:**

Minimum number of students is six and maximum number is twenty.

### **Locations where the course is offered:**

**Onsite (Government location):** There must be a room with the required equipment needed to conduct the training.

**Offsite (Contractor location):** Computer Lab, 16360 Broadway Avenue, Bldg. A, Suite 103 -104, Cleveland, Ohio 44137

**Class schedules:** TBD

### **Price (per student, per 8 hour class)**

The cost is \$96 per student, plus \$12 for training materials.

## SEND/RECEIVE EMAIL ATTACHMENTS

**Brief description of the course content:**

In this course, students will learn how to send and receive e-mail attachments; save files correctly and e-mail pictures and documents; understand delivery options and set up return receipts.

**Length of course:** 8 hours

**Mandatory and desirable prerequisites for student enrollment:**

Basics & Word I

**Minimum and maximum number of students per class:**

Minimum number of students is six and maximum number is twenty.

**Locations where the course is offered:**

**Onsite (Government location):** There must be a room with the required equipment needed to conduct the training.

**Offsite (Contractor location):** Computer Lab, 16360 Broadway Avenue, Bldg. A, Suite 103 -104, Cleveland, Ohio 44137

**Class schedules:** TBD

**Price (per student, per 8 hour class):**

The cost is \$96 per student, plus \$12 for training materials.

## COMPUTER SECURITY

**Brief description of the course content**

In this course, students will learn what to look for in keeping a computer safe, related security risks and how to protect a computer from viruses and hackers.

**Length of course:** 8 hours

**Mandatory and desirable prerequisites for student enrollment:**

Basics & Word I

**Minimum and maximum number of students per class:**

Minimum number of students is six and maximum number is twenty.

**Locations where the course is offered:**

**Onsite (Government location):** There must be a room with the required equipment needed to conduct the training.

**Offsite (Contractor location):** Computer Lab, 16360 Broadway Avenue, Bldg. A, Suite 103 -104, Cleveland, Ohio 44137

**Class schedules:** TBD

**Price (per student, per 8 hour class)**

The cost is \$125 per student, plus \$12 for training materials.

**SECTION C**

**TERMS AND CONDITIONS**  
**and**  
**IT PROFESSIONAL SERVICE DESCRIPTIONS**

**SIN 132-51**

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

**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and Special Item Number 132-52 Electronic Commerce Services apply exclusively to IT/EC Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

**2. PERFORMANCE INCENTIVES**

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

**3. ORDER**

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

**4. PERFORMANCE OF SERVICES**

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

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

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all

reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
  - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. INSPECTION OF SERVICES**

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) 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) (Deviation – May 2003) 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 (Deviation – May 2003) 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/EC Services.

## **9. INDEPENDENT CONTRACTOR**

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

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

### **a. Definitions.**

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

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors,

officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

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

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

## **11. INVOICES**

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

## **12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

## **13. RESUMES**

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

## **14. INCIDENTAL SUPPORT COSTS**

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

## **15. APPROVAL OF SUBCONTRACTS**

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

## **16. DESCRIPTION OF IT/EC SERVICES AND PRICING**

a. The Contractor shall provide a description of each type of IT/EC Service offered under Special Item Numbers 132-51 and 132-52. IT/EC Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

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

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

EXAMPLE: Commercial Job Title: System Engineer

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

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

Minimum Education: Bachelor's Degree in Computer Science



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 or the Federal Supply Schedule Contract.

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

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

Here is a general outline on how it works:

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

**Moss-Card Consulting, Inc.**  
**Information Technology Professional Services**  
**Service Description**

**FPDS Code D301                    IT Facility Operation and Maintenance**

This service provides for the software and configuration management of small and large projects. Services include managing the software life cycle mitigation of risk, and implementing both fault Injection and fault tolerance for software predictability. A complete hardware and software assessment is made and schedules are developed and negotiated for the following services:

- PC Data Migration
- PC Installation and Deployment
- Seat Management
- Seat Management

**FPDS Code D302                    IT Systems Development Services**

This service provides for the design and construction of small to large complex projects. Services include creating project processes, testing, system design, quality assurance, developing test documentation, system documentation, implementation, injecting faults, end user training and business procedures, which encompass business process reengineering. Full life cycle methodology with multiple approaches using industry or homegrown methodologies is also included. These methodologies include AGILE, CMMi, and Waterfall.

**FPDS Code D306                    IT Systems Analysis Services**

This service is designed to maximize the strength of the IT staff by providing more focus on high-value and strategic IT initiatives. Commodity IT support functions can be fulfilled in many ways, but preserving the focus of internal resources on strategic initiatives is key. The consultant works with the agency to review existing IT responsibilities and challenges, while developing a better understanding of the role IT plays within the organization. In addition, the consultant works with customers collaboratively on the following:

- IT Solution Portals – Intranet and Extranet Business Intelligence
- Data Warehouse Initiatives
- Application Development
- Network Audit and Documentation
- System Review and Architecture
- Capabilities Assessment
- Wireless LAN Configuration and Implementation
- Microsoft Solutions

**FPDS Code D307 Automated Information Systems Design and Integration Services**

This service is designed to manage support including engineering, technical analysis, financial analysis, integration, test and evaluation, systems administrative support, training, software support, configuration management and related endeavors to support the existing system.

## **FPDS Code D308                    Programming Services**

This service provides custom programming services to meet all client software demands and other programming requirements. Depending on the platform, UNIX, Motif, Windows, Linux, and Apple, the IT staff is more than qualified to meet the needs of the agency. Consultants develop custom application software from scratch or take existing software and add whatever functionality a client requires.

- All Microsoft Tools and languages such as Development Studio and .Net 2002-2005
- Embedded software on UNIX, Linux, and Windows
- Scripting languages such as XML, HTML, XHTML, VBScript, JavaScript, Perl, and PHP
- Mobile Device Programming on Palm and Windows CE
- TCP/IP Socket programming
- Client Server Programming

## **FPDS Code D310                    IT Backup and Security Services**

Security and ensuring the privacy of backup data is almost as important as saving it. Secure offsite backup is only one measure of security a client can take to protect its private information. We understand agency concerns and address each of them with a failsafe plan. Once data is stored in our offsite backup facility, even file names are encrypted, so only the client can access them.

## **FPDS Code D311                    IT Data Conversion Services**

This service prepares a client's content for databases, electronic publishing and the Web. In addition, services are provided to fine-tune current data collection methodology, eliminate data redundancy, and increase data retrieval. The following is supported:

- Oracle 9 or higher
- MS Access and MS FoxPro
- DB2
- DBASE III and DBASE IV
- MS SQL All Versions
- My SQL

## **FPDS Code D316                    IT Network Management Services**

This services optimizes the agencies network operations by providing a structure of services that address 24 x 7 x 365 network monitoring, fault and incident reporting, problem resolution, proactive fault and performance recommendations, performance and configuration management, third-party service provider coordination, and detailed monthly management reports.

**SECTION D**

**IT LABOR CATEGORY DESCRIPTIONS**

**SIN 132-51**

**Moss-Card Consulting, Inc.**  
**Information Technology Professional Services**  
**Labor Category Descriptions**

**COMMERCIAL JOB TITLE:**  
**PROGRAM MANAGER**

**EDUCATION AND GENERAL EXPERIENCE:**

A minimum of four to six years' intensive and progressive experience in management of large programs. Three years' experience supervising; three years managing projects of at least ten personnel. Bachelor's or preferred Master's degree in Business Administration, Computer Science, Engineering, Mathematics or related field.

**DUTIES/RESPONSIBILITIES:**

This person serves as the liaison to an agency manager for a complex information technology-related software development and configuration management, Management Information System (MIS) or other similar programs. Manages program/technical support operations involving multiple tasks/projects and personnel at diverse locations. Organizes, directs and coordinates planning and execution of all program/technical support activities. Shall have demonstrated information technology expertise and communication skills to be able to interface with all levels of management. Assigns duties and reviews work of subordinates. Establishes and alters (as necessary) management structure within the program to effectively direct program/technical support activities. Meets and confers with agency management officials regarding the status of specific ISS program/technical activities and progress. Shall have demonstrated information technology expertise and communication skills to be able to interface with all levels of management. Resolves problems, issues or conflicts as required. . Ensures that program schedule, performance and deliverables are met. Must be familiar with the software quality assurance and software metrics.

**COMMERCIAL JOB TITLE:**  
**EXPERT SOFTWARE CONSULTANT**

**EDUCATION AND GENERAL EXPERIENCE:**

Experience qualifications will be determined on a case-by-case basis. Typically, this requires 15 years of general experience in information systems, including ten years of specialized experience providing state-of-the-art solutions in information systems technology (or, if the particular area of expertise is new state-of-the-art technology, the specialized experience may be less than ten years and more consistent with the age of the technology). Bachelor's degree in Computer Science, Engineering, Mathematics, Business, Management or equivalent.

**DUTIES/RESPONSIBILITIES:**

Succeed in being a recognized expert in the technology and/or similar area being addressed. Provided expert, independent services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments and state-of-the-art software/hardware. Coordinates with contractor management and agency personnel to ensure that the problem has been properly defined and that the solution will satisfy the agency's requirement.

**COMMERCIAL JOB TITLE:  
TASK LEADER**

**EDUCATION AND GENERAL EXPERIENCE:**

Bachelor's degree in Computer Science, Engineering, Mathematics or related field. A minimum of two to four years' experience.

**DUTIES/RESPONSIBILITIES:**

Provides competent leadership for a specific task within software, hardware configuration management or other information technology related project and/or program. Directs completion of task within estimated timeframes. Schedules and assigns duties to subordinates to ensure assignments are completed as directed. Reports in writing and orally to Program Manager (Director) on project progress/status and various issues or problems. Trains and/or oversees training of subordinates when required.

**COMMERCIAL JOB TITLE:  
SENIOR PROGRAMMER/ANALYST II**

**EDUCATION AND GENERAL EXPERIENCE:**

Bachelor's degree in Computer Science, Engineering, Mathematics, related field or other task-related equivalent. A minimum of eight plus years of experience is required.

**DUTIES/RESPONSIBILITIES:**

Prepares program specifications, helps with preparation of user documentation and with system implementation. Analyzes designs, develops, implements and maintains client server applications over distributed networks and related protocols for various systems. Converts and/or ports fully developed code over to other platforms using different processor architectures or operating systems. May guide programmer/analysts at a lower level and other technical personnel on assigned work. Develops program specifications for application software development under general supervision. Defines the logic, performs the coding and tests and debugs the programs. Prepares system and program specifications and documentation that includes designing report formats, record layouts, screen layouts and algorithms. Implements modifications to existing systems; documents program and system logic.

**COMMERCIAL JOB TITLE:  
SENIOR PROGRAMMER/ANALYST I**

**EDUCATION AND GENERAL EXPERIENCE:**

Bachelor's degree in Computer Science, Engineering, Mathematics, related field or other task-related equivalent and an application certification. Five to seven years of experience required.

**DUTIES/RESPONSIBILITIES:**

Performs research, designs and develops complex computer software systems in conjunction with hardware product development. Supports cutting edge application implementation. Applies principles of computer science, engineering and mathematical analysis. Consults with hardware engineers to evaluate interface between hardware and software. Prepares documentation and manuals for users. Trains lower level applications engineers. Requires very little supervision and can supervise lower level application engineers.

**COMMERCIAL JOB TITLE:  
JUNIOR PROGRAMMER ANALYST II**

**EDUCATION AND GENERAL EXPERIENCE:**

Bachelor's degree in Computer Science, Engineering, Mathematics, related field or other task-related equivalent. A minimum of one to three years' experience is required.

**DUTIES/RESPONSIBILITIES:**

Supports and performs research; designs and develops simple to complex computer software systems in conjunction with hardware product development. Supports cutting edge application implementation. Applies principles of computer science, engineering and mathematical analysis. Consults with hardware engineers to evaluate interface between hardware and software. Prepares documentation and manuals for users. Requires supervision.

**COMMERCIAL JOB TITLE:  
JUNIOR PROGRAMMER ANALYST**

**EDUCATION AND GENERAL EXPERIENCE:**

Bachelor's degree in Computer Science, Engineering, Mathematics, related field or equivalent work experience. Up to one year of experience.

**DUTIES/RESPONSIBILITIES:**

Under direct supervision, supports efforts for research; designs and develops simple computer software systems in conjunction with hardware product development. Applies principles of computer science, engineering and mathematical analysis. Supports the preparation of documentation and manuals for users. Requires regular supervision.

**COMMERCIAL JOB TITLE:  
SENIOR QUALITY ASSURANCE ANALYST**

**EDUCATION AND GENERAL EXPERIENCE:**

Bachelor's degree in a related field or equivalent. Seven years of engineering and/or system analysis and programming experience, including four years of quality assurance experience. CMMi is desirable.

**DUTIES/RESPONSIBILITIES:**

Organizes and maintains all quality assurance documentation required. Responsible for ensuring compliance with recognized standards and practices. Reviews all documentation for completeness, accuracy and correctness. Supports the test and integration personnel as a witness to testing requirements. Certifies that deliverables have met all quality requirements.

**COMMERCIAL JOB TITLE:  
JUNIOR QUALITY ASSURANCE ANALYST**

**EDUCATION AND GENERAL EXPERIENCE:**

Bachelor's degree in a related field or equivalent. Five years of engineering and/or system analysis and programming experience, including two years of quality assurance experience.

**DUTIES/RESPONSIBILITIES:**

Organizes and maintains all required quality assurance documentation. Responsible for ensuring compliance with recognized standards and practices. Reviews all documentation for completeness, accuracy and correctness. Supports the test and integration personnel as a witness to testing requirements. Certifies that deliverables have met all quality requirements.

**COMMERCIAL JOB TITLE:  
SENIOR DATABASE ADMINISTRATOR**

**EDUCATION AND GENERAL EXPERIENCE:**

Must have bachelor's degree or equivalent. Seven years of general experience in systems analysis or programming, including five years of specialized experience in DBMS.

**DUTIES/RESPONSIBILITIES:**

Provides highly technical expertise and guidance in the design, implementation, operation and maintenance of database management systems (DBMS).

Evaluates and recommends available DBMS products after matching requirements with system capabilities. Determines file organization, indexing methods and security procedures for specific applications. Controls the design and use of databases. Controls the global view of databases; controls the access to the databases; assures the safekeeping of the databases (from accidental or intentional damage or loss); and monitors the use of databases. Defines all required database administration policies, procedures, standards and guidelines. Establishes the design of databases and the use of database management systems. Evaluates and recommends available DBMS products after matching requirements with system capabilities. Prepares and delivers presentations on DBMS concepts.

**COMMERCIAL JOB TITLE:  
JUNIOR DATABASE ADMINISTRATOR**

**EDUCATION AND GENERAL EXPERIENCE:**

Must have bachelor's degree or equivalent. Three years of general experience in systems analysis or programming, including two years of specialized experience in DBMS.

**DUTIES/RESPONSIBILITIES:**

Evaluates and recommends available DBMS products after matching requirements with system capabilities. Optimizes data retrieval, file organization, indexing methods, and security procedures for specific applications. Controls the global view of databases, controls the access to the databases, assures the safekeeping of the databases (from accidental or intentional damage or loss), and monitors the use of databases. Defines all required database administration policies, procedures, standards, and guidelines. Maintains the design of databases and the use of database management systems. Evaluates and recommends available DBMS products after matching requirements with system capabilities. Prepares and delivers presentations on DBMS concepts. Writes stored procedures, views, and is supervised by the database administrator.

**COMMERCIAL JOB TITLE:  
CHIEF PROGRAM ANALYST**

**EDUCATION AND GENERAL EXPERIENCE:**

Bachelor's degree in Business Administration, Finance, Economics or related field or equivalent. Advanced degree is desirable. Twelve years of progressively complex experience in cost, schedule, variance and risk analysis of major developmental and production programs and associated contracts of sufficient magnitude to require imposition of performance-based management or earned value measurement techniques.

**DUTIES/RESPONSIBILITIES:**

Serves as a group leader ensuring the group of analysts are working in concert to automate complex business practices within the specified time frame as defined in the customer requirement.

Guides the development and implementation of performance based management requirements. Provides expert consultation in the systemic and procedural aspects of performance based management systems and reporting. Aids in evaluating earned value data produced from the established performance measurement system or from contractors. Employs program management principles, guides program definition, directs program and contract work breakdown structure development and maintenance, and identifies performance management indicators. This labor category is offered only in conjunction with IT Professional labor categories

**COMMERCIAL JOB TITLE:  
SENIOR PROGRAM ANALYST**

**EDUCATION AND GENERAL EXPERIENCE:**

Must have bachelor's degree or equivalent. Bachelor's degree in Business Administration, Finance, Economics, or related field or equivalent. Advanced degree is desirable. Eight years of progressively complex experience in cost, schedule, variance and risk analysis of major developmental and production programs and associated contracts of sufficient magnitude to require imposition of performance-based management or earned value management techniques.

**DUTIES/RESPONSIBILITIES:**

Develops performance-based management requirements and evaluates earned value data produced from established performance measurement systems. Employs program management principles, defines program parameters, establishes program and contract work breakdown structures, and identifies performance management indicators.

**COMMERCIAL JOB TITLE:  
PROGRAM ANALYST**

**EDUCATION AND GENERAL EXPERIENCE:**

Three years of cost, schedule, variance, and risk analysis in earned value or performance-based management of programs and associated contracts of sufficient magnitude to require imposition of performance-based management or earned value measurement techniques. Bachelor's degree in Business Administration, Finance, Economics, or related field or equivalent.

**DUTIES/RESPONSIBILITIES:**

Assists in development of performance-based management requirements and evaluates earned value data received from contractors. Employs program management principles, assists in program definition, contributes to program and contract work breakdown structure development, and identifies performance management indicators.

**COMMERCIAL JOB TITLE:  
ASSOCIATE PROGRAM ANALYST**

**EDUCATION AND GENERAL EXPERIENCE:**

Bachelor's degree in Business Administration, Finance, Economics, or related field or equivalent. One year of project analysis experience in earned value or performance-based management of programs and associated contracts of sufficient magnitude to require imposition of performance or earned value management techniques.

**DUTIES/RESPONSIBILITIES:**

Assists in requirements determinations and in analysis of performance and earned value data received from contractors.

**COMMERCIAL JOB TITLE:  
SENIOR NETWORK ENGINEER**

**EDUCATION AND GENERAL EXPERIENCE:**

Must have bachelor's degree or equivalent. Eight years' general experience including four years of specialized experience.

**DUTIES/RESPONSIBILITIES:**

Designs, configures, tests, implements and maintains telecommunications and LAN operation support activities, and supports application programmers working in that environment. Provides technical support in evaluating and resolving network and processor problems. Responsible for the design, configuration and implementation of Wide Area Networks (WANs) and (LANs). Evaluates network performance using hardware and software diagnostic tools. Participates in planning and installation of new networks. Evaluates network changes for operational impact.

**COMMERCIAL JOB TITLE:  
JUNIOR NETWORK ENGINEER**

**EDUCATION AND GENERAL EXPERIENCE:**

Must have bachelor's degree or equivalent. Five years' general experience including two years of specialized experience.

**DUTIES/RESPONSIBILITIES:**

Designs, configures, tests, implements and maintains telecommunications and LAN operation support activities, and supports application programmers working in that environment. Provides technical support in evaluating and resolving network and processor problems. Responsible for the design, configuration and implementation of Wide Area Networks (WANs) and (LANs). Evaluates network performance using hardware and software diagnostic tools. Participates in planning and installation of new networks. Evaluates network changes for operational impact.

**COMMERCIAL JOB TITLE:  
COMPUTER SECURITY SPECIALIST**

**EDUCATION AND GENERAL EXPERIENCE:**

Bachelor's degree in Computer Science, Engineering, Mathematics or equivalent. NIST Standards are a plus. Must have seven years of general experience, including a minimum of five years of specialized experience in the area of expertise (or, if the particular area of expertise is new state-of-the-art technology, the specialized experience may be less than five years and more consistent with the age of the technology). Must either have a security clearance or be eligible for a security clearance.

**DUTIES/RESPONSIBILITIES:**

Provide consulting services to include but not be limited to, risk assessments, incident response and security awareness and information security vulnerabilities. Responsible for developing operational support procedures within the agency. Consults on the certification and accreditation process, including the preparation of certification documents, the ST&E methodology and the manner in which C&A ties back to FISMA, OMB and other high level guidelines. Conducts vulnerability assessments on various types of networks and topologies. Review slogs from devices and make recommendations for risk mitigation.

**COMMERCIAL JOB TITLE:  
SENIOR CONFIGURATION MANAGEMENT SPECIALIST**

**EDUCATION AND GENERAL EXPERIENCE:**

Bachelor's degree in a related field or other task related equivalent. A minimum of four to six years of experience with two years' specialized experience.

**DUTIES/RESPONSIBILITIES:**

Develops and maintains complex configuration management plans; schedules and documents all configuration management reviews. Shall be capable of monitoring the configuration control process and ensuring that procedures comply with client and/or applicable specifications. Acts as lead when required, reports to the Project Manager/Program Manager. Knowledgeable of software development techniques, change control processes, configuration audits and client/government regulations, manuals, technical orders, standards and industry publications related to configuration/data management required to perform the task. Trains lower level configuration management specialist.

**COMMERCIAL JOB TITLE:  
JUNIOR CONFIGURATION MANAGEMENT SPECIALIST**

**EDUCATION AND GENERAL EXPERIENCE:**

Bachelor's degree in a related field. A minimum of one to two years' experience is required.

**DUTIES/RESPONSIBILITIES:**

Supports the development and maintenance of configuration management plans and scheduling and documenting configuration management reviews. Shall be capable of monitoring the configuration control process and ensuring that procedures comply with client and/or applicable specifications. Reports to the Project Lead or Configuration Management Specialist III or II and requires supervision. Knowledgeable of software development techniques, change control processes, configuration audits and client/government regulations, manuals, technical orders, standards and industry publications related to configuration/data management required to perform the task.

**SECTION E**  
**GSA PRICING**

**Moss Card Consulting, Inc.**

**GSA Pricing**

**SIN 132-50**

<b>Training Courses</b>	<b>GSA Rate</b>
<b>Word I</b>	\$103.37
<b>Word II</b>	\$103.37
<b>Excel</b>	\$131.13
<b>Excel II</b>	\$131.13
<b>Power Point I</b>	\$131.13
<b>Power Point II</b>	\$131.13
<b>Access I</b>	\$131.13
<b>Access II</b>	\$131.13
<b>Intro to Email</b>	\$103.37
<b>Send/Rec. Email Attachments</b>	\$103.37
<b>Computer Security</b>	\$131.13

**Moss Card Consulting, Inc.**

**GSA Pricing  
SIN 132-51**

<b>Labor Category</b>	<b>GSA Rate</b>
Program Manager	\$119.64
Expert Software Consultant	\$119.64
Task Leader	\$71.78
Sr. Programmer/ Analyst II	\$71.78
Sr. Programmer/ Analyst	\$67.00
Jr. Programmer/ Analyst II	\$62.21
Jr. Programmer/ Analyst	\$52.64
Sr Quality Assurance	\$52.64
Jr Quality Assurance	\$47.86
Sr Database Admin.	\$62.21
Jr .Database Admin.	\$52.64
Chief Program. Analyst	\$86.14
Sr Program Analyst	\$81.36
Program Analyst	\$76.57
Associate Program Analyst	\$47.86
Senior Network Engineer.	\$52.64
Jr Network Engineer.	\$47.86
Computer Security. Special	\$47.86
Senior Configuration Mgt Sp.	\$57.43
Jr. Configuration Mgt Sp	\$52.64