



RAYANE, INC.

**FEDERAL SUPPLY SERVICE
SCHEDULE**

PRICELIST

INFORMATION TECHNOLOGY
PRICELIST

**AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES**

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

FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D308	Millennium Conversion Services (Y2K)
FPDS Code D310	IT Backup and Security Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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

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

Contractor's Name: Rayane, Inc.

Address: 13739 Lambertina Place, Rockville, MD 20850

Point of Contact:

Voice: 866-RAYANE-1 (729-2631)

E-mail: contact@rayane.com

Web Site: www.rayane.com

Contract Number: GS-35F-0134N

Period Covered by Contract: November 26, 2002 to November 25, 2007

General Services Administration
Federal Supply Service

Pricelist current through Modification # 2, dated December 17, 2002.

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

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I. INFORMATION FOR ORDERING OFFICES

SPECIAL NOTICE TO AGENCIES

Small Business Participation

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage![™] 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

The geographic scope of contract is the 48 contiguous states and the District of Columbia, Hawaii, and Commonwealth of Puerto Rico.

2. Contractor's Ordering Address and Payment Information

Rayane, Inc.
13739 Lambertina Place
Rockville, MD 20850
Phone: 866-RAYANE-1 (729-2631)
Fax: 866-RAYANE-3 (729-2633)
www.rayane.com

Rayane, Inc. is required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will 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 agencies to obtain technical and/or ordering assistance:

Phone: 866-RAYANE-1 (729-2631)

Fax: 866-RAYANE-3 (729-2633)

3. Liability or Injury Damage

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

4. Statistical Data for Government Ordering Office Completion of Standard Form 279

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Rayane, Inc's Data Universal Numbering System (DUNS) Number: 010597172

Block 30: Type of Contractor - A. Small Disadvantaged Business

Block 31: Woman-Owned Small Business - Yes

Block 36: Contractor's Taxpayer Identification Number (TIN): 52-2169326

4a. CAGE Code: 1W2B4

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

5. FOB

Destination

6. Delivery Schedule

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

SPECIAL ITEM NUMBER	GOVERNMENT STATED DELIVERY TIME (Days ARO)	RAYANE, INC.'S NORMAL COMMERCIAL DELIVERY TIME
___132-51___	To be negotiated between Rayane, Inc. and the Ordering Agency.	

b. EXPEDITED DELIVERY TIMES

SPECIAL ITEM NUMBER	EXPEDITED DELIVERY TIME
___132-51___	To be negotiated between Rayane, Inc. and the Ordering Agency.

c. OVERNIGHT AND 2 DAY DELIVERY TIMES

Standard commercial rates for overnight or two(2) day delivery will be charged.

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

7. Discounts

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

- a. Prompt Payment: None
- b. Quantity: To be negotiated between Rayane, Inc and the Ordering Agency
- c. Dollar Volume: To be negotiated between Rayane, Inc and the Ordering Agency
- d. Government Educational Institutions: are offered the same discounts as all other Government customers.
- e. Other: None

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.)

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 Contract 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 offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

- a. *Orders placed at or below the micro-purchase threshold*

Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

- b. *Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold*

Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider--

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

c. *Orders exceeding the maximum order threshold*

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

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

NOTE: For orders exceeding the maximum order threshold, Rayane, Inc. 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).

e. *Blanket purchase agreements (BPAs)*

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

f. *Price reductions*

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

g. *Small business*

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

h. *Documentation*

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

13. Federal Information Technology/Telecommunication Standards Requirements

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

13.1 Federal Information Processing Standards Publications (FIPS PUBS)

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

13.2 Federal Telecommunication Standards (FED-STDS)

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

14. Security Requirements

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

15. Contract Administration for Ordering Offices

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

16. GSA Advantage!

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

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

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

17. Purchase of Incidental, Non-Schedule Items

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

18. Contractor Commitments, Warranties and Representations

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

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

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

20. Blanket Purchase Agreements (BPAs)

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

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

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Rayane, Inc. 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, Rayane, Inc. 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 clauses that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

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

23. Section 508 Compliance

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

www.rayane.com/section508.htm

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

VI. 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 apply exclusively to IT Services within the scope of this Information Technology Schedule.

b. Rayane, Inc. shall provide services at Rayane, Inc.'s facility and/or at the Government location, as agreed to by Rayane, Inc. and the ordering office.

2. Performance Incentives

a. When using a performance based statement of work, performance incentives may be agreed upon between Rayane, Inc. and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.

b. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate Rayane, Inc. 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 Rayane, Inc.'s price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering offices shall—

(1) Prepare a Request (Request for Quote or other communication tool):

(i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

(ii) The request should include the statement of work and request the Contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to

performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request may ask the Contractor, 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 Contractor that will be the case.

(2) Transmit the Request to Contractors:

(i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132—51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINS as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

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

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

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

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

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

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

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

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

(c) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

(d) When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

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

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

4. Order

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

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

5. Performance of Services

a. Rayane, Inc. shall commence performance of services on the date agreed to by Rayane, Inc. and the ordering office.

b. Rayane, Inc. agrees to render services only during normal working hours, unless otherwise agreed to by Rayane, Inc. and the ordering office.

c. The Agency should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Rayane, Inc. 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 Rayane, Inc. travel. Rayane, Inc. 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 Rayane, Inc.

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

8. Responsibilities of the Government

Subject to security regulations, the ordering office shall permit Rayane, Inc. access to all facilities necessary to perform the requisite IT Services.

9. Independent Contractor

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

10. Organizational Conflicts of Interest

a. Definitions.

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

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

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

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

11. Invoices

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

13. Resumes

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

14. Incidental Support Costs

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

15. Approval of Subcontractors

The ordering activity may require that Rayane, Inc. 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

a. Rayane, Inc. shall provide a description of each type of IT Service offered under Special Item Numbers 132-51. IT Services should be presented in the same manner as Rayane, Inc. sells to its commercial and other Government customers. If Rayane, Inc. 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 Services shall be in accordance with Rayane, Inc.'s customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

Description of IT Services

The following, not all-inclusive, list of IT professional services is representative of the types of services available from Rayane, Inc. through this Schedule contract.

E-learning Services

- Provide a complete integrated Learning Management System (LMS); hosted or fully implemented.
- Provide out-of-the-box courses in the areas of HR, IT, Management, Sales, Marketing, etc.
- Custom course development.
- Maintenance and support.
- E-learning consulting
- Training

Systems Analysis and Design

- Develop and apply methodologies to analyze stated and implied requirements
- Develop and test system concepts
- Develop concept implementation strategies, schedules and cost estimates
- Evaluate alternatives in terms of performance, cost and risk
- Develop system acquisition strategies and prepare appropriate program management documentation
- Rank order and recommend preferred approaches to meet requirements
- Develop specific design details for selected approaches

Database Analysis and Design

- Determine database requirements
- Develop database design to meet requirements
- Create efficient and cost effective database systems in accordance with approved designs
- Collect, analyze and evaluate fundamental data to support systems analyses, simulation, virtual prototypes, management information systems, management decision tools, expert systems, technology evaluations, and economic assessments
- Develop, test and implement innovative concepts and techniques to collect, analyze and evaluate fundamental data
- Develop, test and implement innovative concepts and techniques to organize and manage underlying data

- Develop and apply innovative and state-of-the-art techniques and methods to efficiently synthesize information from underlying data
- Develop and apply innovative and state-of-the-art techniques and methods to portray and communicate information in any electronic or multimedia format
- Develop and apply innovative and state-of-the-art techniques to compress and miniaturize data and information to enhance processing, storage, transmission and assimilation efficiency and speed
- Document data and information in suitable and cost effective formats

Programming

- Design, develop, code, test and validate software for information system components and integrated systems to include: simulation, virtual prototypes, management information systems, management decision tools, expert systems, technology evaluations, and economic assessments.
- Design, test, integrate, and install applications, input/output devices, data and information systems, data and information networks, and communications systems
- Update and modernize existing software, hardware and data and information systems to conform to contemporary standards or the state-of-the-art
- Design, develop, code, test, and validate Internet related software, applications, data and information
- Document software in suitable and cost effective formats

Networking Services

- Evaluate stated and implied information network requirements
- Provide recommendations for the improvement of network systems
- Provide required computer system architecture, engineering, design, programming, testing, training, maintenance, documentation, installation, networking, and operatives
- Design, install and integrate local area and wide area networks in accordance with customer needs and industry practices
- Install, integrate and test necessary hardware and communications componentry
- Operate, maintain and repair networks
- Provide network and applications documentation

Database Management

- Provide data storage and secure data storage services
- Provide configuration and data management support
- Compress and convert data and information into improved formats and database management services
- Provide archival and retrieval systems
- Maintain data, information and records and data/records management systems

Labor Categories

Job Title: E-LEARNING SPECIALIST III

Functional Responsibilities: Offers consulting, development, implementation of Learning Management System (LMS), and training services for clients looking to design and develop enterprise-wide e-learning solutions. Requires knowledge of e-learning technologies and Instructional Design Theory, as well as organizational assessment and analysis. Serves as an e-learning strategist.

Experience/Qualifications: This position requires a minimum of seven years of related experience.

Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Job Title: E-LEARNING SPECIALIST II

Functional Responsibilities: Produces effective knowledge or training materials specifically for an Internet environment. Compiles, assesses, manipulates, and writes client content to be course ready and adapted for Web enabling. Translates content into an Instructional Web Design Document for graphic design team to work from. Serves as content developer.

Experience/Qualifications: This position requires a minimum of five years related experience.

Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Job Title: E-LEARNING SPECIALIST I

Functional Responsibilities: Converts client content into a graphically enhanced, engaging and interactive web-based learning experience. Develops web graphics, HTML/dynamic pages, and multimedia enhanced web pages for optimum learning. Produces innovative and creative web pages with a multitude of multimedia and web tools such as Macromedia Flash, Adobe Photoshop, and Javascript. Serves as content designer.

Experience/Qualifications: This position requires a minimum of five years related experience.

Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Job Title: PRINCIPAL ANALYST II

Functional Responsibilities: Prominent technical and administrative professional with executive level management and leadership ability; technical subject matter expert for enterprise-wide system management tools and operations; broad understanding of complex, multi-platform information technology (IT) infrastructure operations, hardware, software, processes and tools; coordinates with Principal Analyst I to develop detailed design documents for multiple platform three tiered client server environments; architectures solutions for systems management tools and overseas project implementation; consults Principal Analysts I and in technical implementations.; interfaces customer. Serves as a Sr. consultant.

Experience/Qualifications: This position requires a minimum of ten years related experience.

Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Job Title: PRINCIPAL ANALYST I

Functional Responsibilities: Responsible for formulating and enforcing work standards, assigning work schedules, reviewing work discrepancies, supervising personnel, communicating policies, purposes, and goals of the organization to subordinates, developing and managing of project plans, serve as a day-to-day manager for the performance of the delivery order. This includes the review of task performance and work products for correctness as well as for adherence to design concepts and user requirements, and for progress in accordance with contract schedules; coordinates with the customer project managers to ensure solutions and user satisfaction for technical matters; prepares and delivers presentations to peers, subordinates, and

user representatives. Shall be responsible for the overall contract performance. Serves as program manager, and the authorized interface with the customer's representatives.

Experience/Qualifications: This position requires a minimum of six years related experience.

Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Job Title: TECHNICAL ANALYST III

Functional Responsibilities: Provides technical and administrative direction for personnel performing engineering tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules; coordinates with Principal Analysts to ensure problem solution and user satisfaction; analyzes customer requirements for IT; supports, develops alternative designs, and recommends the solution that optimizes engineering, information assurance, management, and cost parameters; analyzes business processes, and develops plans for engineering and re-engineering systems to improve customer productivity, enhance maintainability, and reduce cost; develops policies and procedures to improve effectiveness and efficiency of customers systems. Serves as a Sr. engineer or Sr. technical lead on projects and 3rd level technical support for customer.

Experience/Qualifications: This position requires a minimum of ten years related experience.

Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, or other related discipline.

Job Title: TECHNICAL ANALYST II

Functional Responsibilities: Performs engineering tasks, including design, problem solution, and testing; analyzes customer requirements; supports, develops alternative designs, and recommends the solution that optimizes engineering, management, and cost parameters; analyzes business processes, and develops plans for engineering and re-engineering systems to improve customer productivity, enhance maintainability, and reduce cost; develops policies and procedures to improve effectiveness and efficiency of customers systems. Serves as a mid level engineer and second level technical support for customer.

Experience/Qualifications: This position requires a minimum of six years related experience.

Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, or other related discipline.

Job Title: TECHNICAL ANALYST I

Functional Responsibilities: Technical analyst capable of using special skills on assigned projects, understanding of scientific/research processes, experienced in reasoning and evaluation techniques for problems, participation in preparing project reports and briefings; assists Technical Analyst II and III in performing engineering tasks including design, problem solution, and testing; analyzes customer requirements; supports, developing alternative designs; analyzes business processes, and develops plans for engineering and re-engineering systems to improve customer productivity, enhance maintainability, and reduce cost; develops policies and procedures to improve effectiveness and efficiency of customers systems. Serves as Jr. Engineer and 1st level customer support.

Experience/Qualifications: This position requires a minimum of two years related experience.

Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, or other related discipline.

Job Title: SUPPORT STAFF III

Functional Responsibilities: Develops all instructor materials (course outline, background material, and training aids); develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms); trains personnel by conducting formal classroom courses, workshops, seminars, on-line courses, and/or computer based/computer aided training; provides daily

supervision and direction to staff; develops and revises training courses and prepares appropriate training catalogs for printed and on-line media. Serves as training specialist.

Experience/Qualifications: This position requires at least ten years related experience.

Education: A BA or BS degree in any field.

Job Title: SUPPORT STAFF II

Functional Responsibilities: Collects and organizes information required for preparation of technical manuals, user manuals, training materials, installation guides, proposals, reports, and other contract deliverables; ensures the use of proper technical terminology in all the on-line as well as printed materials; translates technical information into clear, readable documents to be used by technical and non-technical personnel; reviews, re-writes and edits functional descriptions, system specifications, special reports, or any other customer deliverables and documents. Serves as technical writer.

Experience/Qualifications: This position requires at least six years of related experience.

Education: A BA or BS degree in any field.

Job Title: SUPPORT STAFF I

Functional Responsibilities: Assists in the preparation of management plans and reports; coordinates schedules to facilitate completion of proposals, contract deliverables, task order review, and briefings/presentations; performs analysis, development, and review of program administrative operating procedures; prepares correspondence, maintains schedules, and coordinates travel; develops and maintains administrative reports and records; other responsibilities are general office support, executive secretarial support, human resources planning, event planning and administration, etc. May provide some clerical support and other duties as assigned. Serves as program administrative support for projects.

Experience/Qualifications: This position requires at least two years of related experience.

Education: High school diploma

Labor Rates*

Labor Category	Grade	Gov't Site Rate	Rayane Site Rate
E-LEARNING SPECIALIST	III	145.44	153.44
	II	99.99	107.99
	I	99.99	107.99
PRINCIPAL ANALYST	II	131.30	139.30
	I	95.95	103.95
TECHNICAL ANALYST	III	95.95	103.95
	II	63.63	71.63
	I	39.39	47.39
SUPPORT STAFF	III	53.53	61.53
	II	53.53	61.53
	I	28.28	36.28

Above rates are inclusive of the GSA 1% Industrial Funding Fee (IFF).

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

VII. USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Rayane, Inc. provides commercial products and services to the Federal Government. 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 Federal Government contracts. To accelerate potential opportunities please contact **866-RAYANE-3 (729-2633) or contact@rayane.com**.

BPA NUMBER _____

IX. (CUSTOMER NAME) BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) GS-35F-XXXXXX, Blanket Purchase Agreements, Rayane Inc. agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

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

- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - (h) Date of Shipment.
- (9) The requirements of a proper invoice are 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.

X. BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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