

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



# The Middlesex Group, LLC

## Information Technology Professional Services

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

#### SERVICES

FPDS Code D301	IT Facility Operation and Maintenance
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 D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Automated News Services, Data Services, or Other Information Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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

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

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



The Middlesex Group, LLC

3157 North 19<sup>th</sup> Street, Arlington, Virginia 22201

*Telephone: (703) 547-1472*

*Corporate Fax: (703) 525-2840*

*Corporate Internet Address:*

<http://www.tmg-engineering.com>

Contract Number: GS-35F-0334U

**Period Covered by Contract: April 3, 2008 through April 2, 2013**

**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>**

GSA ITS Authorized Pricelist
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**PART I. INFORMATION FOR ORDERING OFFICES APPLICABLE TO ALL SPECIAL ITEM NUMBERS****SPECIAL NOTICE TO AGENCIES: Small Business Participation**

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

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

Offerors are requested to check one of the following boxes:

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

**2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:****2a. Complete address for Ordering and Payment****The Middlesex Group, LLC****3157 North 19<sup>th</sup> St. Arlington, VA 22201**

Phone: (703) 625-5704 Fax: (703) 525-2840

Email: [info@tmg-engineering.com](mailto:info@tmg-engineering.com)Internet: <http://www.tmg-engineering.com>**2b. Payment.****The Middlesex Group, LLS****3157 North 19<sup>th</sup> St.****Arlington, Virginia 22201**

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will 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: Voice: (703) 625-5704; Fax: (703) 525-2840. In addition, agencies may use Email to [hquinn@tmg-engineering.com](mailto:hquinn@tmg-engineering.com) for expedited response. When Authorized Dealers or Agents are allowed by the Contractor to bill Government agencies and accept, the order and/or payment must be in the name of the Contractor, in care of the Authorized Dealer or Agent.

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

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

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

**Block 9:G.** Order/Modification under Federal Schedule

**Block 1a:** Data Universal Numbering System (DUNS) Number: 78-0402561

**Block 30:** Type of Contractor: B: Other Small Business

**Block 31:** Woman-Owned Small Business: No

**Block 36:** Contractor's Taxpayer Identification Number (TIN): 20-2776796

4a. CAGE CODE: 4FH24

4b. Contractor has registered with the Central Contractor Registration (CCR) System.

**5. FOB TERMS: DESTINATION**

**6. DELIVERY SCHEDULE**

**6a. 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)

132-51

As negotiated with ordering agency.

Expedited Delivery and/or Overnight and 2-Day Delivery is offered for all Special Item Numbers as negotiated between Contractor and Ordering Agency.

**6b. URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

**7. DISCOUNTS:**

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

**7a. Prompt Payment:** Net-30 days from receipt of invoice or date of acceptance, whichever is later.

**7b. Quantity:** None Offered

**7c. Dollar Volume:** None Offered

**7d. Government Educational Institutions:** Same Discounts as all other Government customers

**7e. Other:** None Offered

**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: *NOT OFFERED*****10. SMALL REQUIREMENTS: THE MINIMUM DOLLAR VALUE OF ORDERS TO BE ISSUED IS \$100.00****11. MAXIMUM ORDER: (ALL DOLLAR AMOUNTS ARE EXCLUSIVE OF ANY DISCOUNT FOR PROMPT PAYMENT.)**

**11a. *Special Item Number 132-51*** – Information Technology (IT) Professional Services. The maximum order threshold will be \$500,000.

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

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

**12a. FAR 8.405-1** Ordering procedure for supplies and services not requiring a statement of work.

**12b. FAR 8.405-2** Ordering procedures for services requiring a statement of work.

**13. FEDERAL INFORMATION TECHNOLOGY / TELECOMMUNICATIONS STANDARDS REQUIREMENTS.**

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

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

**13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):** Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, SW, Suite 8100, 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)**

**14A. 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 Awards Schedule.

**14B. 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 Awards Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

**14C. 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 Awards Schedule program.

**14D. 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 Awards Schedule program.

**14E. 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.

**14F. 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.

**14G. 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.

**14H. DATA/DELIVERABLE REQUIREMENTS:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

**14I. GOVERNMENT-FURNISHED PROPERTY:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

**14J. 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 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 OPEN MARKET ITEMS.**

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

For administrative convenience, an ordering office 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 office 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.**

**18a.** 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.

**18b.** 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 of the 48 contiguous states and the District of Columbia.

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

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

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

## **21. CONTRACTOR TEAM ARRANGEMENTS.**

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

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

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act apply. The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

**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: <http://www.tmg-engineering.com>. The EIT standard can be found at: <http://www.Section508.gov/>. The Contractor is proficient at meeting Section 508 compliance requirements.

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

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

**24a.** A copy of the authorization from the Agency with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

**24b.** 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).**

25a. 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.

25b. Before commencing work under the 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.

25c. The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work done 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 on request.

**26. SOFTWARE INTEROPERABILITY.**

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

**27. ADVANCE PAYMENTS.**

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

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**Part II. TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)****1. SCOPE**

**1a.** The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.

**b.** The Middlesex Group, LLC. (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**

**2a.** 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.

**2b.** The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

**2c.** Incentives should be designed to relate results achieved by the contractor to specific 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**

**3a.** Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders of 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.

**3b.** 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**

**4a.** The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

**4b.** The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

**4c.** 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.

**4d.** Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

**5a.** 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.

**5b.** 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.

**5c.** 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 Services.

## **9. INDEPENDENT CONTRACTOR**

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

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

### **10a. 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 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.

**10b.** 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 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 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. 52.216-31 (FEB 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition: As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by (1) the offeror; (2) subcontractors; and/or (3) divisions, subsidiaries or affiliates of the offeror under a common control.

**13. RESUMES**

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

**14. INCIDENTAL SUPPORT COSTS**

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

**15. APPROVAL OF SUBCONTRACTS**

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

**16. DESCRIPTION OF IT SERVICES AND PRICING**

**SIN 132-51 – ON-CONTRACTOR-SITE AND ON-GOVERNMENT- SITE IT PROFESSIONAL SERVICES**

**16A. IT PROFESSIONAL SERVICES PRICELIST**

CLIN	Labor Category	GSA Contractor Site Schedule Rate (with IFF)	GSA Government Site Schedule Rate (with IFF)
51-001	Project / Program Manager I	\$85.76	\$77.18
51-002	Project / Program Manager II	\$118.46	\$106.61
51-003	Enterprise Architect	\$123.19	\$110.87
51-004	Certified Enterprise Architect	\$142.14	\$127.93
51-005	Network Engineer	\$109.72	\$98.75

CLIN	Labor Category	GSA Contractor Site Schedule Rate (with IFF)	GSA Government Site Schedule Rate (with IFF)
51-006	Certified Network Engineer (MCSE, CNE, VINES)	\$118.46	\$106.61
51-007	Program/Data Analyst	\$69.52	\$62.57
51-008	Functional Area Analyst	\$108.98	\$98.08
51-009	Software Programmer Engineer I	\$84.79	\$76.31
51-010	Software Programmer Engineer II	\$92.87	\$83.58
51-011	Software Programmer Engineer III	\$112.44	\$101.20
51-012	Unix Systems Designer/Programmer	\$111.66	\$100.50
51-013	Systems Installer	\$84.79	\$76.31
51-014	Scientific/Engineering Professional I	\$83.13	\$74.81
51-015	Cost Engineer	\$79.80	\$71.82
51-016	Database Developer	\$104.24	\$93.81
51-017	Microcomputer/LAN Technician	\$61.60	\$55.44
51-018	Graphics Designer (Internet/Web/HTML)	\$56.90	\$51.21

**17. JOB DESCRIPTIONS FOR SIN 132-51 – IT PROFESSIONAL SERVICES**

CLIN	JOB TITLE	POSITION DESCRIPTION, EXPERIENCE & EDUCATION
51-001	<b>Project / Program Manager I</b>	<b>Functional Responsibility &amp; Experience:</b> The position provides business, financial, technical and personnel management for projects such as computer applications, systems development, facilities management, network operations, and engineering studies. <b>Experience:</b> Requires two years of experience that provides the required knowledge and skills for project management and five to seven years of general IT experience. <b>Education:</b> Bachelors degree (or equivalent) in a related engineering, business, information systems, computer science, physical science, professional or technical field, or relevant technical certification from an accredited technical school.

<p>51-002</p>	<p><b>Project / Program Manager II</b></p>	<p><b>Functional Responsibility &amp; Experience:</b> The position provides business, financial, technical and personnel management for projects such as computer applications, systems development, facilities management, network operations, and engineering studies. <b>Experience:</b> Requires five years of experience that provides the required knowledge and skills for project management and eight years of general IT experience. <b>Education:</b> Bachelors degree (or equivalent) in a related engineering, business, information systems, computer science, physical science, professional or technical field, or relevant technical certification from an accredited technical school.</p>
<p>51-003</p>	<p><b>Enterprise Architect</b></p>	<p><b>Functional Responsibility &amp; Experience:</b> Provides analysis and systems engineering, data architecture expertise, and operational domain knowledge; understanding of the broad range of ISR and intelligence systems, capabilities, and data flows; and systems engineering and operational development support to agencies. Provides Alignment of IT strategy and planning with company's business goals. Optimization of information management approaches through an understanding of evolving business needs and technology capabilities. Provides Long-term strategic responsibility for the organization's IT systems. Promotes shared infrastructure and applications to reduce costs and improve information flows. Ensures that projects do not duplicate functionality or diverge from each other and business and IT strategies. Works with Solution Architects to provide a consensus based enterprise solution that is scalable, adaptable and in sync with ever changing business needs. Manages the risks associated with information and IT assets through appropriate standards and security policies. Provides direct or indirect involvement in the development of policies, standards and guidelines that direct the selection, development, implementation and use of Information Technology within the enterprise. Builds employee knowledge and skills in specific areas of expertise. <b>Experience:</b> 2 years experience. <b>Education:</b> Bachelors Degree (or equivalent) in systems engineering, project management, or related technical or managerial field.</p>
<p>51-004</p>	<p><b>Certified Enterprise Architect</b></p>	<p><b>Functional Responsibility &amp; Experience:</b> Certified by the FEAC institute, provides leadership and subject matter expertise to build a holistic view of an organization's strategy, processes, information, and information technology assets. The Enterprise Architect applies broad domain knowledge to ensure that the business and IT are in alignment. The enterprise architect links the business mission, strategy, and processes of an organization to its IT strategy, and documents this using multiple architectural models or views that show how the current and future needs of an organization will be met in an efficient, sustainable, agile, and adaptable manner. Operates across organizational and computing "silos" to drive common approaches and expose information assets and processes across the enterprise. Responsible for ensuring the delivery of an architecture that supports the most efficient and secure IT environment meeting a company's business needs. <b>Experience:</b> DoDAF, FEA, Zachman, and other architectures with over 3 years experience. <b>Education:</b> Masters degree (or equivalent) in systems engineering, project management, or related management field. Certified by the FEAC Institute or equivalent certifying organization in EA.</p>

51-005	Network Engineer	<p><b>Functional Responsibility &amp; Experience:</b> The position performs design, installation, troubleshooting, and support of local and wide area network hardware, software and applications. Installs and configures WAN hardware including routers and CSU/DSU's as well as LAN hardware such as servers, switches, hubs, and bridges. Works independently with minimal supervision.</p> <p><b>Experience:</b> Requires at least one year of directly related experience.</p> <p><b>Education:</b> Associates degree (or equivalent experience) in computer science or related engineering, business, information systems, physical science, professional or technical field, or relevant technical certification from an accredited technical school.</p>
51-006	Certified Network Engineer	<p><b>Functional Responsibility &amp; Experience:</b> The position performs design, installation, troubleshooting, and support of local and wide area network hardware, software and applications. Is vendor-certified with industry standard Network Operating Systems such as CNE, MCSE, and Banyan Vines. Installs and configures WAN hardware including routers and CSU/DSU's, as well as LAN hardware such as servers, switches, hubs, and bridges. Works independently with minimal supervision.</p> <p><b>Experience:</b> Requires three years of directly related experience.</p> <p><b>Education:</b> Bachelors degree (or equivalent experience) in a related engineering, business, information systems, computer science, physical science, professional or technical field, or relevant technical certification from an accredited technical school.</p>
51-007	Program / Data Analyst	<p><b>Functional Responsibility &amp; Experience:</b> The position designs and conducts investigations and special studies. Performs analysis on program level information including, but not limited to, budgets, technologies, program representation, and other data driven issues. Recommends corrective actions to improve cost and schedule performance and responds to changing program developments. Works under minimal supervision.</p> <p><b>Experience:</b> Requires two years relevant work experience, three years overall work experience, plus the capability to understand technical, financial, and/or policy issues confronting the project.</p> <p><b>Education:</b> Bachelors degree (or equivalent experience) in a related engineering, business, information systems, computer science, physical science, professional or technical field, or relevant technical certification from an accredited technical school.</p>
51-008	Functional Area Analyst	<p><b>Functional Responsibility &amp; Experience:</b> The Functional Area Analyst shall be experienced in assessing requirements for new or modified capabilities in the functional area relevant to the project. The Functional Area Analyst is a subject matter expert (e.g., accounting, budgeting, telecommunications, information technology, engineering, communications, operations, and/or logistics).</p> <p><b>Experience:</b> The Functional Area Analyst (Logistics, Finance, Computer Systems, Operations, Engineering, Communications, Environmental, etc.) must have a minimum of five years of the required functional area experience and ten years of general experience in the area of expertise.</p> <p><b>Education:</b> Master's degree in a related engineering, business, information systems, computer science, physical science, professional or technical field or equivalent certification (i.e., Certified Public Accountant, Professional Engineer, and/or Certified Data Processor).</p>

<p><b>51-009</b></p>	<p><b>Software Programmer / Engineer I</b></p>	<p><b>Functional Responsibility &amp; Experience:</b> The position performs application development with current technologies including, but not limited to, Visual Basic, Visual C++, Oracle, World Wide Web, and PowerBuilder. Performs complete code generation from CASE tools and migration of data and platforms from legacy systems. <b>Experience:</b> A minimum of six months to two years of progressive data processing and application development experience in the design and development of systems and components. <b>Education:</b> Bachelors degree (or equivalent) in a related engineering, business, information systems, computer science, physical science, professional or technical field, or relevant technical certification from an accredited technical school.</p>
<p><b>51-010</b></p>	<p><b>Software Programmer / Engineer II</b></p>	<p><b>Functional Responsibility &amp; Experience:</b> The position performs system-wide analysis with respect to software development, hardware requirements, and application maintainability and availability. Oversees the production of code and systems developed by junior computer programmers. Performs application development with current technologies including, but not limited to, Visual Basic, Visual C++, Oracle, World Wide Web, and PowerBuilder. Performs complete code generation from CASE tools and migration of data and platforms from legacy systems. <b>Experience:</b> Requires a minimum of two to five years of progressive data processing and application development experience in the design and development of systems and components and 2 years experience in supervising application design and development. <b>Education:</b> Bachelors degree in a related engineering, business, information systems, computer science, physical science, professional or technical field, or relevant technical certification from an accredited technical school.</p>
<p><b>51-011</b></p>	<p><b>Software Programmer / Engineer III</b></p>	<p><b>Functional Responsibility &amp; Experience:</b> The position directs and performs system-wide analysis with respect to software development, hardware requirements, and application maintainability and availability. Oversees the production of code and systems developed by junior computer programmers. Performs application development with current technologies including, but not limited to, Visual Basic, Visual C++, Oracle, World Wide Web, and PowerBuilder. Performs complete code generation from CASE tools and migration of data and platforms from legacy systems. <b>Experience:</b> Requires a minimum of five to ten years of progressive data processing and application development experience in the design and development of systems and components and two years experience in supervising application design and development. <b>Education:</b> Bachelors degree in a related engineering, business, information systems, computer science, physical science, professional or technical field, or relevant technical certification from an accredited technical school.</p>
<p><b>51-012</b></p>	<p><b>UNIX Systems Designer / Programmer</b></p>	<p><b>Functional Responsibility &amp; Experience:</b> The position performs installation, integration, maintenance, and troubleshooting of UNIX systems and services including, but not limited to, Solaris, SCO, and Linux. Proposes and implements network policies including DNS, firewalls, Internet applications, modems, modem pools, communication and application servers, and WAN connectivity. Proposes, designs, implements, and develops UNIX based applications using current technology. Requires five years of experience in supervising application design and development. <b>Experience:</b> Requires a minimum of three to ten years progressive data processing and application development experience in the design and development of systems and components. <b>Education:</b> Bachelors degree in a related engineering, business, information systems, computer science, physical science, professional or technical field, or relevant technical certification from an accredited technical school.</p>

51-013	Systems Installer	<b>Functional Responsibility &amp; Experience:</b> The position performs technical installation and/or training. Performs formal classroom training, hands-on small group training, or one-on-one training. Installs computer systems hardware, network and/or software applications as required. <b>Experience:</b> Requires one to five years of experience in area of expertise. <b>Education:</b> Bachelors degree in a related engineering, business, information systems, computer science, physical science, professional or technical field, or relevant technical certification from an accredited technical school.
51-014	Scientific / Engineering Professional I	<b>Functional Responsibility &amp; Experience:</b> This position requires working knowledge and/or familiarity with particular program areas or particular technology areas and/or specialties related to an information technology, acquisition, engineering and/or scientific field. <b>Experience:</b> Requires one to three years of experience. <b>Education:</b> Bachelor's degree in a related engineering, information systems, computer science, physical science, professional or technical field related to the client's requirements.
51-015	Cost Engineer	<b>Functional Responsibility &amp; Experience:</b> The position performs independent cost assessments of complex information technology, scientific, engineering, environmental projects, budgets, and contractor performance. <b>Experience:</b> Requires two years of functional experience and three years of generalized experience. <b>Education:</b> Requires Bachelor's degree in a related engineering, business, accounting, information systems, computer science, physical science, professional or technical field and demonstrated experience in cost estimating or cost engineering.
51-016	Database Developer	<b>Functional Responsibility &amp; Experience:</b> The individual provides technical expertise in the use, development, and administration of databases. Evaluates and recommends databases and related products to support validated user requirements. Evaluates data entities and documents relationships between entities, tables, and queries. <b>Experience:</b> Requires two to five years of experience in one or more database platforms. <b>Education:</b> Bachelor's degree in a related engineering, business, information systems, computer science, physical science, professional or technical field, or other related scientific or technical discipline.
51-017	Microcomputer / LAN Technician	<b>Functional Responsibility &amp; Experience:</b> The Microcomputer / LAN Technician must be able to analyze, troubleshoot, and resolve technical problems on microcomputers and LAN configurations. <b>Experience:</b> Requires one to two years of experience in microcomputer and LAN applications. <b>Education:</b> Has at least a High School Diploma or equivalent and related training courses.
51-018	Graphics Designer (Internet / Web HTML)	<b>Functional Responsibility &amp; Experience:</b> The position designs and develops graphic content for all media including Internet, Intranet, manuals, technical documentation, advertising and presentation material. <b>Experience:</b> Has two years of related experience. <b>Education:</b> Has a Bachelor's degree in Fine Arts or other related technical discipline with excellent writing and editing skills.

**18. ALLOWABLE SUBSTITUTIONS FOR EDUCATION, CERTIFICATIONS AND/OR EXPERIENCE**

The first table indicates the allowable substitutions of education, technical certification and/or experience which may be used to allow a specific individual to meet the job description requirements for experience and education. The use of this table of substitutions permits a determination that the minimum education and experience will be met when the equivalencies in the tables below are considered.

**Additional education in excess of requirements can be substituted for experience requirements:**

Required Education Or Certification	Actual Education Or Certification Obtained	Additional Years of Experience Credited The Employee
MA/MS	Ph.D.	4
BA/BS	Ph.D.	6
BA/BS	MA/MS	2
AA/Tech Institute Degree	2 Years College	2
HS/GED	BA/BS	4
CNE, CNA	BS in Computer Science	2
MCSE, MPS, MCD	BS in Computer Science	2
UNIX Certification	BS in Computer Science	2
CNE, CNA	Equivalent Certifications	2
MCSE, MPS, MCD	Equivalent Certifications	2
UNIX Certification	Equivalent Certifications	2
Engineer in Training	BS in Engineering	2
Professional Engineer	BS in Engineering	N/A

The second table indicates the allowable substitutions of experience for education, technical certification which may be used to allow a specific individual to meet the job description requirements for experience and/or education. The use of this table of substitutions permits a determination that the minimum education and experience will be met when the equivalencies in the tables below are considered.

**Additional experience in excess of requirements can be substituted for educational requirements**

Actual Education Or Certification	Required Education Or Certification	Additional Years of Experience Needed For Educational Requirements Equivalency
HS/GED	BA/BS	4
HS/GED	MA/MS	6
HS/GED	Ph.D.	No equivalency
BA/BS	MA/MS	2
BA/BS	Ph.D.	No equivalency
MA/MS	Ph.D.	4
HS/GED	AA/Tech Institute Degree	2
BS in Computer Science	CNE, CNA	1
BS in Computer Science	MCSE, MPS, MCD	1
BS in Computer Science	UNIX Certification	1
CNE, CNA Coursework	CNE, CNA	3
MCSE, MPS, MCD Coursework	MCSE, MPS, MCD	3
UNIX Courses	UNIX Certification	3
BS in Engineering	Engineer In Training	2
BS in Engineering	Professional Engineer	No equivalency

**Part III. USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION  
PROCUREMENT PROGRAMS**

**PREAMBLE**

The Middlesex Group, LLC (TMG) 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 demonstrates 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 businesses to supply products and services to our company.

To ensure 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 to 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 to increase their participation in Federal Government contracts.

To accelerate potential opportunities please contact Mr. Herbert B. Quinn, P. E. at The Middlesex Group, LLC, 3157 North 19<sup>th</sup> St., Arlington, VA 22201, phone 703-625-5704, or email hquinn@tmg-engineering.com.

**Part IV. BEST VALUE BLANKET PURCHASE AGREEMENT (BPA)**

**FEDERAL SUPPLY SCHEDULE**

**The Middlesex Group, LLC (TMG)**

**And**

**FSS Contract Number GS-35F-0334U**

In the spirit of the Federal Acquisition Streamlining Act \_\_\_\_\_  
\_\_\_\_\_ (Agency) and The Middlesex Group LLC (TMG)

(Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) GS-35F-0334U.

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

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

Signatures

Agency Name	The Middlesex Group, LLC
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\_\_\_\_\_

AGENCY

\_\_\_\_\_

DATE

\_\_\_\_\_

CONTRACTOR

\_\_\_\_\_

DATE

BPA NUMBER \_\_\_\_\_

(AGENCY CUSTOMER NAME)

# BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) GS-35F-5387H, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH \_\_\_\_\_ (*Ordering Agency*).

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

**IT PROFESSIONAL SERVICES CLIN**

**SPECIAL BPA DISCOUNT/PRICE**

_____	_____
_____	_____
_____	_____
_____	_____

(2) Delivery:

**DESTINATION**

**DELIVERY SCHEDULE/DATES**

_____	_____
_____	_____
_____	_____
_____	_____

- (3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.
- (4) This BPA does not obligate any funds.
- (5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.
- (6) The following office(s) is hereby authorized to place orders under this BPA:

**OFFICE**

**POINT OF CONTACT**

_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.
- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
  - (a) Name of Contractor;
  - (b) Contract Number;
  - (c) BPA Number;

- (d) Model Number or National Stock Number (NSN) or Contract Line Item Number (CLIN);
  - (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.

**Part V. BASIC GUIDELINES FOR USING THE “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 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.