

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30</i>				1. REQUISITION NUMBER		PAGE 1 OF 1	
2. CONTRACT NO. F01620-02-A-0007		3. AWARD/EFFECTIVE DATE 2001 NOV 13		4. ORDER NUMBER		5. SOLICITATION NUMBER	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME				b. TELEPHONE NUMBER (No collect calls)	8. OFFER DUE DATE/ LOCAL TIME
9. ISSUED BY SSGPK CODE FA8771			10. THIS ACQUISITION IS		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED		12. DISCOUNT TERMS N
DEPARTMENT OF THE AIR FORCE HQ SSG/PK 490 E. MOORE DRIVE, SUITE 270F MAFB-GUNTER ANNEX 36114-6343 JANICE H. WOODSON (334) 416-6324 Janice.Woodson@Gunter.AF.Mil			<input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUSINESS <input type="checkbox"/> 8(A) SIC: SIZE STANDARD:		<input type="checkbox"/> SEE SCHEDULE <input checked="" type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		
					13b. RATING DO-A7		
					14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP		
15. DELIVER TO CODE			16. ADMINISTERED BY CODE FA8771				
WILL BE CITED ON EACH INDIVIDUAL TASK ORDER			SEE BLOCK 9 SCD: C PAS: (NONE)				
17a. CONTRACTOR/ OFFEROR CODE 1DV75 FACILITY CODE		18a. PAYMENT WILL BE MADE BY CODE		WILL BE CITED ON EACH INDIVIDUAL TASK ORDER			
SUMARIA SYSTEMS, INC 99 ROSEWOOD DRIVE, SUITE 140 DANVERS MA 01923-1381 TELEPHONE NO.				EFT:T			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
		SEE ATTACHED SCHEDULE					
25. ACCOUNTING AND APPROPRIATION DATA						26 TOTAL AWARD AMOUNT (For Govt. Use Only) \$0.00	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.							
<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.							
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>1</u> <input checked="" type="checkbox"/> TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE _____ OFFER <input checked="" type="checkbox"/> DATED 15 AUG 01 . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			
30b. NAME AND TITLE OF SIGNER		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER BARBARA DOBBINS		31c. DATE SIGNED 2001 NOV 16	
32a. QUANTITY IN COLUMN 21 HAS BEEN ACCEPTED AND CONFORMS TO THE <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> CONTRACT, EXCEPT AS NOTED				33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR
32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE		32c. DATE		36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		37. CHECK NUMBER	
				38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY	
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT				42a. RECEIVED BY (Print)			
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE		42b. RECEIVED AT (Location)			
				42c. DATE REC'D (YY/MM/DD)		42d. TOTAL CONTAINERS	

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE J - FFP	PAGE OF PAGES 1 of 2
2. AMENDMENT/MODIFICATION NO. P00001		3. EFFECTIVE DATE 13 DEC 2001	4. REQUISITION/PURCHASE REQ.NO.		5. PROJECT NO. (If applicable)
6. ISSUED BY HQ SSG/PKS CODE		FA8771	7. ADMINISTERED BY (If other than Item 6)		CODE FA8771
DEPARTMENT OF THE AIR FORCE HQ SSG/PK 501 EAST MOORE DRIVE, BLDG 884 MAFB/GUNTER ANNEX AL 36114-3000 JANICE H. WOODSON 334-416-6324 X6324 janice.woodson@gunter.af.mil			SEE BLOCK 9		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(X)	9A. AMENDMENT OF SOLICITATION NO.
SUMARIA SYSTEMS, INC 99 ROSEWOOD DRIVE, SUITE 140 DANVERS MA 01923-1381					9B. DATED (SEE ITEM 11)
				X	10A. MODIFICATION OF CONTRACT/ORDER NO. F01620-02-A-0007
CODE 1DV75 FACILITY CODE					10B. DATED (SEE ITEM 13) 13 NOV 2001
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATION OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
(X)					
X	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. ITEM 10A.				
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).				
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
	D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF SIGNER (Type or print)		
			DOBBINSB Contracting Officer		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED
_____ (Signature of person authorized to sign)			BY _____ (Signature of Contracting Officer)		2001 DEC 13

The purpose of this modification is to incorporate the Services Catalog into the instant BPA. The Services Catalog appears as Attachment H to this BPA.

Insert into TAB H, Pages 1-5

There are o other changes to the terms and conditions of this BPA.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE J - FFP	PAGE OF PAGES 1 of 2
2. AMENDMENT/MODIFICATION NO. P00002		3. EFFECTIVE DATE 05 SEP 2002	4. REQUISITION/PURCHASE REQ.NO.		5. PROJECT NO. (If applicable)
6. ISSUED BY HQ SSG/PK CODE		FA8771	7. ADMINISTERED BY (If other than Item 6)		CODE FA8771
DEPARTMENT OF THE AIR FORCE HQ SSG/PK 490 EAST MOORE DR., SUITE 270 MAFB - GUNTER ANNEX AL 36114-3000 JANICE H. WOODSON 334-416-6324 janice.woodson@gunter.af.mil			SEE BLOCK 9		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(X)	9A. AMENDMENT OF SOLICITATION NO.
SUMARIA SYSTEMS, INC 99 ROSEWOOD DRIVE, SUITE 140 DANVERS MA 01923-1381					9B. DATED (SEE ITEM 11)
				X	10A. MODIFICATION OF CONTRACT/ORDER NO. F01620-02-A-0007
CODE 1DV75 FACILITY CODE					10B. DATED (SEE ITEM 13) 13 NOV 2001
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended.					
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:					
(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATION OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
(X)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: () THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. ITEM 10A.				
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).				
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 43-103(b)				
	D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF SIGNER (Type or print)		
			JANICE H. WOODSON Contracting Officer		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED
			//signed//		2002 SEP 06
_____ (Signature of person authorized to sign)			BY _____ (Signature of Contracting Officer)		

A. THIS MODIFICATION IS BEING ISSUED FOR THE FOLLOWING CHANGES:

1. REVISED CLIN STRUCTURE
2. CHANGE REQUIREMENT FOR PAYMENT OF HQ SSG'S USAGE FEE FROM DATE INVOICED OR SHIPPED TO DATE PAYMENTS RECEIVED.
3. CORRECT BPA NUMBER IN PARAGRAPH 9D
4. ADD SERVICES ALONG WITH LABOR TO CLARIFY - IT SERVICES CONTAINS LABOR NOT ALL IT SERVICES ARE ORDERED/PRICED BY LABOR HOURS
5. MAKE CLIN DISTINCTION BETWEEN FIXED PRICE SERVICES AND LABOR HOUR SERVICES(SUPPORTS DOSR REPORTING)
6. MAKE CLIN DISTINCTION BETWEEN MATERIALS/PRODUCTS AND ODC ITEMS
7. UPDATE CCR TO REPORT SURCHARGE PAYMENTS MADE DURING REPORTING PERIOD AND ALIGN WITH UPDATED DOSR
8. UPDATE DOSR TO REPORT SALES BASED ON INVOICES AND INVOICE STATUS.
9. UPDATE DOSR TO REMOVE FUND CITE, SHIP TO FIELDS, ITEM DESCRIPTION AND ITEM ORDERED AMOUNTS.
10. UPDATE DOSR TO REPORT SALES BY SPECIFIED CATEGORIES CLOSELY ALIGNED WITH CLIN STRUCTURE
11. UPDATE WEB INFORMATION REQUIREMENTS
12. CHANGE THE NAME OF THE APPROVED SERVICES LIST TO SERVICE CATALOG/APPROVED SERVICE LIST
13. STREAMLINE SERVICE CATALOG FORMAT IN THE AREA OF SERVICE CATEGORIES AND GOVERNMENT SITE VERSES CONTRACTOR SITE.
14. SPECIFIES EFFECTIVE DATE FOR RATES IN SERVICE CATALOG WHILE ALLOWING FOR IDENTIFICATION OF MULTIPLE PERIODS.

HEADQUARTERS STANDARD SYSTEMS GROUP

COMMERCIAL INFORMATION TECHNOLOGY PRODUCT AREA DIRECTORATE (CIT-PAD)

**INFORMATION TECHNOLOGY SERVICES (ITS)
BLANKET PURCHASE AGREEMENT (BPA)**

INTRODUCTION

Pursuant to GSA Federal Supply Schedule Contract Number(s) GS-35F-4818G and GS- 23F-0135K, Blanket Purchase Agreement provision, a BPA is being entered into between Sumaria Systems, Inc. having its principal office 99 Rosewood Drive, Suite 140, Danvers MA 01923-1381 and HQ SSG/PK, Maxwell Air Force Base-Gunter Annex, AL 36114.

In the spirit of acquisition streamlining, the Headquarters Standard Systems Group (HQ SSG) and Sumaria Systems Inc., hereby enter into an agreement to facilitate the acquisition of Information Technology (IT) Services coupled with the possibility of associated hardware/software for a total IT solution from the General Service Administration (GSA) Federal Supply Schedule (FSS) Contract(s).

Company	Contract No.
AC Technologies, Inc.	GS35F0433L
Broad Vision, Inc.	GS35F0546J
BTAS, Inc.	GS35F0546J
CMS Information Services, Inc.	GS35F4476G
Dyncorp Information & Engineering Technology, Inc.	GS35F4694G
Electronic Data Systems Corp	GS35F0323J
EMC Corporation	GS35F0088K
Getronics Government Solutions, LLC	GS35F0045K
The Greentree Group	GS35F5095H
HJ Ford Associates, Inc.	GS35F5426H
Karta Technologies, Inc.	GS35F5279H
GS23F02361K	
NCR Government Systems Corp	GS35F4933H
The Oracle Corp	GS35F0108J
PlanetGov, Inc.	GS35F4460G
The Presidio Corp	GS35F4554G
SAI Tech, Inc.	GS35F0491L

1. MAIN EMPHASIS

The purpose of this BPA is to facilitate the attainment of Information Technology Services (ITS) in an innovative, timely and efficient manner as defined in the Statement of Objectives (SOO), TAB A. This BPA is established pursuant to the terms of the BPA Holder's GSA FSS contract(s), FAR 13.303-2(c)(3) and the ordering instructions contained in FAR 8.404(b)(4). This instrument is not intended to impede agency procedures, but to provide an accessible, easy to use mechanism for the procurement of ITS.

2. AUTHORIZED USERS

All Air Force and Department of Defense (DoD) agencies; other civilian federal agencies authorized to place orders using a GSA schedule when approved by the SSG PK ITS Contracting Officer in writing are authorized to use this instrument in accordance with their local procedures.

3. OBLIGATION OF FUNDS

This BPA does not obligate funds. The Government will be obligated only to the extent of authorized purchases actually made under the BPA. The decision as to how to fund BPA orders is left to the discretion of the agency. This BPA does not mandate the type or

year of the appropriation nor does it prohibit incremental funding.

4. BPA TERM

The BPA shall be in effect for a period of five years from the date ordering is authorized in writing by the SSG/PK ITS Contracting Officer, provided the respective GSA FSS contracts remain in effect. This BPA will be reviewed on an annual basis. Orders may be placed at any time within this ordering period. There is no limit imposed on the period of performance for this instrument. Completion or level of effort aspect is a function of the task order. If the Government determines a change is needed to the ordering period, the Government will notify the BPA Holders of their intent. A change to the GSA Contract number during the performance period may require the establishment of a new BPA.

5. ORDER OF PRECEDENCE

The parties agree that the Terms and Conditions set forth in the above referenced GSA FSS contract(s), this BPA, and any individual order awarded, shall govern performance on that order. This document is not intended to alter the terms or conditions of any applicable GSA FSS contract. In the event a conflict between this document and the GSA FSS, the terms of the GSA FSS contract controls. It is the intent of this instrument to add only the basic requirements for DoD task orders; any unique terms and conditions will be identified in the resultant task order by the ordering Contracting Officer.

6. TEAMING

Flexible teaming arrangements are permitted and encouraged to accomplish the afore referenced SOO with Federal Supply Schedule Blanket Purchase Agreement Holders. The definition of the composition of a team is as defined in the GSA FSS Services portion of FAR 8.404 as well as FAR 9.406. Innovation and creativity will be required to provide a team which delivers an end-to-end solution from multiple sources. Note that the use of subcontractors by the Team Members is not prohibited but subcontractors are not considered team members by GSA FSS rules. The SSG ITS BPA Contracting Officer shall approve any changes (deletions or additions) of team members during performance. Requests for additions shall include Company name, Schedule number and Guaranteed Minimum Discounts. Services Catalog updates will be provided shortly after a team change is made.

7. LIMITS

There are no other limitations, other than those identified in individual task order and those stated in the pertinent GSA FSS contract(s). The volume of purchases through this agreement will have no minimum or maximum limit.

8. PAYMENT

The provisions of FAR 52.213-1 FAST PAYMENT PROCEDURE (FEB 1998) and FAR 52.232-33 PAYMENT BY ELECTRONIC FUND TRANSFER (MAY 1999) are incorporated into this Agreement. These clauses are available in full text and located at <https://www.farsite.hill.af.mil/> NOTE: In accordance with DFARS, Subpart 213.4, FAST PAYMENT PROCEDURE, this provision is limited to orders less than \$25,000.00.

9. ADMINISTRATIVE FEES

In addition to the 1% GSA Administrative Fee, the contractor agrees to collect a usage fee on behalf of HQ SSG (FY 02 1.54%). HQ SSG's BPA usage fee is subject to change. The agreement will be modified as necessary to reflect any changes in either GSA's or HQ SSG's fees. HQ SSG's usage fee shall be based on the actual value of payments received for services/products in the prior month.

- a. Usage fee for open market items shall be based on the billed unit price.
- b. Fee payment shall be made monthly to the Air Force by check or Automated Clearinghouse (ACH). Checks shall be received no later than the 10th of the month following the monthly reporting period. A Customer Usage Fee Check Report (CCR) shall be provided electronically, as described in Tab B.
- c. Payment shall be made to:
DFAS OPLOC/PE
130 West Ave., Suite A
Bldg. 603-2, Code FD
Pensacola, FL 32508-5120
- d. Checks shall be marked "BPA Usage Fee – BPA # F01620-02-A-0007".

10. INVOICING

- a. The requirements of a proper invoice are as specified in the GSA Schedule. Invoices shall be submitted to the address specified within the order issued against this BPA. All task orders placed on the ITS BPA shall be managed on a decentralized basis. Any further instructions or clarifications will be made part of the order.
- b. In the event of an inconsistency between the provisions of this BPA (including Federal law and Federal court and Comptroller General decisions) and the contractor's invoice, the provisions of this BPA will take precedence. Invoices for orders submitted via a Standard Form 1449 (Solicitation/Contract/Order for Commercial Items) shall be submitted to the payment address specified in Block 18a of the SF 1449.

11. PRICE DISCOUNT

- a. All prices shall be based on the most current GSA FSS IT Group (**multiple schedules will need to be noted**) price as approved by the GSA FSS Contracting Officer and shall reflect the guaranteed minimum discounts taken from Tab 6 of the Pricing Workbook. These discounts do not preclude the BPA Team Leader and Team Members from offering, or the Government requesting, further price reductions in accordance with commercial practices, market forces, and volume buying at the time of placing orders. If additional labor categories, within the parameters of the ITS Statement of Objectives, are added to the Team Leader's or any Team Member's FSS, they shall be available for orders written under this BPA and will also be posted on the Team Leader's web site. The Guaranteed Minimum Discount at Tab D shall be updated as appropriate whenever team member changes occur.
- b. Prior to awarding any orders under this BPA or any extensions thereto, the Team Leader shall provide written documentation evidencing approved GSA rates and/or resolution of any Federal Government situation limiting the Government's ability to award an order. Orders will not be awarded unless the GSA FSS period of coverage is available for the period of performance.
- c. The Team Leader can voluntarily reduce its hourly rates or a Team Member's hourly rates at any time.
- d. The Team Leader shall provide advance written notice to SSG/PK ITS Contracting Officer of any change to any of the Team Members or to Team Members GSA FSS that may impact its use. It is the Government's intent to allow a proportional increase and or decrease to Team Members rates for any GSA approved schedule increase and or decrease rate(s). Any order already issued shall not be affected by any change to BPA pricing except as set forth in the GSA FSS. If for any reason the period of performance for an order exceeds the period of coverage of the GSA FSS, that effort shall continue until complete at the hourly rates negotiated.

12. DELIVERY

Unless otherwise agreed, 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) If equipment, Model Number or National Stock Number (NSN); otherwise reference CLIN number.
- (e) Task/Delivery 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)
- (h) Date of Shipment
- (i) Manufacturer
- (j) Item Description
- (k) Serial Number

13. ELECTRONIC COMMERCE

Each Team Leader is required to have an active, current web site. The Team Leader's web site shall be the primary source of information to all authorized users (see Tab E for specific requirements.)

14. REPORTS

The contractor shall provide monthly reports to HQ SSG/IT, data shall be provided electronically. The Delivery Order Status Report (DOSR) detailed at Tab C and the Usage Fee Customer Report (CCR) at Tab B shall be submitted once a month, NLT the 10th

calendar day of the following month.

15. FUTURE INITIATIVES

Significant change is part of the Information Technology market and private sector partners are expected to remain flexible and adaptable to change. Examples of some initiatives affecting SSG in the future are listed below. It should be noted that this is not an all-inclusive listing.

- Participation in the Joint Electronic Commerce Program office “DoD Mall”
- Participation in and migration to the Commercial information Technology-Product Area Directorate (CIT-PAD) Electronic Mall
- Participation in the AFWAY E Commerce System
- To the extent practical or as directed by the Government, the contractor(s) receiving Task Orders shall employ its internal earned value management and integrated master scheduling systems to measure performance, correlate this data with other technical progress measures, and report status/progress to the Government. When the customer utilizes a time accounting system, the contractor may be required to input hours worked, as stipulated by the Task Order received by the contractor, into the Government's accounting system.
- The Government may require access to the Team Leader's order processing system to track order/invoice status.

16. PREVAILING TERMS AND CONDITIONS – MANDATORY

All orders placed against this BPA are subject to the terms and conditions of the GSA FSS Contract and all clauses and provisions in full text or incorporated by reference herein. Some clauses/provisions may be agency specific. If there are special clauses or provisions of the DoD component, they should be added to the task order. The final source of determination of applicability is the Contracting Officer awarding the task order.

*****CLAUSES INCORPORATED BY REFERENCE INCLUDING ALL SUPPLEMENTS WILL BE INCORPORATED BY REFERENCE AS DETERMINED BY THE AWARDING CONTRACTING OFFICER. *****

**STANDARD SYSTEMS GROUP (SSG) BPA
CONTRACT LINE ITEM NUMBER (S) (CLIN) STRUCTURE**

17. CLIN STRUCTURE

CLINs have been established herein for the entire BPA, to ensure consistency and uniformity in ordering. The ordering period shall not exceed five (5) years as identified in Paragraph 5.

The following GSA contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract(s).

ALL APPROPRIATE SERVICES, LABOR CATEGORIES AND PRODUCTS WITHIN THE SCOPE OF THE STATEMENT OF OBJECTIVES LISTED IN THE FEDERAL SUPPLY CONTRACT APPLY. ALL APPROPRIATE SCHEDULES ARE THOSE, WHICH ARE REQUIRED TO PERFORM WORK COVERED BY THIS STATEMENT OF OBJECTIVES

The Approved Service List (ASL) at Tab F identifies each offeror labor category by schedule. Instructions for maintaining catalog entries for predefined services are available on the ITSuperstore.af.mil/AFWAY.af.mil web site under the vendor information tab.

YEARLY STRUCTURE

<u>CLIN</u>	<u>DESCRIPTION</u>
0001	SERVICE/LABOR: The contractor shall provide on-site/off-site technical services. Service/Labor categories and service/labor prices per job/hour are contained in GSA Federal Supply Schedule less any percentage discount offered (Tab D) for the region of performance. 0001AA Fixed Price Service 0001AB Labor Hour Service
0002	DATA: Data in support of CLIN 0001
0003	TRAVEL: Travel in support of CLIN 0001. Travel shall be in accordance with Joint Travel Regulation and approved by the Task Order Contracting Officer's Representative prior to travel.
0004	MATERIALS/PRODUCTS/ODCs: MATERIALS/PRODUCTS/ODCs in support of CLIN 0001. MATERIALS/PRODUCTS must be on a GSA Federal Supply Schedule. ODCs must be allowable in the GSA Federal Supply Schedule. ODCs shall be approved by the Task Order Contracting Officer prior to purchase by the contractor. 0004AA MATERIALS/PRODUCTS 0004AB OTHER DIRECT COSTS
0005	OPEN MARKET PURCHASES (Use of this CLIN is for non-schedule services and products, and is limited to a maximum of \$2,500.00 per task order, unless contracting officer certifies compliance with full and open competition by following all applicable acquisition regulations and determining price reasonableness). 0005AA OPEN MARKET SERVICES 0005AB OPEN MARKET MATERIALS/PRODUCTS

HQ STANDARD SYSTEMS GROUP (HQ SSG)
INFORMATION TECHNOLOGY SERVICES (ITS)

STATEMENT OF OBJECTIVES

- 1.0 1.0 Background Information.** The intent of this Statement of Objectives (SOO) is to provide a requirements view of the planned Blanket Purchase Agreement(s) (BPA) to obtain Information Technology Services and associated products. These services and associated products may encompass total information technology solutions, which may involve associated products to deliver the best value and innovation for our customers. The requirements of this vehicle are outlined below in Section 3.0, Requirements. The objective of the ITS vehicle is to obtain solutions from IT contractors to facilitate the ability of Air Force (AF) and Department of Defense (DoD) customers to acquire a broad, all-encompassing range of IT services and associated products, to include providing modern technology support for mission requirements.
- 2.0 2.0 Main Emphasis/Objectives.** This SOO outlines efforts that may be performed under the ITS vehicle. The focus of the requirement is to provide a wide range of Information Technology (IT) services and associated products for the development, modernization, maintenance, and operation of IT solutions for AF and DoD organizations. Contractor support should meet a broad range of IT services and associated products to include mission-essential needs which include but are not limited to sustaining existing IT systems; modernizing and making changes as required by AF regulation, DoD policy, or statute; meeting the needs of new information systems; identifying opportunities to operate more effectively and efficiently; aiding the insertion of technology changes; and otherwise providing for the continuing growth of ITS requirements for the AF and DoD agencies. The contractor may be required to work in a diverse and collaborative work environment in which solutions are proposed and executed. The vehicle(s) will have decentralized ordering and should enable the Government to identify specific customer mission requirements more effectively and efficiently.
- 3.0 3.0 Requirements.** This section describes the ITS requirements for this vehicle. Individual delivery orders will identify specific and detailed IT requirements. These requirements will be further defined in the form of either a SOO or Statement of Work (SOW) written against this vehicle on individual orders. For reference purposes, the pre-development, development, and post development capabilities supporting the categories listed below are further defined in the SSG Systems Engineering Process (SEP) and can be found at: <http://web1.ssg.gunter.af.mil/sep/sep/menus/main.asp>. It should be emphasized that the following is a listing of the type of information technology support expected. However, it is not intended to be a complete listing. To be competitive, an offeror shall have an extensive depth of supporting capabilities in ALL of the following major categories; Networks, Software, Systems, Security, Engineering, Data, Training, Management, and Other IT Related Services.

3.1 Networks. The contractor should have the ability to provide support for networking systems servicing voice, video, and data networks to users worldwide that may include but are not limited to the following supporting capabilities:

3.1.1	3.1.1	Requirements Evaluation
3.1.2	3.1.2	Project Planning/Tracking
3.1.3	3.1.3	Analysis and Design
3.1.4	3.1.4	Construction and Testing
3.1.5	3.1.5	Implementation
3.1.6	3.1.6	Customer Production Support
3.1.7	3.1.7	Maintenance and Sustainment
3.1.8	3.1.8	Quality Assurance
3.1.9	3.1.9	Help Desk Support
3.1.10	3.1.10	Integration
3.1.11	3.1.11	Configuration Management
3.1.12	3.1.12	Documentation
3.1.13	3.1.13	Administration
3.1.14	3.1.14	Operations

3.2 Software. Due to potential user requirements, the contractor support under this vehicle may require a process that meets or exceeds the most current Software Engineering Institute's requirements for Level III Capability Maturity Model certification. The contractor should have working knowledge of a variety of modern software tools (e.g., Oracle, Java, Remedy). Below is a list of a few of the supporting capabilities that are considered in the Software technical capability category.

3.2.1	3.2.1	Requirements Evaluation
3.2.2	3.2.2	Project Planning/Tracking
3.2.3	3.2.3	Analysis and Design
3.2.4	3.2.4	Construction and Testing
3.2.5	3.2.5	Implementation
3.2.6	3.2.6	Customer Production Support
3.2.7	3.2.7	Maintenance and Sustainment
3.2.8	3.2.8	Quality Assurance
3.2.9	3.2.9	Help Desk Support
3.2.10	3.2.10	Integration
3.2.11	3.2.11	Configuration Management
3.2.12	3.2.12	Documentation
3.2.13	3.2.13	Administration
3.2.14	3.2.14	Operations
3.2.15	3.2.15	Prototyping
3.2.16	3.2.16	Software Development

3.3 System. The contractor should have the ability to provide and support Information Technology System solutions and system component solutions to users worldwide that may include but are not limited to the following supporting capabilities:

- 3.3.1 3.3.1 Requirements Evaluation**
- 3.3.2 3.3.2 Project Planning/Tracking**
- 3.3.3 3.3.3 Analysis and Design**
- 3.3.4 3.3.4 Construction and Testing**
- 3.3.5 3.3.5 Implementation**
- 3.3.6 3.3.6 Customer Production Support**
- 3.3.7 3.3.7 Maintenance and Sustainment**
- 3.3.8 3.3.8 Quality Assurance**
- 3.3.9 3.3.9 Help Desk Support**
- 3.3.10 3.3.10 Integration**
- 3.3.11 3.3.11 Configuration Management**
- 3.3.12 3.3.12 Documentation**
- 3.3.13 3.3.13 Administration**
- 3.3.14 3.3.14 Operations**

3.4 Security. The contractor should staff each on-site position with personnel who have, at a minimum, a favorable National Agency Check. Some delivery orders may require personnel with security clearances higher than secret and/or secure facilities. These unique or specific requirements will be specified in the individual task orders. Other activities include assisting AF organizations in deterring, detecting, isolating, containing, and recovering from automated information systems and network intrusions for all DoD and AF security disciplines. The following supporting capabilities are a few examples of security aspects that may be included in ITS:

- 3.4.1 3.4.1 Information Protection**
- 3.4.2 3.4.2 Information Assurance**
- 3.4.3 3.4.3 Contingency Planning**
- 3.4.4 3.4.4 Security Clearances**

3.5 Engineering. In execution of this vehicle, the contractor should provide a full range of engineering services. The contractor should have proven work experience with Joint Technical Architecture (JTA) for AF and DoD in addition to a working experience with Defense Information Infrastructure – Common Operating Environment (DII-COE). A few of the anticipated supporting capabilities of the Engineering Services category are listed below:

- 3.5.1 3.5.1 System Engineering**
- 3.5.2 3.5.2 Integration**
- 3.5.3 3.5.3 Modeling/Simulation**
- 3.5.4 3.5.4 Prototyping**
- 3.5.5 3.5.5 Technology Insertion**
- 3.5.6 3.5.6 Telecommunications**

3.5.7 3.5.7 Environmental Engineering

3.6 Data. ITS intends to offer customers a variety of data capabilities. The list below highlights a few of the supporting capabilities within the data category:

- 3.6.1 3.6.1 Data Depot**
- 3.6.2 3.6.2 Data Warehouse**
- 3.6.3 3.6.3 Disaster Recovery**
- 3.6.4 3.6.4 Data Modeling**
- 3.6.5 3.6.5 Data Migration/Conversion**
- 3.6.6 3.6.6 Database Design**
- 3.6.7 3.6.7 Database Administration**
- 3.6.8 3.6.8 Data Subscription Services**

3.7 Training. On occasion, it may be necessary for the contractor to provide IT training support. The contractor should provide training as required in the individual delivery orders. The contractor should ensure training keeps pace with the products and services offered throughout the life of the vehicle(s). Listed below are a sampling of supporting capabilities that are anticipated under ITS:

- 3.7.1 COTS Training**
- 3.7.2 3.7.2 Tailored Training**
- 3.7.3 3.7.3 Training Change Management**

3.8 Management. The contractor should provide personnel resources, management systems, and facilities to efficiently plan, organize, staff, direct, and successfully control the implementation of the ITS vehicle to include all associated delivery orders issued for IT services under this vehicle. Several examples of supporting capabilities within the Management category are listed below but are not limited to:

- 3.8.1 3.8.1 Program Management**
- 3.8.2 3.8.2 Configuration Management**
- 3.8.3 3.8.3 Performance Management**
- 3.8.4 3.8.4 Site Management**
- 3.8.5 3.8.5 Software Process Improvement Support**
- 3.8.6 3.8.6 Organizational Process Definition**
- 3.8.7 3.8.7 Equipment Management**
- 3.8.8 3.8.8 License Management**
- 3.8.9 3.8.9 Computer Facility Management**
- 3.8.10 3.8.10 Business Process Re-Engineering**
- 3.8.11 3.8.11 Continuity of Operations**
- 3.8.12 3.8.12 Earned Value**
- 3.8.13 3.8.13 Metrics**
- 3.8.14 3.8.14 Risk Management**

3.9 Other Related IT Services. In keeping pace with technology services, the contractor should identify those services that are emerging technologies and any innovative solutions. This vehicle is designed to provide a wide variety of IT services and the contractor has the opportunity to offer the Government various IT services and to allow continuous technology insertion as well as technology growth. These services should include but not be limited to the following supporting capabilities:

- 3.9.1 3.9.1 IT Consulting**
- 3.9.2 Subject Matter Expert**

Customer Usage Fee CHECK REPORT (CCR)

The Commercial Information Technology-Product Area Directorate (CIT-PAD) requires all contract vendors to provide the following information on a monthly basis. This data must be provided electronically to the CIT-PAD as a Microsoft Excel Spreadsheet attachment. A scanned copy of the check and copy of the Memo to DFAS for Collection of Checks for contractor name , ITS BPA Surcharge must accompany the e-mailed CCR. The CIT-PAD must receive data for all Customer Usage Fees paid.

Concept Of Operations:

1. CCR will be submitted monthly and will contain a line for every order paid by the check.
2. Orders that have returns (credits) after the usage fee has been paid and reported will contain a credit entry (negative number) of the amount of the credit.

Table below is for each order:

ITEM	DATA ELEMENT	DESCRIPTION	TYPE	LENG
1	Contract Number	The number assigned to the contract by the Standard Systems Group (SSG) Contracting Officer. Same as #1 on the DOSR. Required.	CHAR	18
2	Order Number	The order number as shown in item #3 or 4 as applicable on the DOSR Required.	CHAR	20
3	Check Number	The number of the check that was mailed to the government for the Customer Usage Fee for the orders identified in item #2. Required.	CHAR	12
4	Monthly Usage Fee for the Order	Enter the monthly usage fee for this order. This is the sum of item #21 on the DOSR for each task/delivery order for the month. Required	DECIMAL	8.2
5	Monthly Total Category Invoiced Amount of Order	The total value of invoices paid for the entire task/delivery order since last reporting period. This is the sum of item #19 on the DOSR for each task/delivery order for the month. Required.	DECIMAL	10.2

Services

DELIVERY ORDER STATUS REPORT (DOSR)

The Commercial Information Technology-Product Area Directorate (CIT-PAD) requires all ITS BPA vendors to provide the following Information on a monthly basis. This data must be provided electronically to the CIT-PAD as a Microsoft Excel Spreadsheet attachment.

Concept of Operations:

- 1 Every order received by the contractor must be reported once, at a minimum.
- 2 Orders will be reported from the date accepted by vendor through the date completed (vendor fully paid).
- 3 Once an order has been reported with a status code "X" or "C" on the DOSR, it should be removed from future DOSR submission.
- 4 If a modification is made update reported basic order information such as amount of order, period of performance, and customer information.
- 5 Orders may include multiple invoices and invoices may include multiple categories. Each category on an invoice will require a separate row in the spreadsheet.
- 6 Invoice withhold amounts will be reported as negative number when invoice payments are being withheld and as positive numbers when the withheld amount is paid.
- 7 Spreadsheet headings must be exactly the same as the DOSR's. Spreadsheet column formats must be the same as shown in the Type column of the DOSR format.
- 8 Spreadsheets should be a true row/column format. All order/invoice information should be completed for each category ordered. Do not leave columns blank, unless allowed by the item description.

Table below is for each order:

Column	Item	Data Element	Description	Type	Length
A	1	Contract/BPA Number	The number assigned to the contract by the Standard Systems Group (SSG) Contracting Officer. Do not include any dashes or spaces in the contract number. Required for all orders.	CHAR	18
B	2	Type of Order	Denotes the type of order method, hardcopy (e.g., 1155/1449) or GWCC DO = Delivery Order ; CC = GWCC orders not associated with a hardcopy order such as 1155 or 1449 Required for all orders.	CHAR	2
C	3	Vendor Order Number	The order number provided by the vendor. Duplicate Order Numbers for different orders are not allowed. Required for all orders. Can be the same as the Government Delivery Order Number	CHAR	20
D	4	Government Delivery Order Number	Government Delivery Order number. Such as block 4 of a SF 1449 or block 2 of an 1155 Required for all orders identified as "DO" in item #3.	CHAR	20
E	5	DODDAC	Ordering office DODDAC. From block 9 of SF 1149 or other source. Required for all orders.	CHAR	6
F	6	Order Status Indicator	Code to denote the condition of the order A = Active Order. All orders are reported (from receipt by vendor to final invoice/voucher).	CHAR	1

X = Cancelled/Rejected Order, Order Number will not be reused
 S = Shipped, Delivered and Invoiced all items/services under order
 F = Final Payment received from government for all invoices/vouchers
 C = Delivery order has been fully closed out

Required for all orders.

G	7	Date of Order Request	Date Quote/Proposal was requested. Required for all orders.	DATE	MM/DD/YY
H	8	Date Order Accepted	The date order was agreed to by Govt and vendor. Required for all orders.	DATE	MM/DD/YY
I	9	Amount of Order	The total value of the delivery order. (No Dollar signs) (FFP or Ceiling amount) Required for all orders.	DECIMAL	12.2
J	10	Period of Performance Start	Task order period of Performance start date, Required for all orders.	DATE	MM/DD/YY
K	11	Period of Performance End	Task order period of Performance end date, Required for all orders.	DATE	MM/DD/YY
L	12	Customer Organization	Required for all orders.	CHAR	25
M	13	Customer Name	Required, Quality Assurance Evaluator if assigned on the government order.	CHAR	25
N	14	Customer Phone Number	Required, if the information is on the Government order or available to the contractor.	CHAR	20
O	15	Customer E-Mail Address	Required, if the information is on the Government order or available to the contractor.	CHAR	60
P	16	Invoice number	Number uniquely identifying each Invoice or voucher submitted to government for payment under each order. Each Invoice or voucher will be reported on one or more separate record(s). Required for each invoice or voucher.	CHAR	15
Q	17	Invoice Date	The date Invoice or voucher was submitted to Government for payment. All invoices or voucher must be reported at least one time, even if provided, invoiced and paid within the same reporting period. Required for each invoice or voucher.	DATE	MM/DD/YY
R	18	Category	LH = Labor hours, FP = Firm Fixed Price, PR = Products, OM = Open Market, TV = Travel, OD = ODC, WH = Withhold (Invoice) Required for each service/item type.	CHAR	2
S	19	Category Invoice Amount	Amount of the Invoice listed in #16 (Invoice Number) broke out by Category Required for each category on Invoice or voucher.	NUMERIC	10.2
T	20	Category Order Date	Enter the date in which this category line item was ordered in. Category Line items ordered in different Fiscal years must be reported separately Required for each category on Invoice or voucher.	DATE	MM/DD/YY
U	21	Category Surcharge	Enter the amount of surcharge payable on this invoiced row (broke out by Category) in the DOSR.	NUMERIC	8.2

	Amount			
		Required for each category on Invoice or voucher.		
V	22	Comments and Notes	Notes on this order or category. Optional.	CHAR 255

**GUARANTEED MINIMUM DISCOUNTS
(INSERTED FROM TAB 6 OF THE PRICING WORKBOOK)**

WEB INFORMATION

The following items should be incorporated within your web site to facilitate ease of use and ordering for customers.

1. Link to HQ SSG Commercial Information Technology Product Area Directorate (CIT-PAD) web site: (https://AFWAY.af.mil)
2. Copy of the BPA to include GSA FSS terms and conditions for each team member.
3. Customer BPA Ordering guide (to be provided by HQ SSG/PK post award).
4. Service Catalog (Tab F format) information for prime and all partners and Guaranteed Minimum Discounts (TAB D format) for prime and all partners.
5. Link to descriptions of items available for ordering.
6. Your company's points of contact for products and services.
 - a. CONUS Points of Contact
 - b. OCONUS Points of Contact
7. 7. Link to technical support.
 - a. Help Desk telephone numbers
 - b. Help Desk e-mail address
 - c. Warranty information
8. Indicate whether or not each product is JTA and DII compliant (where applicable).
9. Must be able to interface with IT Superstore when system is implemented for services.

For web site examples, vendors may view the sites of current IT2 BPA holders.

The following items should **not** be incorporated into your dedicated IT2 BPA website:

1. Any advertisements concerning products not available on this BPA.
2. Any links to companies not affiliated with this BPA.
3. Job Opportunities

SERVICE CATALOG/Approved Service List

Revision 02
6 December 2001

F01620-
02-A-
XXXX

Item	Data Element	Description	Type	Length
1.	Schedule Holder	Enter the Schedule Holder's name.	CHAR	50
2.	Schedule	Enter GSA FSS schedule number.	CHAR	18
3.	Labor Category or Item Name	Enter Labor Category or Pre-defined Service Item Name from schedule referenced in Item 2 above.	CHAR	50
4.	Unit of Issue	Enter the unit of issue. For example; HR for hour, EA for each.	CHAR	2
5.	GSA Price	Enter the GSA Schedule Price.	CHAR	8.2
6.	BPA Region 1 Price	Enter Regional price to include GSA and SSG fees.	DECIMAL	8.2
7.	BPA Region 2 Price	Enter Regional price to include GSA and SSG fees.	DECIMAL	8.2
8.	BPA Region 3 Price	Enter Regional price to include GSA and SSG fees.	DECIMAL	8.2
9.	BPA Region 4 Price	Enter Regional price to include GSA and SSG fees.	DECIMAL	8.2
10.	BPA Region 5 Price	Enter Regional price to include GSA and SSG fees.	DECIMAL	8.2
11.	BPA Region 6 Price	Enter Regional price to include GSA and SSG fees.	DECIMAL	8.2
12.	Govt	Enter Y if these labor category prices apply to work done at the Government site	CHAR	1
13.	Ktr	Enter Y if these labor category prices apply to work done at the Contractor site	CHAR	1
14.	Effective date – Start	Enter the date the rates become effective	DATE	YYMMDD
15.	Effective date – End	Enter the date the rates become effective	DATE	YYMMDD
16.	NW	Enter Y if these labor category prices apply to the Network Service Category	CHAR	1
17.	SW	Enter Y if these labor category prices apply to the Software Service Category	CHAR	1
18.	SY	Enter Y if these labor category prices apply to the System Service Category	CHAR	1
19.	SE	Enter Y if these labor category prices apply to the Security Service Category	CHAR	1
20.	EN	Enter Y if these labor category prices apply to the Engineering Service Category	CHAR	1
21.	DA	Enter Y if these labor category prices apply to the Data Service Category	CHAR	1
22.	TR	Enter Y if these labor category prices apply to the Training Service Category	CHAR	1
23.	MG	Enter Y if these labor category prices apply to the Management Service Category	CHAR	1
24.	OR	Enter Y if these labor category prices apply to the Other Related IT Service Category	CHAR	1

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE J - FFP	PAGE OF PAGES 1 of 2
2. AMENDMENT/MODIFICATION NO. P00003		3. EFFECTIVE DATE 26 SEP 2003	4. REQUISITION/PURCHASE REQ.NO.		5. PROJECT NO. (If applicable)
6. ISSUED BY HQ SSG/AQ CODE FA8771		7. ADMINISTERED BY (If other than Item 6) SEE BLOCK 9			CODE FA8771
DEPARTMENT OF THE AIR FORCE HQ SSG/AQ 490 EAST MOORE DR., SUITE 270 MAFB - GUNTER ANNEX AL 36114-3000 MARIA L. JONES 334-416-2330 maria.jones@gunter.af.mil					
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SUMARIA SYSTEMS, INC 99 ROSEWOOD DRIVE, SUITE 140 DANVERS MA 01923-1381				(X)	9A. AMENDMENT OF SOLICITATION NO.
					9B. DATED (SEE ITEM 11)
				X	10A. MODIFICATION OF CONTRACT/ORDER NO. F01620-02-A-0007
					10B. DATED (SEE ITEM 13) 13 NOV 2001
CODE 1DV75		FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATION OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
(X)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: () THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. ITEM 10A.				
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).				
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR PART 43-103(A)				
	D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) This modification is issued to change the CLIN structure, make administrative changes to reflect the new Acquisition Directorate, and change the administrative fee for HQ SSG for FY 04.					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF SIGNER (Type or print) MARIA L. JONES Contracting Officer		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA //signed// BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED 26 SEP 2003
_____ (Signature of person authorized to sign)					

- A. This modification is issued to change the CLIN structure, make administrative changes to reflect the new Acquisition Directorate, and change the administrative fee for HQ SSG for FY 04.
- B. Paragraph 9, sentence 1 of the basic BPA, is changed to read: "In addition ... a usage fee on behalf of HQ SSG (FY 04 1.3%)." This change is effective 1 October 2003.
- C. Paragraph 17, CLIN Structure, is changed to reflect the standard CLIN structure used in all other ITS BPAs. This change is effective on the date of award for this modification.
- D. All references to the "Commercial Information Technology Product Area Directorate (CIT-PAD)" are changed to reflect the new "Acquisition Directorate (AQ)".
- E. All other terms and conditions remain unchanged.

**UNITED STATES AIR FORCE
HEADQUARTERS STANDARD SYSTEMS GROUP**

ACQUISITION DIRECTORATE (AQ)

**INFORMATION TECHNOLOGY SERVICES (ITS)
BLANKET PURCHASE AGREEMENT (BPA)**

Revised 23 September 2003

INTRODUCTION

Pursuant to GSA Federal Supply Schedule Contract Number(s) GS-35F-4818G and GS- 23F-0135K, Blanket Purchase Agreement provision, a BPA is being entered into between Sumaria Systems, Inc. having its principal office 99 Rosewood Drive, Suite 140, Danvers MA 01923-1381 and HQ SSG/AQ, Maxwell Air Force Base-Gunter Annex, AL 36114.

In the spirit of acquisition streamlining, the Headquarters Standard Systems Group (HQ SSG) and Sumaria Systems Inc., hereby enter into an agreement to facilitate the acquisition of Information Technology (IT) Services coupled with the possibility of associated hardware/software for a total IT solution from the General Service Administration (GSA) Federal Supply Schedule (FSS) Contract(s).

Company	Contract No.
AC Technologies, Inc.	GS35F0433L
Broad Vision, Inc.	GS35F0546J
BTAS, Inc.	GS35F0546J
CMS Information Services, Inc.	GS35F4476G
Dyncorp Infomration & Engineering Technology, Inc.	GS35F4694G
Electronic Data Systems Corp	GS35F0323J
EMC Corporation	GS35F0088K
Getronics Government Solutions, LLC	GS35F0045K
The Greentree Group	GS35F5095H
HJ Ford Associates, Inc.	GS35F5426H
Karta Technologies, Inc.	GS35F5279H
GS23F02361K	
NCR Government Systems Corp	GS35F4933H
The Oracle Corp	GS35F0108J
PlanetGov, Inc.	GS35F4460G
The Presidio Corp	GS35F4554G
SAI Tech, Inc.	GS35F0491L

1. MAIN EMPHASIS

The purpose of this BPA is to facilitate the attainment of Information Technology Services (ITS) in an innovative, timely and efficient manner as defined in the Statement of Objectives (SOO), TAB A. This BPA is established pursuant to the terms of the BPA Holder's GSA FSS contract(s), FAR 13.303-2(c)(3) and the ordering instructions contained in FAR 8.404(b)(4). This instrument is not intended to impede agency procedures, but to provide an accessible, easy to use mechanism for the procurement of ITS.

2. AUTHORIZED USERS

All Air Force and Department of Defense (DoD) agencies; other civilian federal agencies authorized to place orders using a GSA schedule when approved by the SSG AQ ITS Contracting Officer in writing are authorized to use this instrument in accordance with their local procedures.

3. OBLIGATION OF FUNDS

This BPA does not obligate funds. The Government will be obligated only to the extent of authorized purchases actually made under the BPA. The decision as to how to fund BPA orders is left to the discretion of the agency. This BPA does not mandate the type or year of the appropriation nor does it prohibit incremental funding.

4. BPA TERM

The BPA shall be in effect for a period of five years from the date ordering is authorized in writing by the SSG/AQ ITS Contracting Officer, provided the respective GSA FSS contracts remain in effect. This BPA will be reviewed on an annual basis. Orders may be placed at any time within this ordering period. There is no limit imposed on the period of performance for this instrument. Completion or level of effort aspect is a function of the task order. If the Government determines a change is needed to the ordering period, the Government will notify the BPA Holders of their intent. A change to the GSA Contract number during the performance period may require the establishment of a new BPA.

5. ORDER OF PRECEDENCE

The parties agree that the Terms and Conditions set forth in the above referenced GSA FSS contract(s), this BPA, and any individual order awarded, shall govern performance on that order. This document is not intended to alter the terms or conditions of any applicable GSA FSS contract. In the event a conflict between this document and the GSA FSS, the terms of the GSA FSS contract controls. It is the intent of this instrument to add only the basic requirements for DoD task orders; any unique terms and conditions will be identified in the resultant task order by the ordering Contracting Officer.

6. TEAMING

Flexible teaming arrangements are permitted and encouraged to accomplish the afore referenced SOO with Federal Supply Schedule Blanket Purchase Agreement Holders. The definition of the composition of a team is as defined in the GSA FSS Services portion of FAR 8.404 as well as FAR 9.406. Innovation and creativity will be required to provide a team which delivers an end-to-end solution from multiple sources. Note that the use of subcontractors by the Team Members is not prohibited but subcontractors are not considered team members by GSA FSS rules. The SSG ITS BPA Contracting Officer shall approve any changes (deletions or additions) of team members during performance. Requests for additions shall include Company name, Schedule number and Guaranteed Minimum Discounts. Services Catalog updates will be provided shortly after a team change is made.

7. LIMITS

There are no other limitations, other than those identified in individual task order and those stated in the pertinent GSA FSS contract(s). The volume of purchases through this agreement will have no minimum or maximum limit.

8. PAYMENT

The provisions of FAR 52.213-1 FAST PAYMENT PROCEDURE (FEB 1998) and FAR 52.232-33 PAYMENT BY ELECTRONIC FUND TRANSFER (MAY 1999) are incorporated into this Agreement. These clauses are available in full text and located at <https://www.farsite.hill.af.mil/> NOTE: In accordance with DFARS, Subpart 213.4, FAST PAYMENT PROCEDURE, this provision is limited to orders less than \$25,000.00.

9. ADMINISTRATIVE FEES

In addition to the 1% GSA Administrative Fee, the contractor agrees to collect a usage fee on behalf of HQ SSG (FY 04 1.3%). HQ SSG's BPA usage fee is subject to change. The agreement will be modified as necessary to reflect any changes in either GSA's or HQ SSG's fees. HQ SSG's usage fee shall be based on the actual value of payments received for services/products in the prior month.

- a. Usage fee for open market items shall be based on the billed unit price.
- b. Fee payment shall be made monthly to the Air Force by check or Automated Clearinghouse (ACH). Checks shall

be received no later than the 10th of the month following the monthly reporting period. A Customer Usage Fee Check Report (CCR) shall be provided electronically, as described in Tab B.

- c. Payment shall be made to:
 - DFAS OPLOC/PE
 - 130 West Ave., Suite A
 - Bldg. 603-2, Code FD
 - Pensacola, FL 32508-5120
- d. Checks shall be marked "BPA Usage Fee – BPA # F01 620-02-A-0007".

10. INVOICING

- a. The requirements of a proper invoice are as specified in the GSA Schedule. Invoices shall be submitted to the address specified within the order issued against this BPA. All task orders placed on the ITS BPA shall be managed on a decentralized basis. Any further instructions or clarifications will be made part of the order.
- b. In the event of an inconsistency between the provisions of this BPA (including Federal law and Federal court and Comptroller General decisions) and the contractor's invoice, the provisions of this BPA will take precedence. Invoices for orders submitted via a Standard Form 1449 (Solicitation/Contract/Order for Commercial Items) shall be submitted to the payment address specified in Block 18a of the SF 1449.

11. PRICE DISCOUNT

- a. All prices shall be based on the most current GSA FSS IT Group (**multiple schedules will need to be noted**) price as approved by the GSA FSS Contracting Officer and shall reflect the guaranteed minimum discounts taken from Tab 6 of the Pricing Workbook. These discounts do not preclude the BPA Team Leader and Team Members from offering, or the Government requesting, further price reductions in accordance with commercial practices, market forces, and volume buying at the time of placing orders. If additional labor categories, within the parameters of the ITS Statement of Objectives, are added to the Team Leader's or any Team Member's FSS, they shall be available for orders written under this BPA and will also be posted on the Team Leader's web site. The Guaranteed Minimum Discount at Tab D shall be updated as appropriate whenever team member changes occur.
- b. Prior to awarding any orders under this BPA or any extensions thereto, the Team Leader shall provide written documentation evidencing approved GSA rates and/or resolution of any Federal Government situation limiting the Government's ability to award an order. Orders will not be awarded unless the GSA FSS period of coverage is available for the period of performance.
- c. The Team Leader can voluntarily reduce its hourly rates or a Team Member's hourly rates at any time.
- d. The Team Leader shall provide advance written notice to SSG/AQ ITS Contracting Officer of any change to any of the Team Members or to Team Members GSA FSS that may impact its use. It is the Government's intent to allow a proportional increase and or decrease to Team Members rates for any GSA approved schedule increase and or decrease rate(s). Any order already issued shall not be affected by any change to BPA pricing except as set forth in the GSA FSS. If for any reason the period of performance for an order exceeds the period of coverage of the GSA FSS, that effort shall continue until complete at the hourly rates negotiated.

12. DELIVERY

Unless otherwise agreed, 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) If equipment, Model Number or National Stock Number (NSN); otherwise reference CLIN number.
- (e) Task/Delivery 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)

- (h) Date of Shipment
- (i) Manufacture
- (j) Item Description
- (k) Serial Number

-

13. ELECTRONIC COMMERCE

-

Each Team Leader is required to have an active, current web site. The Team Leader's web site shall be the primary source of information to all authorized users (see Tab E for specific requirements.)

14. REPORTS

The contractor shall provide monthly reports to HQ SSG/AQ, data shall be provided electronically. The Delivery Order Status Report (DOSR) detailed at Tab C and the Usage Fee Customer Report (CCR) at Tab B shall be submitted once a month, NLT the 10th calendar day of the following month.

15. FUTURE INITIATIVES

Significant change is part of the Information Technology market and private sector partners are expected to remain flexible and adaptable to change. Examples of some initiatives affecting SSG in the future are listed below. It should be noted that this is not an all-inclusive listing.

- Participation in the Joint Electronic Commerce Program office "DoD Mall"
- Participation in and migration to the Acquisition Directorate (AQ) Electronic Mall
- Participation in the AFWAY E Commerce System
- To the extent practical or as directed by the Government, the contractor(s) receiving Task Orders shall employ its internal earned value management and integrated master scheduling systems to measure performance, correlate this data with other technical progress measures, and report status/progress to the Government. When the customer utilizes a time accounting system, the contractor may be required to input hours worked, as stipulated by the Task Order received by the contractor, into the Government's accounting system.
- The Government may require access to the Team Leader's order processing system to track order/invoice status.

16. PREVAILING TERMS AND CONDITIONS – MANDATORY

-

All orders placed against this BPA are subject to the terms and conditions of the GSA FSS Contract and all clauses and provisions in full text or incorporated by reference herein. Some clauses/provisions may be agency specific. If there are special clauses or provisions of the DoD component, they should be added to the task order. The final source of determination of applicability is the Contracting Officer awarding the task order.

*****CLAUSES INCORPORATED BY REFERENCE INCLUDING ALL SUPPLEMENTS WILL BE INCORPORATED BY REFERENCE AS DETERMINED BY THE AWARDING CONTRACTING OFFICER. *****

**STANDARD SYSTEMS GROUP (SSG) BPA
CONTRACT LINE ITEM NUMBER (S) (CLIN) STRUCTURE**

17. CLIN STRUCTURE

CLINs have been established herein for the entire BPA, to ensure consistency and uniformity in ordering. The ordering period shall not exceed five (5) years as identified in Paragraph 5.

The following GSA contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract(s).

ALL APPROPRIATE SERVICES, LABOR CATEGORIES AND PRODUCTS WITHIN THE SCOPE OF THE STATEMENT OF OBJECTIVES LISTED IN THE FEDERAL SUPPLY CONTRACT APPLY. ALL APPROPRIATE SCHEDULES ARE THOSE, WHICH ARE REQUIRED TO PERFORM WORK COVERED BY THIS STATEMENT OF OBJECTIVES

The Approved Service List (ASL) at Tab F identifies each offeror labor category by schedule. Instructions for maintaining catalog entries for predefined services are available on the ITSsuperstore.af.mil/AFWAY.af.mil web site under the vendor information tab.

YEARLY STRUCTURE

<u>CLIN</u>	<u>DESCRIPTION</u>
0001	LABOR HOUR SERVICES: The contractor shall provide on-site/off-site technical services. Labor categories and labor prices per hour are contained in GSA Federal Supply Schedule less any percentage discount offered (Tab D) for the region of performance.
0002	PREDEFINED SERVICES: The contractor shall provide on-site/off site technical services. Services prices per job are contained in the GSA Federal Supply Schedule less any percentage discount offered (Tab D) for the region of performance.
0003	TRAVEL: Travel in support of CLIN 0001. Travel shall be in accordance with Joint Travel Regulation and approved by the Task Order Contracting Officer's Representative prior to travel.
0004	MATERIALS/PRODUCTS/ODCs: MATERIALS/PRODUCTS/ODCs in support of CLIN 0002. MATERIALS/PRODUCTS must be on a GSA Federal Supply Schedule. ODCs must be allowable in the GSA Federal Supply Schedule. ODCs shall be approved by the Task Order Contracting Officer prior to purchase by the contractor.
0005	OPEN MARKET MATERIALS/PRODUCTS (Use of this CLIN is for non-schedule services and products, and is limited to a maximum of \$2,500.00 per task order, unless contracting officer certifies compliance with full and open competition by following all applicable acquisition regulations and determining price reasonableness).
0006	OPEN MARKET SERVICES (Use of this CLIN is for non-schedule services and products, and is limited to a maximum of \$2,500.00 per task order, unless contracting officer certifies compliance with full and open competition by following all applicable acquisition regulations and determining price reasonableness).
0007	DATA: Data in support of CLIN 0001 or CLIN 0002

HQ STANDARD SYSTEMS GROUP (HQ SSG)
INFORMATION TECHNOLOGY SERVICES (ITS)

STATEMENT OF OBJECTIVES

- 1.0 Background Information.** The intent of this Statement of Objectives (SOO) is to provide a requirements view of the planned Blanket Purchase Agreement(s) (BPA) to obtain Information Technology Services and associated products. These services and associated products may encompass total information technology solutions, which may involve associated products to deliver the best value and innovation for our customers. The requirements of this vehicle are outlined below in Section 3.0, Requirements. The objective of the ITS vehicle is to obtain solutions from IT contractors to facilitate the ability of Air Force (AF) and Department of Defense (DoD) customers to acquire a broad, all-encompassing range of IT services and associated products, to include providing modern technology support for mission requirements.
- 2.0 Main Emphasis/Objectives.** This SOO outlines efforts that may be performed under the ITS vehicle. The focus of the requirement is to provide a wide range of Information Technology (IT) services and associated products for the development, modernization, maintenance, and operation of IT solutions for AF and DoD organizations. Contractor support should meet a broad range of IT services and associated products to include mission-essential needs which include but are not limited to sustaining existing IT systems; modernizing and making changes as required by AF regulation, DoD policy, or statute; meeting the needs of new information systems; identifying opportunities to operate more effectively and efficiently; aiding the insertion of technology changes; and otherwise providing for the continuing growth of ITS requirements for the AF and DoD agencies. The contractor may be required to work in a diverse and collaborative work environment in which solutions are proposed and executed. The vehicle(s) will have decentralized ordering and should enable the Government to identify specific customer mission requirements more effectively and efficiently.
- 3.0 Requirements.** This section describes the ITS requirements for this vehicle. Individual delivery orders will identify specific and detailed IT requirements. These requirements will be further defined in the form of either a SOO or Statement of Work (SOW) written against this vehicle on individual orders. For reference purposes, the pre-development, development, and post development capabilities supporting the categories listed below are further defined in the SSG Systems Engineering Process (SEP) and can be found at: <http://web1.ssg.gunter.af.mil/sep/sep/menu/main.asp>. It should be emphasized that the following is a listing of the type of information technology support expected. However, it is not intended to be a complete listing. To be competitive, an offeror shall have an extensive depth of supporting capabilities in ALL of the following major categories; Networks, Software, Systems, Security, Engineering, Data, Training, Management, and Other IT Related Services.

3.1 Networks. The contractor should have the ability to provide support for networking systems servicing voice, video, and data networks to users worldwide that may include but are not limited to the following supporting capabilities:

- 3.1.1 3.1.1 Requirements Evaluation
- 3.1.2 3.1.2 Project Planning/Tracking
- 3.1.3 3.1.3 Analysis and Design
- 3.1.4 3.1.4 Construction and Testing
- 3.1.5 3.1.5 Implementation
- 3.1.6 3.1.6 Customer Production Support
- 3.1.7 3.1.7 Maintenance and Sustainment
- 3.1.8 3.1.8 Quality Assurance
- 3.1.9 3.1.9 Help Desk Support
- 3.1.10 3.1.10 Integration
- 3.1.11 3.1.11 Configuration Management
- 3.1.12 3.1.12 Documentation
- 3.1.13 3.1.13 Administration
- 3.1.14 3.1.14 Operations

3.2 Software. Due to potential user requirements, the contractor support under this vehicle may require a process that meets or exceeds the most current Software Engineering Institute's requirements for Level III Capability Maturity Model certification. The contractor should have working knowledge of a variety of modern software tools (e.g., Oracle, Java, Remedy). Below is a list of a few of the supporting capabilities that are considered in the Software technical capability category.

- 3.2.1 3.2.1 Requirements Evaluation
- 3.2.2 3.2.2 Project Planning/Tracking
- 3.2.3 3.2.3 Analysis and Design
- 3.2.4 3.2.4 Construction and Testing
- 3.2.5 3.2.5 Implementation
- 3.2.6 3.2.6 Customer Production Support
- 3.2.7 3.2.7 Maintenance and Sustainment
- 3.2.8 3.2.8 Quality Assurance
- 3.2.9 3.2.9 Help Desk Support
- 3.2.10 3.2.10 Integration
- 3.2.11 3.2.11 Configuration Management
- 3.2.12 3.2.12 Documentation
- 3.2.13 3.2.13 Administration
- 3.2.14 3.2.14 Operations
- 3.2.15 3.2.15 Prototyping
- 3.2.16 3.2.16 Software Development

3.3 System. The contractor should have the ability to provide and support Information Technology System solutions and system component solutions to users worldwide that may include but are not limited to the following supporting capabilities:

- 3.3.1 3.3.1 Requirements Evaluation**
- 3.3.2 3.3.2 Project Planning/Tracking**
- 3.3.3 3.3.3 Analysis and Design**
- 3.3.4 3.3.4 Construction and Testing**
- 3.3.5 3.3.5 Implementation**
- 3.3.6 3.3.6 Customer Production Support**
- 3.3.7 3.3.7 Maintenance and Sustainment**
- 3.3.8 3.3.8 Quality Assurance**
- 3.3.9 3.3.9 Help Desk Support**
- 3.3.10 3.3.10 Integration**
- 3.3.11 3.3.11 Configuration Management**
- 3.3.12 3.3.12 Documentation**
- 3.3.13 3.3.13 Administration**
- 3.3.14 3.3.14 Operations**

3.4 Security. The contractor should staff each on-site position with personnel who have, at a minimum, a favorable National Agency Check. Some delivery orders may require personnel with security clearances higher than secret and/or secure facilities. These unique or specific requirements will be specified in the individual task orders. Other activities include assisting AF organizations in deterring, detecting, isolating, containing, and recovering from automated information systems and network intrusions for all DoD and AF security disciplines. The following supporting capabilities are a few examples of security aspects that may be included in ITS:

- 3.4.1 3.4.1 Information Protection**
- 3.4.2 3.4.2 Information Assurance**
- 3.4.3 3.4.3 Contingency Planning**
- 3.4.4 3.4.4 Security Clearances**

3.5 Engineering. In execution of this vehicle, the contractor should provide a full range of engineering services. The contractor should have proven work experience with Joint Technical Architecture (JTA) for AF and DoD in addition to a working experience with Defense Information Infrastructure – Common Operating Environment (DII-COE). A few of the anticipated supporting capabilities of the Engineering Services category are listed below:

- 3.5.1 3.5.1 **System Engineering**
- 3.5.2 3.5.2 **Integration**
- 3.5.3 3.5.3 **Modeling/Simulation**
- 3.5.4 3.5.4 **Prototyping**
- 3.5.5 3.5.5 **Technology Insertion**
- 3.5.6 3.5.6 **Telecommunications**
- 3.5.7 3.5.7 **Environmental Engineering**

3.6 Data. ITS intends to offer customers a variety of data capabilities. The list below highlights a few of the supporting capabilities within the data category:

- 3.6.1 3.6.1 **Data Depot**
- 3.6.2 3.6.2 **Data Warehouse**
- 3.6.3 3.6.3 **Disaster Recovery**
- 3.6.4 3.6.4 **Data Modeling**
- 3.6.5 3.6.5 **Data Migration/Conversion**
- 3.6.6 3.6.6 **Database Design**
- 3.6.7 3.6.7 **Database Administration**
- 3.6.8 3.6.8 **Data Subscription Services**

3.7 Training. On occasion, it may be necessary for the contractor to provide IT training support. The contractor should provide training as required in the individual delivery orders. The contractor should ensure training keeps pace with the products and services offered throughout the life of the vehicle(s). Listed below are a sampling of supporting capabilities that are anticipated under ITS:

- 3.7.1 **COTS Training**
- 3.7.2 3.7.2 **Tailored Training**
- 3.7.3 3.7.3 **Training Change Management**

3.8 Management. The contractor should provide personnel resources, management systems, and facilities to efficiently plan, organize, staff, direct, and successfully control the implementation of the ITS vehicle to include all associated delivery orders issued for IT services under this vehicle. Several examples of supporting capabilities within the Management category are listed below but are not limited to:

- 3.8.1 3.8.1 **Program Management**
- 3.8.2 3.8.2 **Configuration Management**
- 3.8.3 3.8.3 **Performance Management**

- 3.8.4 3.8.4 Site Management**
- 3.8.5 3.8.5 Software Process Improvement Support**
- 3.8.6 3.8.6 Organizational Process Definition**
- 3.8.7 3.8.7 Equipment Management**
- 3.8.8 3.8.8 License Management**
- 3.8.9 3.8.9 Computer Facility Management**
- 3.8.10 3.8.10 Business Process Re-Engineering**
- 3.8.11 3.8.11 Continuity of Operations**
- 3.8.12 3.8.12 Earned Value**
- 3.8.13 3.8.13 Metrics**
- 3.8.14 3.8.14 Risk Management**

3.9 Other Related IT Services. In keeping pace with technology services, the contractor should identify those services that are emerging technologies and any innovative solutions. This vehicle is designed to provide a wide variety of IT services and the contractor has the opportunity to offer the Government various IT services and to allow continuous technology insertion as well as technology growth. These services should include but not be limited to the following supporting capabilities:

- 3.9.1 IT Consulting**
- 3.9.2 Subject Matter Expert**

Customer Usage Fee CHECK REPORT (CCR)

The Acquisition Directorate (AQ) requires all contract vendors to provide the following information on a monthly basis. This data must be provided electronically to the AQ as a Microsoft Excel Spreadsheet attachment. A scanned copy of the check and copy of the Memo to DFAS for Collection of Checks for contractor name , ITS BPA Surcharge must accompany the e-mailed CCR. The AQ must receive data for all Customer Usage Fees paid.

Concept Of Operations:

1. CCR will be submitted monthly and will contain a line for every order paid by the check.
2. Orders that have returns (credits) after the usage fee has been paid and reported will contain a credit entry (negative number) of the amount of the credit.

Table below is for each order:

ITEM	DATA ELEMENT	DESCRIPTION	TYPE	LENGTH
1	Contract Number	The number assigned to the contract by the Standard Systems Group (SSG) Contracting Officer. Same as #1 on the DOSR. Required.	CHAR	18
2	Order Number	The order number as shown in item #3 or 4 as applicable on the DOSR Required.	CHAR	20
3	Check Number	The number of the check that was mailed to the government for the Customer Usage Fee for the orders identified in item #2. Required.	CHAR	12
4	Monthly Usage Fee for the Order	Enter the monthly usage fee for this order. This is the sum of item #21 on the DOSR for each task/delivery order for the month. Required	DECIMAL	8.2
5	Monthly Total Category Invoiced Amount of Order	The total value of invoices paid for the entire task/delivery order since last reporting period. This is the sum of item #19 on the DOSR for each task/delivery order for the month. Required.	DECIMAL	10.2

Services

DELIVERY ORDER STATUS REPORT (DOSR)

The Acquisition Directorate (AQ) requires all ITS BPA vendors to provide the following Information on a monthly basis. This data must be provided electronically to the AQ as a Microsoft Excel Spreadsheet attachment.

Concept of Operations:

- 1 Every order received by the contractor must be reported once, at a minimum.
- 2 Orders will be reported from the date accepted by vendor through the date completed (vendor fully paid).
- 3 Once an order has been reported with a status code "X" or "C" on the DOSR, it should be removed from future DOSR submission.
- 4 If a modification is made update reported basic order information such as amount of order, period of performance, and customer information.
- 5 Orders may include multiple invoices and invoices may include multiple categories. Each category on an invoice will require a separate row in the spreadsheet.
- 6 Invoice withhold amounts will be reported as negative number when invoice payments are being withheld and as positive numbers when the withheld amount is paid.
- 7 Spreadsheet headings must be exactly the same as the DOSR's. Spreadsheet column formats must be the same as shown in the Type column of the DOSR format.
- 8 Spreadsheets should be a true row/column format. All order/invoice information should be completed for each category ordered. Do not leave columns blank, unless allowed by the item description.

Table below is for each order:

Column	Item	Data Element	Description	Type	Length
A	1	Contract/BPA Number	The number assigned to the contract by the Standard Systems Group (SSG) Contracting Officer. Do not include any dashes or spaces in the contract number. Required for all orders.	CHAR	18
B	2	Type of Order	Denotes the type of order method, hardcopy (e.g., 1155/1449) or GWCC DO = Delivery Order ; CC = GWCC orders not associated with a hardcopy order such as 1155 or 1449 Required for all orders.	CHAR	2
C	3	Vendor Order Number	The order number provided by the vendor. Duplicate Order Numbers for different orders are not allowed. Required for all orders. Can be the same as the Government Delivery Order Number	CHAR	20
D	4	Government Delivery Order Number	Government Delivery Order number. Such as block 4 of a SF 1449 or block 2 of an 1155 Required for all orders identified as "DO" in item #3.	CHAR	20
E	5	DODDAC	Ordering office DODDAC. From block 9 of SF 1149 or other source. Required for all orders.	CHAR	6
F	6	Order Status Indicator	Code to denote the condition of the order A = Active Order. All orders are reported (from receipt by vendor to final invoice/voucher). X = Cancelled/Rejected Order, Order Number will not be reused S = Shipped, Delivered and Invoiced all items/services under order	CHAR	1

F = Final Payment received from government for all invoices/vouchers

C = Delivery order has been fully closed out

Required for all orders.

G	7	Date of Order Request	Date Quote/Proposal was requested.	DATE	MM/DD/YY
			Required for all orders.		
H	8	Date Order Accepted	The date order was agreed to by Govt and vendor.	DATE	MM/DD/YY
			Required for all orders.		
I	9	Amount of Order	The total value of the delivery order. (No Dollar signs) (FFP or Ceiling amount)	DECIMAL	12.2
			Required for all orders.		
J	10	Period of Performance Start	Task order period of Performance start date, Required for all orders.	DATE	MM/DD/YY
K	11	Period of Performance End	Task order period of Performance end date, Required for all orders.	DATE	MM/DD/YY
L	12	Customer Organization	Required for all orders.	CHAR	25
M	13	Customer Name	Required, Quality Assurance Evaluator if assigned on the government order.	CHAR	25
N	14	Customer Phone Number	Required, if the information is on the Government order or available to the contractor.	CHAR	20
O	15	Customer E-Mail Address	Required, if the information is on the Government order or available to the contractor.	CHAR	60
P	16	Invoice number	Number uniquely identifying each Invoice or voucher submitted to government for payment under each order. Each Invoice or voucher will be reported on one or more separate record(s). Required for each invoice or voucher.	CHAR	15
Q	17	Invoice Date	The date Invoice or voucher was submitted to Government for payment. All invoices or voucher must be reported at least one time, even if provided, invoiced and paid within the same reporting period. Required for each invoice or voucher.	DATE	MM/DD/YY
			Required for each invoice or voucher.		
R	18	Category	LH = Labor hours, FP = Firm Fixed Price, PR = Products, OM = Open Market, TV = Travel, OD = ODC, WH = Withhold (Invoice) Required for each service/item type.	CHAR	2
S	19	Category Invoice Amount	Amount of the Invoice listed in #16 (Invoice Number) broke out by Category Required for each category on Invoice or voucher.	NUMERIC	10.2
T	20	Category Order Date	Enter the date in which this category line item was ordered in. Category Line items ordered in different Fiscal years must be reported separately Required for each category on Invoice or voucher.	DATE	MM/DD/YY
U	21	Category Surcharge Amount	Enter the amount of surcharge payable on this invoiced row (broke out by Category) in the DOSR. Required for each category on Invoice or voucher.	NUMERIC	8.2
V	22	Comments and Notes	Notes on this order or category. Optional.	CHAR	255

GUARANTEED MINIMUM DISCOUNTS
(INSERTED FROM TAB 6 OF THE PRICING WORKBOOK)

WEB INFORMATION

The following items should be incorporated within your web site to facilitate ease of use and ordering for customers.

1. Link to HQ SSG Acquisition Directorate (AQ) web site: (<https://AFWAY.af.mil>)
2. Copy of the BPA to include GSA FSS terms and conditions for each team member.
3. Customer BPA Ordering guide (to be provided by HQ SSG/AQ post award).
4. Service Catalog (Tab F format) information for prime and all partners and Guaranteed Minimum Discounts (TAB D format) for prime and all partners.
5. Link to descriptions of items available for ordering.
6. Your company's points of contact for products and services.
 - a. CONUS Points of Contact
 - b. OCONUS Points of Contact
7. Link to technical support.
 - a. Help Desk telephone numbers
 - b. Help Desk e-mail address
 - c. Warranty information
8. Indicate whether or not each product is JTA and DII compliant (where applicable).
9. Must be able to interface with IT Superstore when system is implemented for services.

For web site examples, vendors may view the sites of current IT2 BPA holders.

The following items should **not** be incorporated into your dedicated IT2 BPA website:

1. Any advertisements concerning products not available on this BPA.
2. Any links to companies not affiliated with this BPA.
3. Job Opportunities

SERVICE CATALOG/Approved Service List

Revision 02
6 December 2001

BPA F01620-
02-A-
XXXX

Vendor
Update
Number

Date

POC
Revision
No.

Column	Item	Data Element	Description	Type	Length
A	1.	Schedule Holder	Enter the Schedule Holder's name.	CHAR	50
B	2.	Schedule	Enter GSA FSS schedule number.	CHAR	18
C	3.	Labor Category or Item Name	Enter Labor Category or Pre-defined Service Item Name from schedule referenced in Item 2 above.	CHAR	50
D	4.	Unit of Issue	Enter the unit of issue. For example; HR for hour, EA for each.	CHAR	2
E	5	GSA Price	Enter the GSA Schedule Price.	CHAR	8.2
F	6.	BPA Region 1 Price	Enter Regional price to include GSA and SSG fees.	DECIMAL	8.2
G	7	BPA Region 2 Price	Enter Regional price to include GSA and SSG fees.	DECIMAL	8.2
H	8.	BPA Region 3 Price	Enter Regional price to include GSA and SSG fees.	DECIMAL	8.2
I	9.	BPA Region 4 Price	Enter Regional price to include GSA and SSG fees.	DECIMAL	8.2
J	10.	BPA Region 5 Price	Enter Regional price to include GSA and SSG fees.	DECIMAL	8.2
K	11.	BPA Region 6 Price	Enter Regional price to include GSA and SSG fees.	DECIMAL	8.2
L	12.	Govt	Enter Y if these labor category prices apply to work done at the Government site	CHAR	1
M	13.	Ktr	Enter Y if these labor category prices apply to work done at the Contractor site	CHAR	1
N	14.	Effective date – Start	Enter the date the rates become effective	DATE	YYMMDD
O	15.	Effective date – End	Enter the date the rates become effective	DATE	YYMMDD
P	16.	NW	Enter Y if these labor category prices apply to the Network Service Category	CHAR	1
Q	17.	SW	Enter Y if these labor category prices apply to the Software Service Category	CHAR	1
R	18.	SY	Enter Y if these labor category prices apply to the System Service Category	CHAR	1
S	19.	SE	Enter Y if these labor category prices apply to the Security Service Category	CHAR	1
T	20.	EN	Enter Y if these labor category prices apply to the Engineering Service Category	CHAR	1
U	21.	DA	Enter Y if these labor category prices apply to the Data Service Category	CHAR	1
V	22.	TR	Enter Y if these labor category prices apply to the Training Service Category	CHAR	1
W	23.	MG	Enter Y if these labor category prices apply to the Management Service Category	CHAR	1
X	24.	OR	Enter Y if these labor category prices apply to the Other Related IT Service Category	CHAR	1

