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**General Services Administration – Federal Supply Service  
Authorized Federal Supply Schedule Price List**

**Information Technology  
Schedule 70**

**Contract Number GS-35F-0608J**

**Special Item Numbers (SINs) Offered**

Special Item No.	132-4	Daily / Short Term Rental
Special Item No.	132-8	Purchase of New Equipment
FSC Class 7025		Input/Output and Storage Devices
FPDS Code N070		Installation for Equipment Offered
Special Item No.	132-33	Perpetual Software Licenses
Special Item No.	132-34	Maintenance of Software as a Service
Special Item No.	132-50	Training Courses
Special Item No.	132-51	Information Technology Professional Services
FPDS Class D301		IT Facility Operation and Maintenance
FPDS Class D302		IT Systems Development Services
FPDS Class D306		IT Systems Analysis Services
FPDS Class D307		Automated Information Systems Design and Integration Services
FPDS Class D308		Programming Services
FPDS Class D310		IT Backup and Security Services
FPDS Class D311		IT Data Conversion Services
FPDS Class D316		IT Network Management Services
FPDS Class D317		Automated New Services, Data Services, or Other Information Services
FPDS Class D399		Other Information Technology Services, Not Elsewhere Classified

**Contract Period: 16 July 1999 – 15 July 2014**

Pricelist current through Modification # PO-0006, dated 03/15/2010.

**Business Size: Veteran Owned Small Business**

On-line access to contract ordering information, terms and conditions, up-to- date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage! is:  
<https://www.GSAAdvantage.gov>.

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**INFORMATION FOR ORDERING ACTIVITIES  
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

**SPECIAL NOTICE TO AGENCIES: Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. 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.gsaadvantage.gov](http://www.gsaadvantage.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

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

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

**1. GEOGRAPHIC SCOPE OF CONTRACT:**

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

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

Offerors are requested to check one of the following boxes:

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

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

**2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:**

Gleason Research Associates, Inc.  
5030 Bradford Drive, NW  
Building One, Suite 220  
Huntsville, AL 35805  
Attn: Contracts Department

(256) 883-7000 Fax: (256) 883-1525

Orders may also be placed via email at [gsa@grainc.net](mailto:gsa@grainc.net)



Payment Address:

Gleason Research Associates, Inc.  
ATTN: Accounts Receivable  
5030 Bradford Drive, NW  
Building One, Suite 220  
Huntsville, AL 35805

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance: (256) 883-7000

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

**3. LIABILITY FOR INJURY OR DAMAGE**

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

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

Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number: 96-786-8217  
Block 30: Type of Contractor B

- A. Small Disadvantaged Business
- B. Other Small Business
- C. Large Business
- G. Other Nonprofit Organization
- L. Foreign Contractor

Block 31: Woman-Owned Small Business - NO  
Block 36: Contractor's Taxpayer Identification Number (TIN): 52-1261002

4a. CAGE Code: 07FLO

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

**5. FOB DESTINATION**

**6. DELIVERY SCHEDULE**

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



SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-4	<u>    *</u> Days
132-8	<u>    *</u> Days
132-33	<u>    *</u> Days
132-34	<u>    *</u> Days
132-50	<u>    *</u> Days
132-51	<u>    *</u> Days

\* To be negotiated between Gleason Research Associates, Inc. and the Ordering Agency.

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

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

- (a) Prompt Payment:   0   %   30   days from receipt of invoice or date of acceptance, whichever is later.
- (b) Quantity:           Varied % of Reduction – See Price List
- (c) Dollar Volume:    Varied % of Reduction – See Price List
- (d) Government Educational Institutions:    Varied % of Reduction – See Price List
- (e) Other:             None

**8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED:**

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

**9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:** None

**10. Small Requirements:** The minimum dollar value of orders to be issued is \$ 100.00

**11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)**

The Maximum Order value for the following Special Item Numbers (SINs) are:

Special Item No.	132-4	Daily / Short Term Rental	\$ 500,000.00
Special Item No.	132-8	Purchase of Equipment	\$ 500,000.00
Special Item No.	132-33	Perpetual Software Licenses	\$ 500,000.00
Special Item No.	132-34	Maintenance of Software	\$ 500,000.00
Special Item No.	132-50	Training Courses	\$ 25,000.00
Special Item No.	132-51	Information Technology Professional Services	\$ 500,000.00

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



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

- (a) FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- (b) FAR 8.405-2 Ordering procedures for services requiring a statement of work.

### **13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:**

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

#### **13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):**

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

#### **13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):**

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

### **14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)**

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance



of a task order will only be reimbursable to the extent authorized by the ordering agency. 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.

- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

## **15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:**

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR



52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

## **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 (i.e. NetScape). The Internet address is <http://www.fss.gsa.gov/>.

## **17. PURCHASE OF OPEN MARKET ITEMS**

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

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

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

## **18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

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





**19. OVERSEAS ACTIVITIES**

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

NONE

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

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

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 BPA(s).

**21. CONTRACTOR TEAM ARRANGEMENTS**

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

**22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

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 or 132-9.

**23. SECTION 508 COMPLIANCE.**

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

[www.grainc.net](http://www.grainc.net)

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



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

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

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

- (b) The following statement:

This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

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

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

#### **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)



**TERMS AND CONDITIONS APPLICABLE TO DAILY / SHORT TERM RENTAL OF  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT  
(SPECIAL ITEM NUMBER 132-4)**

**1. STATEMENT**

- a. It is understood by all parties to this contract that this is a daily or short term rental arrangement. In the sense that someone would **rent** a car for a day or a week and **lease** it for one or more years, the intent of this Schedule pricelist is to provide for the rental of Information Technology products for brief periods of time for purposes such as disaster recovery, trade shows, short term training support or other short term requirements. If the ordering activity's requirement is likely to exceed six months, then other means of acquisition such as lease or purchase should be considered.
- b. Agencies are advised to follow the guidance provided in Federal Acquisition Regulation (FAR) Subpart 7.4 Equipment Lease or Purchase, and the guidelines provided in Federal Property Management Regulations (FPMR) 101-25.5 Guidelines for Making Purchase or Lease Determinations, in determining whether equipment should be acquired by purchase, lease or rental.

**2. RENTAL ARRANGEMENTS**

- a. In recognition of the types of products on this Schedule and the potential adverse impact to the ordering activity's mission, the ordering activity's quiet and peaceful possession and unrestricted use of the equipment shall not be disturbed in the event the equipment is sold by the Contractor, or in the event of bankruptcy of the Contractor, corporate dissolution of the Contractor, or other event, so long as the ordering activity is not in default. The equipment shall remain in the possession of the ordering activity until the expiration of the rental agreement. Any assignment, sale, bankruptcy, or other transfer of the rented equipment by the Contractor will not relieve the Contractor of its obligations to the ordering activity, and will not change the ordering activity's duties or increase the burdens or risks imposed on the ordering activity.
- b. GSAR 552.232-23 Assignment of Claims is incorporated herein by reference as part of this pricelist.

**3. ORDERING PROCEDURE**

- a. When a ordering activity ordering activity wishes to place a rental order through this Schedule, the following information will be provided to the vendor:
  - 1. The required products,
  - 2. The required delivery date,
  - 3. The term of the rental order, and
  - 4. The location and intended use of the equipment.
- b. The vendor will respond with whether the equipment can be provided on the required delivery date.



#### **4. MAINTENANCE AND INSTALLATION**

Maintenance is included in the charge for rental. The ordering activity may obtain installation from the Contractor or from other sources, including ordering activity performed installation and/or maintenance.

#### **5. RENTAL PAYMENTS**

- a. Rental payments are as stated in this pricelist.
- b. If the sum of the payments exceeds 165 % of the stated initial value of the rented property, then ownership of the rented property transfers to the renting ordering activity.

#### **6. ORDER END OPTION**

At the end of the order rental term, the ordering activity will return the equipment to the Contractor pursuant to paragraph 12 unless by written notice, at least three (3) days prior to expiration of the rental term, the ordering activity elects to extend the rental order.

#### **7. UPGRADES AND ADDITIONS**

- a. The ordering activity may affix or install any accessory, addition, upgrade, equipment or device on the equipment ("additions") provided that such additions:
  - (1) can be removed without causing material damage to the equipment;
  - (2) do not reduce the value of the equipment; and
  - (3) are obtained from or approved by the Contractor, and are not subject to the interest of any third party other than the Contractor.
- b. Any other additions may not be installed without the Contractor's prior written consent. At the end of the rental term, the ordering activity shall remove any additions which:
  - (1) were not rented from the Contractor, and
  - (2) are readily removable without causing material damage or impairment of the intended function, use, or value of the equipment, and restore the equipment to its original configuration.
- c. Any Additions which are not so removable will become the Contractor's property (lien free).

#### **8. RISK OF LOSS OR DAMAGE**

The ordering activity is relieved from all risk of loss or damage to the equipment during periods of transportation, installation, and during the entire time the equipment is in possession of the ordering activity, except when loss or damage is due to the fault or negligence of the ordering activity. The ordering activity shall assume risk of loss or damage to the equipment during relocation unless the Contractor shall undertake such relocation.

#### **9. TITLE**

The rented property shall always remain the property of the Contractor. The ordering activity shall have no right or interest in the equipment except as provided in this rental Schedule and the rental order and shall hold the property subject and subordinate to the rights of the Contractor.



**10. TAXES**

The Contractor is responsible for all state and local taxes.

**11. DISCONTINUANCE AND TERMINATION**

Equipment rented under this agreement may be terminated at any time during a fiscal year in accordance with FAR 52.212-4, paragraph (l) Termination for the ordering activity's convenience.

**12. RETURN OF EQUIPMENT**

- a. Within three (3) days after the date of expiration or termination of rental order, the ordering activity shall, at its own risk and expense, have the equipment packed for shipment in accordance with the Contractor's specifications and shall return the equipment to the Contractor at the Contractor's facility nearest to the ordering activity location, in the same condition as when delivered, ordinary wear and tear excepted.
- b. Upon request by the ordering activity and at the ordering activity's expense, the Contractor shall assist in the deinstallation and packing of equipment so terminated or discontinued. Such services, if required, are outside the scope of the contract.
- c. The vendor shall conduct a timely inspection of the returned products and within 30 days of the return, assert any claim if the equipment condition exceeds normal wear and tear.



**TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF GENERAL PURPOSE  
COMMERCIAL INFORMATION TECHNOLOGY NEW EQUIPMENT (SPECIAL  
ITEM NUMBER 132-8) and USED OR REFURBISHED EQUIPMENT (SPECIAL ITEM  
NUMBER 132-9)**

**1. MATERIAL AND WORKMANSHIP**

All equipment furnished hereunder must satisfactorily perform the function for which it is intended.

**2. ORDER**

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPA) agreements shall be the basis for purchase in accordance with the provisions of this contract. If time of delivery extends beyond the expiration date of the contract, the Contractor will be obligated to meet the delivery and installation date specified in the original order.

For credit card orders and BPAs, telephone orders are permissible.

**3. TRANSPORTATION OF EQUIPMENT**

FOB DESTINATION. Prices cover equipment delivery to destination, for any location within the geographic scope of this contract.

**4. INSTALLATION AND TECHNICAL SERVICES**

- a. **INSTALLATION.** When the equipment provided under this contract is not normally self-installable, the Contractor's technical personnel shall be available to the ordering activity, at the ordering activity's location, to install the equipment and to train ordering activity personnel in the use and maintenance of the equipment. The charges, if any, for such services are listed below, or in the price schedule:

Software is self-installable. Installation and technical services are available – see attached price list.

- b. **INSTALLATION, DEINSTALLATION, REINSTALLATION.** The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

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 or SIN 132-9.

- b. OPERATING AND MAINTENANCE MANUALS. The Contractor shall furnish the ordering activity with one (1) copy of all operating and maintenance manuals which are normally provided with the equipment being purchased.

## **5. INSPECTION/ACCEPTANCE**

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any equipment that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming equipment at no increase in contract price. The ordering activity must exercise its postacceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

## **6. WARRANTY**

- a. Unless specified otherwise in this contract, the Contractor's standard commercial warranty as stated in the contract's commercial pricelist will apply to this contract.  
See warranty clauses – as stated on GRA [www.grainc.net](http://www.grainc.net) ASTS Website: [www.astsinventory.com](http://www.astsinventory.com)
- b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.
- c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.
- d. If inspection and repair of defective equipment under this warranty will be performed at the Contractor's plant, the address is as: 5030 Bradford Drive NW, Building One, Suite 220, Huntsville, AL 35805

## **7. PURCHASE PRICE FOR ORDERED EQUIPMENT**

The purchase price that the ordering activity will be charged will be the ordering activity purchase price in effect at the time of order placement, or the ordering activity purchase price in effect on the installation date (or delivery date when installation is not applicable), whichever is less.

## **8. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City or otherwise) covering work of this character, and shall include all costs, if any, of such compliance in the prices quoted in this offer.

## **9. TRADE-IN OF INFORMATION TECHNOLOGY EQUIPMENT**

When an ordering activity determines that Information Technology equipment will be replaced, the ordering activity shall follow the contracting policies and procedures in the Federal Acquisition Regulation (FAR), the policies and procedures regarding disposition of information technology excess personal



property in the Federal Property Management Regulations (FPMR) (41 CFR 101-43.6), and the policies and procedures on exchange/sale contained in the FPMR (41 CFR part 101-46).





**TERMS AND CONDITIONS APPLICABLE TO TERM SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-32), PERPETUAL SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-33) AND MAINTENANCE AS A SERVICE (SPECIAL ITEM NUMBER 132-34) OF GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT SOFTWARE**

**1. INSPECTION/ACCEPTANCE**

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any software that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming software at no increase in contract price. The ordering activity must exercise its postacceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the software, unless the change is due to the defect in the software.

**2. GUARANTEE/WARRANTY**

- a. Unless specified otherwise in this contract, the Contractor's standard commercial guarantee/warranty as stated in the contract's commercial pricelist will apply to this contract.

See warranty clauses – as stated on GRA [www.grainc.net](http://www.grainc.net) ASTS Website:  
[www.astsinventory.com](http://www.astsinventory.com)

- b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.
- c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

**3. TECHNICAL SERVICES**

The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number 256-883-7000 for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from 8:00 am to 5:00 pm CST.

**4. SOFTWARE MAINTENANCE**

- a. Software maintenance as it is defined:
  1. Software Maintenance as a Product (SIN 132-32 or SIN 132-33)

Software maintenance as a product includes the publishing of bug/defect fixes via patches and updates/upgrades in function and technology to maintain the operability and usability of the software product. It may also include other no charge support that are included in the purchase price of the product in the commercial marketplace. No charge support includes items such as user blogs, discussion forums, on-line help libraries and FAQs (Frequently Asked Questions), hosted chat rooms, and limited telephone, email and/or web-based general technical support for user's self diagnostics.



Software maintenance as a product does NOT include the creation, design, implementation, integration, etc. of a software package. These examples are considered software maintenance as a service.

2. Software Maintenance as a Service (SIN 132-34)

Software maintenance as a service creates, designs, implements, and/or integrates customized changes to software that solve one or more problems and is not included with the price of the software. Software maintenance as a service includes person-to-person communications regardless of the medium used to communicate: telephone support, on-line technical support, customized support, and/or technical expertise which are charged commercially. Software maintenance as a service is billed arrears in accordance with 31 U.S.C. 3324.

- b. Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

**5. PERIODS OF TERM LICENSES (132-32) AND MAINTENANCE (132-34)**

- a. The Contractor shall honor orders for periods for the duration of the contract period or a lesser period of time.
- b. Term licenses and/or maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice to the Contractor.
- c. Annual Funding. When annually appropriated funds are cited on an order for term licenses and/or maintenance, the period of the term licenses and/or maintenance shall automatically expire on September 30 of the contract period, or at the end of the contract period, whichever occurs first. Renewal of the term licenses and/or maintenance orders citing the new appropriation shall be required, if the term licenses and/or maintenance is to be continued during any remainder of the contract period.
- d. Cross-Year Funding Within Contract Period. Where an ordering activity's specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.
- e. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of an order, if the term licenses and/or maintenance is to be terminated at that time. Orders for the continuation of term licenses and/or maintenance will be required if the term licenses and/or maintenance is to be continued during the subsequent period.

**6. CONVERSION FROM TERM LICENSE TO PERPETUAL LICENSE**

- a. The ordering activity may convert term licenses to perpetual licenses for any or all software at any time following acceptance of software. At the request of the ordering activity the Contractor shall furnish, within ten (10) calendar days, for each software product that is contemplated for conversion, the total amount of conversion credits which have accrued while the software was on a term license and the date of the last update or enhancement.
- b. Conversion credits which are provided shall, within the limits specified, continue to accrue from one contract period to the next, provided the software remains on a term license within the ordering activity.



- c. The term license for each software product shall be discontinued on the day immediately preceding the effective date of conversion from a term license to a perpetual license.
- d. The price the ordering activity shall pay will be the perpetual license price that prevailed at the time such software was initially ordered under a term license, or the perpetual license price prevailing at the time of conversion from a term license to a perpetual license, whichever is the less, minus an amount equal to \_\_\_\_\_% of all term license payments during the period that the software was under a term license within the ordering activity.

**7. TERM LICENSE CESSATION**

- a. After a software product has been on a continuous term license for a period of \_\_\_\_\_ \* months, a fully paid-up, non-exclusive, perpetual license for the software product shall automatically accrue to the ordering activity. The period of continuous term license for automatic accrual of a fully paid-up perpetual license does not have to be achieved during a particular fiscal year; it is a written Contractor commitment which continues to be available for software that is initially ordered under this contract, until a fully paid-up perpetual license accrues to the ordering activity. However, should the term license of the software be discontinued before the specified period of the continuous term license has been satisfied, the perpetual license accrual shall be forfeited.
- b. The Contractor agrees to provide updates and maintenance service for the software after a perpetual license has accrued, at the prices and terms of Special Item Number 132-34, if the licensee elects to order such services. Title to the software shall remain with the Contractor.

**8. UTILIZATION LIMITATIONS - (132-32, 132-33, AND 132-34)**

- a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.
- b. When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:
  - 1) Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.
  - 2) Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to one ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.
  - 3) Except as is provided in paragraph 8.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval



of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the ordering activity's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.

- 4) The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of Disaster Recovery, the ordering activity has the right to transfer the software to another site if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.
- 5) "Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.

## **9. SOFTWARE CONVERSIONS - (132-32 AND 132-33)**

Full monetary credit will be allowed to the ordering activity when conversion from one version of the software to another is made as the result of a change in operating system, or from one computer system to another. Under a perpetual license (132-33), the purchase price of the new software shall be reduced by the amount that was paid to purchase the earlier version. Under a term license (132-32), conversion credits which accrued while the earlier version was under a term license shall carry forward and remain available as conversion credits which may be applied towards the perpetual license price of the new version.

## **10. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY**

The Contractor shall include, in the schedule pricelist, a complete description of each software product and a list of equipment on which the software can be used. Also, included shall be a brief, introductory explanation of the modules and documentation which are offered.

## **11. RIGHT-TO-COPY PRICING**

The Contractor shall insert the discounted pricing for right-to-copy licenses.



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

**1. SCOPE**

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

**2. ORDER**

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

**3. TIME OF DELIVERY**

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

**4. CANCELLATION AND RESCHEDULING**

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

**5. FOLLOW-UP SUPPORT**

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



## **6. PRICE FOR TRAINING**

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

## **7. INVOICES AND PAYMENT**

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

## **8. FORMAT AND CONTENT OF TRAINING**

- a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.
- b. **\*\*If applicable\*\*** For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.
- c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.
- d. The Contractor shall provide the following information for each training course offered:
  - 1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);
  - 2) The length of the course;
  - 3) Mandatory and desirable prerequisites for student enrollment;
  - 4) The minimum and maximum number of students per class;
  - 5) The locations where the course is offered;
  - 6) Class schedules; and
  - 7) Price (per student, per class (if applicable)).
- e. For those courses conducted at the ordering activity's location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges.

## **9. "NO CHARGE" TRAINING**

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

See attached price list descriptions. Different option packages come with varying levels of training (when applicable).



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

**1. SCOPE**

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

**2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)**

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

**3. ORDER**

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

**4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the



date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

- a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either:
  - 1) Cancel the stop-work order; or
  - 2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if:
  - 1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - 2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. INSPECTION OF SERVICES**

The Inspection of Services–Fixed Price (AUG 1996) (Deviation 1 – 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 (May 2001) (Deviation 1 – 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 – Dec 2007) 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 Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

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

### **a. Definitions:**

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

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

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

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

## **11. INVOICES**

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

## **12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) 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 52.212-4



(OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) 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 ordering activity upon request.

**14. INCIDENTAL SUPPORT COSTS**

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

**15. APPROVAL OF SUBCONTRACTS**

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

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



## **LABOR CATEGORY SKILL DESCRIPTIONS**

### **Senior Program Manager**

**Duties:** Serves as manager for contract or major project/task. Authorized to interface with the Government Contracting Officer (KO), the Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contract schedules, and the review of work discrepancies. Supervises personnel, communicates policies, purposes, and goals of the organization to subordinates. Responsible for the management of the entire project and the assigned staff. Responsible for coordinating all project administrative matters with the COR. Provides engineering support to a task as a contributor. Responsible for the overall contract performance. Responsible for ensuring that quality control practices and procedures are applied.

**Qualifications:** Bachelor's degree in Computer Science, Information Systems, Engineering, other related scientific or technical discipline or Business is desired. Twelve (12) years general experience is required, of which at least six (6) years must be specialized.

#### **Experience:**

**General Experience:** Twelve (12) years of increasing responsibilities in systems design, development, and management.

**Specialized Experience:** Six (6) years experience in complete engineering project development from inception to deployment, demonstrated ability to provide guidance and direction to technical and administrative personnel. Proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts.

A Master's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to two (2) years general experience and one (1) year specialized experience. A Doctorate Degree in any of these disciplines may be substituted for four (4) years of general experience and two (2) years of specialized experience.

### **Supervisory Engineer/Scientist**

**Duties:** Provides supervisory, technical, and administrative direction for personnel performing on a task, group of tasks, or projects which involve complex technical issues and require a high level of education and experience in applicable technical disciplines. Applies personal technical knowledge and experience to make tradeoff decisions, determine best technical approaches, and direct teams of engineers and scientists in development of complex designs and systems. Responsible for ensuring that quality control practices and procedures are applied to assigned tasks.

**Qualifications:** A Bachelor's degree In Computer Science, Information Systems, Engineering, or other related scientific or technical discipline is required. Twelve (12) years general experience is required, of which at least six (6) years must be specialized.

#### **Experience:**

**General Experience:** Twelve (12) year experience in activities directly related to Systems design, analysis, programming, evaluation, development of formal specifications, testing, and evaluation of complex hardware and/or software systems.

**Specialized Experience:** Six (6) years experience in complete project development from inception to



deployment, including supervisory or project management responsibilities, for complex hardware and/or software systems.

A Master's Degree in Computer Science, Information Systems, Engineering, other related scientific or technical discipline will be considered equivalent to four (4) years general experience and two (2) year specialized experience. A Doctorate Degree in any of these disciplines may be substituted for six (6) years of general experience and four (4) years of specialized experience.

### **Senior Staff Engineer/Scientist**

**Duties:** Applies exceptional and/or unique engineering/scientific and/or other applicable specialized technical and simulation skills and experience to unusually complex and/or critical technical tasks. Applies very high level of personal skills and experience in the use of high-level analysis and design techniques to the solution of difficult technical problems and/or evaluation of complex design and system-engineering issues. Provides authoritative judgements of technical issues. Interacts with senior technical managers of customer organizations. Provides specialized knowledge and experience to solve complex problems in design and system engineering.

**Qualifications:** A Bachelor's degree In Computer Science, Information Systems, Engineering, or other related scientific or technical discipline is required. Senior level of technical competence and experience as evidenced by publications and/or documented personal technical achievements. Eighteen (18) years general experience is required, of which at least eight (8) years must be specialized is required.

#### **Experience:**

**General Experience:** Eighteen (18) years experience in activities directly related to Systems design, analysis, programming, evaluation, development of formal specifications, testing, and evaluation of complex hardware and/or software systems is required.

**Specialized Experience:** Eight (8) years experience in design, development, simulation, testing, and/or evaluation of relevant complex hardware and/or software systems is required.

A Master's Degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline may be substituted four (4) years general experience and two (2) year specialized experience. A Doctorate Degree in any of these disciplines may be substituted for six (6) years of general experience and four (4) years of specialized experience.

### **Project Manager**

**Duties:** Provides supervisory, technical, and administrative direction for personnel performing on a task, group of tasks, or projects. Supervises large teams or multiple teams. Responsible for ensuring that quality control practices and procedures are applied to assigned tasks.

**Qualifications:** A Bachelor's degree In Computer Science, Information Systems, Engineering, other related scientific or technical discipline, or business is desired. A minimum of eight (8) years experience of which four (4) years must be specialized experience is required.

#### **Experience:**

**General Experience:** Eight (8) year experience in activities directly related to Systems design, analysis, programming, evaluation, development of formal specifications, testing, and evaluation of hardware and/or software systems is required.



Specialized Experience: Four (4) years experience in complete project development from inception to deployment, including supervisory or project management responsibilities is required.

A Master's Degree in Computer Science, Information Systems, Engineering, other related scientific or technical discipline, or Business will be considered equivalent to four (4) years general experience and two (2) year specialized experience. A Doctorate Degree in any of these disciplines may be substituted for six (6) years of general experience and four (4) years of specialized experience.

### **Senior Engineer/Scientist/Programmer**

Duties: Requires high level of competence and experience in appropriate scientific techniques, concepts, methods, and tools and/or development of complex software application programs. Is assigned tasks/subtasks for which procedures and solutions may not be fully defined and is assigned responsibility for applying analytical and scientific techniques to determine how the task will be accomplished. Directs less senior personnel in the applications of scientific and/or software-design principles and tools to analysis and problem solving. Works closely with the customer.

Qualifications: A Bachelors Degree in Engineering, Computer Science, Mathematics, or other appropriate scientific discipline is required. Ten (10) years of general experience is required.

Experience: Ten (10) years experience in applying engineering/scientific/software-development discipline to system design, development, or testing is required. Experience should show increasing responsibility and demonstrate increasing breadth and depth of engineering/scientific competence and application of scientific problem solving techniques and tools. A Masters Degree in Engineering, Computer Science, Mathematics, or other appropriate scientific discipline may be substituted for two (2) years of experience. A Doctorate Degree in any of these disciplines may be substituted for six (6) years of experience.

### **Engineer/Scientist/Programmer**

Duties: Requires journeyman competence and experience in appropriate scientific techniques, concepts, methods, and tools and/or development of software application programs. Applies analytical and systematic approaches to scientific analysis and problem resolution. May direct less senior personnel in a team. Works closely with the customer.

Qualifications: A Bachelors Degree in Engineering, Computer Science, Mathematics, or other appropriate scientific discipline is required. Six (6) years of experience, in addition to the six (6) years of experience required below, may be substituted for this degree requirement.

Experience: Six (6) years experience in applying engineering/scientific/software-development discipline to system design, development, test, and is required. Experience should show increasing responsibility and demonstrate increasing breadth and depth of engineering/scientific competence and application of scientific problem solving techniques and tools. A Masters Degree in Engineering, Computer Science, Mathematics, or other appropriate scientific discipline may be substituted for two (2) years of experience. A Doctorate Degree in any of these disciplines may be substituted for six (6) years of experience.

### **Junior Engineer/Scientist/Programmer**

Duties: Requires education or equivalent experience in an appropriate engineering or scientific discipline and/or software development. Works under the direction of an experienced engineer/scientist to apply analytical and systematic approaches to scientific analysis and problem resolution.

Qualifications: A Bachelors Degree in Engineering, Computer Science, Mathematics, or other appropriate



scientific discipline is required. Six (6) years of experience may be substituted for this degree requirement.

Experience: No experience beyond the required educational qualifications is required for this entry-level professional category.

### **Engineering/Programming/Technician**

Duties: Requires education or equivalent experience in an appropriate engineering or scientific discipline and/or software development. Works under the direction of an engineer/scientist to apply analytical and systematic approaches to scientific analysis and problem resolution.

Qualifications: An Associate's Degree in Engineering, Computer Science, Mathematics, or other appropriate scientific discipline is required. Current enrollment in good standing in a degree-granting program in any of these disciplines will be an acceptable substitute for the degree requirement. Four (4) years of experience may be substituted for the degree requirement.

Experience: No experience beyond the required educational qualifications is required for this entry-level category.

### **Supervisory Program Analyst**

Duties: Supervises a team of less senior personnel that provides integrated support to the customer related to management information, policies, planning, budgeting and analysis. The team may include analysts, management-information, inventory-related, and/or clerical personnel. Applies fundamental principles, techniques and practices of accounting, statistics, budgeting, and economics in making analytical and evaluation studies. Applies expertise and experience in the planning, programming and budgeting process, trace methodology, program planning and analysis, financial management systems, cost analysis, management techniques and evaluative studies to provide guidance and senior inputs to the team's products.

Qualifications: Bachelor's degree in Business, Management, Engineering or other related discipline is desired.

Experience: Six (6) years experience in acquisition management, including at least two (2) years in a supervisory role, is required.

### **Information Technology Supervisor**

Duties: Directs and supervises one or more team(s) providing information-technology support to customers. Develops policies and practices for administrative duties, management information and/or inventory management, and general business operations for customers in support of assigned department(s). Approves changes in procedures and management tools to be applied to particular tasks. Is responsible for ensuring application of quality control principles and practices to performance of individual tasks. Interacts closely with customers.

Qualifications: Bachelor's Degree in Business, Accounting, or Business Administration is desired. Eight (8) years of general experience, including at least three (3) years of specialized experience is required.

Experience:

General Experience: Eight (8) years general office administration experience is required.



Specialized Experience: Three (3) years of experience in the development and/or application of management procedures, practices, and tools is required.

### **Information Technology Coordinator**

Duties: Performs administrative duties directly related to management information, inventory management, policies, and/or general business operations for customers in support of assigned department. Position may require general supervision in performing routine to semi-complex duties. May assist on administrative tasks of a specialized nature requiring research, analysis, and development. Maintains specialized department records, documents and files, and makes corrections or updates as necessary. May apply standard inventory management practices and tools to perform inventory management functions. Performs the above functions utilizing personal computer word processing and spreadsheet software. May provide work direction to lower-level administrative, inventory or clerical personnel. Duties are normally subject to pre-authorization and review upon completion. Position requires close liaison with manager and/or supervisor and frequent interfacing with related departments.

Experience:

General Experience: Five (5) years general administration experience is required.

### **Technical Coordinator**

Duties: Performs miscellaneous routine clerical and administrative duties. Types reports, business correspondence, business forms, shipping documents, and other routine documents. Files records and reports, posts information to records, sorts and distributes mail, answers telephones and similar clerical duties. May apply standard inventory practices and tools to perform inventory functions. Works in accordance with detailed instructions and under close supervision in performing routine clerical, inventory and administrative duties, requiring little decision making. Work is reviewed or checked upon completion. Position requires close liaison with manager and/or supervisor and frequent interfacing with related departments.

Qualifications: A High School Diploma is required. One (1) year general experience is desired.

Experience: One (1) year general office or clerical experience is desired. A demonstrated capability to use office equipment, including utilization of standard word processing and spreadsheet software, typewriters, adding machines, calculators, and automated data processing systems, and to type neatly and accurately on reports and proposals is required.



*GRA's ASTS© software was originally developed and copyrighted by GRA. The ASTS© software is an integrated hardware/software system used for managing Property and is compliant with regulatory requirements and guidelines.*

*The ASTS© software is a relational database with an established interface to the Defense Property Accountability System (DPAS). The ASTS© software automates all the processes required to correct errors, add, turn in and lateral transfer records in the DPAS system and Durable property registers as well as facilitating the physical inventory process using the integrated barcode scanning systems. The ASTS© software allows the user to access property databases, such as DPAS to perform all necessary equipment management functions, and to assure the appropriate maintenance of property records. Using the ASTS© system enables efficient control of property as well as automating the processes required to ensure correctness in the property accountability records. Annual inventories that once took days to accomplish can now be completed in a few hours.*

*GRA has developed a series of compatible products, such as barcode scanning systems customized to interface with the ASTS system. The use of ASTS© customized compatible barcode scanning systems has allowed GRA's customers to complete 100% inventories of accountable property, efficiently and accurately. The Daily/Short Term Rental, allows for the leasing/rental of the ASTS© customized barcode scanning systems to customers that do not desire to purchase their own. The Purchase of Equipment allows customers to purchase their own equipment to accomplish day-to-day property management tasks. Additional customized products such as pre-printed barcode labels, customized barcode labels, the APEX II Scanners and the Mobile Application Terminal (MAT), are identified on the attached ASTS© price list.*

*As the sole developer of the ASTS© system, GRA provides maintenance of the ASTS© software to include new features and updates as well as customizations to meet the customer's specific needs. GRA has customized the ASTS© software to include additional functionality such as modules to automate specific processes. GRA also provides customization to the user interface to include reports and forms as well as custom transactions and fields. GRA strives to research and develop new concepts and functionality that will enhance the ASTS© software on an annual basis. GRA provides these updates and upgrades of the ASTS© software as part of the ASTS© Annual Maintenance Subscription as defined on the ASTS© price list.*

*In addition to providing software, maintenance, scanning systems and labels, GRA also offers hands on training, teaching users how to use and implement our product, the ASTS© system, to facilitate the completion of their daily property management tasks. GRA's ASTS© training classes offers the user an introduction to all core modules and processes available through the ASTS© system. Training classes can be held at GRA's training facility in Huntsville, AL or any location as requested by the customer or end user.*





GS-35F-0608J

SIN 132-51

Rate Schedule

Prices include an Industrial Funding Fee (IFF) of 0.75%

		<i>Option 3</i>					
Labor Category		Through 9/30/2009	10/1/2009 to 9/30/2010	10/1/2010 to 9/30/2011	10/1/2011 to 9/30/2012	10/1/2012 to 9/30/2013	10/1/2013 to 7/15/2014
Senior Program Manager	SPM	154.59	160.16	165.93	171.90	178.09	184.50
Supervisory Engineer Scientist	SES	118.06	122.31	126.71	131.27	136.00	140.90
Senior Staff Engineer Scientist	SSE	120.63	124.97	129.47	134.13	138.96	143.96
Project Manager	PM	69.00	71.48	74.05	76.72	79.48	82.34
Senior Engineer / Scientist/Programmer	SE	98.82	102.38	106.07	109.89	113.85	117.95
Engineer/Scientist/ Programmer	ESP	82.14	85.10	88.16	91.33	94.62	98.03
Junior Engineer/ Scientist/Programmer	JE	52.45	54.34	56.30	58.33	60.43	62.61
Engineering/Programming/ Technician	EPT	48.41	50.15	51.96	53.83	55.77	57.78
Supervisory Program Analyst	SPA	71.87	74.46	77.14	79.92	82.80	85.78
Information Technology Supervisor	ITS	69.00	71.48	74.05	76.72	79.48	82.34
Information Technology Inventory Coordinator	ITIC	53.79	55.73	57.74	59.82	61.97	64.20
Technical Coordinator	TC	33.63	34.84	36.09	37.39	38.74	40.13



## ASTS Products and Services Commercial Pricing

Please contact Sharlene Hicks at (256) 883-7000 for more information.

### Perpetual Software Licenses

GSA SIN 132-33

The ASTS software is a Perpetual, Named User License. The Perpetual License entitles the customer to own a license to the ASTS software for the entire life of the product. The license is required for a customer to maintain the ASTS Annual Maintenance Subscription (which includes new versions of the software, updates, service packs and unlimited telephone/email technical support). In the Named User License model, the licenses track the total number of users in the ASTS database. For example, a 50 Named User License allows 50 users to use ASTS, all of them concurrently, if required.

	Price	GSA Price
<b>ASTS Standard Edition</b> Web-enabled database. Microsoft SQL Server 2000 (or greater) and Internet Information Services Web Server 6.0 (or greater) is required and not included in cost. Crystal Runtime Engine is embedded. Comes with 5 Named User Licenses and includes ASTS Annual Maintenance Subscription (includes new versions of the software, updates, service packs and unlimited telephone/email technical support for one year from date of purchase) and one (1) ASTS Training class on-site at GRA training facility (with up to eight (8) attendees) in Huntsville, AL. One server installation. Does not include on-site installation. Standard Edition may be scaled to include additional Named User Licenses at an additional cost per license (see below).	\$ 15,000.00	\$ 13,500.00

<b>ASTS Standard Edition Additional Named User License</b> Named User License, each. ASTS Standard Edition required.	\$ 1,000.00	\$ 970.00
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<b>ASTS Professional Edition</b> Web-enabled database. Microsoft SQL Server 2000 (or greater) and Internet Information Services Web Server 6.0 (or greater) is required and not included in cost. Crystal Runtime Engine is embedded. Comes with 35 Named User Licenses and includes ASTS Annual Maintenance Subscription (includes new versions of the software, updates, service packs and unlimited telephone/email technical support for one year from date of purchase) and one (1) ASTS Training class on-site at GRA training facility (with up to eight (8) attendees) in Huntsville, AL. One server installation. Does not include on-site installation. Standard Edition may be scaled to include additional Named User Licenses at an additional cost per license (see below).	\$ 45,000.00	\$ 40,500.00
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<b>ASTS Professional Edition Additional Named User License</b> Named User License, each. ASTS Professional Edition required.	\$ 500.00	\$ 485.00
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<b>ASTS Enterprise Edition</b> Web-enabled database. Microsoft SQL Server 2000 (or greater) and Internet Information Services Web Server 6.0 (or greater) is required and not included in cost. Crystal Runtime Engine is embedded. Comes with unlimited Named User Licenses and includes ASTS Annual Maintenance Subscription (includes new versions of the software, updates, service packs and unlimited telephone/email technical support for one year from date of purchase) and one (1) ASTS Training class on-site at GRA training facility (with up to eight (8) attendees) in Huntsville, AL. One server installation. Does not include on-site installation. Standard Edition may be scaled to include additional Named User Licenses at an additional cost per license (see below).	\$ 85,000.00	\$ 76,500.00
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### Maintenance of Software

GSA SIN 132-34

Subscriptions are per Named User License. All editions of the ASTS software are eligible. This subscription includes new versions of the software, updates, service packs and unlimited telephone/email technical support for one year. ASTS Annual Maintenance Subscriptions must be renewed within 12 months of original purchase date of ASTS (standard, professional, enterprise editions) to be eligible for this subscription pricing.

<b>ASTS Standard Edition Annual Maintenance Subscription Renewal</b>	\$ 500.00	\$ 485.00
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<b>ASTS Professional Edition Annual Maintenance Subscription Renewal</b>	\$ 350.00	\$ 339.50
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<b>ASTS Enterprise Edition Annual Maintenance Subscription Renewal</b>	\$ 200.00	\$ 194.00
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### Purchase of Equipment

GSA SIN 132-8

<b>APEX II Barcode Scanner</b> Pre-loaded with ASTS Scanning Software, 1MB RAM, RS232 cable and 4 AA Batteries	\$ 2,200.00	\$ 2,134.00
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<b>APEX II Padded Holster</b>	\$ 100.00	\$ 97.00
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<b>Mobile Application Terminal (MAT)</b> Pre-loaded with ASTS Scanning Software and Windows Mobile Software, 128 MB RAM, Mini SD slot, Areal Imager (supports 1D, 2D and composite barcodes), Battery Pack, Dock Kit, Power Supply and USB cable.	\$ 4,000.00	\$ 3,880.00
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<b>TRADE UP-Mobile Application Terminal (MAT)</b>	\$ 2,200.00	\$ 2,134.00
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GRA will offer a trade up for all APEX II or APEX III scanners that were originally purchased through GRA on or after January 1, 2002. The APEX II or APEX III scanner must be in working condition and shipped to GRA upon receipt of MAT scanner.

<b>MAT Vehicle Charger</b>	\$	25.00	\$	24.25
<b>MAT Extra Battery Pack</b>	\$	85.00	\$	82.45
<b>Preprinted Barcodes</b> Pre-printed ASTS Tracking Barcodes. Sold per roll. 2,200 labels per roll.	\$	100.00	\$	97.00
<b>Custom Printed Barcodes</b> Custom printed barcodes or labels. Sold per roll. 2,200 Labels per roll.	\$	200.00	\$	194.00
<b>Daily/Short Term Rental</b>				<b>GSA SIN 132-4</b>
<b>APEX II Barcode Scanner Rental</b> Subject to availability, \$900.00 refundable deposit required. Price is per week.	\$	70.00	\$	67.90
<b>Mobile Application Terminal (MAT) Rental</b> Subject to availability, \$1900.00 refundable deposit required. Price is per week.	\$	150.00	\$	145.50
<b>Training Courses</b>				<b>GSA SIN 132-50</b>
*Outside Huntsville, AL area requires a minimum of 8 hours or 1 ASTS Training Session (with travel costs and travel time added at current JTR rates).				
<b>Onsite Installation</b> Installation of the ASTS software	\$	195.00	\$	189.15
<b>ASTS Training Seat</b> If using GRA's training room, up to 8 people can be accommodated and computers are provided for interactive training. Call GRA at (256) 883-7000 for current training dates/times.	\$	200.00	\$	194.00
<b>ASTS Training Session</b> Up to 8 attendees, customized training sessions available	\$	1,400.00	\$	1,358.00



## USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

### PREAMBLE

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

### COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

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

Gleason Research Associates, Inc.  
5030 Bradford Drive, NW  
Building One, Suite 220  
Huntsville, AL 35805  
Attn: Contracts Department

[contracts@grainc.net](mailto:contracts@grainc.net)

(256) 883-7000      Fax: (256) 883-1525



BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) GS-35F-0608J.

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

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

Signatures:

\_\_\_\_\_

Ordering Activity

\_\_\_\_\_

Date

\_\_\_\_\_

Contractor

\_\_\_\_\_

Date



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

(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) GS-35F-0608J, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

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

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

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

- (4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and



- (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

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### BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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

Sample Document Only