

GENERAL SERVICES ADMINISTRATION

Federal Supply Service Authorized Federal Supply Schedule Pricelist

Management, Organizational and Business Improvement Services (MOBIS)

Federal Supply Schedule Industrial Group 874 Industrial Class 8742



Crown Consulting, Inc.
Small Disadvantaged Business

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Arlington, VA 22209

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Contract Number: GS-10F-0107K
Contract Period: February 1, 2000 through January 31, 2010

Contract Administrator: Robert J. Ramseth, Director of Contracts



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: <http://www.fss.gsa.gov>. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

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CROWN CONSULTING, INC. EXECUTIVE OVERVIEW

Enhancing Organizational Effectiveness and Accountability

Crown Consulting, Inc. is a 150-person firm headquartered in Washington, DC. Founded by Afzal I. Khan in 1989, Crown is dedicated to helping government organizations enhance the effectiveness and accountability of their programs. Our analytic methods help organizations pinpoint customer needs clearly and target resources efficiently. Our evaluation methods allow organizations to measure and predict program effectiveness. Our business process strategies foster productive interaction within and across organizations.

Crown brings special talents to assist organizations in adopting new technologies. Our services institutionalize processes for selecting and incorporating technologies into program operations – processes that set the foundation for better decision-making. These processes derive from and build on a range of techniques, methods and tools. The results are dynamic organizations that apply investment criteria and efficiency-enhancing perspectives to every aspect of their operations.

Crown produces enduring results through practical solutions that account for a client’s long-term objectives, human and capital resources, and capacity to integrate new systems and methods. Experience and incisive analyses enable us to generate meaningful advances in:

Processes and Productivity: We help clients to maximize the effectiveness of their resources and benefits of their services. Our approach rests on gaining an in-depth understanding of an organization, its mission, and in-place mechanisms for meeting mission objectives. The analysis is comprehensive – examining customers, “market” and transactional information, and measures of performance. The results yield recommendations for specific business process improvements or fundamental business process reengineering.

Performance Measurement and Internal Evaluation Processes: We work with clients to define measures of performance and integrate them into decision-making and evaluation processes. These measures help to evaluate ongoing projects and allocate resources to prospective programs. For current projects, we develop measures that reveal progress and account for resource use and schedule requirements – indicators such as earned value and schedule variance. For prospective projects, we employ measures that portray potential return on investment while accounting for risk factors.

Strategic, Business and Action Planning: We help clients to develop effective mission statements and create strategic plans to accomplish their mission. Our approach applies tools to analyze market and technological forces that shape program focus. It accounts for financial constraints and organizational characteristics that define the capacity of an organization to respond to emerging issues and sets the foundation for a dynamic process of performance assessment and, if necessary, refocusing of strategic plans.

CUSTOMER INFORMATION:

- 1a. Awarded Special Item Numbers (SIN's):
SIN 874-1: Consulting Services
SIN 874-2: Facilitation Services
- 1b. Price List: **See pages 10 – 14**
2. Maximum order: **\$1,000,000**
3. Minimum order: **\$300**
4. Geographic coverage: **Domestic & Overseas**
5. Point(s) of production: **Same as contractor's address**
6. Discount from list prices or statement of net price: **Prices shown are net**
7. Quantity discounts: **Not Applicable**
8. Prompt payment terms: **Net 30 Days**
- 9a. Government purchase cards **are accepted below the micropurchase threshold.**
- 9b. Government purchase cards **are accepted above the micropurchase threshold.**
10. Foreign items: **None**
- 11a. Time of delivery: **Specific timing determined by the ordering agency.**
- 11b. Expedited Delivery: **Specific timing determined by the ordering agency.**
- 11c. Overnight & 2-Day Delivery: **Specific timing determined by the ordering agency.**
- 11d. Urgent Requirements: **Specific timing determined by the ordering agency.**
12. F.o.b. point: **Destination,**
13. Ordering address: **Crown Consulting, Inc.**
1400 Key Boulevard, Suite 1100
Arlington, VA 22209
14. Payment address: **Same as Item 13, above**
15. Warranty provision: **Standard Commercial Warranty**
16. Export packing charges: **Not Applicable**
17. Terms and conditions of Government purchase card acceptance: **Not Applicable**
18. Year 2000 (Y2K) compliant: **Not Applicable**
19. Environmental attributes: **Not Applicable**
20. Data Universal Number System (DUNS) number: **62-206-2198**
21. Contractor **is registered** in Central Contractor Register (CCR) database.

USE OF FEDERAL SUPPLY SCHEDULE CONTRACTS

In accordance with FAR 8.404:

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

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

b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider--

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

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

- (1) Review additional Schedule Contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;

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

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- (2) Offer the lowest price available under the contract; or
- (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

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

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

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

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

ORDERING PROCEDURES FOR SERVICES

The following ordering procedures have been developed to assist our customer agencies in the purchase of services that are priced at hourly rates.

Procedures for services priced on GSA schedules at hourly rates.

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SIN's) within a Schedule. GSA has established special ordering procedures for services that are priced on Schedule at hourly rates. These special ordering procedures take precedence over the procedures in FAR 8.404.

The GSA has determined that the rates for services contained in the contractor's price list applicable to this schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

When ordering services, ordering offices shall:

1. Prepare a Request for Quotes:

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

B. A request for quotes should be prepared which includes the performance-based statement of work and requests the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour quote may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any other incidental costs related to performance of the services ordered. The order may provide for reimbursements of travel costs at the rates provided in the Federal Travel of Joint Travel Regulations, or as a fixed-price incidental item. A ceiling price must be established for labor hour orders.

C. The request for quotes may request the contractors, if necessary or appropriate, to submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.

D. The request for quotes shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the best value selection criteria including the intended use of past performance factors.

2. Transmit the Request for Quotes to Contractors

A. Based upon an initial evaluation of catalogs and price lists; the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates, and other factors such as contractors' locations, as appropriate).

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

3. Evaluate quotes and select the contractor to receive an order

After responses have been evaluated against the factors identified in the request for quotes, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

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

When establishing BPAs ordering offices shall:

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

- 1. Single BPA:** Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for services arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

2. **Multiple BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in 2.B above and then place the order with the Schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.
3. **Review BPA's periodically.** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

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

When the ordering office's requirement involves both products as well as professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.

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

CONTRACTOR / CROWN SITE February 1, 2004 through January 31, 2010

CONTRACTOR/CROWN SITE	February 1, 2004 through January 31, 2005		February 1, 2005 through January 31, 2006		February 1, 2006 through January 31, 2007		February 1, 2007 through January 31, 2008		February 1, 2008 through January 31, 2009		February 1, 2009 through January 31, 2010	
	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate
SIN 874 – 1 (Consulting Services)												
Senior Executive II					\$209.71	\$1,677.68	\$217.05	\$1,736.40	\$224.65	\$1,797.20	\$232.51	\$1,860.08
Senior Executive I	\$130.50	\$1,044.00	\$135.07	\$1,080.56	\$139.80	\$1,118.40	\$144.69	\$1,157.52	\$149.75	\$1,198.00	\$154.99	\$1,239.92
Subject Matter Expert VI					\$330.00	\$2,640.00	\$341.55	\$2,732.40	\$353.50	\$2,828.00	\$365.87	\$2,926.96
Subject Matter Expert V					\$255.78	\$2,046.24	\$264.73	\$2,117.84	\$274.00	\$2,192.00	\$283.59	\$2,268.72
Subject Matter Expert IV					\$212.91	\$1,703.28	\$220.36	\$1,762.88	\$228.07	\$1,824.56	\$236.05	\$1,888.40
Subject Matter Expert III	\$171.70	\$1,373.60	\$177.71	\$1,421.68	\$183.93	\$1,471.44	\$190.37	\$1,522.96	\$197.03	\$1,576.24	\$203.93	\$1,631.44
Subject Matter Expert II					\$153.05	\$1,224.40	\$158.41	\$1,267.28	\$163.95	\$1,311.60	\$169.69	\$1,357.52
Subject Matter Expert I					\$127.50	\$1,020.00	\$131.96	\$1,055.68	\$136.58	\$1,092.64	\$141.36	\$1,130.88
Program Manager II					\$153.84	\$1,230.72	\$159.22	\$1,273.76	\$164.79	\$1,318.32	\$170.56	\$1,364.48
Program Manager I	\$108.45	\$867.60	\$112.25	\$898.00	\$116.18	\$929.44	\$120.25	\$962.00	\$124.46	\$995.68	\$128.82	\$1,030.56
Consultant/Analyst V					\$184.18	\$1,473.44	\$190.63	\$1,525.04	\$197.30	\$1,578.40	\$204.21	\$1,633.68
Consultant/Analyst IV					\$141.00	\$1,128.00	\$145.94	\$1,167.52	\$151.05	\$1,208.40	\$156.34	\$1,250.72
Consultant/Analyst III	\$101.79	\$814.32	\$105.35	\$842.80	\$109.04	\$872.32	\$112.86	\$902.88	\$116.81	\$934.48	\$120.90	\$967.20
Consultant/Analyst II	\$75.77	\$606.16	\$78.42	\$627.36	\$81.16	\$649.28	\$84.00	\$672.00	\$86.94	\$695.52	\$89.98	\$719.84
Consultant/Analyst I	\$52.05	\$416.40	\$53.87	\$430.96	\$55.76	\$446.08	\$57.71	\$461.68	\$59.73	\$477.84	\$61.82	\$494.56
Administrative Support II					\$54.10	\$432.80	\$55.99	\$447.92	\$57.95	\$463.60	\$59.98	\$479.84
Administrative Support I	\$35.00	\$280.00	\$36.23	\$289.84	\$37.50	\$300.00	\$38.81	\$310.48	\$40.17	\$321.36	\$41.58	\$332.64

CONTRACTOR / CROWN SITE February 1, 2004 through January 31, 2010

CONTRACTOR/CROWN SITE	February 1, 2004 through January 31, 2005		February 1, 2005 through January 31, 2006		February 1, 2006 through January 31, 2007		February 1, 2007 through January 31, 2008		February 1, 2008 through January 31, 2009		February 1, 2009 through January 31, 2010	
	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate
SIN 874 – 2 (Facilitation Services)												
Senior Executive II					\$209.71	\$1,677.68	\$217.05	\$1,736.40	\$224.65	\$1,797.20	\$232.51	\$1,860.08
Senior Executive I	\$130.50	\$1,044.00	\$135.07	\$1,080.56	\$139.80	\$1,118.40	\$144.69	\$1,157.52	\$149.75	\$1,198.00	\$154.99	\$1,239.92
Subject Matter Expert VI					\$330.00	\$2,640.00	\$341.55	\$2,732.40	\$353.50	\$2,828.00	\$365.87	\$2,926.96
Subject Matter Expert V					\$255.78	\$2,046.24	\$264.73	\$2,117.84	\$274.00	\$2,192.00	\$283.59	\$2,268.72
Subject Matter Expert IV					\$212.91	\$1,703.28	\$220.36	\$1,762.88	\$228.07	\$1,824.56	\$236.05	\$1,888.40
Subject Matter Expert III	\$171.70	\$1,373.60	\$177.71	\$1,421.68	\$183.93	\$1,471.44	\$190.37	\$1,522.96	\$197.03	\$1,576.24	\$203.93	\$1,631.44
Subject Matter Expert II					\$153.05	\$1,224.40	\$158.41	\$1,267.28	\$163.95	\$1,311.60	\$169.69	\$1,357.52
Subject Matter Expert I					\$127.50	\$1,020.00	\$131.96	\$1,055.68	\$136.58	\$1,092.64	\$141.36	\$1,130.88
Program Manager II					\$153.84	\$1,230.72	\$159.22	\$1,273.76	\$164.79	\$1,318.32	\$170.56	\$1,364.48
Program Manager I	\$108.45	\$867.60	\$112.25	\$898.00	\$116.18	\$929.44	\$120.25	\$962.00	\$124.46	\$995.68	\$128.82	\$1,030.56
Facilitator III	\$93.07	\$744.56	\$96.33	\$770.64	\$99.70	\$797.60	\$103.19	\$825.52	\$106.80	\$854.40	\$110.54	\$884.32
Facilitator II	\$74.12	\$592.96	\$76.71	\$613.68	\$79.39	\$635.12	\$82.17	\$657.36	\$85.05	\$680.40	\$88.03	\$704.24
Facilitator I	\$49.67	\$397.36	\$51.41	\$411.28	\$53.21	\$425.68	\$55.07	\$440.56	\$57.00	\$456.00	\$59.00	\$472.00
Administrative Support II					\$54.10	\$432.80	\$55.99	\$447.92	\$57.95	\$463.60	\$59.98	\$479.84
Administrative Support I	\$35.00	\$280.00	\$36.23	\$289.84	\$37.50	\$300.00	\$38.81	\$310.48	\$40.17	\$321.36	\$41.58	\$332.64

CLIENT / GOVERNMENT SITE February 1, 2004 through January 31, 2010

CLIENT/GOVERNMENT SITE	February 1, 2004 through January 31, 2005		February 1, 2005 through January 31, 2006		February 1, 2006 through January 31, 2007		February 1, 2007 through January 31, 2008		February 1, 2008 through January 31, 2009		February 1, 2009 through January 31, 2010	
	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate
SIN 874 - 1 (Consulting Services)												
Senior Executive II					<i>\$168.61</i>	<i>\$1,348.88</i>	<i>\$174.51</i>	<i>\$1,396.08</i>	<i>\$180.62</i>	<i>\$1,444.96</i>	<i>\$186.94</i>	<i>\$1,495.52</i>
Senior Executive I	\$104.95	\$839.60	\$108.62	\$868.96	\$112.42	\$899.36	\$116.35	\$930.80	\$120.42	\$963.36	\$124.63	\$997.04
Subject Matter Expert VI					<i>\$266.19</i>	<i>\$2,129.52</i>	<i>\$275.51</i>	<i>\$2,204.08</i>	<i>\$285.15</i>	<i>\$2,281.20</i>	<i>\$295.13</i>	<i>\$2,361.04</i>
Subject Matter Expert V					<i>\$205.65</i>	<i>\$1,645.20</i>	<i>\$212.85</i>	<i>\$1,702.80</i>	<i>\$220.30</i>	<i>\$1,762.40</i>	<i>\$228.01</i>	<i>\$1,824.08</i>
Subject Matter Expert IV					<i>\$171.45</i>	<i>\$1,371.60</i>	<i>\$177.45</i>	<i>\$1,419.60</i>	<i>\$183.66</i>	<i>\$1,469.28</i>	<i>\$190.09</i>	<i>\$1,520.72</i>
Subject Matter Expert III					\$149.50	\$1,196.00	\$154.73	\$1,237.84	\$160.15	\$1,281.20	\$165.76	\$1,326.08
Subject Matter Expert II					<i>\$123.50</i>	<i>\$988.00</i>	<i>\$127.82</i>	<i>\$1,022.56</i>	<i>\$132.29</i>	<i>\$1,058.32</i>	<i>\$136.92</i>	<i>\$1,095.36</i>
Subject Matter Expert I					<i>\$102.51</i>	<i>\$820.08</i>	<i>\$106.10</i>	<i>\$848.80</i>	<i>\$109.81</i>	<i>\$878.48</i>	<i>\$113.65</i>	<i>\$909.20</i>
Program Manager II					<i>\$123.69</i>	<i>\$989.52</i>	<i>\$128.02</i>	<i>\$1,024.16</i>	<i>\$132.50</i>	<i>\$1,060.00</i>	<i>\$137.14</i>	<i>\$1,097.12</i>
Program Manager I	\$87.24	\$697.92	\$90.29	\$722.32	\$93.45	\$747.60	\$96.72	\$773.76	\$100.11	\$800.88	\$103.61	\$828.88
Consultant/Analyst V					<i>\$148.30</i>	<i>\$1,186.40</i>	<i>\$153.49</i>	<i>\$1,227.92</i>	<i>\$158.86</i>	<i>\$1,270.88</i>	<i>\$164.42</i>	<i>\$1,315.36</i>
Consultant/Analyst IV					<i>\$113.56</i>	<i>\$908.48</i>	<i>\$117.53</i>	<i>\$940.24</i>	<i>\$121.64</i>	<i>\$973.12</i>	<i>\$125.90</i>	<i>\$1,007.20</i>
Consultant/Analyst III	\$81.89	\$655.12	\$84.76	\$678.08	\$87.73	\$701.84	\$90.80	\$726.40	\$93.98	\$751.84	\$97.27	\$778.16
Consultant/Analyst II	\$60.94	\$487.52	\$63.07	\$504.56	\$65.28	\$522.24	\$67.56	\$540.48	\$69.92	\$559.36	\$72.37	\$578.96
Consultant/Analyst I	\$41.85	\$334.80	\$43.31	\$346.48	\$44.83	\$358.64	\$46.40	\$371.20	\$48.02	\$384.16	\$49.70	\$397.60
Administrative Support II					<i>\$43.50</i>	<i>\$348.00</i>	<i>\$45.02</i>	<i>\$360.16</i>	<i>\$46.60</i>	<i>\$372.80</i>	<i>\$48.23</i>	<i>\$385.84</i>
Administrative Support I	\$28.13	\$225.04	\$29.11	\$232.88	\$30.13	\$241.04	\$31.18	\$249.44	\$32.27	\$258.16	\$33.40	\$267.20

CLIENT / GOVERNMENT SITE February 1, 2004 through January 31, 2010

CLIENT/GOVERNMENT SITE	February 1, 2004 through January 31, 2005		February 1, 2005 through January 31, 2006		February 1, 2006 through January 31, 2007		February 1, 2007 through January 31, 2008		February 1, 2008 through January 31, 2009		February 1, 2009 through January 31, 2010	
	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate
SIN 874 – 2 (Facilitation Services)												
Senior Executive II					<i>\$168.61</i>	<i>\$1,348.88</i>	<i>\$174.51</i>	<i>\$1,396.08</i>	<i>\$180.62</i>	<i>\$1,444.96</i>	<i>\$186.94</i>	<i>\$1,495.52</i>
Senior Executive I	\$104.95	\$839.60	\$108.62	\$868.96	\$112.42	\$899.36	\$116.35	\$930.80	\$120.42	\$963.36	\$124.63	\$997.04
Subject Matter Expert VI					<i>\$266.19</i>	<i>\$2,129.52</i>	<i>\$275.51</i>	<i>\$2,204.08</i>	<i>\$285.15</i>	<i>\$2,281.20</i>	<i>\$295.13</i>	<i>\$2,361.04</i>
Subject Matter Expert V					<i>\$205.65</i>	<i>\$1,645.20</i>	<i>\$212.85</i>	<i>\$1,702.80</i>	<i>\$220.30</i>	<i>\$1,762.40</i>	<i>\$228.01</i>	<i>\$1,824.08</i>
Subject Matter Expert IV					<i>\$171.45</i>	<i>\$1,371.60</i>	<i>\$177.45</i>	<i>\$1,419.60</i>	<i>\$183.66</i>	<i>\$1,469.28</i>	<i>\$190.09</i>	<i>\$1,520.72</i>
Subject Matter Expert III					\$149.50	\$1,196.00	\$154.73	\$1,237.84	\$160.15	\$1,281.20	\$165.76	\$1,326.08
Subject Matter Expert II					<i>\$123.50</i>	<i>\$988.00</i>	<i>\$127.82</i>	<i>\$1,022.56</i>	<i>\$132.29</i>	<i>\$1,058.32</i>	<i>\$136.92</i>	<i>\$1,095.36</i>
Subject Matter Expert I					<i>\$102.51</i>	<i>\$820.08</i>	<i>\$106.10</i>	<i>\$848.80</i>	<i>\$109.81</i>	<i>\$878.48</i>	<i>\$113.65</i>	<i>\$909.20</i>
Program Manager II					<i>\$123.69</i>	<i>\$989.52</i>	<i>\$128.02</i>	<i>\$1,024.16</i>	<i>\$132.50</i>	<i>\$1,060.00</i>	<i>\$137.14</i>	<i>\$1,097.12</i>
Program Manager I	\$87.24	\$697.92	\$90.29	\$722.32	\$93.45	\$747.60	\$96.72	\$773.76	\$100.11	\$800.88	\$103.61	\$828.88
Facilitator III	\$74.86	\$598.88	\$77.48	\$619.84	\$80.19	\$641.52	\$83.00	\$664.00	\$85.91	\$687.28	\$88.92	\$711.36
Facilitator II	\$59.61	\$476.88	\$61.70	\$493.60	\$63.86	\$510.88	\$66.10	\$528.80	\$68.41	\$547.28	\$70.80	\$566.40
Facilitator I	\$39.96	\$319.68	\$41.36	\$330.88	\$42.81	\$342.48	\$44.31	\$354.48	\$45.86	\$366.88	\$47.47	\$379.76
Administrative Support II					<i>\$43.50</i>	<i>\$348.00</i>	<i>\$45.02</i>	<i>\$360.16</i>	<i>\$46.60</i>	<i>\$372.80</i>	<i>\$48.23</i>	<i>\$385.84</i>
Administrative Support I	\$28.13	\$225.04	\$29.11	\$232.88	\$30.13	\$241.04	\$31.18	\$249.44	\$32.27	\$258.16	\$33.40	\$267.20

CROWN LABOR CATEGORIES

Consulting Services (SIN 874-1)

1. Senior Executive

The Senior Executive category consists of two sub-categories – Senior Executive I and Senior Executive II. The Senior Executive I category applies to managers of major corporate business units responsible for directing and integrating multiple projects in a specific area of expertise. The Senior Executive II category applies to corporate level executives whose management and technical responsibilities and skills cover multiple business areas.

Assignment to these two categories is reserved for corporate executives and thus depends on position within the corporate structure rather than specific qualifications per se. For that reason, eligibility for the two positions is not defined in terms of education and years of experience but in terms of span of responsibility and scope of activities. Details on the derivation of the Senior Executive II are included below.

- a. **Senior Executive I:** Technical manager responsible for overall direction, coordination, and evaluation of a major business unit. Provides high-level, expert guidance to single or multiple projects. Manages complex organizations and teams through integrating skills into client-focused, object-oriented consulting solutions. Integrates technical solutions into the business process reengineering requirements and translates concepts into operational improvements.
- b. **Senior Executive II:** Corporate manager responsible for overall direction, coordination, and evaluation of multiple major business units. Provides high-level, expert guidance to single or multiple projects. Manages complex organizations and teams through integrating skills into client-focused, object-oriented consulting solutions. Integrates technical solutions into the business process reengineering requirements and translates concepts into operational improvements.

2. Subject Matter Expert

The Subject Matter Expert (SME) Category consists of six sub-categories – Subject Matter Expert I through VI. The principal differences across these categories are: (1) educational qualifications and (2) years and type of experience, and the impact that these two factors have in enhancing a professional's capacity to analyze and develop solutions for multi-dimensional and multi-organizational business, business process, and technology challenges. Nevertheless, it is important to note that the SME VI category is reserved for especially distinguished industry experts. These experts bring industry recognized authority and status and thus are compensated

at higher levels than counterparts with equivalent educational achievements and experience. Details on the derivation of all SME categories are included below.

Subject Matter Expert (SME) Category	Qualifications and Relevant Experience
SME I	<ul style="list-style-type: none"> • Masters Degree in applicable field + 5 years experience • Bachelor’s Degree in applicable field + 10 years experience • No Degree with 20 years experience
SME II	<ul style="list-style-type: none"> • Ph. D. in applicable field + 3 years experience • Masters Degree in applicable field + 10 years experience • Bachelor’s Degree in applicable field + 15 years experience • No Degree with 25 years experience
SME III	<ul style="list-style-type: none"> • Ph. D. in applicable field + 7 years experience • Masters Degree in applicable field + 15 years experience • Bachelor’s Degree in applicable field + 20 years experience
SME IV	<ul style="list-style-type: none"> • Ph. D. in applicable field + 12 years experience • Masters Degree in applicable field + 20 years experience • Bachelor’s Degree in applicable field + 25 years experience
SME V	<ul style="list-style-type: none"> • Ph. D. in applicable field + 17 years experience • Masters Degree in applicable field + 25 years experience
SME VI	<ul style="list-style-type: none"> • Ph.D. in applicable field + 20 years experience • Masters Degree in applicable field + 28 years experience

Table II: Subject Matter Expert Categories and Qualifications

Subject Matter Expert: Consults in a highly specialized functional or technical area, providing specific technical and/or functional guidance that reflects detailed, expert knowledge of evolving technologies, government institutions, service markets, and budgetary demands. Performs complex analyses and studies to establish requirements, define new business processes, and specify the basic architecture for service delivery mechanisms and systems. Evaluates return-on-investment, efficiencies, and practicality of new business and information approaches and infusion of new technologies. Develops standards, policies, and guidelines to ensure appropriate application, implementation, and compatibility with government-wide technical standards. Provides expert advice and guidance in developing and documenting data in support of critical mission and business processes that ensure efficiencies in delivery of services and improvement of quality in services delivered. Presents findings through reports and presentations to contractor management and client representatives.

3. Program Manager

The Program Manager category consists of two sub-categories – Program Manager I and Program Manager II. The principal difference between the two categories is that the experts in the Program Manager II category bring more significant experience on complex technical management programs, especially programs that simultaneously encompass the business and technology requirements of multiple organizations. The Program Manager I category applies to

managers of single projects or tasks in a specific area of expertise. The Program Manager II Category applies to managers whose background includes (and enables them to handle) managing multiple projects in a specific area of expertise and across different customers.

The Program Manager II, through seasoned, cross-client experience, is capable of fashioning and directing integrated and enterprise oriented solutions that accommodate and further common business, business process, and technology solutions that cut across multiple organizations. Details on the derivation of the Senior Executive II are included below.

Program Manager Category	Qualifications and Relevant Experience
Program Manager I	<ul style="list-style-type: none"> • Masters Degree in applicable field +5 years experience • Bachelor's in applicable field +10 years experience
Program Manager II	<ul style="list-style-type: none"> • Masters Degree in applicable field +10 years experience • Bachelor's in applicable field +15 years experience

Table I: Program Manager Categories and Qualifications

- a. **Program Manager I:** Plans, directs, and coordinates project and task activities to ensure that project objectives are accomplished within prescribed time frame and funding parameters. Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority. Manages and coordinates activities of project personnel to ensure each project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares project reports for management, client, or others. Confers with project personnel to provide technical advice and to resolve problems.

- b. **Program Manager II:** Brings significant background in managing multiple projects across different customers and is capable of fashioning and directing integrated and enterprise-oriented solutions to further common business, business process, and technology solutions that cut across multiple organizations. Plans, directs, and coordinates project activities to ensure that project objectives are accomplished within prescribed time frame and funding parameters. Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority. Manages and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedule or plans as required. Prepares project reports for management, client, or others. Confers with project personnel to provide technical advice and resolve problems.

4. Consultant/Analyst

The Consultant/Analyst Category consists of five sub-categories – Consultant/Analyst I through V. The principal differences across these categories are: (1) educational qualifications and (2) years and type of experience. The combination of these two factors across the five levels translates into a capacity to take on complex analytic tasks and ultimately assume leadership in crafting solutions for multi-dimensional analytic challenges. Details on the derivation of the Consultant/Analyst categories are included below.

Consultant/Analyst Category	Qualifications and Relevant Experience
Consultant/Analyst I	<ul style="list-style-type: none"> • Bachelor Degree in applicable field + 2 to 4 years experience • Associate Degree in applicable field + 5 years experience • High school diploma plus 10 years experience.
Consultant/Analyst II	<ul style="list-style-type: none"> • Masters Degree in applicable field + 3 to 5 years experience • Bachelor Degree in applicable field + 5 to 7 years experience • Associate Degree in applicable field + 7 to 10 years experience.
Consultant/Analyst III	<ul style="list-style-type: none"> • Masters Degree in applicable field +5 to 7 years experience • Bachelor's in applicable field + 7 to 10 years experience
Consultant/Analyst IV	<ul style="list-style-type: none"> • Masters Degree in applicable field +10 years experience • Bachelor's in applicable field +15 years experience
Consultant/Analyst V	<ul style="list-style-type: none"> • Ph. D. in applicable field + 3 to 7 years experience • Masters Degree in applicable field +15 years experience • Bachelor's in applicable field +20 years experience

Table III: Consultant/Analyst Categories and Qualifications

a. Consultant/Analyst I, II, and III: Functions as a researcher and analyst in studying business, management and operating procedures to devise most efficient methods of accomplishing work. Studies work problems and procedures, such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis. Gathers and organizes information on problems or procedures including present operating procedures. Analyzes data gathered, develops information and considers available solutions or alternate methods of proceeding. Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures or organizational changes. Conducts operational effectiveness reviews through statistical and analytical techniques such as modeling and simulation. Consultant Analyst III supervises and assigns work to staff on research and study tasks.

b. Consultant/Analyst IV and V: Functions in a technical leadership position in analyzing business or operating procedures to devise the most efficient methods of accomplishing work. Plans study of work problems and procedures, such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis. Gathers and organizes information on problems or procedures. Analyzes data gathered, develops information and considers available solutions or alternate methods of proceeding. Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures or organizational changes. Conducts operational effectiveness reviews

through statistical and analytical techniques such as modeling and simulation. Supervises and assigns work to staff on major tasks and projects.

Facilitation Services (SIN 874-2)

1. Senior Executive

The Senior Executive category consists of two sub-categories – Senior Executive I and Senior Executive II. The Senior Executive I category applies to managers of major corporate business units responsible for directing and integrating multiple projects in a specific area of expertise. The Senior Executive II category applies to corporate level executives whose management and technical responsibilities and skills cover multiple business areas.

Assignment to these two categories is reserved for corporate executives and thus depends on position within the corporate structure rather than specific qualifications per se. For that reason, eligibility for the two positions is not defined in terms of education and years of experience but in terms of span of responsibility and scope of activities. Details on the derivation of the Senior Executive II are included below.

a. Senior Executive I: Technical manager responsible for overall direction, coordination, and evaluation of a major business unit. Provides high-level, expert guidance to single or multiple projects. Manages complex organizations and teams through integrating skills into client-focused, object-oriented consulting solutions. Integrates technical solutions into the business process reengineering requirements and translates concepts into operational improvements.

b. Senior Executive II: Corporate manager responsible for overall direction, coordination, and evaluation of multiple major business units. Provides high-level, expert guidance to single or multiple projects. Manages complex organizations and teams through integrating skills into client-focused, object-oriented consulting solutions. Integrates technical solutions into the business process reengineering requirements and translates concepts into operational improvements.

2. Subject Matter Expert

The Subject Matter Expert (SME) Category consists of six sub-categories – Subject Matter Expert I through VI. The principal differences across these categories are: (1) educational qualifications and (2) years and type of experience, and the impact that these two factors have in enhancing a professional's capacity to analyze and develop solutions for multi-dimensional and multi-organizational business, business process, and technology challenges. Nevertheless, it is important to note that the SME VI category is reserved for especially distinguished industry experts. These experts bring industry recognized authority and status and thus are compensated at higher levels than counterparts with equivalent educational achievements and experience. Details on the derivation of all SME categories are included below.

Subject Matter Expert (SME) Category	Qualifications and Relevant Experience
SME I	<ul style="list-style-type: none"> • Masters Degree in applicable field + 5 years experience • Bachelor’s Degree in applicable field + 10 years experience • No Degree with 20 years experience
SME II	<ul style="list-style-type: none"> • Ph. D. in applicable field + 3 years experience • Masters Degree in applicable field + 10 years experience • Bachelor’s Degree in applicable field + 15 years experience • No Degree with 25 years experience
SME III	<ul style="list-style-type: none"> • Ph. D. in applicable field + 7 years experience • Masters Degree in applicable field + 15 years experience • Bachelor’s Degree in applicable field + 20 years experience
SME IV	<ul style="list-style-type: none"> • Ph. D. in applicable field + 12 years experience • Masters Degree in applicable field + 20 years experience • Bachelor’s Degree in applicable field + 25 years experience
SME V	<ul style="list-style-type: none"> • Ph. D. in applicable field + 17 years experience • Masters Degree in applicable field + 25 years experience
SME VI	<ul style="list-style-type: none"> • Ph.D. in applicable field + 20 years experience • Masters Degree in applicable field + 28 years experience

Table II: Subject Matter Expert Categories and Qualifications

Subject Matter Expert: Consults in a highly specialized functional or technical area, providing specific technical and/or functional guidance that reflects detailed, expert knowledge of evolving technologies, government institutions, service markets, and budgetary demands. Performs complex analyses and studies to establish requirements, define new business processes, and specify the basic architecture for service delivery mechanisms and systems. Evaluates return-on-investment, efficiencies, and practicality of new business and information approaches and infusion of new technologies. Develops standards, policies, and guidelines to ensure appropriate application, implementation, and compatibility with government-wide technical standards. Provides expert advice and guidance in developing and documenting data in support of critical mission and business processes that ensure efficiencies in delivery of services and improvement of quality in services delivered. Presents findings through reports and presentations to contractor management and client representatives.

3. Program Manager

The Program Manager category consists of two sub-categories – Program Manager I and Program Manager II. The principal difference between the two categories is that the experts in the Program Manager II category bring more significant experience on complex technical management programs, especially programs that simultaneously encompass the business and technology requirements of multiple organizations. The Program Manager I category applies to managers of single projects or tasks in a specific area of expertise. The Program Manager II Category applies to managers whose background includes (and enables them to handle) managing multiple projects in a specific area of expertise and across different customers.

The Program Manager II, through seasoned, cross-client experience, is capable of fashioning and directing integrated and enterprise oriented solutions that accommodate and further common business, business process, and technology solutions that cut across multiple organizations. Details on the derivation of the Senior Executive II are included below.

Program Manager Category	Qualifications and Relevant Experience
Program Manager I	<ul style="list-style-type: none"> • Masters Degree in applicable field +5 years experience • Bachelor's in applicable field +10 years experience
Program Manager II	<ul style="list-style-type: none"> • Masters Degree in applicable field +10 years experience • Bachelor's in applicable field +15 years experience

Table I: Program Manager Categories and Qualifications

a. **Program Manager I:** Plans, directs, and coordinates project and task activities to ensure that project objectives are accomplished within prescribed time frame and funding parameters. Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority. Manages and coordinates activities of project personnel to ensure each project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares project reports for management, client, or others. Confers with project personnel to provide technical advice and to resolve problems.

b. **Program Manager II:** Brings significant background in managing multiple projects across different customers and is capable of fashioning and directing integrated and enterprise-oriented solutions to further common business, business process, and technology solutions that cut across multiple organizations. Plans, directs, and coordinates project activities to ensure that project objectives are accomplished within prescribed time frame and funding parameters. Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority. Manages and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares project reports for management, client, or others. Confers with project personnel to provide technical advice and to resolve problems.

4. Facilitator

The Facilitator Category consists of three sub-categories – Facilitator I through III. The principal differences across these categories are: (1) education, (2) technical background, and (3) experience. These three categories remain unchanged under our proposed structure. Details on the derivation of the Facilitator categories are included below.

Facilitator Category	Qualifications and Relevant Experience
Facilitator I	<ul style="list-style-type: none">• Bachelor Degree in applicable field + 2 to 4 years experience• Associate Degree in applicable field + 5 years experience• High school diploma plus 10 years experience.
Facilitator II	<ul style="list-style-type: none">• Masters Degree in applicable field + 3 to 5 years experience• Bachelor Degree in applicable field + 5 to 7 years experience• Associate Degree in applicable field + 7 to 10 years of experience.
Facilitator III	<ul style="list-style-type: none">• Masters Degree in applicable field +7 years experience• Bachelor's in applicable field +10 years experience

Table IV: Facilitator Categories and Qualifications

a. Facilitator III

Conducts client interviews, plans complex meetings, develops agendas, and facilitates meetings. Provides expertise in all session types and facilitates groups through complex detail-oriented processes to help the client define the problem, map an approach, and achieve meeting objectives and outcomes. Provides group management skills and expertise in all facets of a meeting. Also has extensive consulting experience.

b. Facilitator II

Conducts client interviews, preplans, develops agendas, facilitates meetings, and documents meeting results. Provides high-level knowledge of multiple sessions methods, facilitates groups through various processes. Serves as client/participant liaison for the session, and performs post meeting follow-up with the client.

c. Facilitator I

Junior Facilitator who preplans for the meeting at a high level, develops fundamental agendas, facilitates basic meetings and documents meeting results. Provides ongoing coordination with client throughout the meeting to ensure the results meet requirements distributes meeting reports to clients and participants, conducts basic sessions.

GSA TEAMING ARRANGEMENTS

CONTRACTOR TEAM ARRANGEMENTS AND FEDERAL SUPPLY SCHEDULES

In the spirit of the Federal Acquisition Streamlining Act, all Federal agencies have been encouraged to facilitate innovative contracting/acquisition approaches. FAR Part 1.102 provides Guiding Principles on the Federal Acquisition System, outlining what the System will achieve:

- ❖ Satisfy the customer (cost, quality and timeliness of delivery)
- ❖ Maximize use of commercial products and services
- ❖ Consider contractor's past performance
- ❖ Promoting competition
- ❖ Minimize administrative costs
- ❖ Conduct business with integrity, fairness and openness
- ❖ Fulfill public policy objectives

The Federal Supply Schedule program is a source that customers may use to achieve what the System has outlined for Acquisition Teams to follow.

Each member of the "Acquisition Team" is to exercise personal initiative and sound business judgment and is responsible for making acquisition decisions that deliver the best value product or service to meet the customers' needs. FAR 1.102-4 further empowers Government Team members to make acquisition decisions within their areas of responsibility including selection, negotiation and administration. The contracting officer has the authority to the maximum extent practical, to determine the applications of rules, regulations, and policies.

In light of these changes, Federal Supply Schedule customers may refer to FAR 9.6 - Contractors Team Arrangements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. Customers are encouraged to review this section and should note this is permissible after contract award. Team Arrangements combined with the Federal Supply Schedule Program provide Federal customers a powerful commercial acquisition strategy.

BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"

- ❖ Federal Supply Schedule contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements.
- ❖ These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPA's are permitted under all Federal Supply Schedule contracts.
- ❖ Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule contract.
- ❖ Participation in a Team Arrangement is limited to Federal Supply Schedule contractors.
- ❖ Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

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

**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE
(Insert Customer Name)**

In the spirit of the Federal Acquisition Streamlining Act, (Agency) 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) _____.

Federal Supply Schedule contract BPAs eliminates 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 **Government that works better and costs less.**

Signatures

AGENCY	DATE	CONTRACTOR	DATE
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BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

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

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

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

(d) Model Number or National Stock Number (NSN);

(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.