

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

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

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D308	Millennium Conversion Services (Y2K)
FPDS Code D311	IT Data Conversion Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Automated News Services, Data Services, or Other Information Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified



**Crown Consulting, Inc.**  
**1400 Key Boulevard, Suite 1100**  
**Arlington, VA 22209**  
**703-650-0663**  
**[www.crownci.com](http://www.crownci.com)**

Contract Number: **GS-35F-5050H**

Period Covered by Contract: November 10, 1997 through November 9, 2012



Price List current through Modification No. PO0010 effective February 9, 2008

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

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## **SPECIAL NOTICE TO AGENCIES:**

### **Small Business Participation**

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/price lists of at least three schedule contractors or consider reasonably available information by using the GSA *Advantage!*<sup>™</sup> on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/price lists, GSA *Advantage!*<sup>™</sup> and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contains 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 price lists 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.

## **INFORMATION FOR ORDERING OFFICES**

### **1. GEOGRAPHIC SCOPE OF CONTRACT:**

The geographic scope of the contract includes the 48 contiguous states, the District of Columbia, Alaska, Hawaii, Puerto Rico, Nassau and the Bahamas.

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

Crown Consulting, Inc.  
1400 Key Boulevard, Suite 1100  
Arlington, VA 22209

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number can be used by ordering agencies to obtain technical and/or ordering assistance: **703-650-0663, Ext. 3010**

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

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

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

Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System: 62-206-2198  
Block 30: Type of Contractor: Small Disadvantaged Business  
Block 31: Woman-Owned Small Business: No  
Block 36: Contractor's Taxpayer Identification Number: 52-1541418

**4a. CAGE CODE:** 015M6

**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**  
132-51

**DELIVERY TIME (Days ARO)**  
As mutually agreed to by ordering agency and vendor

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

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

- a. Prompt Payment: None
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government customers.
- e. Other: None

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

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, or NAFTA country end products as defined in the Trade Agreements Act of 1979, as amended, and the North American Free Trade Agreement Implementation Act of 1993 (NAFTA), as amended.

**9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:** Not applicable for Services

**10. SMALL REQUIREMENTS:** The minimum dollar value of orders to be issued is \$100.

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

For Special Item Number (SIN) 132-51 - Information Technology (IT) Professional Services, the maximum dollar value per order for all IT Professional services is \$500,000.

**12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS.** In accordance with FAR 8.404:

[NOTE: Special ordering procedures have been established for Special Item Number (SIN) 132-51 IT Professional Services. Refer to the terms and conditions for that SIN.]

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, synopses 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/price lists 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 (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with 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.

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

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

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

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

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

**16. GSA Advantage!**

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

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

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

**17. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS**

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

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

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

- (1) Time of delivery/installation quotations for individual orders;

(2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by 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 price list outside the 48 contiguous states and the District of Columbia, except as indicated below:

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

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

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c)(3), which reads, in part, as follows:

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

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Price List, for customers to consider when using this purchasing tool.

## **21. CONTRACTOR TEAM ARRANGEMENTS**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.236-74, Contractor's Reports of Sales,

and 552.238-76, Industrial Funding Fee; i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract. See the additional information regarding Contractor Team Arrangements in this Schedule Price List.

## **22. SECTION 508 COMPLIANCE**

All IT products and services provided under this contract will conform to and comply with the applicable criteria included in Section 508 of the Rehabilitation Act of 1998, as amended. [See [www.Section508.gov](http://www.Section508.gov) and [www.itic.org](http://www.itic.org).]

**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 (IT) 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 Government location, as agreed to by the Contractor and the ordering office.

**2. PERFORMANCE INCENTIVES**

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

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

c. To the maximum extent practicable, ordering offices shall consider incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

d. The above procedures do not apply to Time and Material (T&M) or labor hour orders.

**3. ORDERING PROCEDURES**

a. Procedures for IT professional services priced on GSA schedule at hourly rates.

(1) FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for IT professional services (SIN 132-51) that are priced on schedule at hourly rates. These special ordering procedures which are outlined herein take precedence over the procedures in FAR 8.404.

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

(3) When ordering IT professional services ordering offices shall –

(i) Prepare a Request for quotation:

(A) A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable

standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

(B) A request for quotation should be prepared which includes the performance-based statement of work and requests the contractors submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the 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 travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor hour and time and material orders.

(C) The request for quotation may request the contractors, if necessary or appropriate, 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 quotation shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (ii)(A) below, the request for proposals shall notify the contractors that will be the case.

(ii) Transmit the Request for Quotation 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). When buying IT professional services under SIN 132-51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

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

(iii) Evaluate proposals and select the contractor to receive the order:

After responses have been evaluated against the factors identified in the request for proposal, 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.

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

(i) Inform contractors in the request for quotation (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.

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

(B) 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 procedure in (3)(ii)(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.

(ii) Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

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

(6) When the ordering office's requirement involves both products as well as IT 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.

(7) 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 or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of schedule contractors' proposals 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.

- b. Ordering Procedures for other services available on schedule at fixed prices for specifically defined services or tasks.

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.

(1) 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.

(2) 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 service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/price lists 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 service representing the best value, the ordering office may consider— (i) special features of the service that are required in effective program performance and that are not provided by a comparable service; and (ii) past performance.

(3) 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--

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

(ii) 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

(iii) 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:

(A) 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);

(B) Offer the lowest price available under the contract; or

- (C) Decline the order (orders must be returned in accordance with FAR 52.216-19).

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

(5) Price reductions. In addition to the circumstances outlined in paragraph (3), 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 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.

(6) 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.

(7) 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.

### **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 that extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

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

### **4. PERFORMANCE OF SERVICES**

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

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

c. The Agency should include the criteria for satisfactory completion of 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. INSPECTION OF SERVICES**

The Inspection of Services–Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

## **6. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

## **7. RESPONSIBILITIES OF THE GOVERNMENT**

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

## **8. INDEPENDENT CONTRACTOR**

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

## **9. ORGANIZATIONAL CONFLICTS OF INTEREST**

### **a. Definitions.**

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

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

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

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid,

neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## **10. INVOICES**

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

## **11. PAYMENTS**

For firm-fixed price orders the Government 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 (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

## **12. RESUMES**

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

## **13. INCIDENTAL SUPPORT COSTS**

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

## **14. 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.

## DESCRIPTION OF INFORMATION TECHNOLOGY SERVICES

Crown Consulting, Inc., a small disadvantaged business, with corporate headquarters in Washington, DC, was founded in 1987 by Afzal I. Khan, Crown's President and Chief Executive Officer, to provide management consulting services to the public and private sectors. Crown's success, characterized by significant business growth, reflects an ability to provide quality services on time and within budget. It also stems from a clear vision of our business focus and purpose.

Crown is a systems developer and integrator, providing a range of analytic, development, and integration services. We develop automated management information and decision support tools. Crown's recent contributions encompass a full spectrum of IT services from developing workflow management and tracking systems to building real-time tools that analyze the efficiencies of aircraft routings. On all our assignments we apply tested methods to systems and software challenges. Our expertise also includes:

**Software Engineering:** Complete Life Cycle Software Engineering Process (Architecture, Specification, Design, Test, Maintenance), Open System Architecture, Re-Engineering, Software Certification, Reverse Engineering, Rapid Prototyping, Mil-Std-2167A and Mil-Std-498 Compliant, Algorithm Design/Development, Model Based Test Statistical Usage Testing, Database Design/ Development, Configuration Management

**System Engineering/Design/Integration:** System Implementation, Research/Technology Transfer, Requirements Definition/Analysis, System Architecture/Design/Specification, System Analysis & Trade Studies, Operational Test & Evaluation, Reliability/Maintainability Analysis, Life-Cycle Costing, Economic Assessment of Business Processes and Systems, Simulation Modeling, Independent Validation & Verification, Configuration Management, Radio Frequency Engineering

**Human Factors Engineering:** Human Factors Program Planning, Development (Operations Concepts, Operational & CHI Requirements, GUI Prototyping), Analyses (Ergonomics, Workload, Mission, Function, Task, Human Performance, Technical/Operational Feasibility Studies), Operational Evaluations, Hardware/Software Prototyping

**Telecommunications:** LAN, WAN, Internet, Help Desk, Hardware and Software Selection/Installation/Maintenance, Network Security, Noise Analysis, Network and System Integration, Video Conferencing

**Operations Research Applications:** Statistical Programming/Analysis, Performance Measurement, Optimization Modeling, Scheduling and Critical Path, Cost/Benefit Analysis, Analytical Risk Assessment Models, Prototype Design & Evaluation, Economic Benefit Analysis

**Management & Information Services:** Training, Facility Operations, Facility Maintenance, Facility Management (including occupational and health functions), ADP Support, Business Process Re-Engineering, Software Quality Assurance, Networking, Logistics

**Information Assurance:** Security risk assessments are a specialty that includes: threat assessment, vulnerability assessment, asset validation, security gap analysis, and security policy development. Crown employees a tool called "Risk Watch" that assures a standard approach to our assessments.

# LABOR CATEGORY DESCRIPTIONS

## 1. Program Manager

### Duties & Responsibilities

Responsible for administering the contract in total. Responsible for all work performed and has full authority to act on behalf of the contractor. Manages program to ensure that implementation and prescribed activities are carried out in accordance with specified objectives: Plans and develops methods and procedures for implementing program, directs and coordinates program activities, and exercises control over personnel responsible for specific functions or phases of program. Selects personnel according to knowledge and experience in area with which program is concerned. Confers with staff to explain program and individual responsibilities for functions and phases of program. Directs and coordinates personally, or through subordinate managerial personnel, activities concerned with implementation and carrying out objectives of program. Reviews reports and records of activities to ensure progress is being accomplished toward specified program objective and modify or change methodology as required to redirect activities and attain objectives. Prepares program reports for superiors. Controls expenditures in accordance with budget allocations.

### Qualifications

Master's degree in either Engineering (MSE), Business Administration (MBA), Public Administration (MPA) or (or equivalent) study and a minimum of four - eight (4-8) years of paid work experience in program or project management.

## 2. Project Manager

### Duties & Responsibilities

Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project 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 assigns 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.

### Qualifications

Bachelor's degree in business administration, engineering, other science related field (or equivalent) and at least four - eight (4-8) years paid work experience in project or technical management.

### **3. Senior Management Analyst**

#### Duties & Responsibilities

Using information technology systems analyzes business or operating procedures to devise 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 problem or procedures including present operating procedures. Using information technology systems 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. Confers with personnel concerned to assure smooth functioning of newly implemented systems or procedure. Installs new systems and train personnel in application. Conducts operational effectiveness reviews to ensure functional or project systems are applied and functioning as designed. Develops or updates functional or operational manuals outlining established methods of performing work in accordance with organizational policy. Supervises and assigns work to staff.

#### Qualifications

Must have a Bachelor's degree (or equivalent) in business administration or other related field and at least four - eight (4-8) years work experience in conducting analyses in program management.

### **4. Management Analyst**

#### Duties & Responsibilities

Using information technology systems analyzes business or operating procedures to devise 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 problem 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. Confers with personnel concerned to assure smooth functioning of newly implemented systems or procedure. May install new systems and train personnel in application. May conduct operational effectiveness reviews to ensure functional or project systems are applied and functioning as designed. May develop or update functional or operational manuals outlining established methods of performing work in accordance with organizational policy.

#### Qualifications

Must have a Bachelor's degree (or equivalent) in business administration or other related field and least two - four (2-4) years work experience in conducting analyses in program management.

## **5. Senior Operations Research Analyst**

### Duties & Responsibilities

Using information technology systems conducts analyses of management and operational problems and formulates mathematical or simulation models of problem for solution by computers or other methods. Analyzes problem in terms of management information and conceptualizes and defines problem. Analyzes actual predictable interacting activities of a system to obtain a quantitative, rational basis for decision making and problem solving. Studies information and selects plan from competitive proposals that afford maximum probability of profit or effectiveness in relation to cost or risk. Prepares model of problem in form of one or several equations that relates constants and variables, restrictions, alternatives, conflicting objectives and their numerical parameters. Defines data requirements and gathers and validates information applying judgment and statistical tests. Specifies manipulative or computational methods to be applied to model. Performs validation and testing of model to ensure adequacy, or determines need for reformulation. Prepares reports to management defining problem, evaluation, and possible solution. Evaluates implementation and effectiveness of research. Designs, conducts, and evaluates experimental operational models where insufficient data exists to formulate model. Supervises and assigns work to staff.

### Qualifications

Must have a Master's degree (or equivalent) in mathematics, engineering, or business-related field and at least four - eight (4-8) years' experience in research analysis.

## **6. Operations Research Analyst**

### Duties & Responsibilities

Using information technology systems conducts analyses of management and operational problems and formulates mathematical or simulation models of problem for solution by computers or other methods. Analyzes problem in terms of management information and conceptualizes and defines problem. Analyzes actual predictable interacting activities of a system to obtain a quantitative, rational basis for decision making and problem solving. Studies information and selects plan from competitive proposals that afford maximum probability of profit or effectiveness in relation to cost or risk. Prepares model of problem in form of one or several equations that relates constants and variables, restrictions, alternatives, conflicting objectives and their numerical parameters. Defines data requirements and gathers and validates information applying judgment and statistical tests. Specifies manipulative or computational methods to be applied to model. Performs validation and testing of model to ensure adequacy, or determines need for reformulation. Prepares reports to management defining problem, evaluation, and possible solution. Evaluates implementation and effectiveness of research.

### Qualifications

Must have a Bachelor's degree (or equivalent) in mathematics, engineering or business-related field and at least two - four (2-4) years' experience in research analysis.

## **7. Senior Information Technology (IT) Assessment Analyst**

### Duties and Responsibilities

Identify ADP/IT system requirements by focusing on improving task performance, overcoming space and time constraints, and increasing access to information for individuals and work groups. Define ADP/IT requirements by performing an information technology needs assessment to include: development of questionnaires, observational formats and structured interviews. Compare IT needs to current baseline of job, task, and data processes. Develop business process improvements and ADP/IT data requirements which meet identified IT needs. Assist in the identification of the ADP/IT system, which will implement these processes and data requirements while minimizing manpower, personnel and training life-cycle costs. Develop, implement and monitor a change process plan, which incorporates end-user input into the technology transfer process. Ensure that the ADP/IT system compliments the organizational goals and the work group structure in meeting these goals. Include in the change process important stakeholders and other personnel in the organization affected by the group's process and performance. Develop an IT assessment plan which will ensure that the ADP/IT transfer will be effective as evidenced in the direct impact on task performance, the effects on group interaction and process performance, as well as the ease of use by individuals and groups. Assess user reactions, member satisfaction with the group, the task, the group's task performance, and the communication medium being used.

### Qualifications

Must have a Master's degree (or equivalent) in informational/organizational psychology or related field and at least six to eight (6 - 8) years work experience in conducting organizational needs assessment or in analyzing human behavior in industrial settings. Supervises and assigns work to staff.

## **8. Information Technology (IT) Assessment Analyst**

### Duties and Responsibilities

Identify ADP/IT system requirements by focusing on improving task performance, overcoming space and time constraints, and increasing access to information for individuals and work groups. Record ADP/IT requirements by performing an information technology needs assessment including the administration of questionnaires, performing observations and conducting structured interviews to determine the required job, task, and data processes which will form the basis for process improvements and the requirements for the ADP/IT system. Record focus group and structured interviews input and develop process flow diagrams for end-user feedback sessions. Assist in the implementation of the change process plan performing on going organizational and group monitoring and recording functions. Conduct and help to institutionalize the ADP/IT assessment plan. Perform statistical analysis and provide feedback to end-users regarding the organizational and group impact of the ADP/IT system. In particular, determine the effectiveness of the ADP/IT system as evidenced in the direct impact on task performance, the effects on group interaction and process performance, as well as the ease of use by the individuals or groups in using the ADP/IT system.

### Qualifications

Must have a Bachelor's degree in psychology or other related field and at least two - four years (2 - 4) years work experience in analyzing human behavior in industrial settings.

## **9. Senior Computer Systems Analyst**

### Duties & Responsibilities

Performs system-wide analysis, primarily with respect to computer functional allocations; software development; hardware development; and reliability, maintainability, and availability (RMA). Conducts research for and collaborate with hardware designers in the design, development and utilization of operating systems computers and related software. Determines computer hardware and software architecture.

### Qualifications

Must have a Master's degree (or equivalent) in computer science or other business related field and at least four - eight (4-8) years work experience in conducting analyses in computer systems management.

## **10. Computer Systems Analyst**

### Duties & Responsibilities

Performs system-wide analysis, primarily with respect to computer functional allocations; software development; hardware development; and reliability, maintainability, and availability (RMA). Conducts research for and collaborate with hardware designers in the design, development and utilization of operating systems computers and related software. Determines computer hardware and software architecture.

### Qualifications

Must have a Bachelor's degree (or equivalent) in computer science or other business related field and at least two - four (2-4) years work experience in conducting analyses in computer systems management.

## **11. Senior Subject Matter Specialist**

### Duties & Responsibilities

Provides ADP/IT expert consultative support to either the management or technical areas of a project. Develops solutions to complex problems. Active participant to information technology conducted research. Replies verbally or records responses to questionnaire to provide analysts with data for evaluation. Works closely with the analysts to identify the best solution to management/technical issues. Supervises and assigns work to staff.

### Qualifications

Must have a Master's degree (or equivalent) in business administration or related field of expertise and at least six – ten (6-10) years work experience in conducting analyses for related field.

## **12. Subject Matter Specialist**

### Duties & Responsibilities

Provides ADP/IT expert consultative support to either the management or technical areas of a project. Develops solutions to complex problems. Active participant to information technology conducted research. Replies verbally or records responses to questionnaire to provide analysts with data for evaluation. Works closely with the analysts to identify the best solution to management/technical issues.

### Qualifications

Must have a Bachelor's degree (or equivalent) in business administration or related field of expertise and at least four - six (4-6) years work experience in conducting analyses for related field.

## **13. Senior Systems Analyst**

### Duties & Responsibilities

Analyzes user requirements, procedures, and problems to automate processing or to improve existing computer system. Confers with personnel of organizational units involved to analyze current operational procedures, identify problems, and learn specific input and output requirements, such as forms of data input, how data is to be summarized, and formats for reports. Writes detailed description of user needs, program functions, and steps required to develop or modify computer program. Reviews computer system capabilities, workflow, and scheduling limitations to determine if requested program or program change is possible within existing system. Studies existing information-processing systems to evaluate effectiveness and develops new systems to improve production or work flow as required. Prepares work flow charts and diagrams to specify in detail operations to be performed by equipment and computer programs and operations to be performed by personnel in system. Conducts studies pertaining to development of new information systems to meet current and projected needs. Plans and prepares technical reports, memoranda, and instructional manuals as documentation of program development. Upgrades system and corrects errors to maintain system after implementation. Assists programmer in resolution of work problems related to flowcharts, project specifications, or programming. Prepares time and cost estimates for completing projects. Supervises and assigns work to staff.

### Qualifications

Must have a Master's degree (or equivalent) in computer science, engineering, mathematics, or related field and at least four - eight (4-8) years of direct experience in project management and implementation.

## **14. Systems Analyst**

### Duties & Responsibilities

Analyzes user requirements, procedures, and problems to automate processing or to improve existing computer system. Confers with personnel of organizational units involved to analyze current operational procedures, identify problems, and learn specific input and output requirements, such as forms of data input, how data is to be summarized, and formats for reports. Writes detailed description of user needs, program functions, and steps required to develop or modify computer program. Reviews computer system capabilities, workflow, and scheduling limitations to determine if requested program or program change is possible within existing system. Studies existing information-processing systems to evaluate effectiveness and develops new systems to improve production or work flow as required. Prepares work flow charts and diagrams to specify in detail operations to be performed by equipment and computer programs and operations to be performed by personnel in system. Conducts studies pertaining to development of new information systems to meet current and projected needs. Plans and prepares technical reports, memoranda, and instructional manuals as documentation of program development. Upgrades system and corrects errors to maintain system after implementation. Assists programmer in resolution of work problems related to flow charts, project specifications, or programming. Prepares time and cost estimates for completing projects.

### Qualifications

Must have a Bachelors degree (or equivalent) in computer science, engineering, mathematics, or related field and at least two – four (2-4) years' direct experience.

## **15. Senior Systems Engineer**

### Duties & Responsibilities

Performs high-level studies, systems analysis, design, evaluation, and re-engineering. Directs and leads teams for complex technical tasks. Analyzes information to determine, recommend, and plan layout for type of automation system and peripheral equipment, or modifications to existing equipment and system, that will provide capability for proposed project or work load, efficient operation, and effective use of allotted space. Designs and prepares technical solutions, technical reports, and related documents. Prepares and delivers presentations and briefings as required by the task. Integrates and tests hardware and/or software. Resolves complex user problems. Provides oral and written communications to all levels of management, as necessary. Specializes in one area of system application or in one type or make of equipment. Trains user to use new or modified equipment. Monitors' functioning of equipment to ensure system operates in conformance with specifications. Supervises and assigns work to staff.

### Qualifications

Must have a Master's degree (or equivalent) in computer science, engineering, mathematics, or related field and at least four - eight (4-8) years of direct experience in project management and implementation.

## **16. Systems Engineer**

### Duties & Responsibilities

Performs high-level studies, systems analysis, design, evaluation, and re-engineering. Directs and leads teams for complex technical tasks. Analyzes information to determine, recommend, and plan layout for type of automation system and peripheral equipment, or modifications to existing equipment and system, that will provide capability for proposed project or work load, efficient operation, and effective use of allotted space. Designs and prepares technical solutions, technical reports, and related documents. Prepares and delivers presentations and briefings as required by the task. Integrates and tests hardware and/or software. Resolves complex user problems. Provides oral and written communications to all levels of management, as necessary. May specialize in one area of system application or in one type or make of equipment. May train user to use new or modified equipment. May monitor functioning of equipment to ensure system operates in conformance with specifications.

### Qualifications

Must have a Bachelors degree (or equivalent) in computer science, engineering, mathematics, or related field and at least two – four (2-4) years' direct experience.

## **17. Chief Programmer**

### Duties & Responsibilities

Converts data from project specifications and statements of problems and procedures to create or modify computer programs. Prepares, or receives from systems analyst, detailed work flow chart and diagram to illustrate sequence of steps that program must follow and to describe input, output, and logical operations involved. Analyzes work flow chart and diagram, applying knowledge of computer capabilities, subject matter, and symbolic logic. Confers with client and representatives of organizations concerned with program to resolve questions of program intent, data input, output requirements, and inclusion of internal checks and controls. Converts detailed logical flow chart to language processable by computer. Observes computer monitor screen to interpret program-operating codes. Corrects program errors, using methods such as modifying program or altering sequence of program steps. Write instructions to guide operating personnel during production runs. Analyzes, reviews, and rewrites programs to increase operating efficiency or to adapt program to new requirements. Compiles and writes documentation of program development and subsequent revisions. Trains operators to use program. Works with systems analyst to obtain and analyze project specifications and flow charts. Supervises and assigns work to staff.

### Qualifications

Must have a Master's degree (or equivalent) in computer science and at least six - ten (6-10) years of direct experience.

## **18. Senior Programmer**

### Duties & Responsibilities

Converts data from project specifications and statements of problems and procedures to create or modify computer programs. Prepares, or receives from systems analyst, detailed work flow chart and diagram to illustrate sequence of steps that program must follow and to describe input, output, and logical operations involved. Analyzes work flow chart and diagram, applying knowledge of computer capabilities, subject matter, and symbolic logic. Confers with client and representatives of organizations concerned with program to resolve questions of program intent, data input, output requirements, and inclusion of internal checks and controls. Converts detailed logical flow chart to language processable by computer. Observes computer monitor screen to interpret program-operating codes. Corrects program errors, using methods such as modifying program or altering sequence of program steps. Write instructions to guide operating personnel during production runs. Analyzes, reviews, and rewrites programs to increase operating efficiency or to adapt program to new requirements. Compiles and writes documentation of program development and subsequent revisions. Trains operators to use program. Works with systems analyst to obtain and analyze project specifications and flow charts. May supervise and assign work to staff

### Qualifications

Must have a Bachelor's degree (or equivalent) in computer science and at least four - eight (4-8) years of direct experience.

## **19. Programmer**

### Duties & Responsibilities

Converts data from project specifications and statements of problems and procedures to create or modify computer programs. Prepares, or receives from systems analyst, detailed work flow chart and diagram to illustrate sequence of steps that program must follow and to describe input, output, and logical operations involved. Analyzes work flow chart and diagram, applying knowledge of computer capabilities, subject matter, and symbolic logic. Confers with client and representatives of organizations concerned with program to resolve questions of program intent, data input, output requirements, and inclusion of internal checks and controls. Converts detailed logical flow chart to language processable by computer. Observes computer monitor screen to interpret program-operating codes. Corrects program errors, using methods such as modifying program or altering sequence of program steps. Write instructions to guide operating personnel during production runs. Analyzes, reviews, and rewrites programs to increase operating efficiency or to adapt program to new requirements. Compiles and writes documentation of program development and subsequent revisions. Trains operators to use program. Works with systems analyst to obtain and analyze project specifications and flow charts.

### Qualifications

Must have a Bachelor's degree (or equivalent) in computer science and at least one - four (1-4) years of direct experience.

## **20. Senior Software Engineer**

### Duties & Responsibilities

Researches, designs, and develops computer software systems, in conjunction with hardware product development, applying principles and techniques of computer science, engineering, and mathematical analysis. Systematically applies sound engineering principles to the complete software life cycle. Performs process definition, systems requirements analysis, systems design, software requirement analysis, and implementation of preliminary and detailed designs. Produces code and perform unit testing, component integration, and subsystem testing. Analyzes software requirements to determine feasibility of design within time and cost constraints. Consults with hardware engineers and other engineering staff to evaluate interface between hardware and software, and operational and performance of overall system. Formulates and designs software system, using scientific analysis and mathematical models to predict and measure outcome and consequences of design. Develops and directs software system testing procedures, programming, and documentation. Supports systems integration and testing, training, documentation, and management. Assists in the design and coding of software products. Prepares comprehensive test plans and conducts tests. Debugs relatively simple problems. Provides test results and recommends more complex corrections to senior developer. Participates in writing product and user documentation. Supervises and assigns work to staff.

### Qualifications

Must have a Master's degree (or equivalent) in computer science, electrical engineering, math, or an equivalent discipline and at least four - eight (4-8) years of relevant experience.

## **21. Software Engineer**

### Duties & Responsibilities

Researches, designs, and develops computer software systems, in conjunction with hardware product development, applying principles and techniques of computer science, engineering, and mathematical analysis. Systematically applies sound engineering principles to the complete software life cycle. Performs process definition, systems requirements analysis, systems design, software requirement analysis, and implementation of preliminary and detailed designs. Produces code and perform unit testing, component integration, and subsystem testing. Analyzes software requirements to determine feasibility of design within time and cost constraints. Consults with hardware engineers and other engineering staff to evaluate interface between hardware and software, and operational and performance of overall system. Formulates and designs software system, using scientific analysis and mathematical models to predict and measure outcome and consequences of design. Develops and directs software system testing procedures, programming, and documentation. Supports systems integration and testing, training, documentation, and management. Assists in the design and coding of software products. Prepares comprehensive test plans and conducts tests. Debugs relatively simple problems. Provides test results and recommends more complex corrections to senior developer. Participates in writing product and user documentation.

### Qualifications

Must have a bachelor's degree (or equivalent) in computer science, electrical engineering, math, or an equivalent discipline and at least two – four (2-4) years of relevant experience.

## **22. Data Base Specialist**

### Duties & Responsibilities

Designs logical and physical databases and coordinates database development as part of project team, applying knowledge of data base design standards and data base management system. Provides guidance and expertise in the use of data base languages. Performs data analysis, data base design, development activities, and implementation, as required, for data bases and data base conversions. Performs database-restructuring activities. Works with users and information systems development staff to determine data storage and access requirements. Reviews project request-describing data base user needs. Estimate time and cost required to accomplish project. Determines if project requires creating series of new programs or modifying existing programs that access data stored in databases. Revises company definition of data as defined in data dictionary (information about data, including name, description, source of data item, and key words for categorizing and searching for data item descriptions). Determines and enters changes to data dictionary descriptions, including type, structure, and intended use of data within system, using computer or assigns data entry work to programmer. Develops data model describing data elements and how they are used, following procedures and using pen and template or computer software. Writes physical data base description, such as location, space requirements, and access method, to protect company data resources against unauthorized access and accidental destruction, according to computer industry standards and knowledge of data base management system.

### Qualifications

Bachelor's degree or a minimum of two - four (2-4) years of direct experience or an equivalent combination of training and work experience that provides the required knowledge and skills.

## **23. Senior Multi-Media Specialist**

### Duties & Responsibilities

Uses multimedia systems to generate computer graphics and techniques. Demonstrates proficiency in computer graphics hardware, color printing, illustration design, desktop publishing, spreadsheet, and layout design and logo design, CAD/CAM. Proven ability to convert ideas into computer graphics and working knowledge of local area network (LAN) and microcomputer hardware and software. Supervises and assigns work to staff.

### Qualifications

Must have a High School diploma and four - eight (4-8) years of direct experience.

## **24. Multi-Media Specialist**

### Duties & Responsibilities

Uses multimedia systems to generate computer graphics and techniques. Demonstrates proficiency in computer graphics hardware, color printing, illustration design, desktop publishing, spreadsheet, and layout design and logo design, CAD/CAM. Proven ability to convert ideas into computer graphics and working knowledge of local area network (LAN) and microcomputer hardware and software.

### Qualifications

Must have a High School diploma and two - four (2-4) years of direct experience.

## **25. Senior Technical Writer/Editor**

### Duties & Responsibilities

Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. Receives assignment from supervisor. Observes production, developmental, and experimental activities to determine operating procedure and detail. Interviews production and engineering personnel and reads journals, reports, and other data relative to operation, maintenance, and service of equipment. Studies blueprints, sketches, drawings, parts lists, specifications, mock ups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding. Maintains records and files of work and revisions. Helps select photographs, drawings, sketches, diagrams, and charts to illustrate material. Formats product to meet client publication requirements. May supervise and assign work to staff.

### Qualifications

Must have either a Bachelor's degree or equivalent work experience in related field and at least four - six (4-6) years of work experience in developing, writing, and editing technical materials for reports, manuals, briefings or other publications/documents.

## **26. Technical Writer/Editor**

### Duties & Responsibilities

Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. Receives assignment from supervisor. Observes production, developmental, and experimental activities to determine operating procedure and detail. Interviews production and engineering personnel and reads journals, reports, and other data relative to operation, maintenance, and service of equipment. Studies blueprints, sketches, drawings, parts lists, specifications, mock ups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding. Maintains records and files of work and revisions. Helps select photographs, drawings, sketches, diagrams, and charts to illustrate material. Formats product to meet client publication requirements.

### Qualifications

Must have a Bachelor's degree or equivalent work experience in related field and at least two - four (2-4) years of work experience in developing, writing, and editing technical materials for reports, manuals, briefings or other publications/documents.

## **27. Administrative Assistant**

### Duties & Responsibilities

Aids executive in staff capacity by coordinating office services, such as personnel, budget preparation and control, record control, and special management studies. Studies management methods in order to improve workflow, simplify reporting procedures, or implement cost reductions. Analyzes unit operating practices, such as record keeping systems, forms control, office layout, suggestion systems, personnel and budgetary requirements, and performance standards to create new systems or revise established procedures. Studies methods of improving work measurements or performance standards. Coordinates collection and preparation of operating reports, such as time-and-attendance records, terminations, new hires, transfers, budget expenditures, and statistical records of performance data. Prepares reports including conclusions and recommendations for solution of administrative problems. Issues and interprets operating policies. Reviews and answers correspondence. May assist in preparation of budget needs and annual reports of organization. May compile, store, and retrieve management data, using computer.

### Qualifications

Must have an Associate's degree (or equivalent) and at least four - eight (4-8) years of experience in related expertise.

## **28. Data Analyst**

### Duties & Responsibilities

Performs routine checking duties to ensure accuracy of recorded data. Compares information or figures on one record against same data on other records. Corrects or records omissions, errors, or inconsistencies found. Performs data entry via on-line data terminal, key-to-tape, key-to-disk or similar devices. Verifies data entered, where applicable.

### Qualifications

Requires a High School diploma and one year experience in data entry and verification or an Associate Degree and 6 months general experience. Formal specialized training may be substituted on a direct basis of one month of training for one-month experience, not to exceed three months.

## **29. Senior Graphics Artist**

### Duties & Responsibilities

Design art and copy layouts for material to be presented by visual communications media such as training manuals, video, and computer-based training for information technology related projects. Studies illustrations and photographs to plan presentation of material, product, or service. Determines size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space, knowledge of layout principles, and esthetic design concepts. Draws sample of finished layout and presents sample to supervisor for approval. Prepares notes and instructions for workers who assemble and prepare final layouts for printing. Reviews final layout and suggests improvements as needed. May prepare illustrations or rough sketches of material according to instructions of instructional technologist, programmer, client, or supervisor. May prepare series of drawings to illustrate sequence and timing of story development for video production, simulation, or computer-based instruction. May mark up, paste, and assemble final layouts to prepare layouts for printer. May specialize in particular field, medium, or type of layout. May produce still and animated graphic formats for on-air and taped portions of television news broadcasts, using electronic video equipment. May photograph layouts, using camera, to make layout prints for supervisor or client. May develop negatives and prints, using negative and print developing equipment, tools and work aids to produce layout photographs for client or supervisor. May key information into computer equipment to create layouts for instructional technologist, client, or supervisor. May supervise and assign work to staff.

### Qualifications

Must have a Bachelor's degree (or equivalent) in art or computer-aided design and at least two - four (2-4) years of direct experience.

### **30. Graphics Artist**

#### Duties & Responsibilities

Designs art and copy layouts for material to be presented by visual communications media such as training manuals, video, and computer-based training for information technology related project. Draws sample of finished layout and presents sample to instructional technologist or graphic designer for approval. Prepares illustrations or rough sketches of material according to instructions of instructional technologist, programmer, client, or supervisor. Prepares series of drawings to illustrate sequence and timing of story development for video production, simulation, or computer-based instruction. Marks up, pastes, and assembles final layouts to prepare layouts for printer. Produces still and animated graphic formats for on-air and taped portions of television news broadcasts, using electronic video equipment. Photographs layouts, using camera, to make layout prints for instructional technologist or graphic designer. Develops negatives and prints, using negative and print developing equipment, tools and work aids to produce layout photographs for instructional technologist or graphic designer. May key information into computer equipment to create layouts for instructional technologist, client, or supervisor.

#### Qualifications

Must have a Bachelor's degree (or equivalent) in art or computer aided design and at one or two (1-2) years of direct experience in producing graphics

### **31. Senior Instructional Technologist**

#### Duties & Responsibilities

Plans and produces ADP/IT audio, visual, and audiovisual material for communication and learning. Develops production ideas based on assignment or generates own ideas based on objectives and personal interest. Conducts IT research or utilizes knowledge and training to determine format, approach, content, level, and medium which will be most effective, meet objectives, and remain within budget. Plans and develops, or directs assistants to develop IT pre-production ideas into outlines, scripts, continuity, storyboards, and graphics. Executes, or directs assistants to execute rough and finished graphics and graphic designs. Locates and secures settings, properties, effects, and other production necessities. Directs and coordinates activities of assistants and other personnel during production. May review, evaluate, and direct modifications to material produced independently by other personnel. May set up, adjust, and operate equipment, such as cameras, sound mixers, and recorders during production. May perform narration or present announcements. May construct and place in position properties, sets, lighting equipment and other equipment. May develop IT manuals, texts, workbooks, or related materials for use in conjunction with production materials. May conduct training sessions on selection, use, and design of audiovisual materials, and operation of presentation equipment. Supervises and assigns work to staff.

#### Qualifications

Must have a Master's degree (or equivalent) in area of specialty and at least four - eight (4-8) years of direct experience.

## **32. Instructional Technologist**

### Duties & Responsibilities

Plans and produces ADP/IT audio, visual, and audiovisual material for communication and learning. Develops production ideas based on assignment or generates own ideas based on objectives and personal interest. Conducts IT job/task analysis to determine training requirements. Writes course design guides. Plans and develops, or directs assistants to develop pre-production ideas into outlines, scripts, continuity, story boards, training material, and graphics. Executes or directs graphic artists to execute rough and finished graphics and graphic designs. Sets up, adjust, and operate equipment, such as cameras, sound mixers, and recorders during production. Utilizes computer-based training authoring systems to produce IT computer-based training. Performs narration or present announcements. Constructs and place in position properties, sets, lighting equipment and other equipment. Develops IT manuals, texts, workbooks, or related materials for use in conjunction with production materials. Conducts IT training sessions on selection, use, and design of audiovisual materials, and operation of presentation equipment.

### Qualifications

Must have a Bachelors degree (or equivalent) in area of specialty and at least two – four (2-4) years' direct experience.

## **33. Senior Instructor**

### Duties & Responsibilities

Develops and conducts ADP/IT programs to train employees or customers in installation, programming, maintenance, and operation of information technology automation systems, following manuals, specifications, blueprints, and schematics, and using hand tools, measuring instruments, and testing equipment. Confers with management and staff to determine training objectives. Writes IT training program, including outline, text, handouts, and tests, and designs laboratory exercised, applying knowledge of information technology and programming, and following design specifications, operation and user manuals. Schedules classes based on classroom and equipment availability. Lectures classes on installation, programming, operation of information technology automation equipment, following outline, handouts, and texts, and using visual aids, such as graphs, charts, videotape, and slides. Demonstrates procedures being taught, such as programming, applying knowledge of coding, and test tools, and following course outline. Observes trainees in classroom and answers trainees' questions. Administers written practical exams and writes performance reports to evaluate trainees' performance. Participates in meetings, seminars, and training sessions to obtain information useful to training facility and integrates information into program. May supervise and assign work to staff.

### Qualifications

Must have a Master's degree (or equivalent) in area of specialty and at four - eight (4-8) years of direct experience.

### **34. Instructor**

#### Duties & Responsibilities

Develops and conducts ADP/IT programs to train employees or customers in installation, programming, maintenance, and operation of information technology automation systems, following manuals, specifications, blueprints, and schematics, and using hand tools, measuring instruments, and testing equipment. Confers with management and staff to determine training objectives. Writes IT training program, including outline, text, handouts, and tests, and designs laboratory exercises, applying knowledge of information technology and programming, and following design specifications, operation and user manuals. Schedules classes based on classroom and equipment availability. Lectures class on installation, programming, operation of information technology automation equipment, following outline, handouts, and texts, and using visual aids, such as graphs, charts, videotape, and slides. Demonstrates procedures being taught, such as programming, applying knowledge of coding, and test tools, and following course outline. Observes trainees in classroom and answers trainees' questions. Administers written practical exams and writes performance reports to evaluate trainees' performance. Participates in meetings, seminars, and training sessions to obtain information useful to training facility and integrates information into program.

#### Qualifications

Must have a Bachelors degree (or equivalent) in area of specialty and at least two – four (2-4) years' direct experience.

### **35. Training Specialist**

#### Duties & Responsibilities

Conducts ADP/IT programs to train employees or customers in installation, programming, maintenance, and operation of information technology automation systems, following manuals, specifications, blueprints, and schematics, and using hand tools, measuring instruments, and testing equipment. Schedules classes based on classroom and equipment availability. Lectures class on installation, programming, operation of information technology automation equipment, following outline, handouts, and texts, and using visual aids, such as graphs, charts, videotape, and slides. Demonstrates procedures being taught, such as programming, applying knowledge of coding, and test tools, and following course outline. Observes IT trainees in classroom and answers trainees' questions. Administers written practical exams and writes performance reports to evaluate trainees' performance. Participates in meetings, seminars, and training sessions to obtain information useful to training facility and integrates information into program.

#### Qualifications

Must have a Bachelors degree (or equivalent) in area of specialty and at least two – four (2-4) years' direct training experience.

## **36. Training Evaluation Specialist**

### Duties & Responsibilities

Performs information technology related job performance measures. Reviews IT job/task analysis and job specifications to isolate content for the development of tests. Develops surveys for information gathering and analysis. Develops test questions and practical applications to reflect training objectives. Administers prototype tests to selected participants (experts and novices). Evaluates responses using statistical methods to determine validity and reliability. Develops pool of questions for lesson and unit level evaluation of student performance. Evaluates student performance.

### Qualifications

Must have a Bachelors degree (or equivalent) in tests and measurements and at least two – four (2-4) years' evaluation experience.

### **Qualification Equivalence:**

#### Master's Degree:

- (1) A Bachelor's degree in area of specialty plus two - three (2-3) years of progressively increasing responsibility in a directly related discipline and/or project.
- (2) In lieu of education, substitute eight - ten (8-10) years of additional work experience in area of requirement.

#### Bachelor's Degree:

- (1) An Associates degree in area of requirement plus two - four (2-4) years of progressively increasing responsibility in a directly related discipline and/or project.
- (2) In lieu of education, substitute four - six (4-6) years of additional work experience in area of requirement.

#### Associates Degree:

- (1) In lieu of education, substitute two - four (2-4) years of additional work experience in area of requirement.

## GSA RATE TABLE

FSS Information Technology  
SIN 132-51

	Rates After 01/01/05	Rates After 01/01/05
Labor Categories	Client Site	Crown Site
1. Program Manager	\$98.41	\$122.06
2. Project Manager	\$86.44	\$107.23
3. Senior Management Analyst	\$78.27	\$97.05
4. Management Analyst	\$57.81	\$71.73
5. Senior Operations Research Analyst	\$71.68	\$88.92
6. Operations Research Analyst	\$49.05	\$60.83
7. Sr. Information Technology (IT) Assessment Analyst	\$84.21	\$104.48
8. Information Technology (IT) Assessment Analyst	\$55.70	\$67.29
9. Senior Computer Systems Analyst	\$76.03	\$94.28
10. Computer Systems Analyst	\$58.74	\$72.83
11. Senior Subject Matter Specialist	\$123.51	\$153.19
12. Subject Matter Specialist	\$63.47	\$78.75
13. Senior Systems Analyst	\$84.95	\$105.37
14. Systems Analyst	\$66.75	\$82.79
15. Senior Systems Engineer	\$73.17	\$90.77
16. Systems Engineer	\$52.30	\$64.86
17. Chief Programmer	\$88.40	\$109.63
18. Senior Programmer	\$75.61	\$94.28
19. Programmer	\$57.54	\$71.35
20. Senior Software Engineer	\$70.38	\$85.40
21. Software Engineer	\$50.59	\$61.02
22. Data Base Specialist	\$75.30	\$93.41
23. Senior Multi Media Specialist	\$73.30	\$90.92
24. Multi Media Specialist	\$57.01	\$70.72
25. Senior Technical Writer/Editor	\$60.90	\$75.54
26. Technical Writer/Editor	\$34.01	\$42.18
27. Administrative Assistant	\$36.83	\$45.66
28. Data Analyst	\$35.11	\$43.53
29. Senior Graphics Artist	\$36.26	\$44.97
30. Graphics Artist	\$35.42	\$43.93
31. Senior Instructional Technologist	\$89.94	\$111.56
32. Instructional Technologist	\$62.81	\$77.91
33. Senior Instructor	\$49.97	\$61.97
34. Instructor	\$48.01	\$59.55
35. Training Specialist	\$43.97	\$54.54
36. Training Evaluation Specialist	\$71.35	\$88.50

# **USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS**

## **PREAMBLE**

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

## **COMMITMENT**

To actively seek and partner with small businesses.

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

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

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

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

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

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

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

Company Point of Contact: Mr. David Budin

Phone number: 703-650-0663, Extension 3022

Fax number: 703-243-1280

E-mail address: dbudin@crownci.com

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

In the spirit of the Federal Acquisition Streamlining Act \_\_\_\_\_  
(Agency) and Crown Consulting, Inc. 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 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 Government that works better and costs less.

**Signatures**

_____	_____	_____	_____
Agency	Date	Crown Consulting, Inc.	Date

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.

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

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

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

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

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

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

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the 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.