

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

SUPPLEMENTAL PRICELIST

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 D316	IT Network Management Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

Odyssey Systems Consulting Group, Ltd.

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Contract Number: GS-35F-0207K

Period Covered by Contract:
March 5, 2005 Through March 4, 2010

General Services Administration
Federal Supply Service

Pricelist current through Modification # PO-0006, dated May 24, 2005

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

Odyssey Systems Consulting Group, Ltd.

Odyssey Systems Consulting Group was founded in 1997 to provide technical and management consulting and support services to public and private sector clients.

Our highly qualified, energetic team of information technical consultants is committed to providing innovative solutions to your most challenging projects.

At Odyssey Systems Consulting, the job's not done until the customer is satisfied!

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INFORMATION FOR ORDERING OFFICES

SPECIAL NOTICE TO AGENCIES:

Small Business Participation

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT

The geographic scope of this contract includes the forty-eight (48) contiguous states and the District of Columbia. Alaska, Hawaii, the Commonwealth of Puerto Rico and other overseas areas may be included in specific orders. The hourly labor rates for overseas efforts shall be the rates established herein for the 48 contiguous states adjusted by a Cost of Living Adjustment as defined in the Joint Travel Regulations.

2. CONTRACTOR'S ORDERING AND PAYMENT ADDRESS

Ordering Information

Odyssey Systems Consulting Group, Ltd.
201 Edgewater Drive
Suite 270
Wakefield, MA 01880
Attn: Contracts

Payment Information:

Odyssey Systems Consulting Group, Ltd.
201 Edgewater Drive
Suite 270
Wakefield, MA 01880
Attn: Accounts Receivable

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

The following telephone number(s) can be used by ordering agencies to obtain technical and/or ordering assistance:

(781) 245-0111

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: #090739830
Block 30: Type of Contractor: B -Other Small Business
Block 31: Woman-Owned Small Business: No
Block 36: Contractor's Taxpayer Identification Number: 04-3373471

4.a. CAGE CODE NUMBER: 09DF6

4.b. THE CONTRACTOR HAS REGISTERED WITH THE CENTRAL CONTRACTOR REGISTRATION DATABASE.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER

DELIVERY TIME (Days ARO)

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 reply to the inquiry within 3 workdays after receipt. (The Contractor shall confirm Telephonic replies 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: 0 % - 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: None.
- c. Dollar Volume: Odyssey offers GSA FSS user agencies discounts equal to its best commercial customers. Odyssey will negotiate non-standard discounts with any GSA FSS user agency for each individual order placed over the \$500,000 maximum value.
- 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, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING

Odyssey does not provide export packing, as only IT Professional Services are offered.

10. SMALL REQUIREMENTS

The minimum dollar value of orders to be issued is \$2,500.00.

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

The maximum dollar value per order for all IT Professional services will be \$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 Numbers (SINs) 132-51 IT Professional Services and 132-52 EC Services; refer to the terms and conditions for those SINs.]

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

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

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

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

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

- (1) Review additional Schedule Contractors' catalogs/pricelists 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 (ex.: 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

Not Applicable.

20. YEAR 2000 WARRANTY — COMMERCIAL SUPPLY ITEMS

a. As used in this clause, “Year 2000 compliant,” means, with respect to information technology, that the information technology accurately processes date/time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000, and leap year calculations, to the extent that other information technology used in combination with the information technology being acquired, properly exchanges date/time data with it.

b. The Contractor shall warrant that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the Contractor, provided that all products (e.g. hardware, software, firmware) used in combination with product properly exchange date time data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those products as a system. The duration of this warranty and the remedies available under this warranty shall include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing within (90) days after acceptance (installation is considered acceptance). The Contractor may offer an extended warranty to the Government to include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor at any time prior to June 1, 2000, or for a period of 6 months following acceptance (installation is considered acceptance) whichever is later. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

21. 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 Pricelist, for customers to consider when using this purchasing tool.

22. 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. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. See the additional information regarding Contractor Team Arrangements in this Schedule Pricelist.

23. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

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

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

1A. SCOPE

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

1B. PERFORMANCE INCENTIVES

- c. 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 price tasks, under this contract in accordance with this clause.
- d. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- e. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on measurable tasks.
- f. The above procedures do not apply to Time and Material or labor hour orders.

2. 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 pricelist 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 quotations 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 pricelists, 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-off 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/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the 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/pricelists 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. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)

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 services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404(b)(2) through (b)(3).

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

a. When ordering services, ordering offices shall--

(1) Prepare a Request (Request for Quote or other communication tool):

(i) A statement of work (a performance-based statement of work is preferred) 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.

(ii) The request should include the statement of work and request the contractor to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of 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 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 and 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 Regulation. A ceiling price must be established for labor-hour and time-and-materials orders.

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

(iv) The request 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 qualifications of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2)(1) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

(i) 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, pricing 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 business that appear to offer these services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request 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 quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

b. 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 the individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall--

(1) Inform contractors in the request (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.

(i) 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 should be awarded the BPA. (See FAR 8.404)

(ii) MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.

(2) 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. (See FAR 8.404)

c. The ordering activity 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.

d. When the ordering activity's requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

e. The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, 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 ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

4. ORDER

a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the

completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 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.

5. 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 for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

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

6. 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.

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. 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.

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

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.

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the 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 2002) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF SERVICES

Odyssey Systems Consulting Group offers the Information Technology Professional Services listed below. Ordering activities are encouraged to contact an Odyssey GSA ordering representative to plan or specify their ordering requirements. The Information Technology Professional Services listed may be ordered in whole or in part, requiring differing labor mixes and hours. Services can also be combined in a single order for more comprehensive or longer-term on- or off-site services. Our representatives are available to help you specify your minimum requirements necessary to ensure complete and satisfactory performance.

• Project and Program Management	• Executive Information Systems
• Systems Acquisition Support Services	• Network Services
• Specialty Engineering	• Database Planning and Design
• Systems Integration	• Programming
• Systems Analysis and Design	• Quality Assurance
• Systems Reengineering	• Data/Records Management

17. Odyssey Systems Consulting Group Commercial Labor Categories and Guarantees

Odyssey offers only the personnel who meet or exceed the minimum qualification requirements stated in the Commercial Labor Category Descriptions provided herein. Odyssey does allow experience to substitute for education requirements. Odyssey’s criteria for substituting experience for educational degrees are:

Associate Degree:	Two (2) years of additional specific, related experience with similar functional responsibilities.
Bachelors Degree:	Associates Degree plus four (4) years of additional specific, related experience with similar functional responsibilities.
Graduate Degree:	Bachelors Degree plus four (4) years of additional general experience and two (2) additional years of specific related experience w/ similar functional responsibilities.

LABOR CATEGORIES AND DESCRIPTIONS

Commercial Job Title: PROGRAM DIRECTOR, PM03

Minimum /General Experience: Has fifteen (15) years of progressive experience in a combination of systems acquisition, management information systems, software development and computer communications support activities such as computer operations, network design and operation, communications, etc. Has ten-(10) years program/project management experience.

Functional Responsibilities: Responsible for the direction of a large, complex program(s) or a particular function(s), which may involve a single or several customer locations. Directs the efforts of a substantial number of administrative and professional support staff in carrying out the tasks necessary to meet the customer's requirements. Must have demonstrated capabilities for oral and written communications with all levels of staff and management. Must have in-depth knowledge of the areas for which responsibility is given. Meets with customer and contractor personnel to develop and review program plans, schedules, assignments, costs, etc. Ensures conformance with schedules and costs.

Minimum Education: Possesses a master's degree in computer science, information systems, business administration or other related technical or scientific discipline.

Commercial Job Title: PROGRAM MANAGER, PM02

Minimum/General Experience: Has ten (10) years of progressive experience in a combination of systems acquisition, software development and computer communications support activities such as computer operations, data communications, network design, and/or operation, repair, and maintenance activities; has five (5) years program management experience.

Functional Responsibilities: Organizes, directs, and manages the operation and maintenance functions at a specific site where a substantial number of contractor support personnel are assigned. Manages substantial computer support operations including, but not limited to, systems acquisition, computer operations, system software maintenance, production control, data entry, remote job entry, tape library, etc. Must have demonstrated capability for oral and written communications with all levels of management. Must have a thorough knowledge of the capabilities of applicable computer and communications configurations. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with task schedules and costs.

Minimum Education: Possesses a bachelor's degree in computer sciences, information systems, business administration or other related technical or scientific discipline.

Commercial Job Title: TASK MANAGER, PM01

Minimum/General Experience: Has six- (6) years experience in related technical and management discipline.

Functional Responsibilities: Works under general supervision of overall project manager of higher-level company management. Is responsible for the management of a specific task, or for a particular portion of a larger, more complex project. Is fully knowledgeable of all aspects of the technical areas involved in the assigned project. Performs studies, analyses, and tests on projects or tasks that involve conventional plans, investigations, analyses, etc. Receives overall instructions on specific assignment objectives, features, possible solutions, etc. Assistance is furnished on unusual problems and work is reviewed for application of sound professional judgment.

Minimum Education: Possesses a bachelor's degree in computer science or other related technical or scientific discipline.

Commercial Job Title: PRINCIPAL FUNCTIONAL AREA ANALYST/SPECIALIST, FA07

Minimum/General Experience: Has twelve (12) years progressive experience, selectively or in combination, within the general functional area and eight (8) years specialized experience directly related to the specified task area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.

Functional Responsibilities: Responsible for the management of a large, complex systems acquisition program/project or major functional areas. Possesses demonstrated advanced technical and managerial skills; fully knowledgeable and experienced in all aspects of a program or functional area. Plans, develops or supports programs/projects; establishes objectives and requirements; adapts and applies applicable technical, administrative, financial and business processes and procedures; develops budgets; develops program/project standards and schedules; monitors outside resources; coordinates and reviews work of assigned staff. Reviews/oversees preparation of all related documentation; conducts reviews, technical interchange meetings, etc. Works independently under general guidelines or objectives and directly participates and coordinates with the highest echelons and authority on all aspects pertinent to the successful implementation of the program or functional area. Employs a high degree of creativity, foresight and mature judgment to plan, organize and guide complex programs for which approaches and precedents may be unclear or nonexistent.

Minimum Education: Possesses bachelor's and master's degree in related technical or business discipline.

Commercial Job Title: FUNCTIONAL AREA ANALYST/ SPECIALIST VI, FA06

Minimum/General Experience: Has ten (10) years progressive experience, selectively or in combination, within the general functional area and six (6) years specialized experience directly related to the specified task area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.

Functional Responsibilities: Responsible for the management of a single large (or several smaller) systems acquisition programs/projects or a major functional area. Possesses demonstrated technical and managerial skills; fully knowledgeable of all aspects of the program or programs under his/her management. Plans, develops or supports programs/projects; establishes objectives and requirements; develops budgets; develops program/project standards and schedules; monitors outside resources. Has experience or extensive knowledge with the processes and procedures relative to the functional area. Coordinates, reviews and supervises work of assigned staff. Reviews/oversees preparation of all related documentation; conducts program reviews, meetings, etc. Works independently under general guidelines or objectives set by supervisor. Employs a high degree of creativity, foresight and judgment to plan, organize and guide programs.

Minimum Education: Possesses a bachelor's degree in related technical or business discipline.

Commercial Job Title: FUNCTIONAL AREA ANALYST/SPECIALIST V, FA05

Minimum/General Experience: Has ten (10) years progressive experience, selectively or in combination, within the general functional area and six (6) years specialized experience directly related to the specified task area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.

Functional Responsibilities: Responsible for the management of a single systems acquisition program/project or a major functional area. Fully knowledgeable of all aspects of the program or programs under his/her management; establishes objectives and requirements; develops budgets; develops program/project standards and schedules; monitors outside resources. Has experience or extensive knowledge with the processes and procedures relative to the functional area. Coordinates, reviews and supervises work of assigned staff. Reviews/oversees preparation of all related documentation; conducts program reviews, meetings, etc. Works independently under general guidelines or objectives set by supervisor.

Minimum Education: Possesses a bachelor's degree in related technical or business discipline.

Commercial Job Title: FUNCTIONAL AREA ANALYST/SPECIALIST IV, FA04

Minimum/General Experience: Has seven- (7) years progressive experience within the general functional area and four- (4) years specialized experience working in the specialized functional area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.

Functional Responsibilities: Performs a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative aspects of the program or functional area. Uses own knowledge and information supplied relative to the technical or administrative aspects of the program to perform technical studies and analyses and prepare inputs to program documentation as it relates to that particular functional area; reviews final documents or data deliverables for completeness and conformity to requirements. Organizes and maintains management files and other data deliverable files. Participates in meetings, design reviews, briefings, etc. relating to the particular support function; identifies and reports on issues or related problems and potential risks; recommends risk mitigation actions. Works independently, under general guidelines set by supervisor; modifies and/or adapts techniques and standard approaches to solve moderately difficult problems encountered.

Minimum Education: Possesses a bachelor's degree in a related technical or business discipline.

Commercial Job Title: ASSOCIATE FUNCTIONAL AREA ANALYST/SPECIALIST III, FA03

Minimum/General Experience: Has five- (5) years progressive experience within the general functional area and two- (2) years specialized experience working in the specified functional area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.

Functional Responsibilities: Performs routine assignment on a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the task. Using prescribed methods and information supplied, develops draft inputs to program documentation as it relates to any of the support functions; reviews final draft documents for conformity to requirements and completeness. Organizes and maintains management files; tracks preparation and delivery status of data deliverables. Attends meetings, design reviews, working groups and briefings; reports issues and problems; recommends solutions. Works under general guidelines established by

supervisor; receives overall instructions on specific assignment objectives, features, possible solutions, etc. Assistance is furnished on unusual problems and work is reviewed for consistency and completeness.

Minimum Education: Possesses a bachelor's degree in a related technical or business discipline.

Commercial Job Title: FUNCTIONAL AREA ANALYST/SPECIALIST II, FA02

Minimum/General Experience: Has three- (3) years progressive experience within the general functional area and two- (2) years specialized experience working in the specialized functional area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.

Functional Responsibilities: Performs routine assignments on a range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative aspects of the program or functional area. Uses information supplied to perform technical studies and analyses and prepare inputs to program documentation as it relates to that particular functional area; reviews final documents or data deliverables for completeness and conformity to requirements. Maintains management files and other data deliverable files. Participates in meetings, design reviews, briefings, etc. relating to the particular support function; identifies and reports on issues or related problems and potential risks. Works under general guidelines set by supervisor; modifies and/or adapts techniques and standard approaches to solve moderately difficult problems encountered.

Minimum Education: Possesses a bachelor's degree in a related technical or business discipline.

Commercial Job Title: FUNCTIONAL AREA ANALYST/SPECIALIST I, FA01

Minimum/General Experience: Has two- (2) years experience within the general functional area and one (1) year of specialized experience working in the specified functional area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.

Functional Responsibilities: Performs routine assignments associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the task. Using prescribed methods and information supplied, prepares draft inputs to program documentation as it relates to any of the support functions; reviews final draft documents for conformity to requirements and completeness. Maintains management files;

tracks preparation and delivery status of data deliverables. Attends meetings, design reviews, working groups and briefings; reports issues and problems. Works under guidelines established by supervisor; receives instructions on specific assignment objectives, features, possible solutions, etc. Work is reviewed for consistency and completeness.

Minimum Education: Possesses a bachelor's degree in a related technical or business discipline.

Commercial Job Title: PRINCIPAL SUBJECT MATTER EXPERT, SM04

Minimum/General Experience: In addition to general experience and knowledge of the particular area involved, must have twenty (20) years of progressive experience in the specific area to be supported.

Functional Responsibilities: This labor category exists for the use of specialists and/or consultants who will provide expert support in the area(s) specified by the customer. The customer must approve the use of this category on a case by case basis.

Minimum Education: Possesses master's and doctorate degree in a technical or scientific field related to the task. Certification as a registered professional engineer may be substituted for the doctorate degree requirement.

Commercial Job Title: SENIOR SUBJECT MATTER EXPERT, SM03

Minimum/General Experience: In addition to general experience and knowledge of the particular area involved, must have fifteen (15) years of progressive experience in the specific area to be supported.

Functional Responsibilities: This labor category exists for the use of specialists and/or consultants who will provide expert support in the area(s) specified by the customer. The customer must approve the use of this category on a case by case basis.

Minimum Education: Possesses bachelor's and master's degrees in computer sciences, information systems, engineering or other related technical or scientific discipline related to the task to be supported.

Commercial Job Title: SUBJECT MATTER EXPERT II, SM02

Minimum/General Experience: Has twelve (12) years of progressive experience in the area to be supported.

Functional Responsibilities: This labor category exists for the use of specialists and/or consultants who will provide expert support in the area(s) specified by the customer. The customer must approve the use of this category on a case by case basis.

Minimum Education: Possesses a bachelor's and master's degree in computer sciences, information systems, engineering, or other related technical or scientific discipline related to the task to be supported.

Commercial Job Title: SUBJECT MATTER EXPERT I, SM01

Minimum/General Experience: Has ten (10) years of progressive experience in the area to be supported.

Functional Responsibilities: This labor category exists for the use of specialists and/or consultants who will provide expert support in the area(s) specified by the customer. The customer must approve the use of this category on a case by case basis.

Minimum Education: Possesses a bachelor's degree in computer sciences, information systems, engineering, or other related technical or scientific discipline related to the task to be supported.

Commercial Job Title: PRINCIPAL SYSTEMS/NETWORK/COMMUNICATIONS ENGINEER, CE05

Minimum/General Experience: Has twelve (12) years progressive experience performing advanced studies in the planning, design, development, and modification of complex communications, data network, and hardware systems.

Functional Responsibilities: Works virtually independent of any direct supervision in performing highly complex communications, network or hardware engineering tasks and systems studies in support of clients' needs. Directs and/or participates in highly complex advanced studies and comparisons of costs, efficiency, and reliability of associated technologies. Investigates, interprets, and evaluates highly complex systems requirements, and recommends specific modifications and areas requiring further study. Investigates, analyzes, and compares existing systems or subsystems and makes specific recommendations to increase their scope and improve their performance to meet the clients' requirements and ensure the achievement of assigned technical objectives. Responsible for design, integration, operations, and management of complex enterprise networks, linking a variety of computing platforms, operating systems, network topologies and network protocols. Makes recommendations related to the network architecture, evaluation of related hardware and software products, and network problem resolution.

Minimum Education: Possesses a bachelor's and master's degree in computer sciences, information systems, business, engineering, or other related technical or scientific discipline.

Commercial Job Title: SYSTEMS/NETWORK/COMMUNICATIONS ENGINEER, CE04

Minimum/General Experience: Has ten (10) years progressive experience performing advanced studies in the planning, design, development, and modification of communications, data network, and hardware systems.

Functional Responsibilities: Conducts research and investigates new, state-of-the-art technology through studies and market surveys. Substantiates findings through product evaluations and demonstrations. Participates with users and management in determining telecommunications, network or systems engineering requirements and configurations. Directs and/or participates in highly complex advanced studies involving one or more technologies and a comparison of cost, efficiency, and reliability of the technologies. Performs highly complex network engineering tasks and system studies. Investigates, interprets, and evaluates highly complex system requirements, and recommends specific modifications and/or areas requiring further study. Plans implementation of enhancements and upgrades to the network; performs studies of network configurations and recommends enhancements; directs the acquisition, installation, and testing of network hardware; and isolates, resolves, or circumvents network problems.

Minimum Education: Possesses a bachelor's degree in computer sciences, information systems, business, engineering, or other related technical or scientific discipline.

Commercial Job Title: SYSTEMS/NETWORK/ COMMUNICATIONS ENGINEER III, CE03

Minimum/General Experience: Has eight (8) years progressive experience performing advanced studies in the planning, design, development, and modification of communications, data network, and/or hardware systems.

Functional Responsibilities: Conducts research utilizing state-of-the-art technology. Participates with users and management in determining telecommunications, network or systems engineering requirements and configurations. Participates in complex advanced studies involving one or more technologies and a comparison of cost, efficiency, and reliability of the technologies. Performs complex network engineering tasks and system studies. Investigates, interprets, and evaluates complex system requirements, and recommends specific modifications and/or areas requiring further study. Implements enhancements and upgrades to the network; performs studies of network configurations and recommends enhancements; directs the acquisition, installation, and testing of network hardware; and isolates and resolves network problems.

Minimum Education: Possesses a bachelor's degree in computer sciences, information systems, business, engineering, or other related technical or scientific discipline.

Commercial Job Title: SYSTEMS/NETWORK/ COMMUNICATIONS ENGINEER II, CE02

Minimum/General Experience: Has five (5) years progressive experience performing advanced studies in the planning, design, development, and modification of communications, data network and/or hardware systems.

Functional Responsibilities: Assists in the design, operation, and performance of major telecommunications systems and networks including transmission concepts and technologies, access services, circuit types and costs, networking, and voice and data equipment. Has experience with communications systems, PC and server operating systems, network products, protocols, etc.

Minimum Education: Possesses a bachelor's degree in computer sciences, information systems, business, engineering, or other related technical or scientific discipline.

Commercial Job Title: SYSTEMS/NETWORK/ COMMUNICATIONS ENGINEER I, CE01

Minimum/General Experience: Has two (2) years progressive experience performing advanced studies in the planning, design, development, and modification of voice and/or data network systems.

Functional Responsibilities: Under direct supervision, assists in analyzing customer's voice, data, and image requirements, and develops cost-effective solutions. Prepares work plans and schematics for the placement, implementation, rearrangement, or removal of voice, data, and video/audio cables and associated hardware; assists in analyzing, selecting, and designing circuit paths, transmission logic, and hardware; assists in evaluating projected network usage, signaling characteristics, and proposed network media; and recommends media that will ensure transport and receipt of voice, data, and video/audio signaling.

Minimum Education: Possesses a bachelor's degree in computer sciences, information systems, business engineering, or other related technical or scientific discipline.

Commercial Job Title: SENIOR ENGINEERING TECHNICIAN, ST02

Minimum/General Experience: Has eight (8) years of progressive experience in the installation, maintenance and operation of equipment related to area of technical expertise.

Functional Responsibilities: Works independently, with minimal supervision, in assessing complex problems and developing/selecting alternative solutions. Responds to user help calls referred by the help desk or other managers. Diagnoses end-user equipment. Performs board level maintenance and swap out of component parts for ADPE, including PCs, printers, plotters, NIUs, etc. Performs tests to locate problems using diagnostic software and electronic test equipment. Repairs/replaces broken or non-functional parts that prevent proper operation of mechanical devices. Tests ADPE to validate functionality. Installs and/or relocates hardware and software at a designated location and assists users with initial operating instructions.

Minimum Education: Possesses an associates degree and/or technical school certification in related area.

Commercial Job Title: ENGINEERING TECHNICIAN, ST01

Minimum/General Experience: Has three (3) years of experience in the installation, maintenance and operation of equipment related to area of technical expertise.

Functional Responsibilities: Performs minor maintenance tasks under the supervision of a Senior Engineering Technician. Loads and unloads equipment and accounts for items received. Installs and relocates end-user devices. Performs labor-intensive wiring and cabling tasks.

Minimum Education: Possesses a high school diploma and/or technical school certification in related area.

Commercial Job Title: PROJECT ADMINISTRATOR, PA01

Minimum/General Experience: Has five (5) years experience performing routine administrative support such as preparing reports, helping with schedules, preparing plans, typing, etc.

Functional Responsibilities: Prepares and coordinates schedules to complete proposals, conduct task order reviews, prepare briefings, and ensure contract deliverables. Maintains computer-based files, implements executive commitments, and supervises administrative staff.

Minimum Education: Possesses an Associate's degree.

Commercial Job Title: CONSULTANT, CN01

Minimum/General Experience: Has ten- (10) years progressive experience in the area to be supported.

Functional Responsibilities: Recognized expert in the field as evidenced by past performance, publications, or patents, and 10 years of progressive experience in the application and development of systems in the area of specialty. The specialty may relate to a variety of development or support functions that require special expertise, because of the degree of complexity, impact on mission, or novelty of approach. Primary responsibility for advising on the proper approach to the solution of a highly complex functional problem for a major customer hardware/software system, or the design and development of a major new system, or total redesign of an existing system.

Minimum Education: Possesses a Bachelor's degree.

Commercial Job Title: PRINCIPAL ACQUISITION SPECIALIST, AS05

Minimum/General Experience: Has twenty years progressive experience in the design, engineering, specification, procurement, documentation, operation or support of systems or products.

Functional Responsibilities: Analyzes, evaluates and advises on all aspects of programs to include organizational development and operations, acquisition strategy, budgeting, scheduling, strategic planning, resource management, technical competency. Supports the acquisition of complex systems. Measures performance, evaluates progress, conducts risk assessments, and evaluates technical issues. Evaluates, proposes and implements innovative strategies to achieve program goals. Advises the client on discussions and negotiations regarding major programs or international sales and security assistance.

Minimum Education: Possesses a Bachelor's degree.

Commercial Job Title: SENIOR ACQUISITION ANALYST, AS04

Minimum/General Experience: Has fifteen years progressive experience in the design, engineering, specification, procurement, documentation, operation or support of systems or products.

Functional Responsibilities: Analyzes, evaluates and advises on all aspects of programs to include organizational development and operations, acquisition strategy, budgeting, scheduling, strategic planning, resource management, technical competency, and to evaluate innovative strategies to achieve program goals. Supports the acquisition of complex systems. Measures performance, evaluates progress, conducts risk assessments, and evaluates technical issues. Work requires technical ability to assess cost and implications of budgeting and strategic decisions on program.

Minimum Education: Possesses a Bachelor's degree.

Commercial Job Title: ACQUISITION SPECIALIST III, AS03

Minimum/General Experience: Has twelve years progressive experience in the design, engineering, specification, procurement, documentation, operation or support of systems or products.

Functional Responsibilities: Assists in development planning, requirements analysis, concept development and evaluation, technology planning, and interoperability analyses. Supports the acquisition of complex systems. Supports development of procurement or program planning documents. Measures performance, evaluates progress, conducts risk assessments, and evaluates technical issues.

Minimum Education: Possesses a Bachelor's degree

Commercial Job Title: ACQUISITION SPECIALIST II, AS02

Minimum/General Experience: Has eight-(8) years progressive experience in the design, engineering, specification, procurement, documentation, operation or support of systems or products.

Functional Responsibilities: Assists in development planning, requirements analysis, concept development and evaluation, technology planning, and interoperability analyses. Supports the acquisition of complex systems. Measures performance, evaluates progress, conducts risk assessments, and evaluates technical issues.

Minimum Education: Possesses an Associate's degree.

Commercial Job Title: ACQUISITION SPECIALIST I, AS01

Minimum/General Experience: Has five- (5) years progressive experience in the design, engineering, specification, procurement, documentation, operation or support of systems or products.

Functional Responsibilities: Performs routine assignments associated with the procurement or support of systems or products. Supports preparation of procurement or project management documents. Maintains procurement, contract management, or foreign military sales case files; tracks preparation and delivery status of data deliverables. Supports preparation of complex briefings and presentations. Attends meetings, design reviews, working groups and briefings; reports issues and problems. Work is reviewed for consistency and completeness.

Minimum Education: None.

**Odyssey Systems Consulting Group
Information Technology Rates**

On-Site Rates – Page 1

Position Title	Labor Category	7 Mar 04- To 25-May05	26-May-05 To 4-Mar-06	5-Marc-06 To 4-Mar-07	5-Marc-07 To 4-Mar-08	5-Mar-08 To 4-Mar-09	5-Mar-09 To 4-Mar-10
Program Director	PM03	\$116.11	\$120.17	\$124.38	\$128.73	\$133.24	\$137.90
Program Manager	PM02	\$90.57	\$93.74	\$97.02	\$100.42	\$103.93	\$107.57
Task Manager	PM01	\$83.79	\$86.72	\$89.76	\$92.90	\$96.15	\$99.52
Principal Systems/ Network/ Communications Engineer	CE05	\$91.14	\$94.33	\$97.63	\$101.05	\$104.59	\$108.25
Systems / Network / Communications Engineer IV	CE04	\$81.16	\$84.00	\$86.94	\$89.98	\$93.13	\$96.39
Systems / Network / Communications Engineer III	CE03	\$66.20	\$68.52	\$70.92	\$73.40	\$75.97	\$78.62
Systems / Network / Communications Engineer II	CE02	\$57.35	\$59.36	\$61.43	\$63.58	\$65.81	\$68.11
Systems / Network / Communications Engineer I	CE01	\$44.83	\$46.40	\$48.02	\$49.70	\$51.44	\$53.24
Principal Functional Area Analyst/ Specialist	FA07	\$91.14	\$94.33	\$97.63	\$101.05	\$104.59	\$108.25
Functional Area Analyst/ Specialist VI	FA06	\$81.16	\$84.00	\$86.94	\$89.98	\$93.13	\$96.39
Functional Area Analyst/ Specialist V	FA05	\$66.20	\$68.52	\$70.92	\$73.40	\$75.97	\$78.62
Functional Area Analyst/ Specialist IV	FA04	\$57.35	\$59.36	\$61.43	\$63.58	\$65.81	\$68.11
Functional Area Analyst/ Specialist III	FA03	\$50.51	\$52.28	\$54.11	\$56.00	\$57.96	\$59.99
Functional Area Analyst/ Specialist II	FA02	\$44.81	\$46.38	\$48.00	\$49.68	\$51.42	\$53.22
Functional Area Analyst/ Specialist I	FA01	\$35.03	\$36.26	\$37.53	\$38.84	\$40.20	\$41.60

**Odyssey Systems Consulting Group
Information Technology Rates**

On-Site Rates – Page 2

Position Title	Labor Category	7 Mar 04- To 25-May05	26-May-05 To 4-Mar-06	5-Marc-06 To 4-Mar-07	5-Marc-07 To 4-Mar-08	5-Mar-08 To 4-Mar-09	5-Mar-09 To 4-Mar-10
Principal Subject Matter Expert	SM04	\$165.00	\$170.78	\$176.75	\$182.94	\$189.34	\$195.97
Senior Subject Matter Expert	SM03	\$145.16	\$150.24	\$155.50	\$160.94	\$166.57	\$172.40
Subject Matter Expert II	SM02	\$118.05	\$122.18	\$126.46	\$130.88	\$135.47	\$140.21
Subject Matter Expert I	SM01	\$95.65	\$99.00	\$102.46	\$106.05	\$109.76	\$113.60
Senior Technician	ST02	\$42.56	\$44.05	\$45.59	\$47.19	\$48.84	\$50.55
Technician	ST01	\$27.80	\$28.77	\$29.78	\$30.82	\$31.90	\$33.02
Project Administrator	PA01	\$48.89	\$50.60	\$52.37	\$54.21	\$56.10	\$58.07
Consultant	CN01	\$94.53	\$97.84	\$101.26	\$104.81	\$108.48	\$112.27
Principal Acquisition Specialist	AS05	\$86.17	\$89.19	\$92.31	\$95.54	\$98.88	\$102.34
Senior Acquisition Analyst	AS04	\$77.78	\$80.50	\$83.32	\$86.24	\$89.25	\$92.38
Acquisition Specialist III	AS03	\$75.35	\$77.99	\$80.72	\$83.54	\$86.47	\$89.49
Acquisition Specialist II	AS02	\$65.05	\$67.33	\$69.68	\$72.12	\$74.65	\$77.26
Acquisition Specialist I	AS01	\$48.89	\$50.60	\$52.37	\$54.21	\$56.10	\$58.07

**Odyssey Systems Consulting Group
Information Technology Rates**

Off-Site Rates – Page 1

Position Title	Labor Category	7 Mar 04- To 25-May05	26-May-05 To 4-Mar-06	5-Marc-06 To 4-Mar-07	5-Marc-07 To 4-Mar-08	5-Mar-08 To 4-Mar-09	5-Mar-09 To 4-Mar-10
Program Director	PM03	\$123.07	\$127.38	\$131.84	\$136.45	\$141.23	\$146.17
Program Manager	PM02	\$96.01	\$99.37	\$102.85	\$106.45	\$110.17	\$114.03
Task Manager	PM01	\$88.82	\$91.93	\$95.15	\$98.48	\$101.92	\$105.49
Principal Systems/ Network/ Communications Engineer	CE05	\$96.61	\$99.99	\$103.49	\$107.11	\$110.86	\$114.74
Systems / Network / Communications Engineer IV	CE04	\$86.02	\$89.03	\$92.15	\$95.37	\$98.71	\$102.16
Systems / Network / Communications Engineer III	CE03	\$70.18	\$72.64	\$75.18	\$77.81	\$80.53	\$83.35
Systems / Network / Communications Engineer II	CE02	\$60.78	\$62.91	\$65.11	\$67.39	\$69.75	\$72.19
Systems / Network / Communications Engineer I	CE01	\$47.50	\$49.16	\$50.88	\$52.66	\$54.51	\$56.42
Principal Functional Area Analyst/ Specialist	FA07	\$96.61	\$99.99	\$103.49	\$107.11	\$110.86	\$114.74
Functional Area Analyst/ Specialist VI	FA06	\$86.02	\$89.03	\$92.15	\$95.37	\$98.71	\$102.16
Functional Area Analyst/ Specialist V	FA05	\$70.18	\$72.64	\$75.18	\$77.81	\$80.53	\$83.35
Functional Area Analyst/ Specialist IV	FA04	\$60.78	\$62.91	\$65.11	\$67.39	\$69.75	\$72.19
Functional Area Analyst/ Specialist III	FA03	\$53.55	\$55.42	\$57.36	\$59.37	\$61.45	\$63.60
Functional Area Analyst/ Specialist II	FA02	\$47.50	\$49.16	\$50.88	\$52.66	\$54.51	\$56.42
Functional Area Analyst/ Specialist I	FA01	\$37.15	\$38.45	\$39.80	\$41.19	\$42.63	\$44.12

**Odyssey Systems Consulting Group
Information Technology Rates**

Off-Site Rates – Page 2

Position Title	Labor Category	7 Mar 04- To 25-May05	26-May-05 To 4-Mar-06	5-Marc-06 To 4-Mar-07	5-Marc-07 To 4-Mar-08	5-Mar-08 To 4-Mar-09	5-Mar-09 To 4-Mar-10
Principal Subject Matter Expert	SM04	\$174.90	\$181.02	\$187.36	\$193.91	\$200.70	\$207.73
Senior Subject Matter Expert	SM03	\$153.86	\$159.25	\$164.82	\$170.59	\$176.56	\$182.74
Subject Matter Expert II	SM02	\$125.14	\$129.52	\$134.05	\$138.74	\$143.60	\$148.63
Subject Matter Expert I	SM01	\$101.40	\$104.95	\$108.62	\$112.42	\$116.36	\$120.43
Senior Technician	ST02	\$45.13	\$46.71	\$48.34	\$50.04	\$51.79	\$53.60
Technician	ST01	\$29.48	\$30.51	\$31.58	\$32.69	\$33.83	\$35.01
Project Administrator	PA01	\$51.82	\$53.63	\$55.51	\$57.45	\$59.46	\$61.55
Consultant	CN01	\$100.20	\$103.71	\$107.34	\$111.09	\$114.98	\$119.01
Principal Acquisition Specialist	AS05	\$91.34	\$94.54	\$97.85	\$101.27	\$104.81	\$108.48
Senior Acquisition Analyst	AS04	\$82.44	\$85.33	\$88.31	\$91.40	\$94.60	\$97.91
Acquisition Specialist III	AS03	\$77.76	\$80.48	\$83.30	\$86.21	\$89.23	\$92.35
Acquisition Specialist II	AS02	\$69.08	\$71.50	\$74.00	\$76.59	\$79.27	\$82.05
Acquisition Specialist I	AS01	\$51.82	\$53.63	\$55.51	\$57.45	\$59.46	\$61.55

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

PREAMBLE

Odyssey Systems Consulting 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 other small businesses.

To identify, qualify, mentor and develop other 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 other small business concerns.

To undertake significant efforts to determine the potential of other 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 other 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 other small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with other small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts.

To accelerate potential opportunities please contact Michael Sweat, Chief Executive Officer, Phone/Fax: (781) 245-0111.

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

In the spirit of the Federal Acquisition Streamlining Act
 (Agency) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs 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	CONTRACTOR	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 or the Federal Supply Schedule Contract.

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

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

Here is a general outline on how it works:

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