



**Linkitall, LLC**

General Services Administration

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

**GSA Multiple Award Schedule**

**Federal Supply Group: MAS**

**FSC Class: R499**

**Contract No. 47QRAA19D007D**

**Contract Period:** Period Covered by Contract: April 24, 2019 to April 23, 2024

**Linkitall LLC**

1125 Jefferson Davis HWY, Suite 380

Fredericksburg, VA 22401

Phone: 540-326-1354

Fax: 571-699-2427

<https://www.lia-na.com>

**Business Size:**

Small Business

Service Disabled Veteran-Owned

Small Business SBA Certified

Small Disadvantaged Business

SBA Certified 8(a) Firm

Woman Owned Small Business

Economically Disadvantaged Woman Owned Small Business

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at [GSA.gov](http://GSA.gov).

Price list current as of Mod. #PA-010, April 2, 2022

Prices shown are Net (Discount deducted)

## Table of Contents

CUSTOMER INFORMATION .....	3
LABOR CATEGORY DESCRIPTIONS .....	6
PRICING.....	14
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS.....	16
BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE.....	17
BPA FORMAT GUIDELINES.....	18
BASIC GUIDELINES FOR USING "CONTRACTOR TEAMING ARRANGEMENTS .....	20

## CUSTOMER INFORMATION

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SIN 541611 - Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services (See “Labor Category Descriptions” and “Pricing” sections of this document, respectively, for definitions of labor categories and GSA approved hourly rates.)

SIN 541614 - Deployment, Distribution and Transportation Logistics services (See “Labor Category Descriptions” and “Pricing” sections of this document, respectively, for definitions of labor categories and GSA approved hourly rates.)

SIN 54151S – Information Technology Professional Services (See “Labor Category Descriptions” and “Pricing” sections of this document, respectively, for definitions of labor categories and GSA approved hourly rates.)

SIN 54151HEAL – Health Information Technology Services (See “Labor Category Descriptions” and “Pricing” sections of this document, respectively, for definitions of labor categories and GSA approved hourly rates.)

SIN 561210FS – Operations & Maintenance Logistics Management and Support Services (See “Labor Category Descriptions” and “Pricing” sections of this document, respectively, for definitions of labor categories and GSA approved hourly rates.)

SIN 624SS – Social Services, Professional Counseling and Veterans' Readjustment and Behavioral Health Services (See “Labor Category Descriptions” and “Pricing” sections of this document, respectively, for definitions of labor categories and GSA approved hourly rates.)

SIN OLM Order-Level Materials (OLMs) (OLMs are supplies and services that are not pre-priced in GSA contracts. For a definition of OLMs, when they can be used, limitations on their use, and pricing procedures, see section titled “Terms and Conditions Applicable to Order-Level Materials.”)

- 1b. Pricing.

See “Pricing” section of this document.

- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

See “Labor Category Descriptions” section of this document for descriptions of labor categories.

2. Maximum order.

SIN	Maximum Order
541611	\$1,000,000
541614	\$1,000,000
54151HEAL	\$500,000
561210FS	\$1,000,000
624SS	\$1,000,000

54151S	\$500,000
OLM	\$250,000

3. Minimum order.  
\$100
4. Geographic coverage (delivery area).  
Domestic and Overseas, Worldwide
5. Point(s) of production (city, county, and State or foreign country).  
Fredericksburg, VA
6. Discount from list prices or statement of net price.  
Government net prices (discounts already deducted). See “Pricing” section.
7. Quantity discounts.  
None.
8. Prompt payment terms. Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9. Foreign items (list items by country of origin).  
None.
- 10a. Time of delivery. (Contractor insert number of days.)  
As specified in Task Orders.
- 10b. Expedited Delivery.  
N/A.
- 10c. Overnight and 2-day delivery.  
Overnight and 2-day delivery is available for reports and other deliverables. Contact the contractor for rates.
- 10d. Urgent Requirements.  
Please note that the contract includes clause I-FSS-140-B (URGENT REQUIREMENTS). Agencies can contact the contractor’s representative to effect a faster delivery.
11. F.O.B. point(s).  
Destination.
- 12a. Ordering address(es).  
Linkitall LLC  
1125 Jefferson Davis PKWY Suite 380  
Fredericksburg, VA 22401  
Phone: 540-326-1354  
Fax: 571-699-2427  
  
E-mail: [mharris@lia-na.com](mailto:mharris@lia-na.com)  
Website: <https://www.lia-na.com>
- 12b. Ordering procedures.

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es).  
Same as ordering address.
14. Warranty provision.  
N/A
15. Export packing charges, if applicable.  
N/A
16. Terms and conditions of rental, maintenance, and repair (if applicable).  
N/A
17. Terms and conditions of installation (if applicable).  
N/A
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).  
N/A
- 18b. Terms and conditions for any other services (if applicable).  
N/A
19. List of service and distribution points (if applicable).  
N/A
20. List of participating dealers (if applicable).  
N/A
21. Preventive maintenance (if applicable).  
N/A
- 22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).  
N/A
- 22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).  
N/A
23. Unique Entity Identifier (UEI) number.  
LEJ7Q3JRQJG7
24. Notification regarding registration in the System for Award Management (SAM).  
Linkitall LLC is registered in SAM.

## LABOR CATEGORY DESCRIPTIONS

### **Systems Management Technologist (541611,541614,54151S, 561210FS)**

#### **Minimum Years of Experience**

5 years

#### **Functional Responsibility**

Conducts information systems planning to include requirement definition, implementation and planning. Undertakes analysis supporting applications; defines, designs, and specifies processes and procedures supporting the implementation of information technology. Formulates and defines system scope and objectives, develops or modifies processes to solve complex problems for computer systems and business and electronic interfaces to achieve desired results through the use of innovative technologies.

#### **Minimum Education**

Bachelor's Degree

#### **Required Certifications**

None

### **Business Systems Specialist (541611,541614,54151S, 561210FS)**

#### **Minimum Years of Experience**

6

#### **Functional Responsibility**

Conducts information systems planning to include requirement definition, implementation and planning. Undertakes analysis supporting applications; defines, designs, and specifies processes and procedures supporting the implementation of information technology. Develops documentation supporting analysis and makes recommendations on design and implementation of complex systems.

#### **Minimum Education**

Bachelor's Degree

#### **Required Certifications**

None

### **Operations/Tech. Support Analyst (541611,541614,54151S, 561210FS)**

#### **Minimum Years of Experience**

4

#### **Functional Responsibility**

Performs IT-related analyses and research. Analyzes individual aspects of enterprise missions and interviews users to define requirements for specific system capabilities. Assists with the design of database structures, standard and ad hoc queries, and output reports.

#### **Minimum Education**

Bachelor's Degree

#### **Required Certifications**

None

**Management Analyst (SMS) (541611,541614,54151S, 561210FS)**

**Minimum Years of Experience**

10

**Functional Responsibility**

Applies management analysis processes, statistical methods, and advanced technical and analytical research techniques to determine solutions based on client requirements with an IT services/solutions-based scope. Analyzes operational activities to obtain a quantitative, rational basis for decision making and resource allocation for the development of IT systems. Employs process improvements and reengineering methodologies and principles for modernization of IT systems and projects. Creates project plans to achieve performance-based objectives, enhancing implementation, systems and service. Provides integral support in mission requirements determination, conceptualization, design, development, testing, verification and validation, documentation, and implementation of system applications.

**Minimum Education**

Bachelor's Degree

**Required Certifications**

None.

**Business Process Consultant (541611,541614,54151S, 561210FS)**

**Minimum Years of Experience**

8

**Functional Responsibility**

Provides task-unique functional expertise and in-depth knowledge necessary to interpret requirements for IT systems, ensure system responsiveness, and achieve IT systems that effectively meet needs in a particular business, operational, engineering, mathematics, or scientific area. Participates in all phases of the system lifecycle, as needed.

**Minimum Education**

Bachelor's Degree

**Required Certifications**

None

**Program Manager (Director) (541611,541614,54151S, 561210FS)**

**Minimum Years of Experience**

12

**Functional Responsibility**

Performs day-to-day management of overall contract support operations, often involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates planning and production of all contract support activities. Demonstrates superior written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items. Operates within client guidance, contractual limitations, and company business and policy directives. Serves as focal point of contact with client regarding program activities. Ensures that all required resources including work force, production standards, equipment, and facilities are available for program implementation.

**Minimum Education**

Bachelor's Degree

**Required Certifications**

None.

**Team Lead (541611,541614,54151S, 561210FS)****Minimum Years of Experience**

7

**Functional Responsibility**

Performs day-to-day management of project's support operations, often involving multiple tasks and supporting groups of personnel at multiple locations. Organizes, directs, and coordinates planning and production of all contract support activities for the specific project being supported. Operates within client guidance, contractual limitations, and company business and policy directives. Serves as focal point of contact with client regarding program activities. Ensures that all required resources including work force, production standards, equipment, and facilities are available for program implementation.

**Minimum Education**

High School Degree

**Required Certifications**

None.

**Management Support Services (541611,541614,54151S, 561210FS)****Minimum Years of Experience**

4

**Functional Responsibility**

Assists in the development of reports and presentations using software packages for graphics (e.g., system architecture diagrams), word processing, spreadsheets, database, and desktop publishing. Composes, prepares, edits and proofreads letters, reports and other correspondence. Serves the main liaison regarding administrative issues related to projects. Coordinates meetings and appointments between program manager, client, and external-parties.

**Minimum Education**

Bachelor's Degree

**Required Certifications**

None.

**Subject Matter Expert (541611,541614,54151S, 561210FS)****Minimum Year of Experience**

2

**Functional Responsibility**

Subject Matter Expert - analyzes actual and predictable interacting operational activities of a technical, governmental, or business system to obtain a quantitative, rational basis for decision-making or resource allocation. Utilizes moderately complex modeling and measuring techniques, mathematics, statistical methods, engineering methods, operational mathematics techniques, and other principles and laws of scientific and economic disciplines in determining solutions.

**Minimum Education**

Bachelors Degree

**Required Certifications**



None.

### **Curriculum Developer (624SS)**

#### **Minimum Years of Experience**

2

#### **Functional Responsibility**

Consults with subject matter experts to provide course content and training curriculum. Designs and develops employee learning programs in align with organization goal and training needs. Being a Curriculum Developer conducts assessment and analysis to identify new development needs and recommends training methods accordingly. Tracks employee performance and measures training outcomes. In addition, Curriculum Developer requires a bachelor's degree. Typically reports to a manager. Being a Curriculum Developer gains exposure to some of the complex tasks within the job function. Occasionally directed in several aspects of the work. Working as a Curriculum Developer typically requires 2 years of related experience.

#### **Minimum Education**

Bachelor

#### **Required Certifications**

None.

### **Vocational Subject Matter Expert (624SS)**

#### **Minimum Years of Experience**

7

#### **Functional Responsibility**

Reviews and evaluates training programs for an organization to ensure the training needs of the programs/projects are met. Analyzes existing training program delivery, content, and aids to measure effectiveness and recommend program changes. Is responsible for analyzing current changing program and recommends methods and materials for training staff and may propose new curriculum, ideas for “group think”, demonstrations, and monthly presentations. Incorporates new training methods that may enhance programs and are relevant to company employees. SME are qualified enough to conduct analysis of instructor performance and recommend corrective actions (upon contract requirement of customer request)

#### **Minimum Education**

Bachelor’s Degree

#### **Required Certifications**

None.

### **Recreation Therapist (624SS)**

#### **Minimum Years of Experience**

4

#### **Functional Responsibility**

Employs leisure activities to help patients with disabilities or illnesses. Through the use of games, sports, crafts and more, they maintain their patients' physical and emotional well-being. In doing this, they also help patients integrate into their community via group activities

#### **Minimum Education**

Associates Degree

**Required Certifications**

Basic Life Support Certification

**Administrative Assistant (624SS)****Minimum Years of Experience**

3

**Functional Responsibility**

Provides administrative support in a variety of functions to an individual, team, department or another group in an organization. Collects, reviews and analyzes data and prepares reports, charts, budgets, and other presentation materials. Responds to or routes routine inquiries from external or internal sources with own correspondence or other messaging. Schedules and coordinates meetings, travel, and other group activities. May be responsible for creating reports and distributing on a regular schedule. Has advanced word processing, spreadsheet, and graphics software skills. Typically requires a high school diploma or its equivalent. Typically reports to a supervisor or manager.

**Minimum Education**

Associates Degree

**Required Certifications**

None.

**Health Business Systems Management Technologist (54151HEAL)****Minimum Years of Experience**

5 years

**Functional Responsibility**

Conducts health information systems planning to include requirement definition, implementation and planning. Undertakes analysis supporting healthcare applications; defines, designs, and specifies processes and procedures supporting the implementation of information technology. Formulates and defines healthcare system scope and objectives, develops or modifies processes to solve complex problems for healthcare computer systems and business and electronic interfaces to achieve desired results through the use of innovative technologies.

**Minimum Education**

Bachelor's Degree

**Required Certifications**

None

**Health Business Systems Specialist (54151HEAL)****Minimum Years of Experience**

6

**Functional Responsibility**

Conducts healthcare information systems planning to include requirement definition, implementation and planning. Undertakes healthcare system analysis supporting applications; defines, designs, and specifies processes and procedures supporting the implementation of information technology.

Develops documentation supporting healthcare analysis and makes recommendations on design and implementation of complex systems.

**Minimum Education**

Bachelor's Degree

**Required Certifications**

None

**Health Operations/Tech. Support Analyst (54151HEAL)**

**Minimum Years of Experience**

4

**Functional Responsibility**

Performs Health IT-related analyses and research. Analyzes individual aspects of healthcare organization's enterprise missions and interviews the organization's users to define requirements for specific health system capabilities. Assists with the design of database structures, standard and ad hoc queries, and output reports.

**Minimum Education**

Bachelor's Degree

**Required Certifications**

None

**Health Management Analyst (SMS) (54151HEAL)**

**Minimum Years of Experience**

10

**Functional Responsibility**

Applies management analysis processes, statistical methods, and advanced technical and analytical research techniques to determine solutions based on customer's healthcare requirements with an IT services/solutions-based scope. Analyzes a healthcare organization's operational activities to obtain a quantitative, rational basis for decision making and resource allocation for the development of Health IT systems. Employs process improvements and reengineering methodologies and principles for modernization of IT systems and projects. Creates project plans to achieve performance-based objectives, enhancing implementation, systems and service. Provides integral support in mission requirements determination, conceptualization, design, development, testing, verification and validation, documentation, and implementation of a healthcare organization's system applications.

**Minimum Education**

Bachelor's Degree

**Required Certifications**

None.

## **Health Business Process Consultant (54151HEAL)**

### **Minimum Years of Experience**

8

### **Functional Responsibility**

Provides task-unique functional expertise and in-depth knowledge necessary to interpret requirements for Health IT systems, ensure system responsiveness, and achieve Health IT systems that effectively meet needs in a particular business, operational, engineering, mathematics, or scientific area. Participates in all phases of the healthcare IT system lifecycle, as needed.

### **Minimum Education**

Bachelor's Degree

### **Required Certifications**

None

## **Health Program Manager (Director) (54151HEAL)**

### **Minimum Years of Experience**

12

### **Functional Responsibility**

Performs day-to-day management of overall healthcare IT contract support operations, often involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates planning and production of all healthcare IT contract support activities. Demonstrates superior written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Responsible for the effective management of funds and personnel and is accountable for the quality and timely delivery of all contractual items. Operates within healthcare client guidance, contractual limitations, and company business and policy directives. Serves as focal point of contact with client regarding program activities. Ensures that all required resources including work force, production standards, equipment, and facilities are available for program implementation.

### **Minimum Education**

Bachelor's Degree

### **Required Certifications**

None.

## **Health Management Support Services (54151HEAL)**

### **Minimum Years of Experience**

4

### **Functional Responsibility**

Assists in the development of IT Health System reports and presentations using software packages for graphics (e.g., system architecture diagrams), word processing, spreadsheets, database, and desktop publishing. Composes, prepares, edits and proofreads letters, reports and other correspondence. Serves as liaison regarding administrative issues related to projects. Coordinates meetings and appointments between program manager, client, and external-parties.

**Minimum Education**

Bachelor's Degree

**Required Certifications**

None.

**Substitution Factors**

A High School Degree and five additional years of relevant experience, or an Associate Degree and two additional years of experience can be substituted for a Bachelor's Degree.

Additional years of graduate study in an appropriate field will be considered equal to years of experience on a one-for-one basis.

## PRICING

**Linkitall LLC**

Awarded GSA Pricelist

SIN 541611, 541614, 54151S, 624SS, 54151HEAL, and 561210FS

Contract #: 47QRAA19D007D

SIN	Labor Category	GSA-Authorized	GSA-Authorized	GSA-Authorized
		PRICE (including IFF)* <b>Year 3 PRICE</b>	PRICE (including IFF)* <b>Year 4 PRICE</b>	PRICE (including IFF)* <b>Year 5 PRICE</b>
541611, 541614,54151S and 561210FS	Business Systems Specialist	\$99.00	\$101.57	\$104.21
541611, 541614,5415 1S and 561210FS	Systems Management Technologist	\$97.96	\$100.51	\$103.12
541611, 541614,54151S and 561210FS	Operations/Tech. Support Analyst	\$76.14	\$78.12	\$80.15
541611, 541614,54151S and 561210FS	Program Manager (Director)	\$235.54	\$241.66	\$247.95
541611, 541614,54151S and 561210FS	Management Analyst (SMS)	\$192.70	\$197.71	\$202.85
541611, 541614,54151S and 561210FS	Business Process Consultant	\$176.65	\$181.24	\$185.96
541611, 541614,54151S and 561210FS	Management Support Services	\$77.62	\$79.64	\$81.71
541611, 541614,54151S and 561210FS	Team Lead	\$89.56	\$91.89	\$94.28
541611, 541614,54151S and 561210FS	Subject Matter Expert	\$73.90	\$75.82	\$77.79
624SS	Curriculum Developer	\$120.00	\$120.00	\$120.00
624SS	Vocational Subject Matter Expert	\$167.78	\$172.14	\$176.62
624SS	Administrative Assistant	\$61.56	\$63.16	\$64.80

SIN	Labor Category	GSA-Authorized	GSA-Authorized	GSA-Authorized
		PRICE (including IFF)* <b>Year 3 PRICE</b>	PRICE (including IFF)* <b>Year 4 PRICE</b>	PRICE (including IFF)* <b>Year 5 PRICE</b>
624SS	Recreation Therapist	\$44.39	\$45.54	\$46.73
54151HEAL	Health Business Systems Specialist	\$99.00	\$101.57	\$104.21
54151HEAL	Health Systems Management Technologist	\$97.96	\$100.51	\$103.12
54151HEAL	Health Operations/Tech. Support Analyst	\$76.14	\$78.12	\$80.15
54151HEAL	Health Program Manager (Director)	\$235.54	\$241.66	\$247.95
54151HEAL	Health Management Analyst (SMS)	\$192.70	\$197.71	\$202.85
54151HEAL	Health Business Process Consultant	\$176.65	\$181.24	\$185.96
54151HEAL	Health Management Support Services	\$77.62	\$79.64	\$81.71

\* "IFF" is the Industrial Funding Fee (currently set at 0.75%)

## USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

### PREAMBLE

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

### COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

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

**Markeesha Harris**

Chief Executive Officer

Linkitall LLC

2545 Bellwood Rd, Suite 103

Richmond, VA 23237

Phone: 804-997-7771

E-mail: mharris@lia-na.com



**BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL  
SUPPLY SCHEDULE**

(Insert Customer Name)

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

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

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

Signatures

\_\_\_\_\_

Agency

\_\_\_\_\_

Date

\_\_\_\_\_

Contractor

\_\_\_\_\_

Date

## BPA FORMAT GUIDELINES

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 activity):

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

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


- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
-------------	----------------------------


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

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

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

- (7) The following office(s) is hereby authorized to place orders under this

BPA:

OFFICE	POINT OF
CONTACT	


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

- (9) 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.
- (10) 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.
- (11) 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 TEAMING ARRANGEMENTS"

"

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

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

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract. Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements. Here is a general outline on how it works:

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