



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

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

FPDS Class D301	IT Facility Operation and Maintenance
FPDS Class D302	IT Systems Development Services
FPDS Class D306	IT Systems Analysis Services
FPDS Class D307	Automated Information Systems Design and Integration Services
FPDS Class D308	Programming Services
FPDS Class D310	IT Backup and Security Services
FPDS Class D311	IT Data Conversion Services
FPDS Class D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Class D316	IT Network Management Services
FPDS Class D317	Automated News Services, Data Services, or Other Information
FPDS Class D399	Other Information Technology Services, Not Elsewhere Classified

**SIN 132-56 HEALTH IT**

Includes a wide range of Health IT services to include connected health, electronic health records, health information exchanges, health analytics, personal health information management, innovative Health IT solutions, health informatics, emerging Health IT research, and other Health IT services.



Section 833 of the National Defense Authorization Act allows state and local governments to purchase products and services to facilitate recovery from a major disaster.

The following SINs includes Recovery Purchasing: **132-51RC**

Contract Number: **GS-35F-5338H**

Period Covered by Contract: **March 27, 2013 – March 26, 2018**

Pricelist current through Modification: **PA-0045 dated 02/06/2018**

Business Size: **Large Business**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: [www.gsaadvantage.gov](http://www.gsaadvantage.gov). For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <https://www.fss.gsa.gov>.



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## BATTELLE LABOR CATEGORY APPLICATION

Battelle has moved to a simplified rate structure by creating one segment, Contract Research Operations (CRO), still allowing for Contractor-Site and Government-Site rates. OCEO is the corporate home office for Battelle and consists of staff to support Battelle's overall business. When OCEO staff (such as ESH&Q or Project Controls support) charge directly to a contract, their labor is treated as "loaned labor" and is burdened with the indirect rates of the owning accounting segment.

GSA Schedule rates include an Industrial Funding Fee (IFF) of .75%.

## BATTELLE LABOR CATEGORY RATES

### SIN 132-51 & 132-51RC - INFORMATION TECHNOLOGY SERVICES

Government-Site		Year 16	Year 17	Year 18	Year 19	Year 20
	Labor Category	3.27.13 - 3.26.14	3.27.14 - 3.26.15	3.27.15 - 3.26.16	3.27.16 - 3.26.17	3.27.17 - 3.26.18
1	IT Program Manager	\$170.56	\$173.29	\$176.06	\$178.88	\$181.74
2	IT Project Manager	\$153.76	\$156.22	\$158.72	\$161.26	\$163.84
3	IT Task Manager	\$139.22	\$141.45	\$143.71	\$146.01	\$148.35
4	IT Principal System Architect	\$206.55	\$209.85	\$213.21	\$216.62	\$220.09
5	IT Systems Architect	\$139.84	\$142.08	\$144.35	\$146.66	\$149.01
6	IT Systems Software Engineer	\$110.84	\$112.61	\$114.41	\$116.24	\$118.10
7	IT Senior Systems Analyst	\$128.92	\$130.98	\$133.08	\$135.21	\$137.37
8	IT Systems Analyst	\$106.27	\$107.97	\$109.70	\$111.46	\$113.24
9	IT Applications Programmer II	\$128.03	\$130.08	\$132.16	\$134.27	\$136.42
10	IT Junior Systems Engineer	\$80.24	\$81.52	\$82.82	\$84.15	\$85.50
11	IT Senior Database Specialist	\$142.27	\$144.55	\$146.86	\$149.21	\$151.60
12	IT Functional Specialist	\$114.54	\$116.37	\$118.23	\$120.12	\$122.04
13	IT Junior Information Engineer	\$102.08	\$103.71	\$105.37	\$107.06	\$108.77
14	IT Network Administrator	\$94.23	\$95.74	\$97.27	\$98.83	\$100.41
15	IT User Support Specialist	\$69.13	\$70.24	\$71.36	\$72.50	\$73.66
16	IT User Support Technician	\$54.41	\$55.28	\$56.16	\$57.06	\$57.97
17	IT Senior Program Support Specialist	\$96.41	\$97.95	\$99.52	\$101.11	\$102.73
18	IT Program Support Specialist II	\$82.40	\$83.72	\$85.06	\$86.42	\$87.80
19	IT Program Support Specialist	\$69.44	\$70.55	\$71.68	\$72.83	\$74.00
20	IT Clerical Specialist	\$45.51	\$46.24	\$46.98	\$47.73	\$48.49

Contractor-Site		Year 16	Year 17	Year 18	Year 19	Year 20
	Labor Category	3.27.13 - 3.26.14	3.27.14 - 3.26.15	3.27.15 - 3.26.16	3.27.16 - 3.26.17	3.27.17 - 3.26.18
21	IT Project Manager 2	\$226.04	\$229.66	\$233.33	\$237.06	\$240.85
22	IT Project Manager 1	\$204.46	\$207.73	\$211.05	\$214.43	\$217.86



Contractor-Site		Year 16	Year 17	Year 18	Year 19	Year 20
	Labor Category	3.27.13 - 3.26.14	3.27.14 - 3.26.15	3.27.15 - 3.26.16	3.27.16 - 3.26.17	3.27.17 - 3.26.18
23	IT Technical Specialist 5	\$200.61	\$203.82	\$207.08	\$210.39	\$213.76
24	IT Technical Specialist 4	\$172.35	\$175.11	\$177.91	\$180.76	\$183.65
25	IT Technical Specialist 3	\$146.28	\$148.62	\$151.00	\$153.42	\$155.87
26	IT Technical Specialist 1	\$86.70	\$88.09	\$89.50	\$90.93	\$92.38
27	IT Administrative Assistant 2	\$92.22	\$93.70	\$95.20	\$96.72	\$98.27
28	IT Administrative Assistant 1	\$76.30	\$77.52	\$78.76	\$80.02	\$81.30

Line Item (Miscellaneous Expense/Other Direct Costs)		Hourly Rate				
		Year 16	Year 17	Year 18	Year 19	Year 20
		3.27.13 - 3.26.14	3.27.14 - 3.26.15	3.27.15 - 3.26.16	3.27.16 - 3.26.17	3.27.17 - 3.26.18
29	IT Advanced Multi-Media Service Center*	\$114.19	\$114.19	\$114.19	\$114.19	\$114.19

## SIN 132-56 - HEALTH IT SERVICES

Government-Site		Year 20
	Labor Category	
30	Health IT Program Manager	\$178.88
31	Health IT Project Manager	\$161.26
32	Health IT Task Manager	\$146.01
33	Health IT Senior Systems Analyst	\$135.21
34	Health IT Systems Analyst	\$111.46
35	Health IT Applications Programmer II	\$134.27
36	Health IT Junior Systems Engineer	\$84.15
37	Health IT Functional Specialist	\$120.12
38	Health IT Senior Program Support Specialist	\$101.11
39	Health IT Program Support Specialist II	\$86.42
40	Health IT Program Support Specialist	\$72.83

Contractor-Site		Year 20
	Labor Category	
41	Health IT Project Manager 2	\$235.28
42	Health IT Project Manager 1	\$212.82
43	Health IT Technical Specialist 5	\$208.81
44	Health IT Technical Specialist 4	\$179.40
45	Health IT Technical Specialist 3	\$152.27
46	Health IT Technical Specialist 1	\$90.25



## BATTELLE LABOR CATEGORY REQUIREMENTS AND DESCRIPTIONS

### SIN 132-51 & 132-51RC - INFORMATION TECHNOLOGY SERVICES

132-51 and 132-51RC - Government-Site				
Labor Category		Minimum Experience	Minimum Education	Functional Responsibility
1	IT Program Manager	At least 7 yrs related experience	BA/BS/Equivalent-Advanced degree in Computer Science, Mgmt, Engineering, Business, or related academic field preferred	Generally serves as the principal point of contact for client technical and contracts representatives on a specific contract. Performs contract management activities, including staffing, project planning, performance tracking, quality assurance, and business management.
2	IT Project Manager	At least 5 yrs related experience	BA/BS/Equivalent-Advanced degree in Computer Science, Mgmt, Engineering, Business, or related	Serves as the principal point of contact for client technical and contracts representatives on smaller contracts or has management responsibility for components of contracts. Performs management functions similar to Program Manager.
3	IT Task Manager	At least 3 yrs related experience	BA/BS/Equivalent-Advanced degree in Computer Science, Mgmt, Engineering, Business, or related	Responsible for managing the work of technical teams and provides day-to-day management of technical effort.
4	IT Principal Systems Architect	At least 12 yrs related experience	MA/MS/Equivalent-PhD degree in Computer Science, Engineering, or related academic field preferred.	Responsible for providing broad-scale technical leadership to resolve complex issues. Often serve as primary technical visionaries integrating entire sets of systems requirements to develop quality solutions. Expertise includes systems engineering, design, migration, and integration.
5	IT Systems Architect	At least 5 yrs related experience	BA/BS/Equivalent-Advanced degree in Computer Science, Engineering, or related	Responsible for providing technical leadership to resolve issues. Often assists in developing concepts and approaches to integrate systems requirements to develop quality solutions.
6	IT Systems Software Engineer	At least 3 yrs related experience	BA/BS/Equivalent	Responsible for designing, developing, enhancing, or reengineering software applications.
7	IT Senior Systems Analyst	At least 7 yrs related experience	BA/BS/Equivalent-Advanced degree in Computer Science, Engineering, or related academic field preferred	Responsible for performing studies, analyses, and evaluations related to information systems, such as requirements analyses, feasibility studies, cost/benefit analyses, or IRM plans. Generally takes technical leadership role or is responsible for more complex tasks.
8	IT Systems Analyst	At least 5 yrs related experience	BA/BS/Equivalent	Responsible for performing studies, analyses, and evaluations related to information systems, such as requirements analyses, feasibility studies, cost/benefit analyses, or IRM plans.
9	IT Applications Programmer II	At least 5 yrs related experience	BA/BS/Equivalent	Responsible for designing and developing applications programs. Expertise includes programming languages, software tools, and software development methodologies. Responsible for the design, coding, and integration of programs.



132-51 and 132-51RC - Government-Site				
Labor Category		Minimum Experience	Minimum Education	Functional Responsibility
10	IT Junior Systems Engineer	At least 3 yrs related experience	BA/BS/Equivalent	Under direct supervision, assists with integrating all components of automated systems, including development languages or software, custom developed programs, operating systems, and interfaces to networks.
11	IT Senior Database Specialist	At least 7 yrs related experience	BA/BS/Equivalent-Advanced degree in Computer Science, Engineering, or related academic field preferred	Generally serves in a senior or lead role. Responsible for evaluating, selecting, designing, and developing databases, and for integrating databases with applications programs into complete systems. Also, interfaces databases with external programs or systems. Maintains in depth technical knowledge of multiple database packages and assesses new products and enhancements.
12	IT Functional Specialist	At least 5 yrs related experience	MA/MS/Equivalent	Responsible for translating customer business requirements into technical specifications, applying technology seamlessly to optimize customer business processes, performing business process engineering and improvement, and providing analytical and program specific support.
13	IT Junior Information Engineer	At least 3 yrs related experience	BA/BS/Equivalent	Under direct supervision, assists with the conceptualization, design, development, and fielding of information systems and applications that capitalize upon information sharing as a means to gain process efficiency.
14	IT Network Administrator	At least 3 yrs related experience	BA/BS/Equivalent	Responsible for managing networks, including allocating user privileges, network administration, performance monitoring and tuning, network analysis tools, and network diagnostics.
15	IT User Support Specialist	At least 3 yrs related experience	HS Diploma-BA/BS preferred	Responsible for providing individual support to the users of information systems, including installing and configuring hardware and software, performing desktop diagnostics and troubleshooting, and providing informal instruction on using hardware/software.
16	IT User Support Technician	1-3 yrs related experience	HS Diploma-BA/BS preferred	Under direct supervision, applies hardware and software patches, fixes, installing and setting up computers, providing help desk support and routing.
17	IT Senior Program Support Specialist	At least 5 yrs related experience	BA/BS/Equivalent	Responsible for providing program support to IT technical projects, including the application of accounting practices, contract administration, quality control, and deliverables management. Thoroughly familiar with all applicable contract/project administration processes and procedures and capable of handling autonomously large or complex projects and contracts.
18	IT Program Support Specialist II	1-3 yrs related experience	BA/BS/Equivalent	Responsible for providing program support to IT technical projects, including the application of accounting practices, contract administration, quality control, and deliverables management.
19	IT Program Support Specialist	0-1 yrs related experience	BA/BS/Equivalent	Under direct supervision, provides program support to IT technical projects, including the application of accounting practices, contract administration, quality control, and deliverables management.





### 132-51 and 132-51RC - Government-Site

Labor Category		Minimum Experience	Minimum Education	Functional Responsibility
20	IT Clerical Specialist	0-1 yrs related experience	HS Diploma	Under direct supervision, provides clerical support services such as word processing, photocopying, and collating to IT projects.

### 132-51 and 132-51RC - Contractor-Site

Labor Category		Minimum Experience	Minimum Education	Functional Responsibility
21	IT Project Manager 2	6 – MA/MS 8 – BA/BS	MA/MS/BA/BS in Computer Science, Business, Engineering, Scientific or Technical discipline	Manages tasks and staff performing a variety of IT, technical, or scientific activities. Performs project planning, tracking, and performance monitoring functions. May serve as the senior technical resource on a task.
22	IT Project Manager 1	4 – MA/MS 6 – BA/BS	MA/MS/BA/BS in Computer Science, Business, Engineering, Scientific or Technical discipline	Manages one or more tasks of moderate complexity and staff performing IT, technical, or scientific activities may also serve as a technical resource on a task.
23	IT Technical Specialist 5	4 - PhD 6 – MA/MS 8 – BA/BS	PhD/MA/MS/BA/BS in Computer Science, Business, Engineering, Scientific or Technical discipline	Serves as a senior IT, technical, business or scientific resource on a complex project or task. Provides analysis, guidance, and insight into the technology or methodology being used.
24	IT Technical Specialist 4	4 – MA/MS 6 – BA/BS 10 – No degree	MA/MS/BA/BS in Computer Science, Business, Engineering, Scientific or Technical discipline	Serves as a senior IT, technical, business or scientific resource on a project or task. Provides analysis, guidance, and insight into the technology or methodology being used.
25	IT Technical Specialist 3	2 – MA/MS 4 – BA/BS 8 – No degree	MA/MS/BA/BS in Computer Science, Business, Engineering, Scientific or Technical discipline	Serves as an IT, technical, business or scientific resource on a project or task. Assists in the analysis, guidance, and insight into the technology or methodology being used.
26	IT Technical Specialist 1	0 – BA/BS 4 – No degree	BA/BS in a Computer Science, Business, Engineering, Scientific or Technical discipline	Under direct supervision, assists in providing analysis, guidance, and insight into the IT, technical, or scientific discipline under evaluation.
27	IT Administrative Assistant 2	7 – No degree	HS Diploma	Responsible for providing secretarial support services to IT project staff. Generally has lead or sole administrative responsibility for a business or technical group of professionals.
28	IT Administrative Assistant 1	3 – No degree	HS Diploma	Responsible for providing secretarial support services to IT project staff.

### 132-51 / 132-51 RC Line Item (Other Direct Costs)

29	IT Advanced Multi-Media Service Center*	The IT Advanced Multi-Media Service Center provides video production and editing services, DVD authoring, interactive Web sites, Flash programming, intranet streaming and application interface development services. This Center has honed expertise in media creation and integration technologies, delivering polished and highly usable interfaces with effective data integration. They are able to successfully translate scientific data into visual representations to illustrate complex information to create practical business applications with the utmost usability		
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## SIN 132-56 - HEALTH IT SERVICES

132-56 Government-Site				
Labor Category		Minimum/ General Experience	Minimum Education	Functional Responsibility
30	Health IT Program Manager	At least 7 yrs related experience	BA/BS/Equivalent-Advanced degree in Computer Science, Mgmt, Engineering, Business, or related academic field preferred	Generally serves as the principal point of contact for client technical and contracts representatives on a specific Health IT contract. Performs contract management activities, including staffing, project planning, performance tracking, quality assurance, and business management.
31	Health IT Project Manager	At least 5 yrs related experience	BA/BS/Equivalent-Advanced degree in Computer Science, Mgmt, Engineering, Business, or related academic field preferred	Serves as the principal point of contact for client technical and Health IT contracts representatives on smaller contracts or has management responsibility for components of contracts. Performs management functions similar to Program Manager.
32	Health IT Task Manager	At least 3 yrs related experience	BA/BS/Equivalent-Advanced degree in Computer Science, Mgmt, Engineering, Business, or related academic field preferred	Responsible for managing the work of technical teams and provides day-to-day management of Health IT technical effort.
33	Health IT Senior Systems Analyst	At least 7 yrs related experience	BA/BS/Equivalent-Advanced degree in Computer Science, Engineering, or related academic field preferred	Responsible for performing studies, analyses, and evaluations related to health and medical information systems, such as requirements analyses, feasibility studies, cost/benefit analyses, or IRM plans. Generally takes technical leadership role or is responsible for more complex tasks.
34	Health IT Systems Analyst	At least 5 yrs related experience	BA/BS/Equivalent	Responsible for performing studies, analyses, and evaluations related to health and medical information systems, such as requirements analyses, feasibility studies, cost/benefit analyses, or IRM plans.
35	Health IT Applications Programmer II	At least 5 yrs related experience	BA/BS/Equivalent	Responsible for designing and developing applications programs for health, medical and clinical organizations. Expertise includes programming languages, software tools, and software development methodologies. Responsible for the design, coding, and integration of programs.
36	Health IT Junior Systems Engineer	At least 3 yrs related experience	BA/BS/Equivalent	Under direct supervision, assists with integrating all components of automated systems, including development languages or software, custom developed programs, operating systems, and interfaces to networks for Health IT Systems.
37	Health IT Functional Specialist	At least 5 yrs related experience	MA/MS/Equivalent	Responsible for translating customer business requirements into technical specifications, applying technology seamlessly to optimize customer business processes, performing business process engineering and improvement, and providing analytical and program specific support for health, medical and clinical organizations.



132-56 Government-Site				
Labor Category		Minimum/ General Experience	Minimum Education	Functional Responsibility
38	Health IT Senior Program Support Specialist	At least 5 yrs related experience	BA/BS/Equivalent	Responsible for providing program support to Health IT technical projects, including financial support, quality control, and deliverables management. Thoroughly familiar with all applicable contract/project administration processes and procedures and capable of handling autonomously large or complex projects and contracts.
39	Health IT Program Support Specialist II	1-3 yrs related experience	BA/BS/Equivalent	Responsible for providing program support to Health IT technical projects, including financial support, quality control, and deliverables management.
40	Health IT Program Support Specialist	0-1 yrs related experience	BA/BS/Equivalent	Under direct supervision, provides program support to Health IT technical projects, including financial support, quality control, and deliverables management.

Contractor-Site				
Labor Category		Minimum/ General Experience	Minimum Education	Functional Responsibility
41	Health IT Project Manager 2	6 – MA/MS 8 – BA/BS	MA/MS/BA/BS in Computer Science, Business, Engineering, Scientific or Technical discipline	Manages tasks and staff performing a variety of IT, Health IT, technical, or scientific activities. Performs project planning, tracking, and performance monitoring functions. May serve as the senior technical resource on a task.
42	Health IT Project Manager 1	4 – MA/MS 6 – BA/BS	MA/MS/BA/BS in Computer Science, Business, Engineering, Scientific or Technical discipline	Manages one or more tasks of moderate complexity and staff performing IT, Health IT, technical, or scientific activities may also serve as a technical resource on a task.
43	Health IT Technical Specialist 5	4 - PhD 6 – MA/MS 8 – BA/BS	PhD/MA/MS/BA/BS in Computer Science, Business, Engineering, Scientific or Technical discipline	Serves as a senior IT, Health IT, technical, business or scientific resource on a complex project or task. Provides analysis, guidance, and insight into the technology or methodology being used.
44	Health IT Technical Specialist 4	4 – MA/MS 6 – BA/BS 10 – No degree	MA/MS/BA/BS in Computer Science, Business, Engineering, Scientific or Technical discipline	Serves as a senior IT, Health IT, technical, business or scientific resource on a project or task. Provides analysis, guidance, and insight into the technology or methodology being used.
45	Health IT Technical Specialist 3	2 – MA/MS 4 – BA/BS 8 – No degree	MA/MS/BA/BS in Computer Science, Business, Engineering, Scientific or Technical discipline	Serves as an IT, Health IT, technical, business or scientific resource on a project or task. Assists in the analysis, guidance, and insight into the technology or methodology being used.
45	Health IT Technical Specialist 1	0 – BA/BS 4 – No degree	BA/BS in a Computer Science, Business, Engineering, Scientific or Technical discipline	Under direct supervision, assists in providing analysis, guidance, and insight into the IT, Health IT, technical, or scientific discipline under evaluation.



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

- Note 1:** All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.
- Note 2:** Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.
- Note 3:** This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performed by the publisher or manufacturer or one of their authorized agents.
- Note 4:** Cooperative Purchasing. Section 211 of the E-Government Act of 2002 amended the Federal Property and Administrative Services Act to allow for “Cooperative Purchasing.” Cooperative Purchasing authorizes State and local government entities to purchase IT products and services from GSA’s Schedule 70 and the Corporate Schedule contracts containing IT SINs. State and local government entities means: the states of the United States, counties, municipalities, cities, towns, townships, tribal governments, public authorities (including public or Indian housing agencies under the US Housing Act of 1937), school districts, colleges, and other institutions of higher education, council of governments (incorporated or not), regional or interstate government entities, or any agency or instrumentality of the preceding entities (including any local educational agency or institution of higher education), and including legislative and judicial departments.

## 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 micro-purchase 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](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

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



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

### 1. Geographic Scope of Contract:

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

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

Offerors are requested to check one of the following boxes:

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

### 2. Contractor's Ordering Address and Payment Information:

***Ordering Address:***

Vinci Cozart  
Battelle Memorial Institute  
505 King Avenue  
Columbus, OH 43201  
Phone: 614-424-4647  
FAX: 614-458-4647  
Email: [CozartV@battelle.org](mailto:CozartV@battelle.org)

***Payment Address:***

Battelle  
Department L 998  
Columbus, OH 43260

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.

(614) 424-4647 (Ms. Vinci Cozart)

### 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 (DUNS) Number: 00-790-1598  
Block 30: Type of Contractor – C. Large Business  
Block 31: Woman-Owned Small Business - No  
Block 36: Contractor's Taxpayer Identification Number (TIN): 31-4379427

**4a. CAGE Code:**  
79986

**4b. Battelle has registered with the System for Award Management 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:  
SINs 132-51 and 132-56                      Negotiated for each delivery order
- 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. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

#### **7. Discounts:**

Prices shown are NET Prices; Basic Discounts have been deducted.

#### **8. Trade Agreements Act of 1979, as amended:**

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

#### **9. Statement Concerning Availability of Export Packing:**

None.

#### **10. Small Requirements:**

The minimum dollar value of orders to be issued is **\$100.00**.

#### **11. Maximum Order: (All dollar amounts are exclusive of any discount for prompt payment.)**

- a. The Maximum Order value for the following Special Item Number (SIN) is **\$500,000**.

**SIN 132-51 - Information Technology (IT) Professional Services**  
**SIN 132-51RC – Disaster Recovery**  
**SIN 132-56 – Health IT Professional Services**





## **12. Ordering Procedures for Federal Supply Schedule Contracts.**

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

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

## **13. Federal Information Technology/Telecommunication Standards Requirements:**

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

### **13.1 Federal Information Processing Standards Publications (FIPS PUBS):**

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

### **13.2 Federal Telecommunication Standards (FED-STDs):**

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDs) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDs should be obtained from the GSA, Federal 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. Contractor Tasks / Special Requirements (C-FSS-370) (Nov 2001)**

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

*NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.*



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

## **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 (1) 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 (eg: Internet Explorer). The Internet address is <http://www.fss.gsa.gov>.

## **17. Purchase of Open Market Items**

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





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

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

## **18. Contractor Commitments, Warranties and Representations**

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

## **19. Overseas Activities**

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

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

## **20. Blanket Purchase Agreements (BPAs)**

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

## **21. Contractor Team Arrangements**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective



contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

## **22. Installation, De-Installation, Re-Installation**

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

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, de-installation, and reinstallation services under SIN 132-8.

## **23. Section 508 Compliance**

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: [www.battelle.org/gsa](http://www.battelle.org/gsa)  
The EIT standard can be found at: [www.Section508.gov](http://www.Section508.gov)

## **24. Prime Contractor Ordering from Federal Supply Schedules.**

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

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:  
This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

## **25. Insurance—Work on a Government Installation (Jan 1997) (FAR 52.228-5)**

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



- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

## **26. Software Interoperability**

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at [www.core.gov](http://www.core.gov)

## **27. Advance Payments**

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

# **TERM AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

## **1. SCOPE**

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

## **2. PERFORMANCE INCENTIVES**

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

## **3. ORDER**

- (a) Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the



Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

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

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

- (a) The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- (b) The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- (c) The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- (d) Any Contractor travel required in the performance of IT/EC Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

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



## **6. INSPECTION OF SERVICES**

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

## **9. INDEPENDENT CONTRACTOR**

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

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

### **(a) Definitions.**

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

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

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

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

## **11. INVOICES**

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



## **12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

## **13. RESUMES**

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

## **14. INCIDENTAL SUPPORT COSTS**

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

## **15. APPROVAL OF SUBCONTRACTS**

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

## **16. DESCRIPTION OF IT/EC SERVICES AND PRICING**

See labor categories, descriptions and prices starting on page 1.



## USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

### PREAMBLE

Battelle provides 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 venture, teaming arrangements, and subcontracting.

### COMMITMENT

- To actively seek and partner with small businesses.
- To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.
- To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.
- To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.
- To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.
- To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.
- To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact Kevin Heydt, 410-306-8526, Fax 614-458-2961, [heydt@battelle.org](mailto:heydt@battelle.org).





## SUGGESTED BLANKET PURCHASE AGREEMENT (BPA) FORMAT

### 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

\_\_\_\_\_  
Ordering Activity

\_\_\_\_\_  
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 activity):

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

MODEL NUMBER/PART NUMBER

\*SPECIAL BPA DISCOUNT/PRICE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) Delivery:





DESTINATION

DELIVERY SCHEDULES / DATES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

(4) This BPA does not obligate any funds.

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

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

OFFICE

POINT OF CONTACT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

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

(e) Purchase Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.



## CONTRACTOR TEAM ARRANGEMENTS

### **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 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 customer's 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.



## SIN DESCRIPTIONS

**Battelle offers the following services under this schedule:**

### SIN 132-51 INFORMATION TECHNOLOGY SERVICES

**Systems Development** – Battelle has experience and expertise in the development of automated systems on almost every hardware platform supporting the vast majority of operating systems and software packages and languages. The breadth of the technology base represented by our expertise can be a powerful tool to help clients develop systems to meet their needs. Battelle is certified in SEI compliance and has experience in developing systems to a number of commercial and government standards.

**Systems Reengineering and Modernization** – Battelle has detailed experience in migration planning, transition to client-server environments, migration to thin client environments, transferring flat files to relational data bases, and relational data bases to object technology. We are experts at reusing code and preserving, to the maximum extent, our customers' investment in legacy systems and technology.

**Systems Integration** – We can help clients integrate legacy systems, commercial off-the-shelf software (COTS), and new custom-developed applications within common operating environments and architectures to improve their level of enterprise integration.

**Information Engineering** – Battelle provides the full range of information engineering services from preparing vision statements to developing plans for system retirement. Our services include business needs analysis; requirements definition, analysis, and tracking; architecture design and development; system alternative analysis, cost benefit analysis; system design and specification; standards development, analysis, and application; development methodology analysis; and software tool analysis.

**Rapid Application Development** – Battelle's experience in rapid application development techniques and methodologies assists our clients with the accelerated development of prototype and pilot implementations, applying automated tools and reusable code to substantially shorten the system development cycle, and reduce associated costs.

**Knowledge Based Solutions** – Battelle is a leader in the development and implementation of information sharing technologies and applications, such as CALS, data warehousing, data mining, cooperative computing, collaborative technology, groupware, and shared data environments.

**Information as an Organization Asset** – Using information, workflows, and the information associated with workflows to enhance the efficiency and effectiveness of organizational business processes is an area of specialization for Battelle. By combining our information engineering expertise with a broad spectrum of functional knowledge, we help our clients apply information technology to leverage their intellectual capital in corporate information to perform their mission faster, better, and cheaper.

**Web based Applications** – From the development of simple web pages to web based commerce with supporting secure financial transactions, Battelle assists our customers in utilizing the Internet to conduct their business more effectively.

**Smart Cards and Stored Value Technology** – Battelle has extensive experience in the development of smart cards, smart card readers, and smart card based systems in both commercial and government environments. We



assist our clients in using this technology to increase their customer base, maximize financial revenue, capture user transaction data, and integrate enterprise-wide applications.

**Technology Assessment** – With information technology developments and advances occurring almost daily, Battelle assesses the potential benefits of applying cutting edge information technologies, such as information visualization, embedded information, micro-miniature devices, and information synthesis, in a customer's environment. We have an extensive suite of information technology laboratories that we utilize to objectively test new technology and determine its utility for client applications.

**Data Engineering** – We have in-depth experience with data modeling, data registries, data dictionaries, data quality, data management, data standardization, data base design, and data base maintenance. We are experts in comparing and contrasting the capabilities of various COTS database software in relation to customers' requirements.

**Testing** – From unit testing to multi-system integration testing, Battelle provides assistance to our clients in developing test procedures, conducting tests, evaluating test results, and recommending test driven system modifications.

**Information Security** – Web based security measures, the security of classified information, privacy considerations in collaborative environments, and protecting financial data are examples of Battelle's expertise in information security expertise. We leverage our knowledge of government and commercial best practices to help clients meet their specific security needs.

**Systems Administration** – Battelle provides the full range of system administration services, including data center operation and support, outsourcing planning, and outsourcing services.

## **SIN 132-51RC DISASTER RECOVERY**

Authorizes the use of this Federal Supply Schedule by state and local governments to facilitate recovery from major disasters, terrorism, nuclear, biological, chemical, or radiological attacks.

## **SIN 132-56 HEALTH IT PROFESSIONAL SERVICES**

Battelle provides a wide range of Health IT services to include connected health, electronic health records, health information exchanges, health analytics, personal health information management, innovative Health IT solutions, health informatics, emerging Health IT research, and other Health IT services.