

Itri Corporation

7208 Hadlow Drive
Springfield, VA 22152
703.912.9330; <http://www.itricorp.com/>

**Itri Corporation's
GSA Approved IT Services Schedule
Contract Price List**

IT Schedule

**General Services Administration
Federal Supply Service**

Contract Number GS-35F-0008P

21 October 2004 through 04 October 2008

Modification #1 on 6 October 2004

**Modification #2 on 2 October 2008 Schedule Extended Through 04
October 2013**



Itri Corporation

7208 Hadlow Drive
Springfield, VA 22152
703.912.9330; <http://www.itricorp.com/>

INFORMATION FOR ORDERING OFFICES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

The geographic scope of this contract encompasses the 48 contiguous states, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico, and United States Federal Agencies worldwide.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Ordering Information:

Itri Corporation
7208 Hadlow Drive Springfield, VA 22152

For SIN 132-51, contact:
Jim Etro, President
703-912-9330

The representative for orders by facsimile transmission is:
Jim Etro
Fax 703-991-2627

For mailed orders, the postal mailing address where paper form orders should be mailed is:

Itri Corporation
7208 Hadlow Drive Springfield, VA 22152
Atten: GSA Program Manager

Payment Address:

Payment Via Wire Transfer:
Itri Corporation
Bank of America, N.A.
ABA Routing # 051000017
Account # 004113015739

Payment Via Check/U.S. Mail:
Itri Corporation
7208 Hadlow Drive



Itri Corporation

7208 Hadlow Drive
Springfield, VA 22152
703.912.9330; <http://www.itricorp.com/>

Springfield, VA 22152

Requests for payment information should be addressed to Joy Etro at Itri Corporation, 7208 Hadlow Drive, Springfield, VA 22152; 703-912-9330.

Bank account information for wire transfer payments will be shown on the invoice.

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 not be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

Technical and Ordering Assistance:

The following telephone numbers can be used by ordering agencies to obtain technical and/or ordering assistance:

Jim Etro, 703-912-9330, jim@itricorp.com

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: 106695062
- Block 30: Type of Contractor - Other Small Business
- Block 31: Woman-Owned Small Business - Yes
- Block 36: Contractor's Taxpayer Identification Number (TIN): 541920597

4a. CAGE Code: 1X0Y6

4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

SIN 132-51 as negotiated for each task order

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	30 Days

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



Itri Corporation

7208 Hadlow Drive
Springfield, VA 22152
703.912.9330; <http://www.itricorp.com/>

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.

c. **EXPEDITED DELIVERY:** Itri Corporation cannot predict the immediate availability of any service offered herein. However, any Government request for expedited service will be given immediate consideration and handled on a case-by-case basis.

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

- a. Prompt Payment: 2 % - 20 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: N/A
- c. Dollar Volume: For orders of more than \$500,000.00, a five percent (5%) discount is offered
- d. Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government customers.
- e. Other: N/A

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:** N/A

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 Special Item Number 132-51 - Information Technology (IT) Professional Services is \$500,000.

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

[NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services; refer to the terms and conditions for SIN 132-51.]

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

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

Itri Corporation

7208 Hadlow Drive
Springfield, VA 22152
703.912.9330; <http://www.itricorp.com/>

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

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

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

Review additional Schedule Contractors’

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

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

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

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

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

Itri Corporation

7208 Hadlow Drive
Springfield, VA 22152
703.912.9330; <http://www.itricorp.com/>

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

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

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

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

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

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

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

16. GSA Advantage!



Itri Corporation

7208 Hadlow Drive
Springfield, VA 22152
703.912.9330; <http://www.itricorp.com/>

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

For administrative convenience, an ordering office 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 office 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:

There is an additional fee for Services Provided outside the 48 contiguous states and the District of Columbia. See Notes 1 and 4 appended to the schedule of rates quoted here-in.



Itri Corporation

7208 Hadlow Drive
Springfield, VA 22152
703.912.9330; <http://www.itricorp.com/>

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

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

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

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, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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 receive 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 requisitioning 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, deinstallation, and reinstallation services under SIN 132-8.

Itri Corporation

7208 Hadlow Drive
Springfield, VA 22152
703.912.9330; <http://www.itricorp.com/>

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 vendor web sites.

The EIT standard can be found at: <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 a Federal Agency, shall follow the terms of the applicable schedule and authorization and include with each order –

- (a) A copy of the authorization from the Agency 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.

Itri Corporation

7208 Hadlow Drive
Springfield, VA 22152
703.912.9330; <http://www.itricorp.com/>

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

1. SCOPE

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

2. PERFORMANCE INCENTIVES

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

3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

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

- (a) When ordering services, ordering offices shall—
 - (1) Prepare a Request (Request for Quote or other communication tool):
 - (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
 - (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort

Itri Corporation

7208 Hadlow Drive
Springfield, VA 22152

703.912.9330; <http://www.itricorp.com/>

required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

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

(iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2)(i) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

(i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132—51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINS as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

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

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

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

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

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

(i) SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service

Itri Corporation

7208 Hadlow Drive
Springfield, VA 22152
703.912.9330; <http://www.itricorp.com/>

arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

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

(2) **Review BPAs Periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

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

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

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

Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under "Information for Ordering Offices," paragraph #12.

4. ORDER

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

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

5. PERFORMANCE OF SERVICES

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

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

c. The Agency should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed.

Itri Corporation

7208 Hadlow Drive
Springfield, VA 22152
703.912.9330; <http://www.itricorp.com/>

Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE GOVERNMENT

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

Itri Corporation

7208 Hadlow Drive
Springfield, VA 22152
703.912.9330; <http://www.itricorp.com/>

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

12. PAYMENTS

For firm-fixed price orders the Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 2002) (Alternate II (FEB 2002)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

Company Background and Profile

Itri Corporation is a very small, woman owned, S-Corporation headquartered in Springfield, VA. ItriCorp provides technical management and advice and services associated with the application of the environmental sciences. We also develop and implement information and decision support tools that integrate a wide range of sensors and information and modeling technologies by applying subject matter knowledge and expertise to fused data and information. The Itri Corporation Team are known for working with our partners in applying technologies to solve problems and increase efficiency in operations.

We implement ideas and provide solutions.

Itri Corporation operates in three business areas:

Ambiente (patent applied for)- Is a framework for an information and decision support system that facilitates information and resources management in the local and broad regional environment. The framework is designed for information management rather than for a specific application. Specific applications, embedded in a magazine type format, become custom implementations of the framework. We have several specific product implementations, developed entirely with ItriCorp resources, and are continuing to add customer driven custom implementations as we grow this business area.

Itri Corporation

7208 Hadlow Drive
Springfield, VA 22152
703.912.9330; <http://www.itricorp.com/>

Consulting Services - Solutions are our focus as we provide the services and technologies to help our partners meet their objectives. We believe that well thought out goals (even the most ambitious ones) are attainable if the persons involved have a clear understanding of their intent, the environment they are operating in, and available resources are applied in a disciplined approach.

cyber-access - Low cost and convenient personal computer, associated software, and Internet access for public users in a relaxed and personalized environment. This application, in a euro cyber-café and vending machine format, is very successful in local area coffee shops. It allows the shop's customers the opportunity to relax with a cup of coffee and a snack while enjoying the convenience of the use of a personal computer and inexpensive Internet access.

IT Organization and Management

The Company is organized into functional groups, to address technology issues and products. As such, all groups in the Company are available to the Program Manager to form the Team of persons and skills to address IT Programs and Projects.

The key ingredient to successful completion of IT Projects and Programs is methodical and well-planned management of the various persons and tasks. Our management approach stresses more than simple completion of research and tasks; it emphasizes disciplined and timely product transition into an operating environment. Our management methodology is based on establishing and following detailed work flow plan which also follows in parallel with the customer's business plans. We will implement a Management and Performance Team and in some projects a Technical Advisory Board. The Management and Performance Team will consist of the persons with the experience and skills to get the job done efficiently and effectively.. Also participating in the Teams may be Consultants and Sub-Contractors as required to round out the experience and skills needed to address specific technology needs. The Customer and Customer Representatives may participate and interact directly with the Program Manager who is the Company's single point of contact for the Customer, with the Team, and as a members of the Technical Advisory Board.

For every project and program the Management and Performance Teams establish the customer's threshold and objective requirements tied to specifications and tasks. The Team will then establish and track metrics such that the principles of Cost As an Independent Variable and risk identification and mitigation processes can be implemented. In some cases Teams may perform in a single office environment or in virtual and distributed office environment to carry out day-to-day data activities needed to accomplish the customers goals and satisfy the needs.

When the Program Manager forms and organizes the Management Team and Performance Team the persons assigned to the team (full and part-time, including matrixed personell) are under the direct management and direction of the Program Manager.

Itri Corporation's IT Services Overview

Range of System Development Services; including Information Resources Planning, Business Process Reengineering, Information and Systems Engineering, and System Development and Design.

Range of Implementation Services; including Planning and Initial Set-Up, Installation Management, Programming and COTS and GOTS Customization, System and Information Integration, and Other IT-related Services.

Range of Network Services including; LAN, WAN, MAN Planning, Design, Engineering, Implementation, Testing and Operations.

Range of Operations Services; including Basic User Training, Facility Operation and Management, Data Mining, and Data Integration and Access Services.

Itri Corporation

7208 Hadlow Drive

Springfield, VA 22152

703.912.9330; <http://www.itricorp.com/>



Itri Corporation

7208 Hadlow Drive
Springfield, VA 22152
703.912.9330; <http://www.itricorp.com/>

LABOR CATEGORY DESCRIPTIONS

(EXPERIENCE, FUNCTIONAL RESPONSIBILITY AND EDUCATION)

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

I TRI-01 - Program Manager

Minimum/General Experience: Must have at least ten years' experience, of which at least six years must be specialized in managing diverse projects and programs. Specialized experience includes: complete information engineering project development from inception to deployment, demonstrated ability to provide guidance and direction in the tasks similar to the sample tasks provided in the statement of work, proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts of this type and complexity. General experience includes increasing responsibilities in information systems design and management.

Functional Responsibility: Serves as the contractor's contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity.

Education: MS

I TRI-02 - Project Manager/Task Lead

Minimum/General Experience: Must have seven years of general experience including four years of specialized experience in information technology of which two years were direct supervisory experience.

Functional Responsibility: Monitors each task, and keeps the Program Manager abreast of all problems and accomplishments. Anticipates problems, and works to mitigate the anticipated problems. As a team or project leader, provides technical direction for the complete systems development effort. May serve as a technical authority for a design area. As a staff specialist or consultant, resolves unique and unyielding systems problems using new technology. Can complete tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates. Interacts with government management personnel. Reports in writing and orally to contractor management and government representatives, including the government contracting officer.

Education: BS/BA

I TRI-03 - IT Functional Specialist

Minimum/General Experience: This position requires a minimum of four years' IT experience, of which at least two years must be specialized. Specialized experience includes: developing functional requirements for complex integrated IT systems. Will work under general direction of the project manager.

Functional Responsibility: Analyze user needs to determine functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.

Education: BA/BS

I TRI-04 - Senior Systems Engineer

Minimum/General Experience: Must have eight years' experience, of which at least four must be specialized. Specialized experience includes: supervision of system engineers, and demonstrated use of interactive, interpretative systems with on-line, real-time acquisition capabilities. General experience includes increasing responsibilities in systems engineering.

Functional Responsibility: Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and CASE tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

Itri Corporation

7208 Hadlow Drive
Springfield, VA 22152
703.912.9330; <http://www.itricorp.com/>

Education: MS

I TRI-05 - IT Logistics Specialist

Minimum/General Experience: Requires three years experience in the electronics and hardware field. Specific experience with electronic hardware is required. Experience with CAD drawing practices and database software is required.

Functional Responsibility: Identifies Configuration Items (CI) and establishes and maintains a CI baseline inventory database. Conducts periodic audits to monitor the status of the inventory. Originates and maintains Configuration Management (CM) databases, files and drawings. Maintains spare parts, equipment and consumable inventory databases. Issues supplies and equipment. Maintains statistical analysis of usage.

Education: AA

I TRI-06 - Fiscal Analysts and Accounting

Minimum/General Experience: Must have five years of experience as a program fiscal analyst and program accountant. This includes at least two years experience with the metrics associated with program cost analysis.

Functional Responsibility: Responsible for monitoring and advising the program manager in good accounting and cost control practices. Evaluates and selects cost management tools and standards for programs and projects.

Education: BA/BS

I TRI-07 - Technical Writer

Minimum/General Experience: Must have three years' experience, of which at least one must be specialized. Specialized experience includes: demonstrated experience in editing documents, including technical documents. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibility: Assist in collection and organizing information required for preparation of user manuals, training materials, installation guides, proposals, and reports. Edit functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Assists in performing financial and administrative functions.

Education: BA/BS

I TRI-08 - Documentation Specialist

Minimum/General Experience: Must have two years' experience in composing and producing technical documentation or one year experience in composing and producing technical documentation plus a college degree.

Functional Responsibility: Composes and finalizes technical documentation including specifications, user manuals, etc. in the style, content and format required by the relevant standards using input received from technical personnel.

Education: AA

I TRI-09 - Intern I (College Student)

Minimum/General Experience: Must be a college student (four/five year BA/BS or two year AA) with an interest and some course load in information technology.

Functional Responsibility: Assist the Task Manager as assigned.

Education: College Student

I TRI-10 - Intern II (High School Student)

Minimum/General Experience: Must be a high school student with an interest in information technologies or subject areas that rely on information technologies.

Functional Responsibility: Assist the Task Manager as assigned.

Education: High School Student

I TRI-11 - Proprietary Product Application Developer

Itri Corporation

7208 Hadlow Drive
Springfield, VA 22152
703.912.9330; <http://www.itricorp.com/>

Minimum/General Experience: Completed 3 proprietary product courses such as Develop Applications using Proprietary Product Procedures, Developer 2000 Foundation; Design/2000 and Build Applications, and at least one year experience performing application development or; received a certification level with the proprietary product (such as Lotus Notes) and at least one year of experience performing applications development, in a broad based IT setting. One year development experience using high technology and/or emerging technology proprietary software including but not limited to Oracle Application Development Products, Powerbuilder, Lotus Notes, Windows NT, JAVA, Visual C++, Netscape, and other Internet developer and applicator tools.

Functional Responsibility: Participates in the development of modernized software applications using high technology and/or emerging technology proprietary software.

Education: MS

I TRI-12 - Quality Assurance Specialist

Minimum/General Experience: Must have at least four years' experience of which two years must be specialized. Specialized experience includes: Configuration Management, verification and validation, software testing and integration, software metrics and their application to software quality assessment. General experience includes increasing responsibilities in quality assurance and quality control.

Functional Responsibility: Assists in the evaluation of software and associated documentation. Participates in formal and informal reviews to determine quality.

Education: BA/BS

I TRI-13 - IT Electronics Engineer

Minimum/General Experience: Must have a minimum of three years' experience, of which at least two must be specialized in electronic systems development, requirements analysis, systems analysis and design. The following experience is also required: two years experience in the support of electronic engineering projects, systems analysis and design. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibility: Applies engineering disciplines for the planning, analysis and design of electronic systems. Develops appropriate techniques and methodologies for problem solutions.

Education: BA/BS

I TRI-14 - Senior Communications and Network Engineer

Minimum/General Experience: Must have at least seven years of general experience in data communications or computer systems including four years of specialized experience. Person works independently with only general direction provided by the Team Leader.

Functional Responsibility: Provides technical advice and input for telecommunications activities including planning, designing, installing, and maintaining large telecommunications networks. Develops, operates, and maintains voice, video, and data communications systems. Applies telecommunications engineering principles and theory to propose design and configuration alternatives. Evaluates existing communications systems to identify deficiencies and network performance improvements. Consults with user personnel to ensure that problems have been properly identified and that the solution will meet the requirements.

Analyzes network performance, usage and traffic flows, accesses and interfaces, transmission techniques, and protocols. Performs network analyses and feasibility studies concerning communications and communication networks. Prepares studies and gives presentations on communications concepts. Provides technical guidance to other personnel concerning data communications requirements. Participates in preparing functional specifications for acquiring commercially available data communications networks.

Education: MS

I TRI-15 - Computer Communications and Network Specialist

Minimum/General Experience: Must have two years' experience in computer/network operations, equipment/network maintenance, configuration upgrading or specialized workstation operation activities.

Functional Responsibility: Responsible for information systems and network operations, network management and any ancillary IT support functions.

Education: AA

Itri Corporation

7208 Hadlow Drive
Springfield, VA 22152
703.912.9330; <http://www.itricorp.com/>

ITRI-16 - Information Engineer

Minimum/General Experience: Must have a minimum of four years' experience, of which at least two years must be specialized in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. The following experience is also required: two years' experience in the implementation of information analysis, systems analysis and design, programming, program design and documentation preparation. The following experience is also required: two years' experience in the implementation of information engineering projects and experience in systems analysis; design and programming using CASE and IE tools and methods. Two years business/functional experience is desirable, to support the business modeling activities. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibility: Applies a business-wide set of disciplines for the planning, analysis, design and construction of information systems on a business-wide basis or across a major sector of the business. Performs business strategic systems planning, information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated Computer Aided Software Engineering (I-CASE) tools. Applies reverse engineering and reengineering disciplines to develop migration strategic and planning documents. Provides technical guidance in software engineering techniques and automated support tools.

Education: BA/BS

ITRI-17 - Computer Systems Programmer

Minimum/General Experience: Must have at least five years' experience, of which at least three years must be specialized. Specialized experience includes: IT systems analysis and programming. Must demonstrate the ability to work under only general direction.

Functional Responsibility: Create and/or maintain operating systems, communications software, database packages, compilers, assemblers, and utility programs. Modify existing software, as well as create special-purpose software to ensure efficiency and integrity between systems and applications.

Education: BA/BS

ITRI-18 - Data Management Specialist

Minimum/General Experience: Must have at least six years' experience, of which at least three years must be specialized. Specialized experience includes: demonstrated experience using current DBMS technologies, application design utilizing database management systems and experience with DBMS internals. General experience includes increasing responsibilities in DBMS systems analysis and programming. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibility: Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

Education: AA

ITRI-19 - Web-Site Operations Manager

Minimum/General Experience: Must have at least six years' experience, of which at least three years are specialized. Specialized experience includes: supervision and operations experience on a web-enabled computer system, knowledge of hardware, software and operating systems. General experience includes operations experience in a web based computer environment.

Functional Responsibility: Manage computer operations. Schedule machine operations and data and information access and dissemination and directs data mining and entry efforts. Provides users with computer output and information access.

Education: BA/BS

ITRI-20 – Operations Technician

Minimum/General Experience: Must have at least two years' experience in computer systems operations or web site operations. General experience includes operations experience on computer systems.

Functional Responsibility: Manage computer operations. Schedule machine time and directs data entry efforts. Provides users with computer output.

Education: AA

Itri Corporation

7208 Hadlow Drive
Springfield, VA 22152
703.912.9330; <http://www.itricorp.com/>

ITRI-21 - IT Hardware Maintenance Specialist

Minimum/General Experience: Must have at least five years' progressive experience in IS/IT systems analysis with three years intensive and progressive specific experience in the specialty.

Functional Responsibility: Determines feasible hardware alternatives in client server environments. Reviews computer systems in terms of capabilities and makes recommendations for improved utilization. Prepares or directs preparation of reports concerning hardware. Prepares or participates in preparing functional requirements and specifications for hardware acquisitions.

Education: BA/BS

ITRI-22- Software Maintenance Specialist

Minimum/General Experience: Must have at least five years' progressive experience in IS/IT systems analysis with three years intensive and progressive specific experience in the specialty.

Functional Responsibility: Determines feasible hardware alternatives in client server environments. Reviews computer systems in terms of capabilities and makes recommendations for improved utilization. Prepares or directs preparation of reports concerning hardware. Prepares or participates in preparing functional requirements and specifications for hardware acquisitions.

Education: BA/BS

ITRI-23 – Technical Expert Level I

Minimum/General Experience: Experience qualifications will be determined on a case-by-case basis. Generally this requires ten years of general experience in information systems, including four years of specialized experience providing state-of-the-art solutions in information systems technology and architectures (or, if the particular area of expertise is new state-of-the-art technology, the specialized experience may be less than eight years and more consistent with the age of the technology). Recognized expert in the technology being addressed.

Functional Responsibility: Provide expert, independent services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software/hardware and systems architectures. Coordinates with contractor management and Government personnel to ensure that the problem has been properly defined and that the solution will satisfy the Government's requirement.

Education: MS

Education/Experience Substitutions

The following presents the allowable substitutions based on education and experience:

Three (3) years' experience (in addition to minimum experience requirements) may be substituted for a Bachelor's degree.

Two (2) years' experience (in addition to minimum experience requirements and Bachelor's degree) may be substituted for a Master's degree.

Four (4) years' experience (in addition to minimum requirements and Master's degree) may be substituted for a Ph.D.

For categories where a Bachelor's degree is required, a Master's degree may be substituted for two (2) years' experience; or a doctoral degree may be substituted for three (3) years' experience.

Successful completion of each course in specialized or emerging technology (Windows NT, Oracle, Powerbuilder, etc.) may be substituted for one year of experience.

For the categories of Communications Engineers and Communications Network Manager, a Certificate in a related technology (certified Network Engineer) may be substituted for the degree requirement.

Itri Corporation

7208 Hadlow Drive
 Springfield, VA 22152
 703.912.9330; <http://www.itricorp.com/>

Itri Corporation Off-Site IT Service Schedule of Rates
 (not on Government Facility)

ITEM #	ITRICORP LABOR CATEGORY	GSA Off-Site Rate
ITRI 01	Program Manager	\$100.00
ITRI 02	Project Manager/Task Lead	\$85.00
ITRI 03	IT Functional Specialist	\$88.00
ITRI 04	Senior Systems Engineer	\$95.00
ITRI 05	IT Logistics Specialist	\$60.00
ITRI 06	Fiscal Analysts and Accounting	\$75.00
ITRI 07	Technical Writer	\$45.00
ITRI 08	Document Specialist	\$35.00
ITRI 09	Intern I (College Student)	\$35.00
ITRI 10	Intern II (High School Student)	\$20.00
ITRI 11	Proprietary Product Application Developer	\$115.00
ITRI 12	Quality Assurance Specialist	\$45.00
ITRI 13	IT Electronics Engineer	\$60.00
ITRI 14	Senior Communications and Network Engineer	\$85.00
ITRI 15	Computer Communications and Network Specialist	\$45.00
ITRI 16	Information Engineer	\$85.00
ITRI 17	Computer Systems Programmer	\$75.00
ITRI 18	Data Management Specialist	\$35.00
ITRI 19	Web-Site Operations Manager	\$50.00
ITRI 20	Operations Technician	\$45.00
ITRI 21	IT Hardware Maintenance Specialist	\$50.00
ITRI 22	Software Maintenance Specialist	\$50.00
ITRI 23	Technical Expert Level I	\$118.75

Note:

1. Listed Rates are FY05 rates. Yearly rate increases are based on accepted Federal guidelines.



Itri Corporation

7208 Hadlow Drive
Springfield, VA 22152
703.912.9330; <http://www.itricorp.com/>

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact (Jim Etro, phone: 703-912-9330, jim@itricorp.com, fax: 703-912-9330).



Itri Corporation

7208 Hadlow Drive
Springfield, VA 22152
703.912.9330; <http://www.itricorp.com/>

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

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (Agency) and Itri Corporation 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 futher decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the Government that works better and costs less.

Signatures

Agency Date

Itri Corporation Date



Itri Corporation

7208 Hadlow Drive
Springfield, VA 22152
703.912.9330; <http://www.itricorp.com/>

BPA NUMBER _____

**ITRI CORPORATION
BLANKET PURCHASE AGREEMENT**

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;



Itri Corporation

7208 Hadlow Drive

Springfield, VA 22152

703.912.9330; <http://www.itricorp.com/>

- (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.

Itri Corporation

7208 Hadlow Drive
Springfield, VA 22152
703.912.9330; <http://www.itricorp.com/>

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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