

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

General Description of Services Offered.

IFMC offers a diversified product portfolio using state of the art technology to provide the following information technology professional services: IT facility operation and maintenance; IT systems development services; IT systems analysis services; automated information systems design and integration services; programming services; IT backup and security services; IT data conversion services; IT network management services; training courses for IT equipment and software; and miscellaneous IT services. The IFMC data center consists of a full, central electronic complex driven by state-of-the-art, multi-tasking components.

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

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D316	IT Network Management Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

**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 performance by the publisher or manufacturer or one of their authorized agents.

**IFMC Contact Information:**

Iowa Foundation for Medical Care  
6000 Westown Parkway, Suite 350E  
West Des Moines, Iowa 50266-7771  
(515) 223-2869 [telephone]  
(515) 223-2131 [facsimile]  
[rpochter@ifmc.org](mailto:rpochter@ifmc.org)  
Point of Contact: Ronna Pochter

Contract Number: GS-35F-5831H  
Period Covered by Contract: 7/28/98 to 7/27/08

General Services Administration  
Federal Supply Service

This pricelist is current through Modification #PS0014 dated 06/01/04.

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

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**INFORMATION FOR ORDERING ACTIVITIES  
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](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 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**

IFMC will provide services within the 48 contiguous states, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico, and overseas locations as required.

**2. Contractor's Ordering Address and Payment Information**

The following are complete addresses for ordering and payment:

Ordering:

Ms. Ronna Pochter  
Iowa Foundation for Medical Care  
6000 Westown Parkway, Suite 350E  
West Des Moines, Iowa 50266-7771

Payment:

Mr. Steve Roesse  
Iowa Foundation for Medical Care  
6000 Westown Parkway, Suite 350E  
West Des Moines, Iowa 50266-7771

IFMC will accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit 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 activities to obtain technical and/or ordering assistance:

Ronna Pochter  
(515) 223-2869 [telephone]  
(515) 223-2131 [facsimile]

**3. Liability for Injury or Damage**

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

**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: 08 713 1785
- Block 30: Type of Contractor – G, Other Nonprofit Organization
- Block 31: Woman-Owned Small Business - No
- Block 36: Contractor's Taxpayer Identification Number (TIN): 42-0992483
- 4a. CAGE Code: OTUU7-PU
- 4b. IFMC has registered with the Central Contractor Registration Database

**5. FOB Destination**

Deliverables will be sent FOB Destination, unless otherwise noted on order.

**6. Delivery Schedule**

a. TIME OF DELIVERY: IFMC 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	As negotiated by IFMC and each agency.

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

**7. Discounts**

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

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

**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**

Outside the scope of the contract.

**10. Small Requirement**

The minimum dollar value of orders to be issued is \$100.

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

The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:

- Special Item Number 132-51 - Information Technology (IT) Professional Services

## 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 those SINs.]

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering activities 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 activity 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 ordering activity's needs.

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

b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering activities 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 ordering activity's needs. In selecting the supply or service representing the best value, the ordering activity 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 activity 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 activities 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 activity determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, IFMC 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 activities 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 activities will find it advantageous to request a price reduction. For example, when the ordering activity 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 activity 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 ordering activity for a specific order.

f. Small business. For orders exceeding the micro-purchase threshold, ordering activities 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 IFMC the item was purchased from, the item purchased, and the amount paid. If an ordering activity 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 activity shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the ordering activity's needs.

### **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 IFMC.

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: IFMC 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: IFMC 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.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, IFMC 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, IFMC 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: IFMC 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, IFMC's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: IFMC 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 Activities**

Any ordering activity, 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 ordering activity's convenience, and (m) Termination for Cause (See C.1.)

## **16. GSA Advantage!**

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

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

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

## **17. Purchase of 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 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 IFMC.
- 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 in any geographic location.

Upon request of IFMC, the ordering activity may provide IFMC with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to IFMC'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 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, deinstallation, 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.ifmncis.org](http://www.ifmncis.org).

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 IFMC 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) IFMC 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, IFMC 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 IFMC gives written notice to the Contracting Officer, whichever period is longer.

(c) IFMC 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. IFMC shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

**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. IFMC shall provide services at IFMC's facility and/or at the ordering activity location, as agreed to by IFMC and the ordering activity.

**2. Performance Incentives**

- a. Performance incentives may be agreed upon between IFMC 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 IFMC 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 IFMC. Incentives shall be based on objectively measurable tasks.

**3. Ordering Procedures for Services (Requiring a Statement of Work) (G-FCI-920) (MAR 2003)**

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).

When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of the DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.

GSA has determined that the prices for services contained in IFMC's price list applicable to this Schedule are fair and reasonable. However, the ordering activity 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 activities 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 IFMCs 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 activity makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include 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 IFMCs, if necessary or appropriate, to submit a project plan for performing the task, and information on IFMC's experience and/or past performance performing similar tasks.

(iv) The request shall notify IFMCs what basis will be used for selecting IFMC to receive the order. The notice shall include the basis for determining whether IFMCs 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) below, the request shall notify IFMCs that will be the case.

(2) Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and price lists, the ordering activity should identify IFMCs that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

NOTE: 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.

(i) The request should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.

(ii) For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the ordering activity's needs.

(iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.

(iv) Ordering activities should strive to minimize IFMCs' 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 IFMC 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 activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall—

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

(i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(ii) **MULTIPLE BPAs:** When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.

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

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

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

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

#### **4. Order**

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

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

#### **5. Performance of Services**

a. IFMC shall commence performance of services on the date agreed to by IFMC and the ordering activity.

b. IFMC agrees to render services only during normal working hours, unless otherwise agreed to by IFMC 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 Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

## **6. Inspection of Services**

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

## **7. Responsibilities of IFMC**

IFMC 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 Ordering Activity**

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

## **9. Independent Contractor**

All IT Services performed by IFMC 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 IFMC, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving IFMC, any entity into or with which IFMC subsequently merges or affiliates, or any other successor or assignee of IFMC.

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 IFMC and its affiliates, may either (i) result in an unfair competitive advantage to IFMC or its affiliates or (ii) impair IFMC’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 IFMCs, 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**

IFMC, upon completion of the work ordered, shall submit invoices for IT 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 IFMC, 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 I (APR 1984) 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 (DEC 2002) 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 IFMC 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

IFMC will charge hourly rates for individuals providing IT Professional Services for the following commercial job titles (labor categories).

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Commercial Job Title: System Engineer, Junior	GSA Hourly Rate: \$36.97/Hour
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Minimum/General Experience: Minimum of one (1) year relevant experience. Ability to communicate well both internally and externally. Demonstrated organization skills required.

Functional Responsibility: Responsibilities may include performing diagnostics on PCs that are not working properly; providing expertise in both software and hardware evaluations; assisting Local Area Network (LAN) Administrator with the implementation of software and systems; providing technical support to LAN users; and serving as backup for network support. This position may perform all scheduling of production jobs; work with programming staff in setting production job flows and setting up VSAM and sequential file sizes; monitor disk space usage; works with computer operations and programming staff in system abend resolution; set up reorganizations of VSAM files and file placement; work with systems programmers settings system standards; works with applications programming staff programming Advanced Function Printing (AFP) layouts; create error report on diskette to be sent to user; works on remote print using VPS; and verify counts on jobs to make sure reports are correct. Duties may involve monitoring all system requests in a timely and accurate manner to include tape mounts, system resource requests and notification, and printer requests; ensuring all jobs scheduled through production scheduler are run in sequence as specified and all output including tape media and print is distributed per job request; maintaining job log summary for production and system outages; assisting appropriate team members in researching and resolving issues; performing nightly backup of system and maintenance of all peripherals as specified by manager; and ordering and maintaining computer supplies.

Minimum Education: High School Diploma.

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Commercial Job Title: Support Staff	GSA Hourly Rate: \$37.84/Hour
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Minimum/General Experience: Minimum of one (1) year secretarial and/or documentation support experience. Excellent knowledge of Word Perfect, Excel, proofing and punctuation, and telephone communication skills. Ability to communicate well both internally and externally. Demonstrated organization skills required.

Functional Responsibility: Perform support functions pertaining to the efficient, timely and successful operation of contract, program and/or order deliverables, to include development of documentation materials.

Minimum Education: High School Diploma.

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Commercial Job Title: Help Desk Technician GSA Hourly Rate: \$41.30/Hour

Minimum/General Experience: Minimum of one (1) year experience. Ability to communicate well both internally and externally. Demonstrated organization skills required.

Functional Responsibility: Troubleshoots and resolves workstation, laptop, printer and hardware problems; maintains hardware inventory containing warranty information; orders, tracks, and documents warranty and replacement information for hardware components; assigns complex issues to the appropriate division to resolve; completes the request form to purchase new or replacement equipment; and prepares reports.

Minimum Education: High School Diploma.

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Commercial Job Title: Product Coordinator GSA Hourly Rate: \$42.11/Hour

Minimum/General Experience: Minimum of one (1) year relevant experience. Ability to communicate well both internally and externally. Demonstrated organization skills required.

Functional Responsibility: Assists in the development and design of the software products; performs integrated software testing, identifying issues and recommending changes; serves as a resource expert for external customers; assists with the preparation of training materials including computer based training and customer oriented training; designs and develops product documentation, system changes/updates, and routine correspondence; and assists with creating and updating online help files.

Minimum Education: Associates Degree. An additional two (2) years relevant experience may be substituted for the degree.

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Commercial Job Title: Business Specialist GSA Hourly Rate: \$44.33/Hour

Minimum/General Experience: Minimum of one (1) year relevant experience. Excellent knowledge of Microsoft Word, Excel. Ability to communicate well both internally and externally. Demonstrated organization skills required.

Functional Responsibility: Assist with financial analysis, process documentation, quality improvement, budget, reconciliation, and reporting systems in support of programs and projects.

Minimum Education: Associates Degree. An additional two (2) years relevant experience may be substituted for the degree.

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Commercial Job Title: Coding Specialist GSA Hourly Rate: \$50.17/Hour

Minimum/General Experience: Minimum of three (3) years coding and/or billing experience. Ability to communicate well both internally and externally. Demonstrated organization skills required.

Functional Responsibility: Designs, develops and delivers training and product documentation on software enhancements and coding; performs software testing; assists programmers with identifying programming issues; and researches and reviews related policy issues, provides prompt feedback and resolution to customers regarding software product, coding and billing issues; performs on-site audits to confirm the accuracy of coding and data; makes appropriate decisions regarding coding, physician referral and rationale development; performs quality assurance activities on audits conducted.

Minimum Education: RHIA or RHIT certification preferred. Associates Degree in related field, an additional two (2) years relevant experience may be substituted for the degree.

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Commercial Job Title: Clinical Product Coordinator

GSA Hourly Rate: \$51.38/Hour

Minimum/General Experience: Minimum of three (3) years relevant experience. Ability to communicate well both internally and externally. Demonstrated organization skills required.

Functional Responsibility: Participates in the development and design of software products by providing subject matter expertise based on clinical knowledge; performs integrated software testing; identifies issues and recommends changes; designs and develops product documentation, system changes/updates and routine correspondence; reviews documentation created by non-clinical staff for accuracy; assists with the preparation of training materials including computer based training and customer oriented training.

Minimum Education: Associates Degree. An additional two (2) years relevant experience may be substituted for the degree.

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Commercial Job Title: Web Engineer

GSA Hourly Rate: \$51.68/Hour

Minimum/General Experience: Minimum of three (3) years relevant experience. Ability to communicate well both internally and externally. Demonstrated organization skills required.

Functional Responsibility: Analyzes and develops specifications; determines feasibility, cost and time required, compatibility with current system, and computer capabilities required for new or revised sites; stays abreast of industry and technological changes and makes recommendations for enhancements or improvements; serves as a team member on projects or committees ensuring the company's/division's use of the Internet or Intranet is effective and efficient. May include installing and configuring web based software packages (server and client) in accordance with company systems and networks; assisting web developers with web interface design to provide a secure and user friendly web based product; ensuring technical aspects of product (connectivity, hardware, security and data) meet company and customer satisfaction; and assisting application programming staff and system administrators in updating changes to websites. May also include planning, developing, testing and maintaining Internet and/or Intranet web pages; consulting with clients and end users, providing content and layout recommendations; and providing training and demonstrations to clients.

Minimum Education: Associates Degree. Relevant Certificate(s) and an additional one (1) experience may be substituted for the degree.

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Commercial Job Title: Technical

GSA Hourly Rate: \$54.80/Hour

Minimum/General Experience: Minimum of three (3) years experience in relevant area of expertise. Must have good verbal and written communication skills.

Functional Responsibility: Perform user liaison tasks, provide help desk support, create documentation for software, perform software testing, create computer based training modules, perform training, and participate in special projects as assigned.

Minimum Education: A.A.S. degree in related field. An additional two (2) years relevant experience may be substituted for the degree.

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Commercial Job Title: System Engineer

GSA Hourly Rate: \$57.54/Hour

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also required knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Responsible for the analysis, specification, development, integration and acquisition of open systems for information processing applications, installation and maintenance of all computer hardware platforms and associated software; development, installation and maintenance of proprietary software to enhance systems capabilities; provide system engineering support; data security; and disaster recovery.

Minimum Education: A.A.S. degree in Computer Science or related field. An additional two (2) years relevant experience may be substituted for the degree.

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Commercial Job Title: Programmer

GSA Hourly Rate: \$67.33/Hour

Minimum/General Experience: Minimum of three (3) years experience in specific programming tool(s) and/or language(s) required for contract. Must have good verbal and written communication skills, and thorough knowledge of systems flow and integration.

Functional Responsibility: Responsible for analysis, specification, development, testing, implementation and maintenance of application systems, to include data modeling and design.

Minimum Education: A.A.S. degree in Computer Programming or related field. An additional two (2) years relevant experience may be substituted for the degree.

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Commercial Job Title: System Engineer, Senior

GSA Hourly Rate: \$70.42/Hour

Minimum/General Experience: Minimum of five (5) year relevant experience. Ability to communicate well both internally and externally. Demonstrated organization skills required.

Functional Responsibility: Serves as a technical expert in providing operational support related to system security and network infrastructure protection issues and solutions; performs continual needs assessment analysis in conjunction with divisional and systems operations staff; works with business operation staff to review and improve process flow; ensures the IS division is in compliance with security and privacy policies and procedures; investigates and fully documents breaches to policies or procedures; investigates and recommends technical security solutions based on needs identified; conducts periodic systems audits and security risk assessment(s) within the IS division; recommends security solutions based on needs identified; documents vulnerabilities and solution(s) to eliminate or minimize potential risks; develops contingency plans to ensure continued access to system(s), network(s) and database(s), and to combat security attacks; ensures the IS division is in compliance with all requirements; coordinates security and privacy issues with the IS division and clients; manages multiple projects that may be diverse in nature.

Minimum Education: Associates Degree. Relevant Certificate(s) and an additional two (2) years relevant experience may be substituted for the degree.

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Commercial Job Title: Data Analyst

GSA Hourly Rate: \$74.05/Hour

Minimum/General Experience: Minimum of five (5) years relevant experience. Ability to communicate well both internally and externally. Demonstrated organization skills required.

Functional Responsibility: Assists team members in planning, designing, and performing data and pattern analysis; may provide statistical and data analysis training and consultation; researches and assists in the development of optimal methods of presentation of results; generates periodic reports for clients and management; may conduct presentations related to project findings to medical societies, physicians, providers or other health care professionals; evaluates various software to determine the most appropriate to use in project analysis and makes recommendations to management for improvements.

Minimum Education: Associates Degree. An additional two (2) years relevant experience may be substituted for the degree.

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Commercial Job Title: Project Management

GSA Hourly Rate: \$77.58/Hour

Minimum/General Experience: Minimum of five (5) years relevant experience. Ability to communicate well both internally and externally. Demonstrated organization skills required.

Functional Responsibility: Manages multiple projects that may be diverse in nature, including creating, collecting and reporting of contract deliverables; monitors application development standards for projects; ensures projects are completed in a satisfactory and timely manner; provides technical expertise on projects; assists in troubleshooting problems as they arise; ensures all new and modified systems are efficiently written and fully tested; hires, trains, motivates, coaches and evaluates staff; provides resources and support as needed to meet the departmental and company goals and specific contract requirements; participates in system demonstrations and presentations to customers; oversees work and performance of subcontractors; and ensures objectives are met accurately and timely.

Minimum Education: Bachelors degree. An additional four (4) years management experience may be substituted for the degree.

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Commercial Job Title: Programmer, Senior

GSA Hourly Rate: \$79.59/Hour

Minimum/General Experience: Minimum of seven (7) year relevant experience. Ability to communicate well both internally and externally. Demonstrated organization skills required.

Functional Responsibility: Designs and codes new reports, programs and other software and system components; designs and codes modifications to existing software; tests all code written or modified; partners with the testing team for regression and quality assurance testing; collaborates with customers and end users to ensure changes are appropriate; performs needs analysis of clients and end users; leads the research, planning, designing, development and deployment of software systems; designs modifications for existing software; ensures components of systems work together and the flow of data generates the desired results; analyzes, researches, and designs solutions of diverse scope by analyzing identifiable factors; works with other experienced programming staff or vendors to facilitate resolutions; assists other programming staff in the analysis and resolution of issues; writes or revises system and operation documentation for complex new and existing programs and systems; leads research and design of new technologies; makes recommendations for changes or improvements utilizing new technology; leads the planning, researching, designing and evaluation of new software; serves as a resource expert to staff and management; provides direction and training to less experienced programming staff.

Minimum Education: Associates Degree. Relevant Certificate(s) and an additional two (2) years relevant experience may be substituted for the degree.

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Commercial Job Title: Business Analyst, Senior

GSA Hourly Rate: \$80.60/Hour

Minimum/General Experience: Minimum of seven (7) years relevant experience. Excellent knowledge of Microsoft Word, Excel. Ability to communicate well both internally and externally. Demonstrated organization skills required.

Functional Responsibility: Provide technical expertise and assist with the development, implementation, testing and maintenance of customer application and reporting systems. Serve as liaison with client, provide support on the interpretation of policy and operations' requirements, ensure customer requirements are met. Ensure data provided is accurate. Responsible for providing financial analysis and support to various complex and high budget programs and projects.

Minimum Education: Associates Degree in related field. An additional four (4) years relevant experience may be substituted for the degree.

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Commercial Job Title: Data Analyst, Senior

GSA Hourly Rate: \$91.48/Hour

Minimum/General Experience: Minimum of seven (7) years relevant experience. Ability to communicate well both internally and externally. Demonstrated organization skills required.

Functional Responsibility: Designs optimal methodologies for statistical analyses and reporting including sampling, data collection tool design, validation and reliability methods, experimental design, statistical modeling, data communication and pattern analysis; provides recommendations to company management; serves as a technical resource to team members as it relates to statistical analysis and methodologies; provides training and guidance as needed; interprets and draws conclusions on analysis results; integrates analysis results into activities and/or projects; provides statistical/data analysis education and consultation to project team members; drafts various types of documentation describing analysis techniques; creates analysis tools for retrieving information including programming of statistical software programs; maximizes tools for efficiency in data collection by staying abreast of new technologies; researches and archives internal and external data sources for use in analysis activities; manages and monitors the integrity of data ensuring quality and accuracy; and serves as a technical resource regarding the availability and reliability of data sources.

Minimum Education: Bachelor Degree, an advanced degree preferred. An additional four (4) years experience may be substituted for the degree.

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Commercial Job Title: Management

GSA Hourly Rate: \$101.10/Hour

Minimum/General Experience: Minimum of seven (7) years relevant experience. Ability to communicate well both internally and externally. Demonstrated organization skills required.

Functional Responsibility: Ensures multiple projects are completed accurately, timely and to the customer's satisfaction; assigns team members, provides oversight to subcontractors, and determines applications and/or database development standards, including setting objectives and timelines; manages professional and technical staff by coaching, counseling, and providing feedback on performance; provides technical expertise for projects by assisting in troubleshooting issues, researching possible solutions, and providing support for team members; assists in proposal development by recommending resources, staffing levels and suggestions for achieving the end result; participates in system demonstrations and presentations to customers.

Minimum Education: Bachelors degree. An additional four (4) years management experience may be substituted for the degree.

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Commercial Job Title: Senior Management

GSA Hourly Rate: \$119.29/Hour

Minimum/General Experience: Minimum of ten (10) years experience. Ability to communicate well both internally and externally. Demonstrated organization skills required.

Functional Responsibility: Manages projects, subordinate managers, professional, technical and support staff; hires, trains, motivates, coaches and evaluates performance and provides feedback.; serves as technical expert for less experienced project managers; sets expectations and goals for the department, staff, and projects; manages the timeline for projects, obtains approval for project budget, develops security plan and monitoring processes to ensure compliance with requirements; manages all scopes of projects to ensure they are completed accurately and in a timely manner according to customer's and company's requirements; manages customer's expectations for projects; monitors projects by generating task listings for all team members, receiving task listing accountability report from all team members and updates project timeline if necessary; collects actual performance data and compares actual to plan comparison; identifies requirements outside approved project scope and requests timeline extensions or additional monies as necessary; cultivates and maintains effective business relationships with customers; and turns ideas into future business opportunities.

Minimum Education: Bachelors degree. An additional four (4) years management experience may be substituted for the degree

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Commercial Job Title: Epidemiologist

GSA Hourly Rate: \$131.98/Hour

Minimum/General Experience: Minimum of ten (10) years relevant experience. Ability to communicate well both internally and externally. Demonstrated organization skills required.

Functional Responsibility: Oversees data collection, assessment and evaluation process in health data and analysis. Participates in assessment processes to identify key health indicators and develop ongoing assessment activities; functions as leader in the epidemiological investigation of health related studies and investigations; serves as epidemiological resource for department and contract activities; is knowledgeable of current principles and practices of epidemiology, computerized database and statistical software, and the organization and administration of public health programs; directs optimal methodologies for statistical analyses and reporting; provides recommendations to company management; provides training and guidance as needed; interprets and draws conclusions on analysis results; integrates analysis results into activities and/or projects; maximizes tools for efficiency in data collection by staying abreast of new technologies; researches and archives internal and external data sources for use in analysis activities; manages and monitors the integrity of data ensuring quality and accuracy; and serves as a technical resource regarding the availability and reliability of data sources; manages multiple projects that may be diverse in nature; motivates, hires, trains, coaches, and evaluates employees to meet optimal performance; provides resources and support as needed to meet departmental and company goals and specific contract requirements; stays abreast of industry trends and makes recommendations for improvement and efficiencies to enable the Company to reach its strategic goals.

Minimum Education: Ph.D. required.

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Commercial Job Title: Executive Management

GSA Hourly Rate: \$141.05/Hour

Minimum/General Experience: Minimum of fifteen (15) years experience. Ability to communicate well both internally and externally. Demonstrated organization skills required.

Functional Responsibility: Manages programs and senior management staff; sets expectations and goals for the department, staff, and projects; serves as a liaison for executive level customer staff; works with senior management to ensure all projects are completed accurately and in a timely manner according to customer's and company's requirements; manages customer's expectations for programs; cultivates and maintains effective business relationships with customers; and turns ideas into future business opportunities.

Minimum Education: Bachelors degree. An additional four (4) years management experience may be substituted for the degree.

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

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

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

Iowa Foundation for Medical Care  
6000 Westown Parkway, Suite 350E  
West Des Moines, Iowa 50266-7771  
Point of Contact: Ronna Pochter  
(515) 223-2869 [telephone]  
(515) 223-2131 [tacsimile]  
[rpochter@ifmc.org](mailto:rpochter@ifmc.org)

**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

(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, IFMC 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 IFMC's invoice, the provisions of this BPA will take precedence.

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

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

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

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

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

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

Here is a general outline on how it works:

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