



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

Special Item Number 132-51 Information Technology Professional Services

**SIN 132-51 Information Technology 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.



**Circle Solutions, Inc.  
 8280 Greensboro Drive, Suite 300  
 McLean, VA 22102  
 Phone: (703) 821-8955  
 Fax: (703) 821-2098**



**Internet Address [www.circlesolutions.com](http://www.circlesolutions.com)  
 Contract # GS-35F-0289T  
 Period Covered by Contract: 1 March 2007 thru 28 February 2012  
 Pricelist current through Refresh #20/21/22 and  
 Modification FX65 , dated December 30, 2008**

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/>

<b>TABLE OF CONTENTS</b>
--------------------------

<b>Item</b>	<b>Page</b>
<b>Circle Solutions, Inc. Corporate Information</b>	<b>3</b>
<b>Information For Ordering Activities</b>	<b>4</b>
<b>Information Technology Professional Services</b>	<b>12</b>
<b>Education And Experience Requirements – Equivalency Substitution Table</b>	<b>13</b>
<b>Terms And Conditions Applicable To Information Technology (IT) Professional Services (Special Item Number 132-51)</b>	<b>14</b>
<b>Circle Solutions, Inc. Labor Category Rates</b>	<b>18</b>
<b>Circle Solutions, Inc. Labor Category Descriptions</b>	<b>20</b>
<b>USA Commitment To Promote Small Business Participation Procurement Programs</b>	<b>33</b>
<b>Best Value Blanket Purchase Agreement Federal Supply Schedule</b>	<b>34</b>
<b>Basic Guidelines For Using Contractor Team Arrangements</b>	<b>36</b>
<b>Circle Solutions, Inc. Sales And Service Points</b>	<b>37</b>

## CIRCLE SOLUTIONS, INC. CORPORATE INFORMATION

Circle Solutions, Inc. (Circle) is an employee-owned professional services firm providing products and services in support of healthier, safer people and communities.

Located in the Washington, DC metropolitan area, Circle focuses on health, criminal justice, and other social issues. We have supported federal, state, and private sector clients since 1980. For four years in a row, Circle was recognized by the *Washington Business Journal* as one of Washington's Top 25 women-owned businesses and for the past 5 years as one of Washington's Top 25 Meeting Planners.

Our success and our outstanding reputation are founded upon:

- A record of superior performance
- A staff with talent, commitment, and creativity
- Guiding principles based on:
  - Excellence in all we do
  - Partnership with our clients
  - Trust and integrity
  - Open communication and respect
  - Commitment to diversity
  - Meeting and exceeding client expectations.

Circle can provide support and services, as needed, for both independent projects needing specific expertise and for tasks requiring total solutions using all of our products and services:

- Information Technology
  - Database, web site and related services
    - Database design and maintenance
    - Web site design, hosting and maintenance
    - Network design, administration and security including software support.
- Telecommunications technical support, installation, programming and maintenance.
- Electronic Clearinghouses and Information Centers
- Electronic Distribution and Fulfillment

**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). 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:**

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

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

Offerors are requested to check one of the following boxes:

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

**2. CIRCLE SOLUTIONS, INC.'S ORDERING ADDRESS AND PAYMENT INFORMATION:**

Contractors are required to 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.

**Ordering Address:**

Circle Solutions, Inc.  
8280 Greensboro Drive, Suite 300  
McLean, VA 22102  
Attention: Caroline Watler

**Payment Address:**

Circle Solutions, Inc.  
8280 Greensboro Drive, Suite 300  
McLean, VA 22102  
Attention: Kristina Lewis

**Remittance Address:**

Circle Solutions, Inc.  
c/o Chevy Chase Bank  
Routing #: 255071981  
Account #: 0014378680

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

**Ordering Assistance:**

Phone: (703)902-1308  
Fax: (703) 902-1250  
Attention: Caroline Watler

**Technical Assistance:**

Phone: (703)902-1275  
Fax: (703) 902-1250  
Attention: Charles Derbyshire

**3. LIABILITY FOR INJURY OR DAMAGE**

Circle Solutions, Inc. 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 Circle Solutions, Inc., unless such injury or damage is due to the fault or negligence of Circle Solutions, Inc.

**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: 048298954  
Block 30: Type of Contractor: Small Business  
Block 31: Woman-Owned Small Business: No  
Block 36: Taxpayer Identification Number (TIN): 54-1152800

**4a. CAGE CODE: 06MY8**

**4B. Circle Solutions, Inc. Has Registered With The Central Contractor Registration Database.**

**5. FOB DESTINATION**

**6. DELIVERY SCHEDULE**

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

SPECIAL ITEM NUMBER

132-51

DELIVERY TIME (Days ARO)

As negotiated between Circle Solutions, Inc. and the ordering agency at the time that the order is placed.

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 the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering 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: **1% - 15 Days / Net 30**
- b. Quantity discounts: **None**
- c. Dollar Volume: **\$250-500K – .5%**
- d. Government Educational Institutions: **None**
- e. Other: **None**

**8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED:**

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

**9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:**

**10. SMALL REQUIREMENTS:** The minimum value of orders to be issued is \$100

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

- a. Special Item Number 132-51 - Information Technology (IT) Professional Services  
The maximum order value for SIN 132-51 is \$500,000.00.

**12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

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

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

**13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS**

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

**13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS**

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

**13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):** Telecommunication

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

#### **14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)**

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

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

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

**15. CONTRACT ADMINISTRATION FOR ORDERING 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. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

## **18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

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

## **19. OVERSEAS ACTIVITIES**

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

Circle Solutions, Inc. does not provide overseas activities.

Upon request of the Contractor, the ordering activity may provide the Contractor 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 the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

## **20. BLANKET PURCHASE AGREEMENTS (BPAs)**

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

## **21. CONTRACTOR TEAM ARRANGEMENTS**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

## 22. INSTALLATION, 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: **The EIT standard can be found at:** [www.section508.gov](http://www.section508.gov). Circle Solutions, Inc. ULC is [www.circlesolutions.com](http://www.circlesolutions.com)

## 24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

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

**25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)**

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

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

**26. SOFTWARE INTEROPERABILITY.**

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

**27. ADVANCE PAYMENTS**

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

**CIRCLE SOLUTIONS, INC.**  
**INFORMATION TECHNOLOGY PROFESSIONAL SERVICES**

Circle Solutions, Inc. provides a broad range of services to our customers across the country. You can get further information on our capabilities and experience by reading below:

<b><i>Services Offered</i></b>	<b><i>Description</i></b>
<b><i>Professional Services Offered</i></b>	Systems Analysis, Database Analysis and Administration, Systems Administration, Data Modeling, Full Life Cycle Development, Technical Documentation, User Documentation, Web Hosting, Web Design, Website Usability Testing, Web Consulting Services, Network Design, Network Administration, Help Desk Support, Project Management, Software Training, Telecommunications Management, Technical On-line Materials Development, Electronic Fulfillment Services
<b><i>Web Hosting</i></b>	Microsoft Internet Information Server, Apache, Server Administration, Secure Servers
<b><i>Web Programming</i></b>	HTML, CSS, ASP; ASP.NET, ColdFusion, PHP, JavaScript, Java
<b><i>Web Usability Testing</i></b>	Observation, Surveys, Focus Groups
<b><i>Web Consulting Services</i></b>	Layout, Navigation, Graphic Design, Content Development, Content Management, Section 508 compliance, Plain Language initiative
<b><i>Web Design</i></b>	Layout, navigation; graphics, content; Quark Express, Adobe Creative Suite (Photoshop, Illustrator, Acrobat, InDesign), PageMaker, Corel Painter
<b><i>Database Analysis</i></b>	Customized Data Research and Analysis
<b><i>Full Life Cycle Development</i></b>	Database Development, Web Development. Concept, Design, Coding, Implementation, Training, Support
<b><i>Database Administration</i></b>	Database Modeling, Analysis and Design; Database and Applications development; SQL Server; Access; MySQL; Visio; Visual Studio 6.0, .NET; ASP; ASP.NET
<b><i>Database Programming</i></b>	Visual Basic, Visual Basic.NET, Crystal Reports, Access, SQL Server, MySQL
<b><i>Network Design</i></b>	Novell; Microsoft Server 2000, 2003; UNIX, LINUX, Firewall; Antivirus; Intrusion Detection; Exchange
<b><i>Network Administration</i></b>	Novell; Microsoft Server 2000, 2003; Firewall; Antivirus; Intrusion Detection; Exchange
<b><i>Network Security</i></b>	Firewalls, Intrusion detection, antivirus; Cisco Pix; NAT; Sunbelt Security; Juniper
<b><i>Network and Desktop Computer Support</i></b>	Automated Telecommunications Call Director troubleshooter; Windows Server 2003; Windows 2000, XP Professional; Microsoft Office Suite (Word, Excel, PowerPoint, Outlook); WordPerfect; Adobe suite assistance and training; hardware and software installation
<b><i>Project Management</i></b>	Schedule, scope, and cost control for all IT work; MS Project
<b><i>Technical Writing and Design</i></b>	Technical Documentation; User Documentation; Web content development including Web design elements and requirements
<b><i>Technical Training</i></b>	System training (technical and user); Classroom, Individual
<b><i>Telecommunications Management</i></b>	System programming manager; Reporting; Integrated Voice Mail; Station setup; Integrated Voicemail/E-mail Administration; Voice over IP

<b>EDUCATION AND EXPERIENCE REQUIREMENTS EQUIVALENCY SUBSTITUTION TABLE</b>
---

Circle Solutions, Inc. will provide only people who meet or exceed the minimum qualifications within the labor category descriptions stated herein. Circle Solutions, Inc. labor categories provide for substituting experience for minimum education requirements and substituting educational degrees for years of experience. These substitutions are allowed for all Circle Solutions, Inc. labor categories unless specified in the description.

*Allowable Substitutions*

The table below presents the allowable substitutions based on the education and experience of the labor categories in the Pricelist. Experience should be professional and job related, however it does not have to be specific to the project to be accomplished.

<b>DEGREE</b>	<b>DEGREE AND EXPERIENCE &amp; EDUCATION SUBSTITUTIONS</b>	<b>RELATED CERTIFICATION SUBSTITUTIONS</b>
	In general, where it is not stated, the following experience table may be substituted for not having the required degree, unless otherwise specified in the job description.	
Associate's	2 years relevant experience	Trade/Vocational School or Technical Training or Military Training in relevant field
Bachelor's	Associate's + 4 years relevant experience 6 years relevant experience	Professional or Industry Standard Technical Certification in a relevant field. (e.g MCSE, CCNP, CNA, CNE)
Master's	Bachelor's + 4 years relevant experience Associate's + 8 years relevant experience 10 years relevant experience	Professional License [e.g. Professional Engineer, Registered Communications Distribution Designer (RCDD), Certified Professional Logistician (CPL)]
Doctorate	Master's + 4 years relevant experience Bachelor's + 8 years relevant experience 14 years relevant experience	

**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 ordering activity location, as agreed to by the Contractor and the ordering activity.

**2. PERFORMANCE INCENTIVES**

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

**3. ORDER**

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

**4. PERFORMANCE OF SERVICES**

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

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

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. INSPECTION OF SERVICES**

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

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

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

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

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

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

### **a. Definitions.**

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

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

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

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

## **11. INVOICES**

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

## **12. PAYMENTS**

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

## **13. RESUMES**

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

**14. INCIDENTAL SUPPORT COSTS**

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

**15. APPROVAL OF SUBCONTRACTS**

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

**16. DESCRIPTION OF IT SERVICES AND PRICING**

See Labor Category Descriptions and Pricing that follow:

**CIRCLE SOLUTIONS, INC. LABOR RATES**

Overview of Circle Solutions, Inc. Special Item Numbers 132-51  
 Information Technology Professional Services (IT) Offering.  
**See Following Full Product Descriptions. Proposed Rates are Off-site only.**

SIN	Order #	Labor Category	Off-Site Rates Effective 03/01/07	Off-Site Rates Effective 03/01/08	Off-Site Rates Effective 03/01/09	Off-Site Rates Effective 03/01/10	Off-Site Rates Effective 03/01/11
132-51	CS001	Director of Technical Services	\$142.37	\$147.71	\$153.25	\$158.99	\$164.96
132-51	CS002	Director of Internet Services	\$123.21	\$127.83	\$132.62	\$137.60	\$142.76
132-51	CS003	Senior Web Designer	\$123.21	\$127.83	\$132.62	\$137.60	\$142.76
132-51	CS004	Web Designer	\$83.45	\$86.57	\$89.82	\$93.19	\$96.68
132-51	CS005	Web Specialist	\$70.89	\$73.54	\$76.30	\$79.16	\$82.13
132-51	CS006	HTML Coder	\$54.37	\$56.41	\$58.52	\$60.72	\$63.00
132-51	CS007	Technical Content Manager	\$110.52	\$114.66	\$118.96	\$123.42	\$128.05
132-51	CS008	Senior Graphics Designer	\$81.13	\$84.18	\$87.33	\$90.61	\$94.01
132-51	CS009	Desktop Publishing Specialist	\$63.36	\$65.73	\$68.20	\$70.75	\$73.41
132-51	CS010	Graphic Designer I	\$67.40	\$69.93	\$72.55	\$75.27	\$78.09
132-51	CS011	Graphic Designer II	\$73.10	\$75.84	\$78.69	\$81.64	\$84.70
132-51	CS012	Technical Illustrator	\$63.36	\$65.73	\$68.20	\$70.75	\$73.41
132-51	CS013	Senior Technical Writer	\$98.71	\$102.41	\$106.25	\$110.23	\$114.37
132-51	CS014	Technical Writer	\$87.89	\$91.19	\$94.61	\$98.16	\$101.84
132-51	CS015	Proofreader	\$58.51	\$60.70	\$62.98	\$65.34	\$67.79
132-51	CS016	Director of Database Services	\$110.88	\$115.03	\$119.35	\$123.82	\$128.47
132-51	CS017	Senior Database Administrator	\$101.26	\$105.06	\$109.00	\$113.09	\$117.33
132-51	CS018	Programmer I	\$84.51	\$87.68	\$90.97	\$94.38	\$97.92
132-51	CS019	Programmer II	\$88.75	\$92.07	\$95.53	\$99.11	\$102.83
132-51	CS020	Manager of Network Security and Administration	\$106.27	\$110.26	\$114.39	\$118.68	\$123.13
132-51	CS021	Manager of Information Technology Support	\$96.89	\$100.52	\$104.29	\$108.20	\$112.26
132-51	CS022	Network Administrator	\$84.51	\$87.68	\$90.97	\$94.38	\$97.92
132-51	CS023	Network Support Specialist	\$68.76	\$71.34	\$74.01	\$76.79	\$79.67
132-51	CS024	Network Assistant	\$62.51	\$64.86	\$67.29	\$69.81	\$72.43
132-51	CS025	Telecommunication Support Specialist I	\$83.83	\$86.98	\$90.24	\$93.62	\$97.13
132-51	CS026	Telecommunication Support Specialist II	\$96.89	\$100.52	\$104.29	\$108.20	\$112.26
132-51	CS027	Program Manager	\$153.75	\$159.52	\$165.50	\$171.71	\$178.15
132-51	CS028	Project Manager I	\$92.67	\$96.15	\$99.75	\$103.49	\$107.38
132-51	CS029	Project Manager II	\$96.25	\$99.86	\$103.61	\$107.49	\$111.52
132-51	CS030	Project Manager III	\$101.42	\$105.22	\$109.17	\$113.26	\$117.51
132-51	CS031	Project Manager IV	\$110.61	\$114.75	\$119.06	\$123.52	\$128.15
132-51	CS032	Project Manager V	\$123.21	\$127.83	\$132.62	\$137.60	\$142.76
132-51	CS033	Project Manager VI	\$153.75	\$159.52	\$165.50	\$171.71	\$178.15
132-51	CS034	Assistant Project Manager I	\$68.91	\$71.49	\$74.17	\$76.96	\$79.84
132-51	CS035	Assistant Project Manager II	\$76.39	\$79.26	\$82.23	\$85.31	\$88.51
132-51	CS036	Assistant Project Manager III	\$85.18	\$88.37	\$91.68	\$95.12	\$98.69
132-51	CS037	Assistant Project Manager IV	\$102.77	\$106.62	\$110.62	\$114.77	\$119.08
132-51	CS038	User Services Manager	\$58.51	\$60.70	\$62.98	\$65.34	\$67.79
132-51	CS039	Senior Technical Information Specialist I	\$47.45	\$49.23	\$51.08	\$52.99	\$54.98
132-51	CS040	Senior Technical Information Specialist II	\$61.11	\$63.40	\$65.78	\$68.24	\$70.80

SIN	Order #	Labor Category	Off-Site Rates Effective 03/01/07	Off-Site Rates Effective 03/01/08	Off-Site Rates Effective 03/01/09	Off-Site Rates Effective 03/01/10	Off-Site Rates Effective 03/01/11
132-51	CS041	Senior Technical Information Specialist III	\$65.01	\$67.45	\$69.98	\$72.60	\$75.32
132-51	CS042	Technical Information Specialist I	\$42.02	\$43.59	\$45.23	\$46.92	\$48.68
132-51	CS043	Technical Information Specialist II	\$45.51	\$47.22	\$48.99	\$50.82	\$52.73
132-51	CS044	Technical Information Assistant	\$36.51	\$37.88	\$39.30	\$40.77	\$42.30
132-51	CS045	Registration Database Supervisor	\$50.63	\$52.52	\$54.49	\$56.54	\$58.66
132-51	CS046	Registration Database Specialist	\$44.88	\$46.56	\$48.31	\$50.12	\$52.00
132-51	CS047	Project Analyst I	\$58.51	\$60.70	\$62.98	\$65.34	\$67.79
132-51	CS048	Project Analyst II	\$98.81	\$102.52	\$106.36	\$110.35	\$114.49
132-51	CS049	Project Analyst III	\$132.09	\$137.04	\$142.18	\$147.51	\$153.04
132-51	CS050	Project Analyst IV	\$139.27	\$144.50	\$149.92	\$155.54	\$161.37
132-51	CS051	Data Management Specialist I	\$63.08	\$65.45	\$67.90	\$70.45	\$73.09
132-51	CS052	Data Management Specialist II	\$72.42	\$75.14	\$77.96	\$80.88	\$83.91
132-51	CS053	Senior Technical Advisor I	\$98.81	\$102.52	\$106.36	\$110.35	\$114.49
132-51	CS054	Senior Technical Advisor II	\$132.09	\$137.04	\$142.18	\$147.51	\$153.04
132-51	CS055	Senior Technical Advisor III	\$139.27	\$144.50	\$149.92	\$155.54	\$161.37
132-51	CS056	Technical Advisor	\$58.51	\$60.70	\$62.98	\$65.34	\$67.79
132-51	CS057	Electronic Data Fulfillment Manager	\$83.83	\$86.98	\$90.24	\$93.62	\$97.13
132-51	CS058	Electronic Data Fulfillment Deputy Manager	\$58.51	\$60.70	\$62.98	\$65.34	\$67.79
132-51	CS059	Electronic Data Fulfillment Specialist	\$43.17	\$44.79	\$46.47	\$48.21	\$50.02
132-51	CS060	Electronic Data Fulfillment Clerk	\$35.86	\$37.20	\$38.60	\$40.04	\$41.54
132-51	CS061	Administrative Assistant I	\$41.92	\$43.49	\$45.12	\$46.81	\$48.57
132-51	CS062	Administrative Assistant II	\$52.39	\$54.35	\$56.39	\$58.50	\$60.70
132-51	CS063	Task Specialist I	\$44.88	\$46.56	\$48.31	\$50.12	\$52.00
132-51	CS064	Task Specialist II	\$60.85	\$63.13	\$65.50	\$67.96	\$70.50
132-51	CS065	Task Specialist III	\$67.61	\$70.15	\$72.78	\$75.51	\$78.34
132-51	CS066	Technical/Subject Specialist I	\$78.01	\$80.93	\$83.97	\$87.12	\$90.39
132-51	CS067	Technical/Subject Specialist II	\$91.00	\$94.41	\$97.95	\$101.63	\$105.44
132-51	CS068	Technical/Subject Specialist III	\$97.51	\$101.17	\$104.96	\$108.90	\$112.98
132-51	CS069	Technical/Subject Specialist IV	\$110.88	\$115.03	\$119.35	\$123.82	\$128.47
132-51	CS070	Technical/Subject Specialist V	\$123.21	\$127.83	\$132.62	\$137.60	\$142.76
132-51	CS071	Technical/Subject Specialist VI	\$139.27	\$144.50	\$149.92	\$155.54	\$161.37
132-51	CS072	Technical/Subject Specialist VII	\$153.75	\$159.52	\$165.50	\$171.71	\$178.15
132-51	CS073	Information Technology Officer II	\$0.00	\$0.00	\$175.52	\$185.54	\$189.84

**Note:** 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.

For additional information please contact Phyllis Dreyfuss at the Circle Solutions, Inc. Marketing Department, Phone: (703)902-1308, Fax: (703) 902-1250, Email: [pdreyfuss@circlesolutions.com](mailto:pdreyfuss@circlesolutions.com) or Kristina Lewis, Contracts Department, Phone: (703) 902-1206, Fax (703) 902-1250, Email: [kLewis@circlesolutions.com](mailto:kLewis@circlesolutions.com)

**LABOR CATEGORY DESCRIPTIONS**

<b>Order #</b>	<b>Labor Category</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibility</b>
<b>CS001</b>	<b>Director of Technical Services</b>	10 years project-related experience	Bachelors degree	Manages large multi-task and IDIQ IT contracts. Establishes and directs policies and procedures for the Information Technology (IT) department. Analyzes clients' systems needs and recommends hardware and software acquisitions to achieve objectives. Ensures that appropriate staff are available and assigned to projects, and that required tools are available.
<b>CS002</b>	<b>Director of Internet Services</b>	8 years project-related experience	Bachelors degree	Establishes and directs the goals, policies, and procedures for clients' Internet services. Manages all website projects. Provides the highest level of technical consultation for clients and project/department managers related to the design, development, and management of websites. Supervises design staff.
<b>CS003</b>	<b>Senior Web Designer</b>	5 years project-related experience	Bachelors degree or equivalent industry standard certification	Designs, creates, and/or maintains websites applying advanced knowledge and experience with limited guidance and supervision. Designs and implements common user interface standards, system usability guidelines, and development methodologies. Provides technical guidance to lower-level technical staff.
<b>CS004</b>	<b>Web Designer</b>	3 years project-related experience	Bachelors degree or equivalent industry standard certification	Develops and implements the interface, front pages, and tools to navigate a website. Under the direction of the Director of Internet Services, designs online user experiences including incorporating GUI features and other techniques using coding elements such as JavaScript, ColdFusion, ASP.NET, etc. Tests sites and troubleshoots issues with existing sites to resolve them.
<b>CS005</b>	<b>Web Specialist</b>	2 years project-related experience	Associates degree or equivalent industry standard training	Provides HTML, CSS, and Web design support and processes images and graphics for Web projects using tools such as Dreamweaver/Homesite, Photoshop, MS Visual Studio, Adobe Acrobat, etc.
<b>CS006</b>	<b>HTML Coder</b>	1 year project-related experience	Associates degree or equivalent industry standard training	Provides HTML coding support, basic CSS coding, and image processing support using applications such as MS Visual Web Developer Express, Photoshop Elements, Adobe Acrobat, etc.

<b>Order #</b>	<b>Labor Category</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibility</b>
<b>CS007</b>	<b>Technical Content Manager</b>	8 years project-related experience	Bachelors degree	Provides strategic direction for content development and graphic design for web material. Ensures that all documents meet established standards. Supervises technical writers and graphic designers. Develops and maintains policies and procedures, and ensures that timeframes and that budgets are met and products yield the expected outcome.
<b>CS008</b>	<b>Senior Graphics Designer</b>	6 years project-related experience	Bachelors degree	Establishes protocols and procedures for graphic design department. Designs electronic art and website copy layouts based on client specifications. Determines style, technique, and medium best suited to produce desired effects and conform to reproduction requirements, and implements specific instructions (including 508 compliance) regarding these variables.
<b>CS009</b>	<b>Desktop Publishing Specialist</b>	3 years project-related experience	Associates degree or equivalent industry standard training/certification	Produces high-quality documents, publications and reports by converting hard-or soft-copy documents to desktop publishing format using graphics and word processing software, such as Adobe Acrobat, MS Word, etc.
<b>CS010</b>	<b>Graphic Designer I</b>	3 years project-related experience	Bachelors degree	Prepares art and copy layouts for websites and other electronic materials based on client specifications. Determines style, technique, and medium best suited to produce desired effects and conform to reproduction requirements, and implements specific instructions regarding these variables. Selects type/fonts, lays out materials, and performs related duties.
<b>CS011</b>	<b>Graphic Designer II</b>	5 years project-related experience	Bachelors degree	Prepares art and copy layouts for websites and other electronic materials based on client specifications. Determines style, technique, and medium best suited to produce desired effects and conform to reproduction requirements, and implements specific instructions regarding these variables. Selects type/fonts, lays out materials, and performs related duties. Designs original art for project websites.

<b>Order #</b>	<b>Labor Category</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibility</b>
<b>CS012</b>	<b>Technical Illustrator</b>	4 years project-related experience	Bachelors degree	Creates graphs, charts, schematics, and two- and three-dimensional drawings for use in a variety of electronic reports, newsletters, brochures, and technical documents located on websites or delivered via e-mail.
<b>CS013</b>	<b>Senior Technical Writer</b>	8 years project-related experience	Bachelors degree	Performs research and writes original text per client specifications for online use. Writes a variety of technical articles, reports, brochures, and/or manuals for a wide range of uses. Ensures that project documents meet established quality standards following a specified style guide. Conforms to findings of usability testing and 508 compliance regulations.
<b>CS014</b>	<b>Technical Writer</b>	5 years project-related experience	Bachelors degree	Writes and edits online text per client specifications, performing research as required. Writes or edits a variety of technical articles, reports, brochures, and/or manuals for a wide range of uses. Ensures that project documents meet established quality standards following specified style guide. Conforms to findings of usability testing and 508 compliance regulations.
<b>CS015</b>	<b>Proofreader</b>	2 years project-related experience	Bachelors degree	Serves as quality control specialist by reviewing online documents for typographical and mechanical errors. May copy edit by using independent judgment to interpret style guide and quality standards.
<b>CS016</b>	<b>Director of Database Services</b>	8 years project-related experience	Bachelors degree	Establishes and directs the goals, policies, and procedures for clients' database services. Manages all database projects. Provides the highest level of technical consultation for clients and project/department managers related to the design, development, and management of databases. Supervises programming staff.
<b>CS017</b>	<b>Senior Database Administrator</b>	6 years project-related experience	Bachelors degree	Administers, maintains, and implements policies and procedures for ensuring the security and integrity of project databases. Resolves performance issues, database capacity issues, replication, and other issues.

<b>Order #</b>	<b>Labor Category</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibility</b>
<b>CS018</b>	<b>Programmer I</b>	4 years project-related experience	Bachelors degree	Reviews, analyzes, and modifies programming systems including encoding, testing, debugging, and documenting programs. Working familiarity with industry-standard and current database concepts, practices, and procedures, especially relational database and client-server concepts.
<b>CS019</b>	<b>Programmer II</b>	6 years project-related experience	Bachelors degree	Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. May write documentation describing program development, logic, coding, and user manuals. Working familiarity with industry-standard and current database concepts, practices, and procedures, especially relational database and client-server concepts.
<b>CS020</b>	<b>Manager of Network Security and Administration</b>	6 years project-related experience	Bachelors degree or equivalent industry standard certification	Manages all network security systems for LAN/WAN, telecommunications, and voice systems, including disaster recovery, database protection, and software development. Stays abreast of issues in the field and recommends policies and materials needed to ensure that security requirements are met. Leads network security administration staff.
<b>CS021</b>	<b>Manager of Information Technology Support</b>	6 years project-related experience	Bachelors degree or equivalent industry standard certification	Installs, configures, and maintains the company's computer and telecommunications network. Supports, monitors, tests, and troubleshoots hardware, software, and performance problems related to network and Internet services. Provides end user support for all network-based applications. Installs and configures workstations, hardware, and software. Performs varied and complex tasks with a significant degree of creativity and latitude. Supervises junior network staff.
<b>CS022</b>	<b>Network Administrator</b>	4 years project-related experience	Bachelors degree or equivalent industry standard certification	Supports, sets up, monitors, tests, and troubleshoots hardware, software, and performance related to network and Internet services. Provides end user support. Installs and configures workstations, hardware, and software. Performs assigned tasks under direction of a network manager.

<b>Order #</b>	<b>Labor Category</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibility</b>
<b>CS023</b>	<b>Network Support Specialist</b>	2 years project-related experience	Bachelors degree or equivalent industry standard certification	Supports, sets up, monitors, tests, and troubleshoots hardware, software and performance related to network and Internet services. Identifies, researches, and resolves technical problems. Provides end user support, including training. Installs and configures workstations, hardware, and software. Performs assigned tasks under direction of a network manager.
<b>CS024</b>	<b>Network Assistant</b>	1 year project-related experience	Associates degree or industry standard certification	Supports, monitors, tests, and troubleshoots hardware and software. Recommends, schedules, and implements repairs. Identifies, researches, and resolves technical problems. Provides end user support. Installs and configures workstations and peripherals. Performs assigned tasks under direction of a network manager.
<b>CS025</b>	<b>Telecommunication Support Specialist I</b>	4 years project-related experience	Bachelors degree or equivalent industry standard training	Reviews, analyzes, evaluates, and maintains telecommunications system. Provides user training of telecommunication features and functionality.
<b>CS026</b>	<b>Telecommunication Support Specialist II</b>	6 years project-related experience	Bachelors degree or equivalent industry standard training	Reviews, analyzes, evaluates, and maintains telecommunications system. Provides user training of telecommunication features and functionality. Designs, develops, and tests telecommunications software solutions.
<b>CS027</b>	<b>Program Manager</b>	10 years project-related experience	Masters degree	Manages large multi-task IDIQ type contracts. Coordinates and monitors the technical performance of multiple company projects. Typically supervises one or more project managers. Negotiates contractual changes, preparation of proposals, plans, and specifications. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Acts as advisor to project manager(s) regarding projects, tasks, and operations. Acts as senior-level management liaison to clients for problem solving.

<b>Order #</b>	<b>Labor Category</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibility</b>
<b>CS028</b>	<b>Project Manager I</b>	5 years project-related experience	Bachelors degree	Plans and directs activities of a simple project to ensure that goals/objectives are accomplished within prescribed timeframe and funding parameters. Responsible for timely and quality performance of all project deliverables. Establishes work plan and staffing requirements, assigns duties to project staff, and supervises them. Authorizes, reviews, and approves all project expenditures. Develops and maintains project budgets. Prepares project reports.
<b>CS029</b>	<b>Project Manager II</b>	7 years project-related experience	Bachelors degree	Plans and directs activities of a simple project to ensure that goals/objectives are accomplished within prescribed timeframe and funding parameters. Responsible for timely and quality performance of all project deliverables. Establishes work plan and staffing requirements, assigns duties to project staff, and supervises them. Authorizes, reviews, and approves all project expenditures. Develops and maintains project budgets. Prepares project reports.
<b>CS030</b>	<b>Project Manager III</b>	9 years project-related experience	Bachelors degree	Plans and directs activities of a complex project to ensure that goals/objectives are accomplished within prescribed timeframe and funding parameters. Responsible for timely and quality performance of all project deliverables. Establishes work plan and staffing requirements, assigns duties to project staff, and supervises them. Authorizes, reviews, and approves all project expenditures. Develops and maintains project budgets. Prepares project reports.
<b>CS031</b>	<b>Project Manager IV</b>	6 years project-related experience	Masters degree	Plans and directs activities of a complex project to ensure that goals/objectives are accomplished within prescribed timeframe and funding parameters. Responsible for timely and quality performance of all project deliverables. Establishes work plan and staffing requirements, assigns duties to project staff, and supervises them. Authorizes, reviews, and approves all project expenditures. Develops and maintains project budgets. Prepares project reports.

<b>Order #</b>	<b>Labor Category</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibility</b>
CS032	<b>Project Manager V</b>	8 years project-related experience	Masters degree	Plans and directs activities of multiple or complex projects to ensure that goals/objectives are accomplished within prescribed timeframe and funding parameters. Responsible for timely and quality performance of all project deliverables. Establishes work plan and staffing requirements, assigns duties to project staff, and supervises them. Authorizes, reviews, and approves all project expenditures. Develops and maintains project budgets. Prepares project reports.
CS033	<b>Project Manager VI</b>	10 years project-related experience	Masters degree	Plans and directs activities of multiple and complex projects to ensure that goals/objectives are accomplished within prescribed timeframe and funding parameters. Responsible for timely and quality performance of all project deliverables. Establishes work plan and staffing requirements, assigns duties to project staff, and supervises them. Authorizes, reviews, and approves all project expenditures. Develops and maintains project budgets. Prepares project reports.
CS034	<b>Assistant Project Manager I</b>	4 years project-related experience	Bachelors degree	Trains new project staff and supervises staff. Implements and updates, in collaboration with the Project Manager, project protocols and procedures. Assists with project budget development and assists with or prepares project reports and deliverables.
CS035	<b>Assistant Project Manager II</b>	6 years project-related experience	Bachelors degree	Trains new project staff and supervises staff. Implements and updates, in collaboration with the Project Manager, project protocols and procedures. Assists with project budget development and assists with or prepares project reports and deliverables.
CS036	<b>Assistant Project Manager III</b>	8 years project-related experience	Bachelors degree	Trains new project staff and supervises staff. Implements and updates, in collaboration with the Project Manager, project protocols and procedures. Assists with project budget development and assists with or prepares project reports and deliverables.

<b>Order #</b>	<b>Labor Category</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibility</b>
<b>CS037</b>	<b>Assistant Project Manager IV</b>	10 years project-related experience	Bachelors degree	Trains new project staff and supervises staff. Implements and updates, in collaboration with the Project Manager, project protocols and procedures. Assists with project budget development and assists with or prepares project reports and deliverables.
<b>CS038</b>	<b>User Services Manager</b>	4 years project-related experience	Bachelors degree	Oversees data response, help desk support, and fulfillment activities for high-volume call centers. Offers expertise in content area and programmatic mission. Supervises Senior Information Specialists and other staff. Leads integrated teams on projects, including Web development projects, database development tasks, fulfillment services, and outreach and promotion strategies.
<b>CS039</b>	<b>Senior Technical Information Specialist I</b>	3 years project-related experience	Bachelors degree	Develops and recommends methods and processes for providing information to outside sources using database, web, and telecommunications systems. Maintains mailing list, request processing, and other information services databases. Produces reports and other required output. May supervise Technical Information Specialists.
<b>CS040</b>	<b>Senior Technical Information Specialist II</b>	5 years project-related experience	Bachelors Degree	Develops and recommends methods and processes for providing information to outside sources using database, Web, and telecommunications systems. Maintains mailing list, request processing, and other information services databases. Produces reports and other required output. Supervises Technical Information Specialists.
<b>CS041</b>	<b>Senior Technical Information Specialist III</b>	7 years project-related experience	Bachelors degree	Develops and recommends methods and processes for providing information to outside sources using database, Web, and telecommunications systems. Maintains mailing list, request processing, and other information services databases. Produces reports and other required output. Supervises Technical Information Specialists.
<b>CS042</b>	<b>Technical Information Specialist I</b>	1 year related experience	Associates degree	Responds to call center help desk and information center requests. Maintains request processing, customer service, and mailing list databases by entering data, updating records, and generating reports.

<b>Order #</b>	<b>Labor Category</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibility</b>
<b>CS043</b>	<b>Technical Information Specialist II</b>	3 years related experience	Associates degree	Responds to complex call center help desk and information center requests. Maintains request processing, customer service, and mailing list databases by entering data, updating records, and generating reports.
<b>CS044</b>	<b>Technical Information Assistant</b>	1 year related experience	High school diploma	Responds to simple call center help desk and information center requests. Enters data, updates records, and generates reports using request processing and mailing list databases.
<b>CS045</b>	<b>Registration Database Supervisor</b>	5 years project-related experience	Associates degree	Maintains databases and develops specialized fields and reports. Uses databases to produce numerous products. Supervises Registration Database Specialist.
<b>CS046</b>	<b>Registration Database Specialist</b>	3 years project-related experience	High school diploma	Responsible for data entry and generating reports from databases. Uses databases to produce numerous products as directed by Registration Database Supervisor.
<b>CS047</b>	<b>Project Analyst I</b>	2 years project-related experience	Bachelors degree	Collects data to carry out research/development activities, analyzes data, interprets results, and prepares technical reports and documentation of outcomes using industry-standard research databases, the Internet, online reference sources, etc.
<b>CS048</b>	<b>Project Analyst II</b>	5 years project-related experience	Bachelors degree	Collects data to carry out research/development activities, analyzes data, interprets results, and prepares technical reports and documentation of outcomes using industry-standard research databases, the Internet, online reference sources, etc. May supervise a Project Analyst I.
<b>CS049</b>	<b>Project Analyst III</b>	8 years project-related experience	Bachelors degree	Collects data to carry out research/development activities, analyzes data, interprets results, and prepares technical reports and documentation of outcomes using industry-standard research databases, the Internet, online reference sources, etc. Serves as lead for complex project(s) and supervises junior Project Analysts.
<b>CS050</b>	<b>Project Analyst IV</b>	10 years project-related experience	Bachelors degree	Oversees multiple, complex research/development projects and provides the highest level of technical consultation for methodologies, standards, and procedures used in data collection, analysis, and reporting.

<b>Order #</b>	<b>Labor Category</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibility</b>
<b>CS051</b>	<b>Data Management Specialist I</b>	4 years project-related experience	Bachelors degree	Provides library reference, research, and document retrieval services using online databases, the Internet, reference works, literature, documents, newspapers, and statistical records. Assists in reference collection development. Writes reports or presents data in formats such as abstracts or bibliographies.
<b>CS052</b>	<b>Data Management Specialist II</b>	6 years project-related experience	Bachelors degree	Provides library reference, research, and document retrieval services using online databases, the Internet, reference works, literature, documents, newspapers, and statistical records. Assists in reference collection development. Writes reports or presents data in formats such as abstracts or bibliographies.
<b>CS053</b>	<b>Senior Technical Advisor I</b>	6 years project-related experience	Bachelors degree	Serves as a monitor and provides special expertise to projects/contracts. Recommends approaches and strategies to project design and development, and provides consultation and oversight during implementation.
<b>CS054</b>	<b>Senior Technical Advisor II</b>	8 years project-related experience	Bachelors degree	Serves as a monitor and provides special expertise to complex projects/contracts. Recommends approaches and strategies to project design and development, and provides consultation and oversight during implementation.
<b>CS055</b>	<b>Senior Technical Advisor III</b>	10 years project-related experience	Bachelors degree	Serves as a monitor and provides special expertise to complex projects/contracts. Recommends approaches and strategies to project design and development, and provides consultation and oversight during implementation.
<b>CS056</b>	<b>Technical Advisor</b>	2 years project-related experience	Bachelors degree	Provides basic technical expertise for simple projects/contracts. Assists with project design and development and supports implementation activities.
<b>CS057</b>	<b>Electronic Data Fulfillment Manager</b>	5 years related experience	High school diploma	Provides senior-level oversight of inventory database requests for product distribution services, including electronic inventory management, order fulfillment, etc. Develops, executes, evaluates, and revises procedures and policies to ensure continuous quality improvement.

<b>Order #</b>	<b>Labor Category</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibility</b>
<b>CS058</b>	<b>Electronic Data Fulfillment Deputy Manager</b>	3 years related experience	High school diploma	Oversees inventory database requests for product distribution processes, including electronic inventory management, order fulfillment, etc. Supervises Product Fulfillment Clerks and conducts fulfillment for complex orders.
<b>CS059</b>	<b>Electronic Data Fulfillment Specialist</b>	1 year related experience	High school diploma	Maintains and updates databases to document adjustments of inventory counts and location changes. Provides inventory reports and cycle count data.
<b>CS060</b>	<b>Electronic Data Fulfillment Clerk</b>	None	High school diploma or GED	Processes fulfillment requests from databases.
<b>CS061</b>	<b>Administrative Assistant I</b>	2 years project-related experience	High school diploma	Produces a variety of documents using word processing software. Provides project telephone support. Handles differing situations, requirements, and problems related to the project according to supervisor's general instructions, corporate policies, and project guidelines. Uses some independent judgment and discretion.
<b>CS062</b>	<b>Administrative Assistant II</b>	4 years project-related experience	High school diploma	Produces a variety of documents using word processing software. Composes correspondence and basic documents and prepares reports. Provides project telephone support. Handles differing situations, requirements, and problems in the project according to supervisor's general instructions, corporate policies, and project guidelines using independent judgment and discretion.
<b>CS063</b>	<b>Task Specialist I</b>	3 years project-related experience	High school diploma	Uses computer systems, databases, or the Internet to provide basic project support for a variety of tasks.
<b>CS064</b>	<b>Task Specialist II</b>	5 years project-related experience	High school diploma	Uses computer systems, databases, and the Internet to provide basic project support for a variety of tasks. Completes tasks according to supervisor's general instructions, corporate policies, and project guidelines, using some independent judgment and discretion.

<b>Order #</b>	<b>Labor Category</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibility</b>
<b>CS065</b>	<b>Task Specialist III</b>	7 years project-related experience	High school diploma	Uses computer systems, databases, and the Internet to provide basic project support for a variety of tasks. Completes tasks according to supervisor's general instructions, corporate policies, and project guidelines, using independent judgment and discretion.
<b>CS066</b>	<b>Technical/Subject Specialist I</b>	3 years project-related experience	Bachelors degree	Provides technical and subject area expertise and technical support for a wide variety of basic project tasks, such as online newsletters and searchable databases, website content, product development, etc. Completes tasks according to supervisor's general instructions, corporate policies, and project guidelines, using some independent judgment and discretion.
<b>CS067</b>	<b>Technical/Subject Specialist II</b>	5 years project-related experience	Bachelors degree	Provides technical and subject area expertise and technical support for a wide variety of basic project tasks, such as online newsletters and searchable databases, website content, product development, etc. Completes tasks according to supervisor's general instructions, corporate policies, and project guidelines, using some independent judgment and discretion.
<b>CS068</b>	<b>Technical/Subject Specialist III</b>	7 years project-related experience	Bachelors degree	Provides technical and subject area expertise and technical support for a wide variety of project tasks, such as online newsletters and searchable databases, website content, product development, etc. Completes tasks according to corporate policies, and project guidelines, using independent judgment and discretion.
<b>CS069</b>	<b>Technical/Subject Specialist IV</b>	9 years project-related experience	Bachelors degree	Provides technical and subject area expertise and technical support for a wide variety of project tasks, such as online newsletters and searchable databases, website content, product development, etc. Completes tasks according to corporate policies, and project guidelines, using independent judgment and discretion.

<b>Order #</b>	<b>Labor Category</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibility</b>
<b>CS070</b>	<b>Technical/Subject Specialist V</b>	11 years project-related experience	Bachelors degree	Provides technical and subject area expertise and technical support for a wide variety of complex project tasks, such as online newsletters and searchable databases, website content, product development, etc. Completes tasks according to corporate policies, and project guidelines, using independent judgment and discretion.
<b>CS071</b>	<b>Technical/Subject Specialist VI</b>	13 years project-related experience	Bachelors degree	Provides technical and subject area expertise and technical support for a wide variety of complex project tasks, such as online newsletters and searchable databases, website content, product development, etc. Completes tasks according to corporate policies, and project guidelines, using independent judgment and discretion.
<b>CS072</b>	<b>Technical/Subject Specialist VII</b>	15 years project-related experience	Bachelors degree	Provides the highest level of technical and subject area expertise and technical support for a wide variety of project tasks, such as online newsletters and searchable databases, website content, product development, etc. Completes tasks according to corporate policies, and project guidelines, using independent judgment and discretion.
<b>CS073</b>	<b>Information Technology (IT) Officer II</b>	12 years project-related experience	Advanced Technical	Uses executive level experience and skills in a wide range of computer, network, and telecommunications technologies to complete tasks and projects. Maintains detailed understanding of industry best practices regarding network engineering, implementation, and administration; computer support; voice and data communications; and software development and support. Maintains in-depth understanding of the system development process. Employs excellent theoretical and practical understanding of IT security and privacy regulations, practices, and technologies. Demonstrates in-depth experience with disaster preparedness, disaster recovery, business continuity, and continuity of operations planning. Exercises executive level management experience, including project management, staff development, budgeting, strategic planning, tactical implementation, and daily administration.

## USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

### PREAMBLE

Circle Solutions, Inc. 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 Caroline Watler, President at Circle Solutions, Inc. at Phone No.: (703) 902-1218 Fax No.: (703) 902-1250 or Email [cwatler@circlesolutions.com](mailto:cwatler@circlesolutions.com)

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

(Insert Customer Name)

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

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

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

Signatures

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

BPA NUMBER \_\_\_\_\_

(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT

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

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

Delivery:

DESTINATION                      DELIVERY SCHEDULE/DATES

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

(4) This BPA does not obligate any funds.

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

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) Task/Delivery 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 task/delivery 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.

<p style="text-align: center;"><b>BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”</b></p>
---

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 or the Federal Supply Schedule Contract.

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

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

Here is a general outline on how it works:

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

**CIRCLE SOLUTIONS, INC. INC. SALES AND SERVICE POINTS**

**Corporate Headquarters Address:**

**8280 Greensboro Drive, Suite 300  
McLean, VA 22102**

**Voice: (703) 821-8955  
Fax: (703) 821-1250**