

INTELITEAMS®

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

Authorized Federal Supply Schedule FSS Price List

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

Multiple Award Schedule

Contractor Address

INTELITEAMS, INC.
ATTN: CONTRACTS DEPT
186 S RIVER AVE STE 2
HOLLAND, MI 49423-2848

Phone **(703) 414-0007**

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Socio-Economic

Service-Disabled Veteran-Owned Small Business (SDVOSB)

Contract No.

GS-10F-0047U

Federal Supply Class Group

Professional Services

Period Covered by Contract

11/30/2022 to 11/29/2027

PA-0035 effective September 16, 2022

For more information on ordering from Federal Supply Schedules, visit <https://www.gsa.gov/schedules>.

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COMPANY OVERVIEW

INTELITEAMS, Inc. is a service-disabled, veteran-owned small business (SDVOSB) with a principal office in Holland, Michigan servicing worldwide U.S. Government locations. Our teams were twice awarded the National Intelligence Meritorious Unit Citation by the Director of National Intelligence for their work on prime and sub- contracts. Dun & Bradstreet, an independent third-party rating company, certified us as a “Top 10% Performer” based on its past performance evaluation survey response, in which we received an overall rating of 96.1 out of a possible 100 points from our customers. We earned high evaluation marks because of our commitment to provide the government with the talented services of exceptional management consultant and program management professionals dedicated to the defense of the United States of America. Our elite men and women are committed to excellence, productivity, and integrity above all else, making them U.S. Government Contractors at their finest.

We provide the services of seasoned professionals – experts who possess the knowledge and experience to bring government organizations to the next level. Our experts have dedicated their lives to government service, and their integrity is incontrovertible.

Our competitive edge is the ability to focus a team effort on results-driven programs, and our innovative solutions have changed the way government organizations do business. From business continuity to business process reengineering, INTELITEAMS is the best solution, for which we promise our government clients four things:

1. Service excellence
2. Results-driven solutions
3. Earnest support
4. Integrity above all else

PROGRAM MANAGEMENT

Managing Client Needs

INTELITEAMS approaches each management organization services program with the purpose of answering the following questions:

- What are the client's specific requirements?
- What are the specific, measurable objectives of the program?

Our Program Managers and consultants work to develop and understanding of each element of the program and how those elements fit into the client's management strategy program. This understanding is reflected in a specific program requirements document for each program.

Our company leaders have consistently gathered, formatted, reviewed and sent monthly status reports to the client on time and have been equally efficient at invoicing all the employees' billable hours.

Managing Employee Needs

INTELITEAMS has developed a proprietary spreadsheet that automatically computes labor costs, salaries, employee benefit contributions, federal and state taxes, withholding, personal/sick time, and vacations to accurately compute bonuses and raises to ensure healthy, productive, and satisfied employees. Our system enables employees to focus on work for the government client, unbothered by administrative distractions such as pay, personal/sick time tracking, and benefits complications.

QUALITY ASSURANCE METHODS

Success Begins Before the Contract

We believe quality assurance begins with the hiring process, not midway through the progression of a contract. Moreover, we believe that hiring the right contractors eliminates 90% of performance issues. For this reason, our first step in ensuring that the government client receives impeccable service is to employ proactive analysts, management consultants, and program managers.

Proactive Contractor Employees

Proactive employees are clearly leaders in their professions, possessing the right combination of experience, education, and achievement not only to meet, but also to exceed the expectations of the government client. Proactive analysts are committed to their chosen fields and continually provide the government client with strategy recommendations and foresight regarding potential complications. Above-average compensation and a corporation that is attentive to its employees further fuel proactive analysts' desire to perform to our clients' expectations. The potential for the proactive analyst is limitless, and our government clients immediately recognize that.

Contract Management

Our methodologies include analysis to define management strategies and program objectives in quantifiable, measurable terms. We use systems and procedures designed to measure system performance against specific objectives and to relay program performance information to management, empowering them to improve planning and programs. We will apply these methodologies to MAS task orders. The executive management team will meet frequently with the government client to assess the level of satisfaction with INTELITEAMS employees. In the unlikely event that the government client is dissatisfied with one or more employees, we will take immediate remedial action to correct the problem and will correct the issue to our client's satisfaction.

Scalability

Although we are a small business, INTELITEAMS offers its clients and employees big-business services. Since we outsource many of our administrative and human resource obligations, our corporation is boundlessly scalable. For our clients, this means that we are always ready to accommodate large programs and we can seamlessly support new employees without having to hire and train many additional human resources staff.

Customer Communications

For your convenience, our executive leadership and contractor employees are always reachable, even while they are traveling. A 24-hour answering service sends your telephone messages by email, which our leadership and employees can access anywhere via corporate webmail. You will always be able to stay in touch with members of our company, no matter where we are.

Equal Opportunity

Even as a small company, INTELITEAMS is an equal opportunity employer. We have hired people with disabilities, those who are veterans, and those of different sexes and races. Our employees have extensive experience with the US Government and have served in numerous government organizations. Most of our employees are veterans of the Army, Air Force, Coast Guard, Marine Corps, Navy, and other services. We believe in equal opportunity, and we believe in providing the best candidates for every program we accept.

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SUBCONTRACTOR MANAGEMENT

As a prime contractor hiring the services of subcontractors both large and small, we are committed to providing businesses and their employees with the same degree of professionalism and even-handed management that we afford our own employees. Accordingly, we expect the level of performance from subcontractors to be the same as that from our own employees.

We will hire only subcontractors who demonstrate the highest levels of proficiency. As a HUBZone and veteran-owned small business, we understand the importance of hiring small and disadvantaged subcontractors. To their benefit, our work ethic and technical proficiency has made a positive impact on our subcontractors.

INTELITEAMS will effectively and efficiently manage subcontractors. The major elements of our subcontractor management approach are as follows.

1. INTELITEAMS has overall responsibility for contract performance to ensure quality work on schedule and within budget.
2. The expenditures, progress, and productivity of subcontractors are reviewed monthly and are consolidated into reports to the client where applicable.
3. INTELITEAMS is entirely responsible for ensuring the accuracy, completeness, and timeliness of all progress reports. Difficulties with, or delays by, subcontractors will be investigated and discussed with the client as though the difficulties or delays concern our own employees.
4. Organizing subcontractor assignments is part of our task planning process. Periodic review points for subcontractor tasks are clearly established. Subcontractor staff members who work under an INTELITEAMS task leader are encouraged to work directly with him/her rather than through corporate channels.
5. INTELITEAMS participates in subcontractor tasks as much as is practical. In this way, we provide oversight as well as coordination of subcontractor work with other tasks, such as monitoring costs and schedules.

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CORPORATE EXPERIENCE

Our company has worked on numerous programs that have provided a wide range of consulting services to our government clients. We have demonstrated our skills in cyber, intelligence, strategy, support, technology and other roles. We are proven experts in management consulting and program management, providing our clients with top-tier, timely support.

INTELITEAMS has won and successfully performed on prime contracts at the Defense Intelligence Agency, Department of Homeland Security, Defense Security Service, Federal Bureau of Investigation, and others servicing nation- and world- wide locations. We built six original programs from the ground up that earned the formal recognition from senior-most government officials as high as the Director of National Intelligence. We are educated by our academics *and* experience in managing programs. Our approach includes uncovering the true needs of our clients through a methodical capture process and developing plans to meet their needs.

We are no stranger to surge and growth, as we made the Inc. 5000 list of the fastest growing privately held companies in a nation of 27 million competitors. Our successes in rapid scalability can be attributed to the human resource and employee support system we have implemented that is quickly adaptable to meet the demands of even the largest contracts.

We have done everything from support the warfighters in theater to writing national intelligence policy. Our depth and breadth of experience is comprehensive by any company's standards, let alone a small business.

ORDERING INSTRUCTIONS / TERMS AND CONDITIONS

This contract shall be used only for the services listed. Inappropriate use of the contract for other than MAS may subject the contractor/agency to penalties provided by statute and regulation.

1a. Awarded Special Item Number (SIN) 541611 Order-Level Materials

SIN: 541611 - Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

Inherently governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award.

Personal services as defined in FAR 37.104 are prohibited.

1b. Labor Categories and Their Prices

		Year 16	Year 17	Year 18	Year 19	Year 20
SIN(s)	Labor Category	11/30/2022 to 11/29/2023	11/30/2023 to 11/29/2024	11/30/2024 to 11/29/2025	11/30/2025 to 11/29/2026	11/30/2026 to 11/29/2027
541611	Subject Matter Expert*	\$176.40	\$180.81	\$185.33	\$189.96	\$194.71
541611	Sr. Risk Consultant*	159.05	163.03	167.10	171.28	175.56
541611	Strategic Planner*	153.35	157.19	161.12	165.15	169.27
541611	Sr. Analyst*	130.81	134.08	137.43	140.87	144.39
541611	Mid-level Analyst*	103.73	106.32	108.98	111.70	114.50
541611	Research Specialist*	80.75	82.77	84.84	86.96	89.13

Table 2

* Items available for expedited delivery.

Lowest Priced Labor Category: Research Specialist - \$80.75

1c. Labor Category Descriptions

Title: Subject Matter Expert

Functional Responsibilities: Professional specialists in the field of program management, Subject Matter Experts are unequivocal leaders in their disciplines. Their advice and direction is sought by all levels of the organization. They brief senior members of the DoD as well as other national-level leadership. They are expert planners and provide focus for government organizations in their endeavors. They lead teams to satisfy program deliverables in an efficient and timely manner. They possess the rare combination of seasoned knowledge, leadership skills, tools, and techniques to achieve the requirements of the client. They use modern management techniques and systems to execute a program from start to finish, achieving predetermined objectives of scope, quality, time, and cost, to the equal satisfaction of those involved. Subject Matter Experts excel in the art of managing the product and service development cycle to satisfy the objectives. Each expert is accomplished at assigning tasks, organizing and scheduling the writing and production process, and attending to all administrative details.

Minimum Education & Experience:

High School or General Education Diploma and 25 years of relevant experience;
Associate degree and 22 years of relevant experience;
Bachelor's degree and 20 years of relevant experience;
Master's degree and 15 years of relevant experience; or
PhD degree and 7 years of relevant experience.

Title: Senior Risk Consultant

Functional Responsibilities: Conduct research and analyze information pertaining to specific entities at the direction of the government client. When necessary, conduct interviews with relevant individuals. Determine vulnerabilities, risks, and threats to various entities and develop methods for mitigating these hazards. Senior Risk Consultants provide briefings to ranking members of their assigned organizations and those of other organizations. Additionally, Senior Risk Consultants collaborate with internal and external elements and host discussions to form partnerships with their counterparts from other organizations to strategize and share information.

Minimum Education & Experience:

High School or General Education Diploma and 14 years of relevant experience; Associate degree and 12 years of relevant experience; Bachelor's degree and 10 years of relevant experience; Master's degree and 8 years of relevant experience; or PhD degree and 4 years of relevant experience.

Title: Strategic Planner

Functional Responsibilities: Plan missions, operations, investigations, and other strategies for the government client. Strategic Planners work closely with decision makers, providing them options and practical applications to satisfy mission requirements. They provide briefings to ranking members of their assigned organizations and those of other organizations. Strategic Planners collaborate with internal and external elements and host discussions to form partnerships with their counterparts from other organizations to find solutions to complex issues. The Strategic Planner is an expert at the methods and disciplines used to define goals, plan and monitor tasks and resources, identify and resolve issues, and control costs and budgets for specific programs.

Minimum Education & Experience:

High School or General Education Diploma and 20 years of relevant experience;
Associate degree and 17 years of relevant experience;
Bachelor's degree and 15 years of relevant experience;
Master's degree and 10 years of relevant experience; or
PhD degree and 5 years of relevant experience.

Title: Senior Analyst

Functional Responsibilities: Practiced in finding answers to questions regarding program issues, Senior Analysts are proficient in research, government information technology systems, and strategic planning. Senior Analysts plan missions, operations, investigations, and other strategies for the government client. They work closely with decision makers, providing them keen insights into raw and finished analytical products. They provide briefings to ranking members of their assigned organizations and to those of other organizations. Senior Analysts collaborate with internal and external elements and host discussions to form partnerships with their counterparts from other organizations to strategize and share information.

Minimum Education & Experience:

High School or General Education Diploma and 20 years of relevant experience;
Associate degree and 17 years of relevant experience;
Bachelor's degree and 15 years of relevant experience;
Master's degree and 10 years of relevant experience; or
PhD degree and 5 years of relevant experience.

Title: Mid-level Analyst

Functional Responsibilities: Mid-level Analysts are proficient in research and government information technology systems. They assist in planning missions, operations, investigations, and other strategies for the government client. They work closely with management, providing them with keen insights into raw and finished analytical products. They provide briefings to their government client decision makers and form partnerships with their counterparts from other organizations to strategize and share information.

Minimum Education & Experience:

High School or General Education Diploma and 11 years of relevant experience;
Associate degree and 9 years of relevant experience;
Bachelor's degree and 7 years of relevant experience;
Master's degree and 5 years of relevant experience; or
PhD degree and 2 years of relevant experience.

Title: Research Specialist

Functional Responsibilities: Research Specialists will use a variety of government information technology systems and databases to analyze message traffic for items of interest according to the government client's criteria. Research Specialists will apprise senior government leadership of their discoveries and interact with other Intelligence Community members to share information. Research, technology, and liaison skills are essential. A basic understanding of US government organizations and their functions is important. They may be called upon to perform administrative duties, analyze budgets and business processes, engage in configuration management, consult on a variety of matters, analyze finances and programs, monitor requirements, schedule events and meetings, and write for the government client.

Minimum Education & Experience:

High School or General Education Diploma and 6 years of relevant experience;
Associate's degree and 5 years of relevant experience
Bachelor's degree and 3 years of relevant experience;
Master's degree and 2 years of relevant experience; or
PhD degree and 1 years of relevant experience.

2. Maximum Order

\$1,000,000.00

3. Minimum Order

\$100.00

4. Delivery Area

Domestic only.

5. Point(s) of Production

All items listed herein are domestic end products from designated countries under the Trade Agreements Act or are US-made end products.

6. Discount from List Prices

Government net prices (discounts already deducted).

7. Quantity Discounts

None offered.

8. Prompt Payment Terms

One-percent discount for payment received within Net 30 Days

Information for ordering offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign Items

Not applicable.

10a. Time of Delivery

Specified in the task order/contract.

10b. Expedited Delivery

Items available for expedited delivery are noted in this price list. All items over minimum are available for expedited delivery. Contact us for more information.

10c. Overnight and 2-day Delivery

Overnight and 2-day delivery is available. Contact us for rates for overnight and 2-day delivery.

10d. Urgent Requirements

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

11. F.O.B. (Free On Board) Points

Destination.

12a. Ordering Address

INTELITEAMS, INC.
ATTN: CONTRACTS DEPT
186 S RIVER AVE STE 2
HOLLAND MI 49423-2848

POC: Jerry Mannes
URL: <https://www.INTELITEAMS.com>
Phone: (703) 414-0007
Fax: (703) 836-8080

12b. Ordering Procedures

See Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment Address

INTELITEAMS, INC.
ATTN: ACCOUNTS RECEIVABLE
186 S RIVER AVE STE 2
HOLLAND MI 49423-2848

Phone: (703) 414-0007
Fax: (703) 836-8080

14. Warranty Provision

Not applicable.

15. Export Packing Charges

Not applicable.

16. Terms and Conditions of Rental, Maintenance and Repair

Not applicable.

17. Terms and Conditions of Installation

Not applicable.

18a. Terms and Conditions of Repair Parts

Not applicable.

18b. Terms and Conditions for Any Other Services

Not applicable.

19. List of Services and Distribution Points

Not applicable.

20. List of Participating Dealers

Not applicable.

21. Preventative Maintenance

Not applicable.

22a. Special Attributes Such as Environmental Attributes (e.g., recycled contents, energy efficiency, and/or reduced pollutants)

Not applicable.

22b. Section 508 Compliance

If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services and show where full details can be found (e.g. contractor's website or other location.) ICT accessibility standards can be found at: <https://www.Section508.gov/>.

23. Unique Entity Identifier (UEI) Number

WSY5G4WRKP47

24. Notification Regarding Registration in System for Award Management (SAM) Database

INTELITEAMS is registered and active in SAM under CAGE Code 46M51.

SERVICE CONTRACT LABOR STANDARDS

The Service Contract Labor Standards (SCLS), formerly the Service Contract Act (SCA), is applicable to this contract as it applies to the entire MAS and all services provided. While no specific labor categories have been identified as being subject to the SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 AND 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish an SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract" per the MAS Solicitation.

Types of Orders

All forms of firm-fixed-price and time-and-materials task orders are acceptable under this contract.

Security Requirements

If security requirements are necessary, the ordering activities may incorporate in their delivery order(s) a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred because of the inclusion of security requirements, such costs will not exceed ten percent (10%) of the total dollar value of the order or \$100,000.00, whichever is less.

Contract Administration for Ordering Offices

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

Purchase of Incidental, Non-Schedule Items

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule BPA or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and the price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

Subcontractors

Subcontractors are to be included on task orders under the schedule price list labor categories and rates when possible. Upon the approval of the ordering agency, subcontractors may be included as off-schedule costs if their services are not suitable under the contract labor categories as listed herein.

Travel and Other Direct Costs (ODCs)

INTELITEAMS 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 MAS. The Industrial Funding Fee does not apply to travel and per diem charges.

For travel and ODCs, [we](#) will follow the Federal Travel Regulations or Joint Travel Regulations, as applicable. As documented within INTELITEAMS' disclosure statement for each Business Unit, we will apply applicable indirect rates to travel and/or ODCs per our disclosure statements.

Overtime

INTELITEAMS observes all overtime pay requirements of the Fair Labor Standards Act of 1938, as amended. Thus, all employees who are subject to the law's wage and hour provisions (that is, "nonexempt" employees, such as administrative personnel and certain technicians) will receive compensation for approved overtime in accordance with those provisions. In states that have established other overtime standards, applicable legal requirements will be observed.

Liability for Injury or Damage

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

Industrial Funding Fee

The Industrial Funding Fee (IFF) is included in the labor rates and the products awarded under this Schedule. The IFF does not apply to off-schedule items such as travel, materials, and other direct costs.

Invoices

INTELITEAMS shall submit invoices upon completion of the work ordered. For firm-fixed-price orders, partial payments are authorized and shall be based upon completion of defined milestones, interim products, and/or deliverables. Invoices shall be submitted monthly for recurring services performed during the preceding month for time-and-materials orders.

Billable Hours

The prices quoted in this pricelist were established in accordance with INTELITEAMS' estimating and timekeeping systems. Timekeeping is based on a "total-time accounting" system in which employees record all hours worked and allocate these hours to their correct cost categories, whether direct or indirect. Travel time outside of normal business hours and normal commuting costs are not billed. For time-and-materials-type task orders, we will bill for all hours worked, including travel time, if the employee is traveling in support of a task order at the client's direction. Normal commuting costs are not billed.

Client Facility Requirements

Should work be required at the client site, we would expect to furnish only the appropriate staff members to complete the work. Unless otherwise negotiated, we would expect the client to furnish all office space, equipment, and supplies at no cost to INTELITEAMS. This includes, but is not limited to, telephones, faxes, copiers, personal computers, ordinary business software, and normal copying and reproduction services.

Performance Incentives

When using a performance-based statement of work, performance incentives may be agreed upon between the contractor and the ordering office on individual fixed-price task orders or Blanket Purchase Agreements under this contract in accordance with this clause. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks. These procedures do not apply to time-and-material or labor hour orders.

Travel and Living

Travel and living costs incidental to task order performance are to be billed at actual cost plus all appropriate indirect costs. Travel and living costs are not subject to the limitations on other direct costs specified above or the 0.75% GSA Industrial Funding Fee.

Blanket Purchase Agreements

Federal Supply Schedule BPAs are permitted when the ordering procedures in FAR 8.404 are followed. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

An ordering office with a broad scope of tasks to be performed, or with recurring requirements, may consider a BPA. A BPA allows the ordering office to consolidate funding, reporting, and management of a series of task orders and provides the foundation from which new task orders can more readily and rapidly be created. Also, price reductions from the published schedule rates are possible through a BPA. With no minimum or maximum ordering limit under BPAs, ordering agencies get the benefit of the BPA discounted price regardless of the size of the order.

A progressive type of discounting may be offered whereby the discount would increase once sales reach certain prescribed levels.

Fixed-price Task Orders

Based on the nature of work to be performed, an ordering office may consider a firm-fixed-price task order. If the agency Contracting Officer purchases from this Schedule's Special Item Numbers (SINs) on a firm-fixed- price task/delivery order basis, the total price will be established at the time of the order and will be based on the prices offered.

If the agency Contracting Officer chooses to purchase from our SINs on a labor-hour basis, the task/delivery order will specify a not-to-exceed price, the labor category(ies) proposed (with the hourly rates for each), including other direct costs. A task order must be clearly identified as time and materials or fixed price by the ordering office when requesting a proposal from INTELITEAMS.

Organizational Conflict of Interest

It is incumbent on the ordering office to identify any potential Organizational Conflicts of Interest (OCI) in a task order that may be issued. The ordering office should inform INTELITEAMS of such a potential prior to issuance of any tasking.

Acquisition of Information Technology

The acquisition of information technology is not forbidden under MAS; however, it must be clear that the software, hardware, or information technology services acquired under this contract are incidental to the management improvement effort and directly linked to the successful performance of the task.

Basic Ordering Guidelines

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

Orders exceeding the micro-purchase threshold (but not exceeding the maximum order threshold)

Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!™" online shopping service or by reviewing the

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catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs.

In selecting the supply or service representing the best value, the ordering office may consider:

1. Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
2. trade-in considerations;
3. probable life of the item selected as compared with that of a comparable item;
4. warranty considerations;
5. maintenance availability;
6. past performance; and
7. environmental and energy efficiency considerations.

Orders exceeding the maximum order threshold

Each schedule contract has an established maximum order threshold. This threshold represents the point at which it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures addressed above, and before placing an order that exceeds the maximum order threshold, ordering offices shall review additional Schedule Contractors':

1. Catalogs/pricelists or use the "GSA Advantage!™" online 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).
3. After price reductions have been sought, place the order with the Schedule

Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed if the ordering office determines that it is appropriate.

NOTE: Orders exceeding the maximum order threshold include:

1. Any order for a single item in excess of 1,000,000.00;
2. any order for a combination of items in excess of \$1,000,000.00; or
3. a series of orders from the same ordering office within 7 days that together call for quantities exceeding the limitation in paragraph (b), (1) or (2) of this section.

Small business

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

Documentation

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

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 customer agency requirements. These Team Arrangements can be included under a 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.

INTELITEAMS®

Customers should refer to FAR 9.6 for specific details on Team Arrangements. Following is a general outline on how they work.

1. The customer identifies its requirements.
2. Federal Supply Schedule Contractors may individually meet the customer's needs, or Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.
3. Customer makes a best-value selection.