

Department of the Treasury, DO
BPA-2009-TARP-0001

Internal Controls Support Services
GSA Contract No. GS-10F-0466N

BLANKET PURCHASE AGREEMENT
GSA FEDERAL SUPPLY SCHEDULE

Pursuant to GSA Federal Supply Schedule Contract Number GS-10F-0466N, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) Exclusively with the Department of the Treasury and for use by the Department of the Treasury.

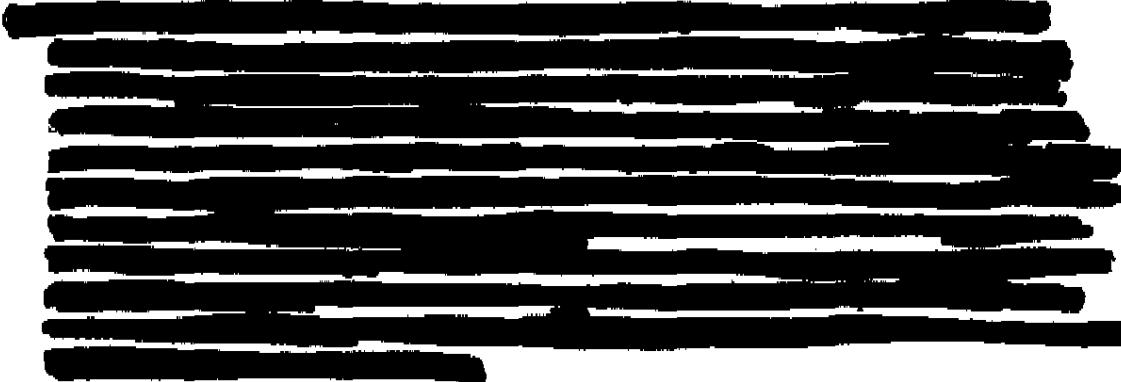
(1) All services/products currently listed on your GSA schedule, to include new service/products added during the performance of this BPA can be ordered under this BPA in support of the requirements as set forth in this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

See Attachment No. 1 – PWC's Price Quotation, dated October 13, 2008

See Attachment No. 2 - PWC's Technical Quotation, dated October 13, 2008

Exceptions to the aforementioned quotations:

(a) Under Attachment No. 1, Price Quotation, Deliverable(s) Approval. All deliverable approvals and timelines under this BPA will be established by the Government on a task order basis.



(2) Delivery:

DESTINATION DELIVERY SCHEDULE/DATES

Assigned upon issuance of individual task/delivery orders.

(3) This BPA does not obligate any funds. The Government is obligated only to the extent authorized by task orders issued under this BPA. The BPA is established to fill recurring requirements.

(4) Purchase limitation: There is no dollar limitation for each individual purchase. The contractor's discounted labor rates, as set forth in Attachment 1, are incorporated into the BPA. The contractor may not exceed the discounted rates set forth in Attachment 1 during performance of any task order. However, further discounts may be negotiated per task/delivery order. Regardless of the size of the task/delivery order the contractor is encouraged to offer additional discounts.

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(5) This BPA expires on September 30, 2011 or upon expiration and non-renewal of the vendor's GSA contract. The BPA can be cancelled by the Government at any time. The Contractor shall provide all resources necessary to perform services in accordance with the requirements specified herein. The BPA will consist of the following periods of performance:

BPA PERIOD OF PERFORMANCE			
YEAR 1	Award	Through	09/30/2009
YEAR 2	10/01/2009	Through	09/30/2010
YEAR 3	10/01/2010	Through	09/30/2011

All Office of Financial Stability (OFS) requirements will be fulfilled on a task order basis. Individual task orders placed under this BPA may be issued on a firm fixed-price or time-and-materials basis, or any combination thereof.

(6) The following office is hereby authorized to issue task orders under this BPA:

<u>OFFICE</u>	<u>POINT OF CONTACT</u>
Treasury, Procurement Services Division	Designated Contracting Officer

Task/delivery orders shall only be placed by designated contracting officers

(7) Task Orders will be issued against this BPA via e-mail, 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) BPA Number;
- (c) GSA Contract Number;
- (d) Task/Delivery Order Number;
- (e) Date of Issuance of Task Order
- (f) 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

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(9) The requirements of a proper invoice are as 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 task orders issued against it. In the event of an inconsistency between the provisions of this BPA and the task order, the provisions of this BPA will take precedence.

(11) The Contractor's conflict of interest mitigation plan, as set forth in Attachment 1, is specifically incorporated in this BPA and shall be in full effect throughout the life of the BPA.

(12) The terms of this BPA and those in Attachment No. 4 shall take precedence over Attachments 1 and 2.

***IMPORTANT --** A new feature to the Federal Supply Schedules Program permits contractors to offer price reductions in accordance with commercial practice. Contractor Team Arrangements are permitted with Federal Supply Schedule contractors in accordance with FAR Subpart 9.6 and are encouraged.

Attachment No. 1 PWC's Technical Quotation, dated October 13, 2008.
Attachment No. 2 PWC's Price Quotation, dated October 13, 2008.
Attachment No. 3 Statement of Work
Attachment No. 4 Conflicts of Interest and Non-Disclosure Requirements

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SPECIAL BPA PROVISIONS/CLAUSES

1.1 FAR 52-252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This BPA incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be assessed electronically at www.arnet.gov.

52.207-3 - Right of First Refusal of Employment (MAY 2006)

1.2 AUTHORITY – CONTRACTING OFFICER (CO), CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

1.2.1 Contracting Officer (CO)

The CO for award of this Blanket Purchase Agreement is:

Dwight W. Stephens
Department of the Treasury, Departmental Offices
Procurement Services Division
1425 New York Avenue, 2nd Floor
1500 Pennsylvania Avenue, NW
Washington, DC 20220
(202) 622-0632
dwight.stephens@do.treas.gov

The CO, in accordance with Subpart 1.6 of the Federal Acquisition Regulation, is the only person authorized to make or approve any changes in any of the requirements of this BPA.

Task/Delivery Orders: The Administrative Contracting Officer (ACO) within the Department of the Treasury is authorized to issue task orders against this BPA. The ACO for issuance and administration of individual task orders will be assigned by letter prior to the issuance of the first order against the BPA.

The CO, in accordance with Subpart 1.6 of the Federal Acquisition Regulation, is the only person authorized to make or approve any changes to any of the requirements of a task order, and notwithstanding any clauses contained elsewhere in this BPA, said authority remains solely

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with the CO. In the event the Contractor makes any changes at the direction of any person other than the CO, the change will be considered to have been made without authority and no adjustment will be made in the task order price to cover any increase in cost incurred as a result thereof.

**1.2.2. DTAR 1052.201-70 CONTRACTING OFFICER'S TECHNICAL
REPRESENTATIVE (COTR) DESIGNATION AND AUTHORITY.
(MAR 2002)**

(a) The COTR is:

Ronald Lindhart
Department of the Treasury
Departmental Offices
Office of Deputy Chief Financial Officer
655 15th Street, NW (Metropolitan Square Building)
Washington, DC 20220
ronald.lindhardt@do.treas.gov

(b) Performance of work under this contract must be subject to the technical direction of the COTR identified above, or a representative designated in writing. The term technical direction" includes, without limitation, direction to the contractor that directs or redirects the labor effort, shifts the work between work areas or locations, fills in details and otherwise serves to ensure that tasks outlined in the work statement are accomplished satisfactorily.

(c) Technical direction must be within the scope of the specification(s)/work statement. The COTR **does not** have authority to issue technical direction that:

- (1) constitutes a change of assignment or additional work outside the specification(s)/work statement;
- (2) constitutes a change as defined in the clause entitled "Changes";
- (3) in any manner causes an increase or decrease in the contract price, or the time required for contract performance;
- (4) changes any of the terms, conditions, or specification(s)/work statement of the contract;
- (5) interferes with the contractor's right to perform under the terms and conditions of the contract; or

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(6) directs, supervises or otherwise controls the actions of the contractor's employees.

(d) Technical direction may be oral or in writing. The COTR shall confirm oral direction in writing within five work days, with a copy to the contracting officer.

(e) The contractor shall proceed promptly with performance resulting from the technical direction issued by the COTR. If, in the opinion of the contractor, any direction of the COTR, or his/her designee, falls within the limitations in (c), above, the contractor shall immediately notify the contracting officer no later than the beginning of the next Government work day.

(f) Failure of the contractor and the contracting officer to agree that technical direction is within the scope of the contract shall be subject to the terms of the clause entitled Disputes."

(End of clause)

1.2.3. Key Personnel

(a) Below are the name(s) of the persons proposed to be assigned the responsibility for success of the work product(s). The below listed individuals are designated as "Key Personnel".

<u>EMPLOYEE NAME</u>	<u>POSITION TITLE/FUNCTIONAL AREAS</u>
[REDACTED]	[REDACTED]

(b) The individuals named above shall be recommended by the Contractor in its proposal and subject to approval by the Government prior to award. These individuals shall be in responsible positions so as to allocate and control personnel.

(c) The Contractor shall identify and propose critical or senior-level Contractor staff assigned to this BPA.

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(d) For planned Key Personnel replacements, the Contractor shall provide the Government with a minimum of 30 calendar days advance notice. Substitutions or additions to approved key personnel under this BPA shall not be accepted unless specifically approved in writing by the Contracting Officer or a Contracting Officer Technical Representative. Any substitutions and/or additions shall be subject to the terms and conditions of this clause.

(e) All notification requests for substitutions and additions must provide a justification and detailed explanation of the circumstances necessitating the proposed substitution or addition, a complete resume for the proposed substitute or addition, and any other information requested by the Contracting Officer needed to approve or disapprove the request. Resumes submitted shall identify the education and experience of the Key Personnel candidate(s) relative to the contract position proposed. At a minimum, resumes shall include the name of the candidate, contract position and labor category level proposed, experience, education, and citizenship status. All proposed substitutes and additions must have qualifications equal to or better than the person to be replaced.

(f) The Contracting Officer or his authorized representative will evaluate such requests and promptly notify the contractor of the approval or disapproval thereof.

1.3 SECURITY SCREENING REQUIREMENTS FOR ACCESS TO SENSITIVE BUT UNCLASSIFIED SYSTEMS OR INFORMATION

Security screening requirements will be determined at the task order level.

(a) In addition to complying with any functional and technical security requirements set forth in the schedule and elsewhere in this BPA, the Contractor shall request that the Government initiate personnel screening checks and provide signed user nondisclosure agreements, as required by this clause, for each contractor employee requiring staff-like access (e.g. unescorted or unsupervised physical access or electronic access), specified at the task order level, to limited or controlled areas, systems, programs and data.

(b) The Contractor shall submit a properly completed set of investigative request processing forms for each such employee in compliance with instructions to be furnished by the Contracting Officer or his/her designated representative.

Applicable forms will be furnished to the Contractor at time of award.

(c) Depending upon the nature of the type of investigation necessary, it may take a period up to several months to complete complex personnel screening investigations. At the discretion of the Government, background screening may not be required for employees with recent or current favorable Federal Government investigations. To verify the acceptability of a non-

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Treasury, favorable investigation, the Contractor shall submit the forms or information needed, according to instructions furnished by the Contracting Officer.

(d) When contractor employee access is necessary prior to completion of personnel screening, each contractor employee requiring access may be considered for escort access. The Contractor shall promptly submit all requests for approval for escort access to the Contracting Officer or his/her designated representative so as not to endanger timely contract performance.

(e) The Contractor shall ensure that each contractor employee requiring access executes any nondisclosure agreements required by the Government prior to gaining staff-like access. The Contractor shall provide signed copies of the agreements to the Site Security Officer (SSO) for inclusion in the employee's security file. The Government will provide the name and location of the SSO after contract award. Unauthorized access is a violation of law and may be punishable under the provisions of Title 5 U.S.C. 552a, Executive Order 12356; Section 7211 of Title 5, United States Code (governing disclosures to Congress); Section 1034 of Title 10, United States Code, as amended by the Military Whistleblower Protection Act (governing disclosure to Congress by members of the military); Section 2302(b)(8) of Title 5, United States Code, as amended by the Whistleblower Protection Act (governing disclosures of illegality, waste, fraud, abuse or public health or safety threats); the Intelligence Identities Protection Act of 1982 (50 U.S.C. 421 et seq.) (governing disclosures that could expose confidential Government agents); and the statutes which protect against disclosure that may compromise the national security, including Sections 641, 793, 794, 798, and 952 of Title 18, United States Code, and Section 4(b) of the Subversive Activities Act of 1950 (50 U.S.C. Section 783(b)) and other applicable statutes.

(f) The Contractor shall notify the Contracting Officer's Technical Representative (COTR) or the Site Security Officer no later than the end of the day of the termination for cause of an authorized employee's access. The Contractor shall notify the COTR no later than ten days after an authorized employee no longer requires access for any other type of termination. Verbal notifications shall be confirmed in writing within thirty days.

1.4 IDENTIFICATION/BADGING REQUIREMENTS

During the period of this contract, access to Department of the Treasury facilities for contractor representatives shall be granted as deemed necessary by the Government. All contractor employees whose duties under this contract require their presence at any Treasury, or Treasury Bureau facility shall be clearly identifiable by a distinctive badge furnished by the Government. In addition, corporate identification badges shall be worn on the outer garment at all times. It is the sole responsibility of the Contractor to provide this corporate identification. Upon the termination of the employment of any contractor personnel working on this contract, all government-furnished identification shall be returned to the issuing office. All on-site contractor personnel shall abide by security regulations applicable to that site.

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1.5 SECTION 508 COMPLIANCE

The Contractor must provide a comprehensive list of all offered specific electronic and information technology (EIT) products (supplies and services) that fully comply with Section 508 of the Rehabilitation Act of 1973, per the 1998 Amendments, and the Architectural and Transportation Barriers Compliance Board's Electronic and Information Technology Accessibility Standards at 36 CFR Part 1194. The Contractor must clearly indicate where this list with full details of compliance can be found (e.g., vendors or other exact web page location). The contractor must ensure that the list is easily accessible by typical users beginning five calendar days after award. The contractor must maintain this detailed listing of compliant products for the full contract term, including all forms of extensions, and must ensure that it is current within three calendar days of changes to his product line.

The vendor must ensure that all EIT products that are less than fully compliant are offered pursuant to extensive market research, which ensures that they are the most compliant products and services available to satisfy this solicitation's requirements.

For every EIT product accepted under this contract by the Government that does not comply with 36 CFR Part 1194, the contractor shall, at the discretion of the Government, make every effort to replace or upgrade it with a compliant equivalent product or service, if commercially available and cost neutral, on either the planned refresh cycle of the product or service, or on the contract renewal date, whichever shall occur first.

1.6. ADMINISTRATIVE INSTRUCTIONS.

1.6.1 Requests For Payment/Submission Of Invoices.

a. Contractor may submit an invoice once every thirty (30) days to the Contracting Officer Technical Representative (COTR). The contractor shall have the invoice certified by the COTR. The contractor's invoice will be for one month. The contractor shall invoice only for the hours, travel and Other Direct Costs (ODCs) that are in direct support of contractor's efforts in performing the task/delivery order SOW. Hours in such invoice shall be identified by task/phase and by labor category. The amounts for labor shall be computed by multiplying the appropriate hourly rates prescribed in the Schedule by the number of direct labor hours performed with applicable discounts. Fractional parts of an hour may be payable on a prorated basis. Contractor shall substantiate vouchers by evidence of actual payment and by individual daily job timecards, or other substantiation as approved by the Contracting Officer. Government will not reimburse for overtime other than based on what was originally proposed and accepted at time of issuance of order and as indicated in the Schedule. ODCs and travel costs shall be identified by task/phase and shall include all necessary documentation supporting the charge(s). A copy of the government's document(s) accepting the covered services must accompany invoices

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submitted for payment. A copy of the invoice will be submitted to the addresses identified in the task/delivery order to the contracting officer at the same time it is submitted to the program manager. Failure to comply with the procedures outlined above may result in payment being delayed.

b. Invoices are to be emailed as soon as possible after the end of each calendar month to:

1. www.vendorpay@do.treas.gov;
2. Contracting Officer; and
3. COTR.

Submittal to "vendorpay" is considered the official invoice submittal; and it is through "vendorpay" that prompt payment compliance is tracked. Each copy of each invoice shall clearly identify the Contractor's Taxpayer Identification Number (TIN). The Contractor shall assure that a responsible official of the company signs the following statement on each invoice:

"I certify that the services listed above have been performed in accordance with the contract and those personnel hours or other costs are true, correct, and have not been previously billed."

Typed Name and Signature

The Contract Number shall be typed on each invoice. Payment will be made in accordance with the Prompt Payment Act (see, FAR 52.232-25 Prompt Payment).

The invoice shall be approved by the Contracting Officer's Technical Representative (COTR). If requested by the Government, time cards or time sheets for each employee shall be provided as evidence of hours worked by each employee by Internal Work Order. The time card or time sheet will indicate the date worked, number of hours worked, and the hourly rate for each employee.

All follow-up invoices shall be marked "Duplicate of Original". Contractor questions regarding payment information should be directed to the COTR.

The Contractor shall provide the COTR with an advance (pre-submittal) version of the invoice for review.

1.7. PERFORMANCE MONITORING

The Government shall monitor and evaluate the contractors overall performance and service delivery.

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The Government may convene an Assessment Board to review, analyze, and evaluate the contractor's performance. The Board will also determine the disposition of extending each performance period, using the data, analysis, and evaluation performed. The Board membership will include:

- a) Contracting Officer,
- b) Contracting Officer's Technical Representative, and
- c) Treasury OFS Management Staff.

1.8. STAFFING PLAN

The contractor shall maintain and annually update the Staffing Plan initially submitted in the contractor's proposal. The staffing plan shall layout the approach, practices, and staffing to accomplish the requirements of this BPA as well as the specific requirements set forth in each Task Order. As such, the plan shall relate the staffing allocations by organizational or function units of the contractor team. Roles and functions shall be defined to substantiate the labor categories proposed and the level of effort anticipated. The staffing plan shall address such attributes as key personnel, personnel security and administration of personnel security, retention and training of personnel, approach to personnel changes, and development of personnel. As part of this staffing plan, there shall be a detailed staffing chart listing the labor categories by the proposed organizational identities. For each labor category there shall be an indication of the number of FTE's by contract year.

1.9. HOLIDAYS

OBSERVANCE OF LEGAL HOLIDAYS AND EXCUSED ABSENCES

- a) The Government hereby provides NOTICE and Contractor hereby acknowledges RECEIPT that Government personnel observe the listed days as holidays:

New Years Day	January 1
Martin Luther King's Birthday	Third Monday in January
President's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas	December 25
Inauguration Day	January 20 every four years

- b) In addition to the days designated as holidays, the Government observes the following

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days:

Any other day designated by Federal Statute;
Any other day designated by Executive Order; and
Any other day designated by the President's Proclamation.

- c) It is understood and agreed between the Government and the Contractor that observances of such days by Government personnel shall not otherwise be a reason for an additional period of performance, or entitlement of compensation except as set forth within the individual Task Order. In the event the Contractor's personnel work during the holiday, they may be reimbursed by the Contractor, however, no form of holiday or other premium compensation will be reimbursed either as a direct or indirect cost, other than their normal compensation for the time worked. This provision does not preclude reimbursement for authorized premium pay, if applicable to this contract as stated in its individual Task Orders.
- d) When the Federal, State, Local and other governmental entities grants excused absence to its employees, assigned Contractor personnel may also be dismissed. The Contractor agrees to continue to provide sufficient personnel to perform critical tasks already in operation or scheduled, and shall be guided by the instructions issued by the COTR.
- e) In the event that Treasury personnel are furloughed, the contracting officer or the COTR will communicate contractual direction to the contractor regarding performance of work.
- f) Nothing in this clause abrogates the rights and responsibilities of the parties relating to "stop work" provisions as cited in other sections of this contract. Primarily, work shall be performed at the Department of the Treasury facility or, upon approval, facilities within the Washington, D.C. metropolitan area. Occasional work may be performed at other field activity locations, including disaster recovery and/or continuity of operations locations. No locality differential payments are applicable to this contract.

1.10 TASK ORDERS

The following ordering procedures shall apply to all Task Orders (TOs) issued under this BPA. In addition:

- a) Only an authorized Government Contracting Officer can issue a TO under this BPA.
- b) All TO's are subject to the terms and conditions of the GSA contract. In the event of conflict between a TO and the GSA contract, the contract will take precedence.
- c) All costs associated with preparation, presentation, and/or discussion of the Contractor's TO proposal shall be at the Contractor's expense; post award TO administration (including applicable personnel cost allocations by TO) shall also be at the Contractor's expense.
- d) No work will be performed and no payment will be made except as authorized by a

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signed Task Order.

1.11 IDENTIFICATION/BADGING REQUIREMENT

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1.12 PHYSICAL SECURITY

Physical security is the action taken to protect Treasury information resources (e.g., installations, personnel, equipment, electronic media, documents, etc) from damage, loss, theft, or unauthorized physical access. The Contractor shall be alert for and establish means to mitigate potential unauthorized access to these resources or potential internal or external acts of sabotage on these resources while under the Contractor's custody. The Contractor shall:

- a) Comply with all pertinent facility regulations and procedures for Federal agencies, unless the Government grants a waiver.

Make recommendations for improving protection for Contractor staff if there is a security issue.
- b) Promptly report unlawful acts committed on or against property under the charge and control of their contract. All such reports should be submitted through the COTR to the Treasury Chief Information Security Officer or designee.

1.13 INFORMATION SAFEGUARDS AND PRACTICES

The Contractor shall be responsible for compliance with Treasury for policy and practice regarding the storage and removal of electronic and printed materials considered sensitive in nature (i.e., system password and user identification access codes) from printers, desktops, laptops, furniture, presentation equipment, and any other form of information housing. This is so that the information is not accessible by unauthorized personnel and so that disposal follows Treasury information security practices. The contractor must ensure that contractor, subcontractor, or business partner personnel protect all sensitive and secure documents to the extent possible from either inadvertent or deliberate compromise.

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1.14 SUPERVISION OF CONTRACTOR'S EMPLOYEES

- a) Personnel assigned to render services under this contract shall at all times be employees of the Contractor and under the direction and control of the Contractor. Notwithstanding any other provisions of this contract, the Contractor shall at all times be responsible for the supervision of its employees in the performance of the service required hereunder.
- b) During all times on government premises, the contractor's personnel shall comply with the rules and regulations governing conduct of personnel and operation of the facility.
- c) If the contractor plans to employ any Non-English speaking personnel, he shall provide an on-site bi-lingual supervisor to serve as an interpreter.
- d) Contractor personnel shall not at any time during the contract period be employees of the U.S. Government.

1.15 ADVERTISEMENTS, PUBLICIZING AWARDS AND NEWS RELEASES

Under no circumstances shall the Contractor, or anyone acting on behalf of the Contractor, refer to the supplies, services, or equipment furnished pursuant to the provisions of this contract in any publicity/ news release or commercial advertising without first obtaining explicit written consent to do so from the Contracting Officer. The Contracting Officer and COTR will coordinate requests for written consent through the Treasury Office of Public Affairs.

The Contractor agrees not to refer to awards in commercial advertising in such a manner as to state or imply that the product or service provided is endorsed or preferred by the Federal Government or is considered by the Government to be superior to other products or services.

1.16 FIDUCIARY DUTY

The Contractor agrees that it shall have a fiduciary duty to the Government in its performance under this contract.

-----END OF BPA AGREEMENT-----