

# Information Technology Schedule



**General Services Administration**

**Federal Supply Service Contract # GS-35F-0130V**

**Effective 12/15/2008 to 12/15/2013**

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

**Special Item No. 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 System Analysis Services
FPDS Code D307	Automated Information System 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

**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.

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Contract Number: **GS-35F-0130V**

Period Covered by Contract: **12/15/2008 to 12/15/2013**

General Services Administration  
Federal Acquisition Service

Pricelist current through Modification #PO-0004, dated 10/31/2011

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

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# USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

## PREAMBLE

InfoVision21, 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: **Bapaiah Koneru (614) 761-8844x223**  
bapaiah@infovision21.com

**Fax: (614) 761-7788**

**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 Acquisition Service. 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 Acquisition 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.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

Outside the scope of the contract.

**2. 1. Geographic Scope of Contract:**

The geographic scope of this contract is the 48 contiguous states, including Alaska, Hawaii and Puerto Rico and the District of Columbia.

**2. InfoVision 21 Ordering Address and Payment Information:**

**InfoVision 21, Inc  
6077 Frantz Road, Suite 105  
Dublin, Ohio 43017-3325**

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering agencies to obtain technical and/or ordering assistance: **(614) 761-8844 Ext. 223.**

**3. LIABILITY FOR INJURY OR DAMAGE**

The Contractor 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 the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

**4. STATICAL 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: **01-5390305**

Block 30: Type of Contractor - **A**

- A. Small Disadvantaged Business
- B. Other Small Business
- C. Large Business
- D. Other Nonprofit Organization
- E. Foreign Contractor

Block 31: Woman-Owned Small Business - **No**

Block 36: Contractor's Taxpayer Identification Number (TIN): **31-1486801**

4a. CAGE Code: **1JN02**

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

**5. FOB DESTINATION**

**6. DELIVERY SCHEDULE**

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

SPECIAL ITEM NUMBER

DELIVERY TIME (Days ARO)

**132-51**

As negotiated between the Ordering agency and InfoVision21, Inc.

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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**
- c. Dollar Volume: **None**
- d. Government Educational Institutions - **Government Educational Institutions are offered the same discounts as all other Government customers.**
- 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 dollar value of orders to be issued is **\$100**.

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

a. The Maximum Order value for the following Special Item Numbers (SINs) is **\$500,000**:  
Special Item Number 132-51 - Information Technology (IT) Professional Services

**12. 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 Acquisition 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:

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:

[www.infovision21.com](http://www.infovision21.com)

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

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

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

- (a) A copy of the authorization from the ordering activity with whom 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)

# InfoVision21, Inc.'s

## TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY 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 Professional 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/EC 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/EC Services.

## **9. INDEPENDENT CONTRACTOR**

All IT/EC 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/EC 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. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

## **13. RESUMES**

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



(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):

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

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### **BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"**

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

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

Orders under a Team Arrangement are subject to terms and conditions 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.

# IT Service Offerings

## **FBDS Code D301**

## **IT Facility Operation and Maintenance**

Our professionals design and assist in the implementation of reliable IT infrastructure to provide stable and fault tolerant data centers, application hosting, help desk activities, development environments, etc. These tasks include performance monitoring and tuning, data storage and availability, best practices for data security, network and external vulnerability, clear defined processes for production support and crisis management. This includes the areas of security, networking and support, help desk management, system administration, storage management and public key infrastructure tasks. The tools may include but are not limited to, Unix, Linux, CISCO, Windows, LAN/WAN, EMC, Tivoli and Remedy.

## ***FPDS Code D302***

## ***IT Systems Development Services***

Our professionals have experience in programming applications with high quality standards and methodologies. Moving forward using the analysis, development services may include but are not limited to, Web-based solutions, eCommerce applications, ERP/CRM applications, Legacy systems and GIS systems. This may include but not is limited to Mainframe Technologies (Cobol, CICS, DB2, JCL, IMS, CA-7, FileAid, etc.), Web enabling tools ( Java, JSP, EJB, VB.NET, ASP.NET, C#, C++, Coldfusion, XML, Oracle 10g, Sharepoint, Content Management Server, BizTalk, WebSphere, WebLogic, OpenView, etc.)

## ***FPDS Code D306***

## ***IT Systems Analysis Services***

Our professionals have experience in the systems analysis phase - transforming the operational needs of the system into a description of operational requirements and identifying the preferred system configuration. Systems analysis forms the basis for all subsequent system design, planning, coordination, and development activities. This may include but is not limited to, Unified Modeling Language (UML), data mapping and conversion analysis, object oriented analysis and design, data modeling, prototyping, rapid application development and joint application development techniques.

## ***FPDS Code D307***

## ***Automated Information Systems Design and Integration Services***

Our professionals have the expertise to customize and implement any specific solutions that are available as COTS (Commercial Off the Shelf) solutions. The solutions could include ERP (Enterprise Resource Planning), CRM (Customer Relationship Management), content management and imaging solutions, to name a few. This includes, but is not limited to, Fit Analysis, Cost Benefits/ROI analysis, vendor selection, project planning, functional design, customizations and implementation, data conversion, report design, security and database maintenance. This also includes but is not limited to tools such as, SAP, PeopleSoft, Oracle Applications, Siebel, Great Plains, Lawson, FileNet, Documentum and PlumTree.

### **➤ Database Services**

- **Data Modeling:** Our professionals have experience in data modeling and designing physical and logical databases using tools including but not limited to, ErWin, Visio, and Oracle Designer.
- **Database Services:** Our professionals have experience in providing database administration tasks including, production support, tuning, backup and recovery tasks of databases, ERP systems and GIS systems, to name a few. The tools include, but are not limited to, DB2, Oracle, Sybase, SQL-Server, MS-Access, Sybase, SAP, PeopleSoft, Oracle Applications and ArcInfo.
- **Datawarehousing Services:** Our professionals have experience in providing datawarehousing solutions. This includes designing data marts/cubes, reports and OLAP. The tools include but are not limited to, SAS, Informatica, Cognos, Business Objects and Oracle.

***FPDS Code D308******Programming Services***

Our professionals perform tasks including development and maintenance related to programming of applications. Specifically, they can program from the specifications created by the analysis and design following the customer standards. They perform the required documentation in the programs as well as comply with the required quality assurance procedures and standards in testing the programs. They interact with other groups for any integration of these programs as well as perform required levels of testing. Any end user training of the developed programs can be imparted when required. Our team has the expertise in using Java Technologies, Microsoft tools of ASP.NET, C#, C++/C skills, PHP and Shell programming in addition to using middleware tools like Websphere, Weblogic, Tomcat and Apache, along with databases such as Oracle, SQL-Server and DB2.

***FPDS Code D310******IT Backup and Security Services***

Our professionals design and assist in the implementation of reliable IT infrastructure to provide stable and fault tolerant data centers, security initiatives, Storage Area Network design and implementation, De-duplication initiatives and PKI implementations, to name a few. These tasks include data storage and availability, best practices for data security, network and external vulnerability, crisis management, and remote backup implementations. This includes such areas as security, networking and support, system administration, storage management and public key infrastructure tasks. The tools may include but are not limited to Unix, OS/390, RSA, Windows, Linux, CISCO, CA Tools, Tivoli, BMC and Remedy.

***FPDS Code D311******IT Data Conversion Services***

Our professionals implement data mapping and conversion strategies during the implementation of a new technology or ERP system or merger of business units. The historic data is analyzed to understand the exact volume and storage requirements. Relevant data mapping documents can be created to identify the source and target data fields. After receiving the required approvals, processes are designed to perform the required data conversion. These are programmed accordingly to achieve the required conversion targets. Quality assurance is performed on the converted data using standard sanity checks and comparison reports of the legacy system. The tools may include but are not limited to, Oracle, PL/SQL, K-Shell, SQL-Server, DB2, ERP Systems including SAP, PeopleSoft, Oracle Applications and JD Edwards.

***FPDS Code D316******IT Network Management Services***

Our professionals design and assist in the implementation of reliable networking infrastructure for stable LAN, WAN or remote logins via VPN or other industry standard tools. These tasks include network usage and forecast, bandwidth monitoring and rerouting, SPAM and virus filtering and patrol, network and external vulnerability, crisis management and remote backup implementations. This includes the areas of security, networking and support, system administration, storage management and public key infrastructure tasks. The tools may include but are not limited, to Windows, Unix, Linux, Cisco, EMC and CA Tools.

## Labor Categories / Job Descriptions

**Commercial Job Title:** Project Director  
**FPDS Codes(s):** D301, D302, D307, D311

Minimum/General Experience

*Duties/Responsibilities:* Serves as the Project Director managing multiple large, complex task order (or a group of task orders affecting the same common/standard/migration system). Directs various Project Managers or Team Leaders or Supervisors. May report directly to the CIO or CEO or top brass Management Personnel. Ensures various projects are on track and implemented in a timely manner. Performs enterprise-wide integration planning and implementation.

*Minimum Education:* A bachelor's degree in computer science, information systems, engineering, business administration or other related scientific or technical discipline. This position requires a minimum of 15 years' experience, of which at least nine years must be specialized. Specialized experience includes: Supervision of various Projects / Project Managers. Budgeting and Forecasting, ROI Analysis, SWOT Analysis and MIS Reporting. General experience includes responsibilities in Project Management, Delivery and Deployment, and information systems design and management.

1. With a master's degree (in the fields described above): twelve years of general experience, of which at least ten years specialized experience is required.
2. With a Ph.D. (in the fields described above) ten years of general experience, of which at least six years specialized experience is required.
3. With 18 years general experience, of which at least 15 years' specialized experience; a degree is not required.

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**Commercial Job Title:** Senior Business Analyst  
**FPDS Codes(s):** D301, D302, D307, D311

Minimum/General Experience

*Duties/Responsibilities:* Serves as the primary liaison between the end user group and the technical team. Understand the user requirements and translate or map into functional requirements for the technical team. Perform Business Process Modeling, subject matter expertise and suggest better or best practices to the user group. Create User Acceptance criteria including test data, integration tasks and acceptable results.

*Minimum Education:* A bachelor's degree in science, information systems, engineering, business administration or other related scientific or any discipline. This position requires a minimum of 10 years' experience, of which at least seven years must be specialized. Specialized experience includes: Data Modeling, ERP Analysis, Business Process Modeling or Reengineering, User Acceptance Testing Supervision, Data Mapping or Integration, and Project Management.

1. With a master's degree (in the fields described above): eight years of general experience, of which at least six years specialized experience is required.
2. With a Ph.D. (in the fields described above) six years of general experience, of which at least four years specialized experience is required.
3. With 12 years general experience, of which at least 10 years' specialized experience; a degree is not required.

**Commercial Job Title: Business Analyst**  
**FPDS Codes(s): D301, D302, D307, D311**

Minimum/General Experience

*Duties/Responsibilities:* Understand the user requirements and translate or map into functional requirements for the technical team. Co-ordinate various activities between the end user group, development team, testing team etc... Perform Business Process Modeling, subject matter expertise and suggest better or best practices to the user group. Create User Acceptance criteria including test data, integration tasks and acceptable results.

*Minimum Education:* A bachelor's degree in science, information systems, engineering, business administration or other related scientific or any discipline. This position requires a minimum of Five years' experience, of which at least three years must be specialized. Specialized experience includes: Data Modeling, Enterprise Resource Planning, Business Process Modeling or Reengineering, User Acceptance Testing Supervision, Data Mapping or Integration, and exposure to Project Management.

1. With a master's degree (in the fields described above): Three years of general experience, of which at least two years specialized experience is required.
2. With a Ph.D. (in the fields described above) two years of general experience, of which at least one year specialized experience is required.
3. With eight years general experience, of which at least 6 years' specialized experience; a degree is not required

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**Commercial Job Title: Senior Integration Specialist**  
**FPDS Codes(s): D301, D302, D307, D311**

Minimum/General Experience

*Duties/Responsibilities:* Serves as the Specialist related to integration of various IT systems. Capable of integrating various technologies and Business Processes as required. Expertise in Process Mapping and Re-Engineering, Enterprise Resource Planning, EDRM, eDiscovery and Middleware solutions. Supervise Business Analysts and other team members when required. Should have a mixture of project management skills as well as Business Process Methodology and Integration Skills.

*Minimum Education:* A bachelor's degree in computer science, information systems, engineering, business administration or other related scientific or technical discipline. This position requires a minimum of 12 years' experience, of which at least nine years must be specialized. Specialized experience includes any of: Business Process Re Engineering, Business Analysis, ERP Integration, EDRM, EAI, ROI Analysis, SWOT Analysis, and Project Management.

1. With a master's degree (in the fields described above): nine years of general experience, of which at least seven years specialized experience is required.
2. With a Ph.D. (in the fields described above) seven years of general experience, of which at least five years specialized experience is required.
3. With 15 years general experience, of which at least 12 years' specialized experience; a degree is not required.

**Commercial Job Title: Infrastructure Architect**  
**FPDS Codes(s): D302, D306, D307, D311**

Minimum/General Experience

*Duties/Responsibilities:* Provides expertise in implementing Enterprise level Infrastructure for Computing. Experienced in Data Center Planning and Maintenance, Network based Systems, Intranet and Internet environment including Virtualization. Analyze and Recommend new technologies related to IT Infrastructure. Manage a team of Network and Systems Administration Professionals including developing protocols for 24x7 coverage and support.

*Minimum Education:* A bachelor's degree in computer science, information systems, engineering, business, or MIS or other related scientific or other discipline. This position requires a minimum of ten years' experience, of which at least seven years must be specialized. Specialized experience includes: demonstrated experience in IT Infrastructure for Data Centers, Web Access and Security, Intranet Functioning, Integration etc... Proven usage of any of the vendor specific products including CISCO, EMC, CA, VMWare, HP, SUN, IBM etc... Vendor Certifications is highly desirable. Demonstrated ability to work independently or under general direction is required.

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**Commercial Job Title: Infrastructure Analyst**  
**FPDS Codes(s): D302, D306, D307, D311**

Minimum/General Experience

*Duties/Responsibilities:* Provides expertise in analysis of Infrastructure requirements for Data Centers, Development Environment, and Network or web based Systems. Handle Virtualization, VoIP, Telephony, EAI, IT Security tasks as well as integration between mainframe and desktop environments.

*Minimum Education:* A bachelor's degree in computer science, information systems, engineering, business, or MIS or other related discipline. This position requires a minimum of seven years' experience, of which at least five years must be specialized. Specialized experience includes: demonstrated experience in implementing IT Infrastructure for Data Centers, Web Access and Security, Intranet Functioning, Integration etc... Proven usage of any of the vendor specific products including CISCO, EMC, CA, Oracle, Microsoft, VMWare, HP, SUN, IBM etc... Vendor Certifications is highly desirable. Demonstrated ability to work independently or under general direction is required.

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**Commercial Job Title: Project Manager**  
**FPDS Codes(s): D301, D302, D307, D311**

Minimum/General Experience

*Duties/Responsibilities:* Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and assists the Program Manager and/or other management personnel. Under the guidance of the Program Manager, is responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise-wide horizontal integration planning and interfaces to other functional systems.

*Minimum Education:* A bachelor's degree in computer science, information systems, engineering, business administration or other related scientific or technical discipline. This position requires a minimum of 12 years' experience, of which at least nine years must be specialized. Specialized experience includes: complete project development from inception to deployment, demonstrated ability to provide guidance and direction in the tasks similar to the representative scenarios provided in the RFP, proven expertise in the management and control of funds and resources and demonstrated capability in managing multi-task contracts of this type and complexity. General experience includes increasing responsibilities in information systems design and management and using Project Management Tools.

1. With a master's degree (in the fields described above): ten years of general experience, of which at least seven years specialized experience is required.
2. With a Ph.D. (in the fields described above) eight years of general experience, of which at least six years specialized experience is required.
3. With 15 years general experience, of which at least 12 years' specialized experience; a degree is not required.

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**Commercial Job Title:** Principal Systems Architect  
**FPDS Codes(s):** D302, D306, D307, D311

Minimum/General Experience

*Duties/Responsibilities:* Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements, as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models and profiles of standards, such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model, as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Evaluates analytically and systematically problems of work flows, organization and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

*Minimum Education:* A master's degree in computer science, information systems, engineering, business or other related scientific or technical discipline. This position requires a minimum of ten years' experience, of which at least seven years must be specialized. Specialized experience includes: supervision of system architects, use of structured analysis, design methodologies and design tools (such as IDEF 1x, entity relationship diagrams, and other design techniques), object oriented principles, and experience with the logical and physical functional, operational and technical architecture of large and complex information systems. General experience includes increasing responsibilities in systems engineering.

1. With a Ph.D. (in the fields described above): eight years of general experience is required, of which at least six years must be specialized experience.
2. With a bachelor's degree in computer Science, information systems, engineering or other related scientific or technical discipline and 12 years' general experience, of which at least nine years must be specialized experience; a master's degree is not required.
3. With 16 years' general experience, of which at least 12 years' specialized experience; a degree is not required.

**Commercial Job Title: Computer Systems Analyst**

**FPDS Codes(s): D302, D306, D307, D311**

Minimum/General Experience

*Duties/Responsibilities:* Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintains hardware and software performance tuning, analyzes workload and computer usage, maintains interfaces with outside systems, analyzes down times, proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed; defines the problem and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops system alternative solutions in conjunction with functional users.

*Minimum Education:* A bachelor's degree in computer science, information systems, engineering, business or other related scientific or technical discipline. This position requires a minimum of six years' experience, of which at least four years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, including three years experience in database management concepts, use of the programming languages such as Java, C++, C#, Cobol and/or DBMS. Knowledge of current storage and retrieval methods, one year of systems analysis experience designing technical applications on computer systems, and demonstrated ability to formulate specifications for computer programmers to use in coding, testing and debugging of computer programs. General experience includes increasing responsibilities in information systems design and management. Must demonstrate the ability to work independently or under only general direction on requirements that are moderately complex to analyze, plan, program and implement.

1. With a master's degree (in the fields described above): four years' general experience, of which at least three years must be specialized experience.
2. With ten years of general experience, of which at least eight years must be specialized experience; a degree is not required.

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**Commercial Job Title: Senior Application Developer**

**FPDS Codes(s): D302, D306, D307, D311**

Minimum/General Experience

*Duties/Responsibilities:* Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Modeling or CASE tools. Designs various tools, utilities and libraries that will assist in faster application development or usage of applications. Estimates software development costs and schedule. Reviews existing programs and tools and assists in making refinements, reducing operating time, and improving current techniques. Coordinates software configuration management as required.

*Minimum Education:* A bachelor's degree in computer science, information systems, engineering, business or other related scientific or technical discipline. This position requires a minimum of six years' experience managing or performing software engineering activities, of which at least four years must be specialized. Specialized experience includes: demonstrated experience working with languages including Java, VB.NET, ASP.NET, C#, Coldfusion along with XML, SQL, Middleware such as Websphere, Weblogic Shareport, Biztalk in the design and implementation of systems, tools

and RDBMS. General experience includes responsibilities in software development life cycle activities.

1. With a master's degree (in the fields described above): four years' general experience, of which at least three years must be specialized experience.
2. With ten years of general experience, of which at least eight years must be specialized experience; a degree is not required.

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**Commercial Job Title:** Data Warehousing Specialist  
**FPDS Codes(s):** D302, D306, D307, D311

Minimum/General Experience

*Duties/Responsibilities:* Provides highly technical expertise in the use of data warehousing and database tools. Evaluates and recommends available products to support validated user requirements. Defines file organization, indexing methods, metadata, data marts and security procedures for specific user applications.

*Minimum Education:* A bachelor's degree in computer science, information systems, engineering, business or other related scientific or technical discipline. This position requires a minimum of six years' experience, of which at least four years must be specialized. Specialized experience includes: demonstrated experience using current data warehousing and database technologies, and application design utilizing various reporting tools and integrate industry standard tools. General experience includes increasing responsibilities in systems analysis and programming. Demonstrated ability to work independently or under only general direction is required.

1. With a master's degree (in the fields described above): four years' general experience, of which at least three years must be specialized experience.
2. With ten years of general experience, of which at least eight years must be specialized experience; a degree is not required.

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**Commercial Job Title:** Systems Administrator  
**FPDS Codes(s):** D301, D310, D316

Minimum/General Experience

*Duties/Responsibilities:* Supervises and manages the daily activities of configuration and operation of business systems which may be Unix-, Windows- or Linux-based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.

*Minimum Education:* A bachelor's degree in computer science, information systems, engineering, business or other related scientific or technical discipline. This position requires a minimum of four years' experience, of which at least three years must be specialized experience in administrating UNIX or open systems-compliant systems. General experience includes operations experience on a large-scale computer system or a multi-server local area network.

1. With a master's degree (in the fields described above): three years' general experience, of which at least two years must be specialized experience.
2. With eight years general experience, of which six years is specialized; a degree is not required.

**Commercial Job Title: Network Administrator**  
**FPDS Codes(s): D301, D310, D316**

Minimum/General Experience

*Duties/Responsibilities:* Supervises and manages the daily activities of configuration and operation of business systems which are Windows-based. Uses specialized hardware and software solutions for network security, optimization and appropriate storage and backup resources. Provides on-call support when required.

*Minimum Education:* A bachelor's degree in computer science, information systems, engineering, business or other related scientific or technical discipline. This position requires a minimum of four years' experience, of which at least three years must be specialized experience in administrating Windows systems along with CISCO or related Web enabling hardware. General experience includes operations experience handling multiple servers, Wide Area Network support and virtualization.

1. With a master's degree (in the fields described above): three years' general experience, of which at least two years must be specialized experience.
2. With eight years' general experience, of which six years is specialized; a degree is not required.

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**Commercial Job Title: Programmer Analyst**  
**FPDS Codes(s): D302, D306, D307, D311**

Minimum/General Experience

*Duties/Responsibilities:* Employees in this class will code, modify and debug complex application programs working from basic instructions, and perform systems analysis.

*Minimum Education:* All employees in this class will be familiar with one or more of the following operating systems: DOS, Windows, Linux, Mac, Unix, MVS, VM/CMS and will have at least three years of recent (within the past five years) full-time or equivalent part-time paid computer programming experience in one or more of the areas of Java, C++, C, Cobol, Power Builder, Delphi, Visual Basic, ASP, JSP, ColdFusion, and databases/tools such as Oracle, SQL-Server, MS-Access, Sybase, Informix, DB2, UDB, CICS, JCL, SAS, IMS, IDMS and other similar software.

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**Commercial Job Title: Senior Database Administrator**  
**FPDS Codes(s): D302, D306, D307, D311**

Minimum/General Experience

*Duties/Responsibilities:* Employees in this class may work at either the systems level or the application level and may assist in setting standards for and monitoring the database environment and making recommendations to improve database performance.

*Minimum Education:* All employees in this class will be familiar with SQL, DDL and DML or other tools as deemed appropriate in industry standard databases (Oracle, DB2, SQL-Server, IMS, Informix, Sybase, other); experience in providing backup, recovery, tuning etc., and will have at least five years of recent full-time or equivalent part-time paid experience as a database administrator.

**Commercial Job Title: Database Administrator**  
**FPDS Codes(s): D302, D306, D307, D311**

Minimum/General Experience

*Duties/Responsibilities:* Employees in this class may work at either the systems level or the application level and may assist in setting standards for and monitoring the database environment and making recommendations to improve database performance.

*Minimum Education:* All employees in this class will be familiar with DB2, SQL, DDL and DML or other databases as deemed appropriate (Oracle, DB2, SQL-Server, IMS, Informix, Sybase etc); experience in providing backup, recovery, tuning etc., and will have at least three years of recent (within the past five years) full-time or equivalent part-time paid experience as a database administrator.

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**Commercial Job Title: Enterprise Functional Analyst**  
**FPDS Codes(s): D302, D306, D307, D311**

*Duties/Responsibilities:* Provides highly functional expertise in the use of Enterprise Applications involving EPR, CRM, Imaging, IT Asset Management, etc. Evaluates and recommends available ERP/CRM products to support validated user requirements. Defines customizations, data conversion, mapping documents, user acceptance criteria and security, to name a few.

*Minimum Education:* A bachelor's degree is required with a minimum of six years experience, of which at least four years must be specialized. Specialized experience includes: demonstrated experience using and implementing functional processes of ERP/CRM technologies (such as SAP, Oracle Applications, PeopleSoft, JD Edwards, Lawson, Great Plains, Siebel, Peregrine, Remedy, Epicentric, other), data conversion, requirement fit analysis, Subject Matter Expertise, end user training, etc. Demonstrated ability to work independently or under general direction is required.

1. With a master's degree (in the fields described): four years' general experience, of which all four years must be specialized experience.
2. With ten years of general experience, of which at least eight years must be specialized experience; a degree is not required.

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**Commercial Job Title: Enterprise Technical Analyst**  
**FPDS Codes(s): D302, D306, D307, D311**

Minimum/General Experience

*Duties/Responsibilities:* Provides technical development using Enterprise Applications involving EPR, CRM, Imaging and others. Performs data conversions, implements various processes and customizations, develops test plans, tests and debugs all processes and validates data for specific user applications.

*Minimum Education:* A bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. This position requires a minimum of five years' experience, of which at least three years must be specialized. Specialized experience includes: demonstrated experience using current ERP/CRM technologies (such as SAP, Oracle Applications, PeopleSoft, JD Edwards, Lawson, Great Plains, Siebel, Salesforce). Experience in data conversion, implementation and troubleshooting expertise is required. Alternatively, database management experience with administration duties involving backup and security, production control, migrations of

patches, user role creation, etc. is acceptable. Demonstrated ability to work independently or under general direction is required.

1. With a master's degree (in the fields described above): three years' general experience of which all two years must be specialized experience.
2. With eight years of general experience, of which at least six years must be specialized experience; a degree is not required.

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**Commercial Job Title: Senior Quality Assurance Analyst**

**FPDS Codes(s): D302, D306, D307, D308, D311**

Minimum/General Experience

*Duties/Responsibilities:* Provides technical and administrative direction for personnel performing software development tasks. This includes review of work products for correctness; adherence to the design concept and to user standards; review of program documentation to assure company/agency standards/requirements are adhered to; and for progress in accordance with schedules. Coordinates with the Project Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares status reports and deliveries/presentations on the system concept to colleagues, subordinates and end users.

*Minimum Education:* A bachelor's degree in computer science, information systems, engineering, business or other related scientific or technical discipline. This position requires a minimum of six years experience, of which at least three years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, database management, use of the programming languages such as C++, C, Java, Cobol and/or DBMS. Knowledge of industry standard Automated Testing Tools is required. Demonstrated ability to formulate specifications for computer programmers to use in coding, testing and debugging of computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven understanding of application and documentation standards. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required.

1. With a master's degree (in the fields described above): five years of general experience, of which at least two years must be specialized experience.
2. With ten years of general experience, of which at least eight years must be specialized experience; a degree is not required.

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**Commercial Job Title: Quality Assurance Analyst**

**FPDS Codes(s): D302, D306, D307, D308, D311**

Minimum/General Experience

*Duties/Responsibilities:* Provides technical and administrative direction for personnel performing the required tasks to ensure work products for correctness; adherence to the design concept and to user standards; review of program documentation to assure company/agency standards/requirements are adhered to; and for progress in accordance with schedules. Coordinates with the senior team members to ensure proper testing and integration. Prepares required test cases, documentation and status reports.

*Minimum Education:* A bachelor's degree in computer science, information systems, engineering, business or other related scientific or technical discipline. This position requires a minimum of three years' experience, of which at least two years must be specialized. Specialized experience includes: Software Quality Assurance methodologies, application testing using manual and automated tools, and

creating test cases and test data using industry standard QA tools. Demonstrated ability to quickly create scripts for test data, regression testing and analysis of bugs in the programs is required.

1. With a master's degree (in the fields described): two years of general experience, of which at least one year must be specialized experience.
  2. With eight years of general experience, of which at least five years must be specialized experience; a degree is not required.
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## Approved GSA Schedule Rates

<b>Job Title</b>	<b>Rate</b>
Project Manager	\$103.68
Principal Systems Architect	\$88.13
Systems Analyst	\$74.64
Senior Application Developer	\$72.57
Data Warehousing Specialist	\$77.76
System Administrator	\$62.20
Network Administrator	\$62.20
Programmer Analyst	\$62.20
Database Administrator	\$77.76
Enterprise Functional Analyst	\$115.13
Enterprise Technical Analyst	\$115.13
Senior Database Administrator	\$130.33
Senior Quality Assurance Analyst	\$67.14
Quality Assurance Analyst	\$55.29
Project Director	\$197.47
Senior Business Analyst	\$138.23
Business Analyst	\$88.86
Senior Integration Specialist	\$148.10
Infrastructure Architect	\$177.72
Infrastructure Analyst	\$138.23