



**AUTHORIZED FEDERAL SUPPLY SERVICE (FSS)
GSA SCHEDULE: INFORMATION TECHNOLOGY PROFESSIONAL SERVICES
FSC GROUP: 70
PRICE LIST**

**SIN 132-50: TRAINING COURSES FOR GENERAL PURPOSE COMMERCIAL INFORMATION
TECHNOLOGY EQUIPMENT AND SOFTWARE**

FPDS Code U012

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

FPDS Code D301 IT Facility Operation and Maintenance

FPDS Code D302 IT Systems Development Services

FPDS Code D306 IT Systems Analysis Services

FPDS Code D307 Automated Information Systems Design and Integration Services

FPDS Code D308 Programming Services

FPDS Code D310 IT Backup and Security Services

FPDS Code D311 IT Data Conversion Services

FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services

FPDS Code D316 IT Network Management Services

FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or

Other Information Services (All other information services belong under Schedule 76)

FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

**NuCrest, LLC
613 Maccubbin Lne
Gambrills, MD 21054**

**Voice: (703) 375-9308
Fax: (202) 204-5206
Email: IT70@nucrest.com
URL: <http://www.nucrest.com>
SDVOSB/Small Business/Small Disadvantaged Business**

GSA Contract Number: 47QTCA18D0075

Contract Period Covered: February 13, 2018 through February 12, 2023

*NuCrest's Pricelist is current as of May 5, 2019, through the last modification **Refresh54***

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).



Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**[®] a menu-driven database system. The Internet address for **GSA Advantage!**[®] *System* is <http://www.gsaadvantage.gov>.





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**INFORMATION FOR ORDERING OFFICES 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.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.gsa.gov/fas) 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.

TERMS AND CONDITIONS APPLICABLE TO THE FOLLOWING SPECIAL ITEM NUMBERS (SIN):

- **SIN 132-50 Training Courses for General Purpose Commercial Information Technology Equipment and Software**
- **SIN 132-51 Information Technology (IT) Professional Services**

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

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



2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

NuCrest's Ordering & Payment Information:

Ordering Address

NuCrest, LLC
Attention: NuCrest GSA Order Manager
613 Maccubbin Lane
Gambrills, MD 21051
Telephone: 703.375-9308
Fax: 202.204.5206
IT70@nucrest.com

Payment Address

NuCrest, LLC
Attention: Accounts Receivable
613 Maccubbin Lane
Gambrills, MD 21051
Telephone: 703.375-9308
Fax: 202.204.5206
Email: accounting@nucrest.com

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

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

NuCrest GSA Sales Representative: 703.375.9308 or IT70@nucrest.com

3. LIABILITY FOR INJURY OR DAMAGE

NuCrest 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. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule Contract: TBD

Block 16: Data Universal Numbering System (DUNS) Number: 196117449

Block 30: Type of Contractor: A. Small Disadvantaged Business

Block 31: Woman-Owned Small Business: No

Block 37: Contractor's Taxpayer Identification Number (TIN): 75-31880205

Block 40: Veteran Owned Small Business (VOSB): A: Service Disabled Veteran Owned Small Business

4a. CAGE Code: 382Y3

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

5. FOB DESTINATION

Within 48 contiguous states and the District of Columbia: Destination and Origin

6. DELIVERY SCHEDULE

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



<u>SPECIAL ITEM NUMBER</u>	<u>DELIVERY TIME (Days ARO)</u>
SIN 132-50	Negotiated Per Agency Request
SIN 132-51	Negotiated Per Agency Request

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: 00.000% if Payment is made within 00 days
- b. Quantity/Dollar Volume: 1% single orders of \$300,000 or greater

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:

Export packing is not applicable.

10. SMALL REQUIREMENTS:

The minimum dollar value of orders to be issued is \$100.00.

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 Professional Services
- b. The Maximum Order value for the following Special Item Numbers (SINs) is \$25,000:
Special Item Number 132-50 - Training Courses

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:

Federal departments, agencies, and 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 2003)

- 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. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- 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.
- k) **Overtime:** For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

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 52.212-4)

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.: Internet Explorer, Firefox, Chrome, etc). The Internet address is <http://www.gsaadvantage.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 : Contact NuCrest (IT70@nucrest.com) for Terms relating to Overseas Delivery.

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 or 132-9.

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) can be found at: 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. 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)

27. TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF TRAINING COURSES FOR GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE (SPECIAL ITEM NUMBER 132-50):

1. SCOPE:

- a. The Contractor shall provide training courses normally available to commercial customers, which will permit Government users to make full, efficient use of general purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.
- b. The Contractor shall provide training at the Contractor's facility and/or at the Government's location, as agreed to by the Contractor and the Government.

2. ORDER:

Written orders, EDI orders (GSA *Advantage!*® and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

3. TIME OF DELIVERY:

The Contractor shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the Government.

4. CANCELLATION AND RESCHEDULING:

- a. The Government will notify the Contractor at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. The Contractor will then permit the Government to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the Government will modify its original training order to specify the time and date of the rescheduled training class.
- b. In the event the Government fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the Government will be liable for the contracted dollar amount of the training course. The Contractor agrees to permit the Government to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.
- c. The Government reserves the right to substitute one student for another up to the first day of class.
- d. In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the Government, the Contractor must notify the Government at least seventy-two (72) hours before the scheduled training date.

5. FOLLOW-UP SUPPORT:

The Contractor agrees to provide telephone support to wishing to speak with their instructor or Curriculum Manager for any course related question.

6. PRICE FOR TRAINING:

The price that the Government will be charged will be the Government training price in effect at the time of order placement, or the Government price in effect at the time the training course is conducted, whichever is less.

7. INVOICES AND PAYMENT:



Invoices for training shall be submitted by the Contractor after Government completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

8. FORMAT AND CONTENT OF TRAINING:

- a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.
- b. For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.
- c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.
- d. The Contractor shall provide the following information for each training course offered:
 - 1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);
 - 2) The length of the course;
 - 3) Mandatory and desirable prerequisites for student enrollment;
 - 4) The minimum and maximum number of students per class;
 - 5) The locations where the course is offered;
 - 6) Class schedules; and
 - 7) Price (per student, per class (if applicable)). *Refer to pricelist.*
- e. For those courses conducted at the Government's location, instructor travel charges (if applicable), including mileage and daily living expenses, must be indicated below. Rates paid as a result of travel must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts.

Travel charges outside the local metropolitan Washington, D.C. area will be reimbursed by the ordering agency. Travel will be in accordance with the Federal Travel Regulations or Joint Travel Regulations, as applicable.

9. "NO CHARGE" TRAINING:

The Contractor shall describe any training provided with equipment and/or software provided under this contract, free of charge, in the space provided below.

- a. None

28. TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT 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 I-FSS-60 Performance Incentives (April 2000)

- 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.
- 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.
- d. The above procedures do not apply to Time and Material or labor hour orders? It was on the other example schedule

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

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

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

- 2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
 - 1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - 2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
 - c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
 - d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS –COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts 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 (Dec 2007) 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 Professional Services.

9. INDEPENDENT CONTRACTOR

All IT Professional 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 Professional 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 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) 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 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) 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.

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS



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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

- a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

- **Minimum/General Experience:** Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.
- **Functional Responsibility:** Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.
- **Minimum Education:** Bachelor's Degree in Computer Science



29. NUCREST COMMERCIAL PRICE LIST FOR PROFESSIONAL SUPPORT SERVICES SIN 132-50, 132-51:

a. NuCrest Classroom Course Prices: SIN 132-50

Course Title	Days	Maximum Participants	Classroom Courses GSA Price Gov't Site Per Course or Per Person
<i>Concepts and Applications of Information Technology (IT)</i>	5	25	\$501.78
<i>IT Security for Managers</i>	3	25	\$447.53
<i>IT Security Processes & Technology</i>	5	25	\$501.78
<i>Foundations of Information Systems Management</i>	5	25	\$501.78
<i>Information Assurance</i>	1	25	\$393.29
<i>Information Security for IT Professionals (Role-based)</i>	1	25	\$393.29
<i>Information Systems in Organizations</i>	5	25	\$501.78
<i>Introduction to the Risk Management Framework (RMF)</i>	2	25	\$420.41
<i>Introduction to SharePoint</i>	1	25	\$393.29



b. NuCrest Customizable Virtual Course Development Prices: SIN 132-50

Service	GSA Rate Per Hour
Needs assessment	\$118.16
Design Proposal/Training Plan	\$118.16
Course Design/Content Development	\$95.59
User Acceptance Testing/Pilot	\$95.59

* Initial Development of a New Course is a One-time Cost

c. NuCrest Virtual Course Instruction Prices: SIN 132-50

Course Title	Course Length (minutes)	NuCrest Site Virtual Courses Per Participant Offsite
<i>Concepts and Applications of Information Technology (IT)</i>	300	\$110.86
<i>IT Security for Managers</i>	180	\$102.48
<i>IT Security Processes & Technology</i>	300	\$110.86
<i>Foundations of Information Systems Management</i>	300	\$110.86
<i>Information Assurance</i>	60	\$98.29
<i>Information Security for IT Professionals (Role-based)</i>	60	\$98.29
<i>Information Systems in Organizations</i>	300	\$110.86
<i>Introduction to the Risk Management Framework (RMF)</i>	120	\$102.48
<i>Introduction to SharePoint</i>	60	\$98.29

*Courses include support for customizations and revisions and administrative labor for the courses

d. NuCrest Training Courses Description:

Course Title	Course Description
Concepts and Applications of Information Technology	An introduction to data and the range of technologies (including hardware, software, databases, and networking and information systems) that provide the foundation for the data-centric focus of modern organizations. The objective is to apply knowledge of basic technical, ethical, and security considerations to select and use information technology (and the data that arises from technology) effectively in one's personal and professional lives.
Cybersecurity for Leaders and Managers	A survey of the cybersecurity principles, practices, and strategies required by leaders and managers to become strategic partners in the establishment, management, and governance of an enterprise's cybersecurity program. The course allows learners to develop an understanding of how cybersecurity supports key business goals and objectives.
Cybersecurity Processes and Technologies	A study of the processes and technologies used to implement and manage enterprise IT security operations. The goal is to apply and integrate cybersecurity concepts and best practices with the principles of IT operations and management.
Foundations of Information Systems Management	An overview of information technology management and governance. The goal is to be familiar with IT organizations, management of IT strategy, and factors in IT decision making.
Information Assurance	An overview of the National Institute of Standard Technologies (NIST) policies and recommended practices regarding the protection of information and information systems by ensuring their availability, integrity, authentication, confidentiality, and non-repudiation.
Information Security (Role-Based)	These courses are designed to provide learners with an in-depth understanding of their roles and responsibilities essential to the information assurance process to include the implementation and execution of the Information Security Plan (ISP).
Information Systems in Organizations	An overview of information systems and how they provide value by supporting organizational objectives. The goal is to analyze business strategies to recognize how technology solutions enable strategic outcomes and to identify information system requirements by analyzing business processes.
Introduction to SharePoint	An introduction to the Windows SharePoint Services technology. An overview of an integrated portfolio of collaboration and communication services.
Risk Management Framework	This course is designed to provide an understanding of the unified information security framework used by the federal government.



e. NuCrest Commercial Price List for Professional Support Services Labor Category Rates: SIN 132-51

LCAT #	Labor Category	Hourly Rate (Including IFF)
1	Program Management Specialist	\$93.12
2	Program Manager	\$144.46
3	Senior Project Manager	\$141.24
4	Senior Consultant	\$132.23
5	Senior Manager	\$166.68
6	Systems Analyst	\$93.21
7	Systems Engineer	\$108.44
8	Systems Security Architect	\$143.40
9	Task Lead	\$100.01
10	Task Manager	\$111.12
11	Technical Writer/Editor	\$88.90
12	Training Advisor	\$119.06
13	Training Coordinator	\$74.08
14	Training Specialist	\$96.31
15	Training Manager	\$142.36
16	IA Engineer I	\$100.96
17	IA Engineer II	\$113.69
18	IA Engineer III	\$127.35
19	IA Specialist I	\$117.88
20	IA Specialist II	\$136.89
21	IA Specialist III	\$195.55
22	Information Assurance Auditor I	\$119.99
23	Information Assurance Auditor II	\$136.58
24	Information Assurance Auditor III	\$169.55
25	Information Assurance Expert I	\$127.29
26	Information Assurance Expert II	\$156.28
27	Assessor I	\$136.43
28	Assessor II	\$154.08
29	Assessor III	\$179.18
30	Subject Matter Expert I	\$170.36
31	Subject Matter Expert II	\$196.19
32	Subject Matter Expert III	\$235.12

30. DESCRIPTION OF INFORMATION TECHNOLOGY PROFESSIONAL SUPPORT SERVICES
LABOR CATEGORIES: SIN 132-51

NO	SERVICE PROPOSED (e.g. Job Title/Task)	MINIMUM EDUCATION/ CERTIFICATION LEVEL	MINIMUM YEARS OF EXPERIENCE	Description
1	Program Management Specialist	BS degree in Computer Science, Information Systems, Engineering, or related field	5 years	<p>The Program Management Specialist analyzes management, business, and technical issues related to program management and information systems. Provides guidance the business implications of various systems. Collaborates on feasibility studies and systems planning. Assists in formulating systems scope and objectives. Devises and/or modifies procedures for managing complex programs. Coordinates multiple project teams under direct supervision of Program Manager.</p>
2	Program Manager	BS degree in Computer Science, Information Systems, Engineering, or related field	10 years	<p>The Program Manager provides extensive experience with large systems modernization and business practice reengineering. Manages complex software development, architecture, and integration projects in a fast paced, constantly changing dynamic environment. Responsible for effectively initiating, planning, scheduling, estimating, forecasting, coordinating, controlling, managing and delivering all activities for projects and related release initiatives. Applies proven project management techniques, methods and tools. Monitors and reports to IT management on the status of project efforts.</p>

NO	SERVICE PROPOSED (e.g. Job Title/Task)	MINIMUM EDUCATION/ CERTIFICATION LEVEL	MINIMUM YEARS OF EXPERIENCE	Description
3	Senior Project Manager	BS degree in Computer Science, Information Systems, Engineering, or related field	10 years	<p>The Senior Project Manager leads team on large projects or significant segment of large complex projects. Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components. Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, stakeholders and project sponsor. Reviews requirements to define project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems.</p>
4	Senior Consultant	MA degree in Computer Science, Information Systems, Engineering, or related field	10 years	<p>The Senior Consultant provides technical knowledge in their area of IT expertise, work individually and on teams to support the completion of IT project specific tasks within estimated time frames and budget constraints and interface with the client on a day-to-day basis. In addition, the Senior Consultant will apply their specific IT expertise to the practical issues they identify or those presented by the client. They also help to formulate IT solutions, prepare reports, studies, and</p>

NO	SERVICE PROPOSED (e.g. Job Title/Task)	MINIMUM EDUCATION/ CERTIFICATION LEVEL	MINIMUM YEARS OF EXPERIENCE	Description
				documentation, and support presentations and client meetings.
5	Senior Manager	BS degree in Computer Science, Information Systems, Engineering, or related field	14 years	The Senior Manager will take on increasing responsibility in the design, implementation, and management of IT projects. They interface with the client on project specific issues, direct the completion of IT projects within estimated time frames and budget constraints, coordinate project specific parties, and review IT work products for completeness and adherence to applicable regulations and customer technology requirements.
6	Systems Analyst	BS degree in Computer Science, Information Systems, Engineering, or related field	2 years	The Systems Analyst performs technical planning, system integration, verification and validation, cost and risk, and supportability and effectiveness analyses for total systems. Performs functional analysis, timeline analysis, detail trade studies, requirements allocation and interface definition studies to translate customer requirements into hardware and software specifications.
7	Systems Engineer	BS degree in Computer Science, Information Systems, Engineering, or related field	5 years	The Systems Engineer develops engineering designs and documents, performs testing, evaluates technology, supports integration and implementation efforts, and other engineering efforts.
8	Systems Security Architect	BS degree in Computer Science, Information Systems, Engineering, or related field	8 years	The Systems Security designs and develops large systems architectures at the application and/or database level. They are responsible for creating systems design documentation for

NO	SERVICE PROPOSED (e.g. Job Title/Task)	MINIMUM EDUCATION/ CERTIFICATION LEVEL	MINIMUM YEARS OF EXPERIENCE	Description
				implementation and hand-off to systems staff.
9	Task Lead	BS degree in Computer Science, Information Systems, Engineering, or related field	6 years	The Task Lead acts as overall Systems Engineer, Technical Manager, and Administrator for one or more tasks; serves as the primary interface and point of contact with the Program Manager on technical program/project issues. Supervises program/project operations by developing systems engineering and management procedures, and planning and execution of the engineering and technical effort. Responsible for monitoring and reporting progress, managing the acquisition and employment of the program/project resources, and managing and controlling the financial and administrative aspects of the program/project with respect to delivery order requirements.
10	Task Manager	BS degree in Computer Science, Information Systems, Engineering, or related field	10 years	The Task Manager serves as the central point of contact for a particular delivery/task order and interfaces with the Government's Technical Representative. Establishes and enforces procedures to assure that the task is performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.

NO	SERVICE PROPOSED (e.g. Job Title/Task)	MINIMUM EDUCATION/ CERTIFICATION LEVEL	MINIMUM YEARS OF EXPERIENCE	Description
11	Technical Writer/Editor	BA degree in English, Journalism, Technical Writing or related field	10 years	The Technical Support Specialist performs any combination of the following duties to provide technical support to workers in information processing departments. Develops work goals and department projects. Assigns and coordinates work projects, such as converting to new hardware software. Designates staff assignments, establishes work priorities, and evaluates cost and time requirements
12	Training Advisor	BS degree in Computer Science, Information Systems, Engineering, or related field	10 years	The Training Advisor develops rapport with prospective clients through marketing and continuous communication efforts. Develops a complete understanding of assigned learning products in order to offer customized solutions for clients. Conducts training needs assessments to identify and match clients' needs with an applicable learning solution. Maintains a database of current and prospective clients in order to ensure the unique needs of each client is met. Coordinates with Program Director and Training Manager in establishing course delivery schedules and sales/service plans. Supports training manager in conducting developing training needs.
13	Training Coordinator	BS degree in Computer Science, Information Systems, Engineering, or related field	2 years	The Training Coordinator provides all the coordination for both internal and external training needs. From working with project and training management, to scheduling dates, to getting all course materials and tracking training attendance. The training coordinator will work through the details keeping each training initiative on track, on schedule and on time.

NO	SERVICE PROPOSED (e.g. Job Title/Task)	MINIMUM EDUCATION/ CERTIFICATION LEVEL	MINIMUM YEARS OF EXPERIENCE	Description
14	Training Specialist	BS degree in Computer Science, Information Systems, Engineering, or related field	5 years	<p>The Training Specialist applies the principles and techniques of the instructional systems design methodology to develop and deliver training materials and programs for hardware and software.</p> <p>Training materials include user guides, training manuals, instructor manuals, reference guides, and system documentation for software, network, and database applications. Performs individual and classroom training for the use of computer hardware and software.</p>
15	Training Manager	BS degree in Computer Science, Information Systems, Engineering, or related field	7 years	<p>The Training Manager directs others in the creation and delivery of the instructional software and hardware system design. Oversees technical programs involving the development and delivery of curriculums and supporting training materials. Training materials can include user guides, training manuals, instructor manuals, reference guides, and system documentation for software, network, and database applications. Also able to perform individual and classroom training in the use of advanced computer hardware and software applications.</p>
16	IA Engineer I	BS\BA degree in Computer Science, Information Systems, Engineering, or related field	4 years of general experience and 2 years of information assurance experience	<p>The Information Assurance Engineer I, independently or under general supervision, will analyze and define requirements for Automated Information Systems (AIS) and networks. The Information Assurance Engineer I conduct the implementation of controls in AIS'.</p>

NO	SERVICE PROPOSED (e.g. Job Title/Task)	MINIMUM EDUCATION/ CERTIFICATION LEVEL	MINIMUM YEARS OF EXPERIENCE	Description
17	IA Engineer II	BS\BA degree in Computer Science, Information Systems, Engineering, or related field	6 years of general experience and 4 years of information assurance experience	The Information Assurance Engineer II will analyze and define requirements for information assurance issues. The IA Engineer II will design, develop, engineer, and implement solutions to information assurance requirements. They will also gather and organize technical information about an organization's mission goals and needs, existing products, and ongoing programs in the information assurance arena.
18	IA Engineer III	BS\BA degree in Computer Science, Information Systems, Engineering, or related field	10 years of general experience and 8 years of information assurance experience	The IA Engineer III is responsible for the implementation of information protection and contingency planning/disaster recovery requirements in an Automated Information Systems (AIS). Analyzes the information protection measures for AIS' and applications and recommends and support the against unauthorized modification or loss of information in AIS'. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated information assurance tasks. May lead and direct the work of others.
19	IA Specialist I	BS\BA degree in Computer Science, Information Systems, Engineering, or related field	4 years of general experience and 2 years of information assurance experience	The IT Specialist I analyze and defines requirements for the protection of Automated Information Systems (AIS), Applications, and Networks. Defines and develops policies. Advises on the AIS's designs to ensure the implementation of solutions that meet information policy requirements. Gathers, organizes and advises on the technical information about an organization's mission goals and needs, existing or new IT products, and ongoing information needs. Analyzes the sensitivity of information based on the defined

NO	SERVICE PROPOSED (e.g. Job Title/Task)	MINIMUM EDUCATION/ CERTIFICATION LEVEL	MINIMUM YEARS OF EXPERIENCE	Description
				requirements of the information flow. Must demonstrate the ability to work independently or under only general direction.
20	IA Specialist II	BS\BA degree in Computer Science, Information Systems, Engineering, or related field	8 years of general experience and 6 years of information assurance experience	<p>The IT Specialist II provides business and analytical expertise in support of the risks aspects of an IT project. Provides an understanding of the client's objectives and has extensive knowledge of typical core information processes. May prepare overall designs and detailed specifications for system components. Offers knowledge, experience, and insight in an information protection area. Provides minimally supervised support for difficult analysis and evaluation assignments. Has the ability to provide information assurance analysis and consulting to management level personnel. Performs analysis and evaluation of existing or proposed processes of applications, Automated Information Systems (AIS) and network devices. Performs, and/or may direct, project planning, scope, control, management, tracking, or review of an IT Project and perform capturing functional requirements for projects.</p>
21	IA Specialist III	BS\BA degree in Computer Science, Information Systems, Engineering, or related field	15 years of general experience and 10 years of information assurance experience	<p>The IT Specialist III provides expertise in the implementation of applications, systems software, Automated Information Systems (AIS), and network devices. Provides technical, managerial, and administrative direction when conducting risk analysis, requirements development, and implementation of complex AIS solutions by making sound</p>

NO	SERVICE PROPOSED (e.g. Job Title/Task)	MINIMUM EDUCATION/ CERTIFICATION LEVEL	MINIMUM YEARS OF EXPERIENCE	Description
				<p>information technology/information management related recommendations. Advises on organizational improvements, changes, optimization, or maintenance efforts.</p>
22	<p>Information Assurance Auditor I</p>	<p>BS\BA degree in Computer Science, Information Systems, Engineering, or related field</p>	<p>4 years of general experience and 2 years of information assurance experience</p>	<p>The Information Assurance Auditor I plan, implement, upgrade, or monitor measures for the protection of computer data networks, Automated Information Systems (AIS), and applications. May validate that appropriate requirements are in place that will protect and safeguard digital files and vital electronic infrastructure.</p>
23	<p>Information Assurance Auditor II</p>	<p>BS\BA degree in Computer Science, Information Systems, Engineering, or related field</p>	<p>6 years of general experience and 4 years of information assurance experience</p>	<p>The Information Assurance Auditor II plan, implement, upgrade, or monitor measures for the protection of computer data networks, Automated Information Systems (AIS), and applications. May validate that appropriate requirements are in place that will protect and safeguard digital files and vital electronic infrastructure.</p>
24	<p>Information Assurance Auditor III</p>	<p>BS\BA degree in Computer Science, Information Systems, Engineering, or related field</p>	<p>10 years of general experience and 8 years of information assurance experience</p>	<p>The Information Assurance Auditor III plan, implement, upgrade, or monitor measures for the protection of computer data networks, Automated Information Systems (AIS), and applications. May validate that appropriate requirements are in place that will protect and safeguard digital files and vital electronic infrastructure.</p>

NO	SERVICE PROPOSED (e.g. Job Title/Task)	MINIMUM EDUCATION/ CERTIFICATION LEVEL	MINIMUM YEARS OF EXPERIENCE	Description
25	Information Assurance Expert I	BS\BA degree in Computer Science, Information Systems, Engineering, or related field	10 years of general experience and 8 years of specialized providing enterprise IT governance and Information assurance program support.	The Information Assurance Expert I serve as the technical, functional, and/or management expert in areas of information assurance relevant to a particular project. Provide studies, audits, reports, guidance, training, analysis, evaluations and determine risks on the functional procedures/processes/policies as it relates to information assurance best practices.
26	Information Assurance Expert II	MS degree in Computer Science, Information Systems, Engineering, or related field	12 years of general experience and 10 years of specialized providing enterprise IT governance and Information assurance program support.	The Information Assurance Expert II serve as the technical, functional, and/or management expert in areas of information assurance relevant to a particular project. Provide studies, audits, reports, guidance, training, analysis, evaluations and determine risks on the functional procedures/processes/policies as it relates to information assurance best practices.
27	Assessor I	BS\BA degree in Computer Science, Information Systems, Engineering, or related field	4 years of general experience and 2 years of information assurance experience	The Assessor I shall perform technical assessments of computing environments to identify points of risk, non-compliance with established Information Assurance (IA) standards and regulations and recommend mitigation strategies. Conducts analysis and assessments of system designs, architecture, controls and validates/verifies requirements definitions. Assesses the risks in Automated Information Systems (AIS) system components including those for networking, computing, and enclave environments to include those with multiple enclaves and with differing data protection/classification requirements.

NO	SERVICE PROPOSED (e.g. Job Title/Task)	MINIMUM EDUCATION/ CERTIFICATION LEVEL	MINIMUM YEARS OF EXPERIENCE	Description
28	Assessor II	BS\BA degree in Computer Science, Information Systems, Engineering, or related field	6 years of general experience and 4 years of information assurance experience	The Assessor II shall perform technical assessments of computing environments to identify points of risk, non-compliance with established Information Assurance (IA) standards and regulations and recommend mitigation strategies. Conducts analysis and assessments of system designs, architecture, controls and validates/verifies requirements definitions. Assesses the risks in Automated Information Systems (AIS) system components including those for networking, computing, and enclave environments to include those with multiple enclaves and with differing data protection/classification requirements.
29	Assessor III	BS\BA degree in Computer Science, Information Systems, Engineering, or related field	10 years of general experience and 8 years of information assurance experience	The Assessor III shall perform technical assessments of computing environments to identify points of risk, non-compliance with established Information Assurance (IA) standards and regulations and recommend mitigation strategies. Conducts analysis and assessments of system designs, architecture, controls and validates/verifies requirements definitions. Assesses the risks in Automated Information Systems (AIS) system components including those for networking, computing, and enclave environments to include those with multiple enclaves and with differing data protection/classification requirements.
30	Subject Matter Expert I	MS\MA degree in Business, Information Systems, Engineering, or related field	8 years of general experience and 5 years of specialized providing enterprise governance policies, business application and financial system	The Subject Matter Expert I provide expertise in enterprise governance policies, business applications, financial system implementation and audits, systems software development methodologies, enterprise IT service management, and information assurance implementations. Undertakes analyses and audits of business

NO	SERVICE PROPOSED (e.g. Job Title/Task)	MINIMUM EDUCATION/ CERTIFICATION LEVEL	MINIMUM YEARS OF EXPERIENCE	Description
			<p>implementation and audits, systems software development methodologies, enterprise IT service management, and information assurance support.</p>	<p>processes, complex hardware/software, information technology and telecommunications issues. High degree of technical experience and knowledge with particular expertise in audit readiness and compliance, business processes, business system implementation, architecture and engineering systems design, assessments and audits include knowledgeable in information assurance and several IT principles and methodologies.</p>
31	Subject Matter Expert II	MS/MA degree in Business, Information Systems, Engineering, or related field	<p>12 years of general experience and 8 years of specialized providing enterprise governance policies, business application and financial system implementation and audits, systems software development methodologies, enterprise IT service management, and information assurance support.</p>	<p>The Subject Matter Expert II provides expertise in enterprise governance policies, business applications, financial system implementation and audits, systems software development methodologies, enterprise IT service management, and information assurance implementations. Undertakes analyses and audits of business processes, complex hardware/software, information technology and telecommunications issues. High degree of technical experience and knowledge with particular expertise in audit readiness and compliance, business processes, business system implementation, architecture and engineering systems design, assessments and audits include knowledgeable in information assurance and several IT principles and methodologies.</p>
32	Subject Matter Expert III	MS/MA degree in Business, Information Systems, Engineering, or related field	<p>15 years of general experience and 10 years of specialized providing enterprise governance policies, business application and</p>	<p>The Subject Matter Expert III provides expertise in enterprise governance policies, business applications, financial system implementation and audits, systems software development methodologies, enterprise IT service management, and information assurance implementations. Undertakes</p>

NO	SERVICE PROPOSED (e.g. Job Title/Task)	MINIMUM EDUCATION/ CERTIFICATION LEVEL	MINIMUM YEARS OF EXPERIENCE	Description
			financial system implementation and audits, systems software development methodologies, enterprise IT service management, and information assurance support.	analyses and audits of business processes, complex hardware/software, information technology and telecommunications issues. High degree of technical experience and knowledge with particular expertise in audit readiness and compliance, business processes, business system implementation, architecture and engineering systems design, assessments and audits include knowledgeable in information assurance and several IT principles and methodologies.



31. BLANKET PURCHASE AGREEMENTS (BPAs)

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA.

Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained below in this Schedule Pricelist, for customers to consider when using this purchasing tool.



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

(Insert Customer Name)

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

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

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

Signatures

Ordering Activity Date

Contractor Date



BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

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

(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.

32. 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 552.238-7, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"

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

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

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

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

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

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer's 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.



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

PREAMBLE

NuCrest, LLC 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:

Michael A. Adams
President/CEO
Voice: (703) 375-9308
Fax: (202) 204-5206
Email: IT70@nucrest.com