AUTHORIZED

INFORMATION TECHNOLOGY SCHEDULE PRICELIST

GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY SERVICES

IJIS Institute

20110 Ashbrook Place, Suite 150
Ashburn, VA 20147

www.ijis.org

Contract Number: TBD
Contract Period: TBD

SIN: 132-51 Information Technology Professional Services

FPDS Code D302 IT Systems Development Services
FPDS Code D306 IT Systems Analysis Services
FPDS Code D307 Automated Information Systems Design and Integration Services
FPDS Code D308 Programming Services
FPDS Code D310 IT Backup and Security Services
FPDS Code D311 IT Data Conversion Services
FPDS Code D316 IT Network Management Services
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (http://www.gsaadvantage.gov/).
Improving Information Sharing in Public Safety, Justice, and Homeland Security

As an experienced government contractor, we have helped our customers solve national information sharing and technology challenges through innovation and expertise. We have a strong history of bringing communities together, building trust to align market needs and requirements with technical innovation supporting the goal of shepherding progress through thoughtful change.

CORE SERVICES AND CAPABILITIES

♦ Advisory, program, and project management services in developing solutions for information sharing and technology integration challenges that engage government and industry.
♦ Information sharing standards expertise, including help desk and knowledgebase operations.
♦ Springboard Certification program that evaluates and certifies proper implementations of standards-based information sharing across the national justice, public safety and homeland security communities.
♦ Technology assistance and training services.

ABOUT THE IJIS INSTITUTE

♦ We engage public and private sector representatives to address the accelerating rate of technological change—everything digital, connected, and mobile.
♦ We collaborate to overcome the challenges across the public safety enterprise—to lead the next generation emergency communications technology strategy.
♦ We work on multiple fronts for enabling public policies that can drive a national approach to smart, safe, secure, and healthy communities.
♦ We identify areas where new technology can be applied to meet specific public safety needs to ensure the safety of first responders and enable connectivity and situational awareness.
♦ We enable high-priority standards activities that can be coordinated across organizations to develop consensus on private sector standards activities with responsible agencies.
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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.

[ ] The Geographic Scope of Contract will be domestic and overseas delivery.

[ ] The Geographic Scope of Contract will be overseas delivery only.

[ X ] The Geographic Scope of Contract will be domestic delivery only.

2 CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

**IJIS Institute**  
20110 Ashbrook Place, Suite 150  
Ashburn, VA 20147  
www.ijis.org

Contractors are required to accept 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.

3 LIABILITY FOR INJURY OR DAMAGE

IJIS 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 IJIS.

4 STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: 137106402
Block 30: Type of Contractor: The IJIS Institute is a 501c(3) nonprofit organization.
Block 36: Contractor’s Taxpayer Identification Number (TIN): 54-1623057
4a. CAGE Code: 4R9U3
4b. Contractor has registered with the Central Contractor Registration Database.
5 FOB DESTINATION
a. Not applicable for professional services offered.

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 mutually negotiated per each Delivery Order.

7 DISCOUNTS
Prices shown are NET Prices; Basic Discounts have been deducted.

Further discounts from net prices to be negotiated between IJIS & Ordering Customer.

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
Not Applicable

10 SMALL REQUIREMENTS (MINIMUM ORDER)
Minimum Order: $1,000.00

11 MAXIMUM ORDER
Maximum Orders: SIN 132-51 $500,000.00

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

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

(b) FAR 8.405-2 Ordering procedures for services requiring a statement of work.
13 FEDERAL INFORMATION TECHNOLOGY/ TELECOMMUNICATION STANDARDS REQUIREMENTS

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS

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 experience. Funds may not be presently available for any orders placed under the contract or any option year experience. 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.

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 online 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.: Google). 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.

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 receive 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) at the following: www.iiis.org.

The EIT standard 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 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)
1 SCOPE
a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.

b. The Contractor shall provide services at the Contractor 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 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 experience for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year experience. 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

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 Services.

9 INDEPENDENT CONTRACTOR
All IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10 ORGANIZATIONAL CONFLICTS OF INTEREST
a. Definitions

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

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

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

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

132.51 Information Technology Professional Services - SUBJECT TO COOPERATIVE PURCHASING -
Includes resources and facilities management, database planning and design, systems analysis and
design, network services, programming, conversion and implementation support, network services
project management, data/records management, and other services relevant to 29CFR541.400.

Help Desk Services:

Serves as the initial point of contact to resolve problems of users, coordinates with other specialists to
provide guidance and find solutions. Writes or revises user training manuals and procedures; develops
training materials; and trains users on-site or in classroom.

Education and Experience

Associate’s Degree and a minimum of 2 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements
may be aligned to the labor categories at IJIS’s discretion.

Technical Consultant:

Develops and applies techniques in the investigation and solution of complex concept, planning, design,
or implementation problems. Advisor for designing and implementing systems involving information
sharing technologies and methodologies. Analyzes user needs to determine functional requirements as
they apply to solutions. Works with practitioners and industry to incorporate the functional
requirements into new or existing systems. May remain involved through the system design and
implementation.

Education and Experience

Bachelor’s Degree and a minimum of 4 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements
may be aligned to the labor categories at IJIS’s discretion.
Technical Writer:

Performs research and writes a variety of technical copy for professional documents, including program reports and procedures, documentation, training materials, including analysis and compilation of diverse policy, technical, statistical, demographic, and financial information. Participates on documentation production teams.

Education and Experience

Bachelor’s Degree and a minimum of 4 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at IJIS’s discretion.

Communications:

Accountable for managing the functional areas of communications and external relations, and for supporting programs and implement a comprehensive communications plan. Lead in the development and strengthening of communication processes and tools including collaboration and implementation of the digital strategy, and analysis to inform strategic communications. Provide support and strategic guidance on all communications, ensure that all communications material is of the highest standards. Develop, cultivate and manage relationships with strategic partners ensuring that there is an efficient flow of information and communication up and down the chain of activities. Support the development of objectives, plans and strategies for key policy engagement activities.

Education and Experience

Bachelor’s Degree and a minimum of 8 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at IJIS’s discretion.

Project Manager I:

Performs day-to-day management of projects, from original concept through final implementation. Utilizes proven skills to analyze new and complex project related problems and create innovative solutions involving scheduling, technology, methodology, tools, and solution components. Organizes, directs, and coordinates the planning of assigned projects. Defines project scope and objectives including developing work plans, schedules, project estimates, resource plans, status reports, and project and financial tracking. Conducts project meetings and ensures quality standards. Provides technical and strategic guidance to project team and reviews project deliverables.
Education and Experience

Bachelor’s Degree and a minimum of 4 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at IJIS’s discretion.

Project Manager II:

Performs day-to-day management of projects, from original concept through final implementation. Utilizes proven skills to analyze new and complex project related problems and create innovative solutions involving scheduling, technology, methodology, tools, and solution components. Organizes, directs, and coordinates the planning of assigned projects. Defines project scope and objectives including developing work plans, schedules, project estimates, resource plans, status reports, and project and financial tracking. Conducts project meetings and ensures quality standards. Provides technical and strategic guidance to project team and reviews project deliverables.

Education and Experience

Bachelor’s Degree and a minimum of 6 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at IJIS’s discretion.

Project Manager III:

Performs day-to-day management of projects, from original concept through final implementation. Utilizes proven skills to analyze new and complex project related problems and create innovative solutions involving scheduling, technology, methodology, tools, and solution components. Organizes, directs, and coordinates the planning of assigned projects. Defines project scope and objectives including developing work plans, schedules, project estimates, resource plans, status reports, and project and financial tracking. Conducts project meetings and ensures quality standards. Provides technical and strategic guidance to project team and reviews project deliverables.

Education and Experience

Bachelor’s Degree and a minimum of 8 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at IJIS’s discretion.
Program Manager I:

Leads management of multiple projects, from original concept through final implementation. Utilizes proven skills to analyze new and complex project related problems and create innovative solutions involving scheduling, technology, methodology, tools, and solution components. Manages assigned projects scope and objectives including work plans, schedules, project estimates, resource plans, status reports, and project and financial tracking. Oversees project meetings and ensures quality standards. Provides technical and strategic guidance to project teams and reviews project deliverables. In general, work complexity and responsibility will be greater at higher levels.

Education and Experience

Bachelor’s Degree and a minimum of 8 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at IJIS’s discretion.

Program Manager II:

Manages support operations for complex, mission-critical, and strategic programs which may involve multiple projects. Utilizes proven leadership skills to organize, direct, and deploy resources with broad technical, business, and industry expertise. Oversees program budget, schedules and all aspect of financial management of the program. Effectively manages funds, personnel, resources and ensures quality and timely delivery of all contractual items. Serves as focal point of contract with client regarding all program activities. In general, work complexity and responsibility will be greater at higher levels.

Education and Experience

Bachelor’s Degree and a minimum of 10 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at IJIS’s discretion.

Program Manager III:

Manages support operations for complex, mission-critical, and strategic programs which may involve multiple projects. Utilizes proven leadership skills to organize, direct, and deploy resources with broad technical, business, and industry expertise. Oversees program budget, schedules and all aspect of financial management of the program. Effectively manages funds, personnel, resources and ensures quality and timely delivery of all contractual items. Serves as focal point of contract with client regarding all program activities. In general, work complexity and responsibility will be greater at higher levels.

Education and Experience
Bachelor’s Degree and a minimum of 12 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at IJIS’s discretion.

**Technical Architect:**

Plans and performs research, design development, and other assignments in conformance with system and network design, engineering, and customer specifications. Provides assistance and performs general technical tasks for systems integration. Performs general technical support in one or more specific areas of research associated with information interoperability or integration. Considered a Subject Matter Expert (SME) in one or more specific areas of system design and standardization. Responsible for highly complex technical projects. Independently performs a variety of system design and tasks which are broad in nature and are concerned with design and implementation of systems development and integration, including supporting personnel, hardware, software, and testing and conformance.

**Education and Experience**

Bachelor’s Degree and a minimum of 10 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at IJIS’s discretion.

**Subject Matter Expert Technical:**

Utilizes subject matter area expertise gained through direct industry experience to provide technical, operational direction for problem definition, analysis, requirements development and implementation for complex systems in the subject matter area. Guides the determination deficiencies that affect the functional area’s ability to support/meet mission goals. Participates in strategy sessions, strategic assessments, and design reviews to validate approach. Provides guidance and direction in a consulting and/or advisory capacity; coordinates resolution of complex problems and tasks. Makes recommendations and advises on improvements, optimization or maintenance efforts. Recognized for strong expertise in industry issues and trends. In general, work complexity and responsibility will be greater at higher levels.

**Education and Experience**

Bachelor’s Degree and a minimum of 12 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at IJIS’s discretion.
Subject Matter Expert Mission:

Provides mission-unique functional expertise and in-depth knowledge necessary to interpret requirements, ensure responsiveness and achieve successful performance in a mission or operational area. Participates in all phases of the project lifecycle, as needed, and advises with the extensive knowledge needed from the specialist for effective implementation. This labor category is designed operational functional expertise required to support a task. This labor category is offered only in conjunction with other labor categories. In general, work complexity and responsibility will be greater at higher levels.

Education and Experience

Bachelor’s Degree and a minimum of 12 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at IJIS’s discretion.

Executive Director:

Provides broad technical leadership to a wide range of work programs; responsible for providing significant contributions to the most difficult and challenging projects and activities. Principal technical spokesperson on capabilities and future efforts. Independently prepares and presents a variety of technical information and contributes to the development of innovative principles and ideas. Provides guidance and direction in resolving the most complex program management and organizational problems. Represents the organization to key clients on critical issues. May integrate client objectives to influence direction, schedule, outcomes, budget, and quality of one or more work programs. Acts as peer advisor and is recognized as an industry expert and technical opinion leader both internally and externally.

Education and Experience

Advanced Degree and a minimum of 12 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at IJIS’s discretion
## 17 AWARDED GSA RATES

<table>
<thead>
<tr>
<th>SIN</th>
<th>Title</th>
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</tbody>
</table>
18 BLANKET PURCHASE AGREEMENT (BPA)

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
19 CONTRACTOR TEAMING AGREEMENTS

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to an 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 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