GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE
PRICE LIST

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

Multiple Award Schedule (MAS)

Special Item No.  54151S Information Technology Professional Services

CONTRACT NUMBER: 47QTCA19D00CR

CONTRACT PERIOD: May 28, 2019 through May 27, 2024

For more information on ordering from this Federal Supply Schedule contract, please visit: www.gsa.gov/schedules

CONTRACTOR: GES, Inc.
515 Sparkman Drive
Huntsville, AL 35816-3417
Tel: (256) 778-1437
Web: www.govesi.com

CONTRACTOR’S POINT OF CONTACT FOR CONTRACT ADMINISTRATION:

Michele Morris
VP of Finance
515 Sparkman Drive
Huntsville, AL 35816-3417
Tel: (256) 778-1437
E-mail: mmorris@govesi.com

BUSINESS SIZE: Small Business
CONTRACTOR INFORMATION

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)
   54151S Information Technology Professional Services

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH AWARDED SIN:
   See Appendix A

1c. HOURLY RATES (Services only): See Appendix A

2. MAXIMUM ORDER THRESHOLD:
   54151S $500,000

NOTE TO ORDERING ACTIVITIES: If the best value selection places your order over the applicable
Maximum Order Threshold, you have an opportunity to obtain a better schedule contract price. Before
placing your order, contact the Contactor for a better price. The Contractor may (1) offer a new price for
this requirement, (2) offer the lowest price available under this contract or (3) decline the order. A delivery
order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR
8.404.

3. MINIMUM ORDER THRESHOLD: $100.00

4. GEOGRAPHIC COVERAGE: 50 States

5. POINT(S) OF PRODUCTION: N/A

6. DISCOUNT FROM BEST MARKET RATE: GSA Net Prices can be found in Pricing
   Matrixes (below). Negotiated discounts have been applied and the Industrial Funding
   Fee has been added.

7. QUANTITY DISCOUNT(S): 1% on Single order sales of $100,000 - $299,999

8. PROMPT PAYMENT TERMS: 1% - 10 days from receipt of invoice.

9.a Government Purchase Cards will be accepted at or below the micro-purchase
   threshold.

9.b Government Purchase Cards will not be accepted above the micro-purchase
   threshold.

10. FOREIGN ITEMS: None

11a. TIME OF DELIVERY: Determined at task level
11b. **EXPEDITED DELIVERY:** Determined at task level

11c. **OVERNIGHT AND 2-DAY DELIVERY:** Determined at task level.

11d. **URGENT REQUIREMENTS:** Agencies can contact the Contractor’s representative to affect a faster delivery. Customers are encouraged to contact the Contractor for the purpose of requesting accelerated delivery.

12. **FOB POINT:** Destination

13a. **ORDERING ADDRESS:**
GES, Inc.
515 Sparkman Drive
Huntsville, AL 35816-3417

13b. **ORDERING PROCEDURES:** Ordering Activities shall use the ordering procedures described in Federal Acquisition Regulation 8.405-3 when placing an order or establishing a BPA for supplies or services. The ordering procedures, information on Blanket Purchase Agreements (BPA’s) and a sample BPA can be found at the GSA/FSS Schedule Homepage ([www.fss.gsa.gov/schedules](http://www.fss.gsa.gov/schedules)).

14. **PAYMENT ADDRESS:**
GES, Inc.
515 Sparkman Drive
Huntsville, AL 35816-3417

15. **WARRANTY PROVISION:** GES represents and warrants that the IT Professional services or supplies shall be provided in accordance with the terms and conditions of the statement of work or performance work statement. In the event that within 12 Months from date of delivery of supplies or the date of performance of IT Professional services such supplies or services are not in conformance with this section, then GES shall repair or replace the supplies or correct the IT Professional services to be in conformance with the statement of work or performance work statement. Notwithstanding the foregoing, GES shall have no warranty obligations under this section if the nonconformity was caused by the customer or its personnel or its third-party contractors.

16. **EXPORT PACKING CHARGES:** None

17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** None

18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** Not Applicable

19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** Not Applicable
20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): Not Applicable

20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): See Appendix B

21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): Not Applicable

22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): Not Applicable

23. PREVENTIVE MAINTENANCE (IF APPLICABLE): Not Applicable

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): Not Applicable

24b. SECTION 508 COMPLIANCE FOR ELECTRONIC AND INFORMATION TECHNOLOGY (EIT): Compliant. The EIT standards can be found at: www.Section508.gov/

25. DUNS NUMBER: 961958761

26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE: Contractor has an active registration in the System for Award Management (SAM) database.
### GSA Pricing with IFF

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Labor Category Definitions

Enterprise Architect II
Establishes system information requirements based on analysis of information for the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. As appropriate, ensures these systems are compatible and in compliance with the standards for open systems architectures, as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Evaluates analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action.

Education and Experience: Bachelor’s degree in related field; and 15 years of experience.

Help Desk Specialist II
Knowledge of PC operating systems (e.g., DOS, Windows), and networking and mail standards, and work on a help desk. Must have a demonstrated ability to communicate orally and in writing and a positive customer service attitude. Provides phone and in-person support to users in the areas of E-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting network applications and hardware and software PC and printer problems.

Education and Experience: Bachelor’s degree in related field; or 3 years of experience in related field in lieu of a degree; and 3-8 years of experience.

Help Desk Manager
Provides daily supervision and direction to staff that is responsible for phone and in-person support to users in the areas of E-mail, directories, standard Windows desktop applications, and other network services. Manages personnel who serve as the first point of contact for troubleshooting hardware and software PC and printer problems. Specialized experience, including management of help desks in a multiserver environment, comprehensive knowledge of PC operating systems (e.g., DOS, Windows), networking, and mail standards; supervision of help desk employees; general experience includes information system development and network and other work in the client/server field or related fields; must also have a demonstrated ability to communicate orally and in writing and a positive customer service attitude.

Education and Experience: Bachelor’s degree in related field; or 9 years of experience in related field in lieu of a degree; and 3-10 years of experience.
Information Systems Security Analyst I

Provides technical support in the areas of vulnerability assessment, risk assessment, network security, product evaluation, and security implementation. Responsible for designing and implementing solutions for protecting the confidentiality, integrity and availability of sensitive information. Provides technical evaluations of customer systems and assists with making security improvements. Participates in design of information system contingency plans that maintain appropriate levels of protection and meet time requirements for minimizing operations impact to customer organization. Conducts security product evaluations, and recommends products, technologies and upgrades to improve the customer’s security posture. Conducts testing and audit log reviews to evaluate the effectiveness of current security measures.

**Education and Experience**: Bachelor’s degree in related field; or 3 years of experience in lieu of degree; and 4-7 years of experience in Information Systems Security technology.

Integration Analyst II

Must be knowledgeable in implementing computer systems in a phased approach of requirements analysis and conceptual design, site survey, system design review, critical design review, installation, integration, and testing. Must be knowledgeable in performing requirements analysis for a wide range of users in areas of office automation and finance and accounting. Must be able to present system designs for user approval at formal reviews. Must be capable of performing and configuration management, integrating software, interpreting software test results, and recommending solutions for unsatisfactory test results. Must be knowledgeable in life-cycle support, including maintenance, administration, and management. Must be able to provide solutions to identified software problem reports.

**Education and Experience**: Bachelor’s degree in related field; or 3 years of experience in lieu of degree; and 12+ years of progressive experience as a computer specialist or computer systems analyst.

Information Technology Professional III

Performs complex functional activities of the program by providing technical direction to (Supplier) development and support personnel. Regularly exercises independent judgment, as well as high level of analytic skill, in solving complex technical problems and packaging and certifying applications. Provides proactive and reactive problem determination and resolution for information systems users. Analyzes and resolves complex hardware and software problems with mainframe and distributed systems. Performs tests and implements hardware and software, additions, and changes, backup and restoration functions, etc. Develops change and test management procedures and recommendations for implementation of new hardware/software products. Provides system installation and operation documentation as required. Performs user assistance, training and information sharing.

**Education and Experience**: Bachelor’s degree in related field; or 3 years of experience in related field in lieu of a degree; and 8+ years of experience.

Computer Systems Analyst II

Analyzes and develops computer software possessing a wide range of capabilities, including engineering, business, data warehousing. Gathers requirements from functional users. Develops plans for automated data processing (ADP) systems from project inception to conclusion. Defines and analyzes the problem, develops system requirements and program specifications, programs and tests. Must have six (6) years of experience in the software development lifecycle. Experience must include at least three (3) years of complex business systems on large-scale, mid-tier or LAN-based systems; data base management systems (DBMS) ; and use of programming languages such as Ada, COBAL, Oracle Tools (such as Designer/2000 Developer/2000, PL/SQL, Web Application Server).

**Education and Experience**: Bachelor’s degree in related field; or 3 years of experience in related field in lieu of a degree; and 3-8 years of experience.
Network Engineer III

Strong WAN experience with connectivity, troubleshooting, design evaluation and documentation. Solid experience with IP sub-netting, switching, routing VLANs, interior and exterior routing protocols. Solid experience with major network vendor hardware such as Cisco, Nortel, 3Com or Bay Networks. Experience with network management software. Systems administration of Microsoft, Novell or Unix systems. Design, develops, maintains, evaluates, or troubleshoots current state-of-the-art computer hardware, and software; evaluates their ability to support specific requirements and interface with other equipment and systems. Network design and engineering. Designs, implements, troubleshoots and maintains computing areas involving server hardware, operating systems, communication software and hardware, local and wide area networking equipment (such as LAN, WAN, Ethernet, TCP/IP, ISDN, T1, routers, bridges, Internet, 10BaseT). Cisco CCNA/CCNP, Microsoft MCP/MCSE, Novell I/CNE preferred.

Education and Experience: Bachelor’s degree in related field; and 8+ years of experience in Networking and Systems technology.

Project Manager III

Performs day-to-day management of assigned delivery order project that involve teams of engineer, data processing and other information systems/management professionals who are involved in project activities such as analyzing, designing, integrating, testing, documenting, convening and implementing automated information systems or computer hardware/software solutions. Demonstrates proven skills in those technical areas addressed by the project/delivery order to be managed. Organizes, directs, and coordinates planning, and production of all activities associated with assigned project delivery order. 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, computer services, and client services. Defines 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.

Education and Experience: Bachelor’s degree in engineering, science, management or related field; and 10+ years of experience of which 5 years must be specialized.

Software Developer II

Analyzes customer needs and develops overall concept and design objectives. Creates software in a variety of programming languages and for a variety of IT software applications. Debugs and corrects errors in computer programs. Independently gathers and analyzes information for developing and modifying information processing systems. Efforts may include programming, engineering, integrating, testing, piloting, and final resolution for all products that relate to applications, messaging, and associated products, as well as directory services. Performs systems analysis and design, programming, installation, documentation, maintenance and optimization of operating system software. Applies standard software development methodologies to successfully complete projects. Codes and tests software changes in accordance with standard practices. Provides user support and problem resolution. Maintains required documentation. Provides on-call support as required to support production systems. Seeks out and recognizes flaws, weaknesses and errors in software, both from a logic and customer requirements standpoint. Generates thorough test plans matching requirements and design specifications to actual execution of code, and reality/sanity checking methods for data accuracy and completeness.
Education and Experience: Bachelor’s degree in related field; or 3 years of experience in related field in lieu of a degree; and 3-8 years of experience.

Software Developer IV

Analyzes customer needs and develops overall concept and design objectives. Creates software in a variety of programming languages and for a variety of IT software applications. Debugs and corrects errors in computer programs. Independently gathers and analyzes information for developing and modifying information processing systems. Efforts may include programming, engineering, integrating, testing, piloting, and final resolution for all products that relate to applications, messaging, and associated products, as well as directory services. Performs systems analysis and design, programming, installation, documentation, maintenance and optimization of operating system software. Applies standard software development methodologies to successfully complete projects. Codes and tests software changes in accordance with standard practices. Provides user support and problem resolution. Maintains required documentation. Provides on-call support as required to support production systems. Seeks out and recognizes flaws, weaknesses and errors in software, both from a logic and customer requirements standpoint. Generates thorough test plans matching requirements and design specifications to actual execution of code, and reality/sanity checking methods for data accuracy and completeness.

Education and Experience: Bachelor’s degree in related field; and 15+ years of experience in Software Development technology.

Senior Engineer/Scientist

Applies extensive engineering or scientific expertise in information technology relevant disciplines. Understands design, integration, and verification of complex information technology systems. Develops technical solutions to complex problems which require the regular use of ingenuity and creativity. Able to communicate effectively and clearly present technical approaches and findings.

Education and Experience: Bachelor’s degree in related field; and 10+ years of experience in Science/Engineering technology.

Test Engineer I

Coordinates and executes test events in accordance with approved test plans, procedures and scripts. Ensures test environments are set up accurately. Creates test reports. Tests IT hardware, software, systems and networks. Performs formal software testing activities for complex software applications. Reviews user requirements documentation; assists in development of test plans; develops test data to be used in performing tests; and transforms test plans into test scripts. Ensures proper execution of test scripts and documentation of test results in tracking systems. Analyses test results, documents conclusions, and makes recommendations that are fully supported by test results.

Education and Experience: Bachelor’s degree in related field; or 3 years of experience in related field in lieu of a degree; and 0-3 years of experience.

Subject Matter Expert II

Highest level technical or business area expert in one or more disciplines called upon to address a particular task or environment need. As a technical expert, provides advice and assistance in state-of-the-art software/hardware solutions involving hardware of various capacities, multiple operating environments, database management systems specialized software, data communications facilities and protocols including Value Added Networks, fourth generation technologies, and complex software tools or packages. As a business expert, works with senior client officials to identify enterprise improvement goals, assess organizational and process effectiveness, and implement change strategies. Designs technical and business
solutions, mentors and trains client staff, and oversees implementation. Has a high level of diverse technical and industry experience related to studying and analyzing system’s needs, systems development, and systems process analysis, design and re-engineering. Has skills and experience related to business management, systems engineering, operations research, and management engineering. Typically has specialization in a particular technology or business application. Keeps abreast of technological developments and industry trends.

**Education and Experience:** Bachelor’s degree in information technology, engineering, science or related field; and 8+ years of experience.

**Systems Administrator II**
Installs new software releases, system upgrades, evaluates and installs patches and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks.

**Education and Experience:** Bachelor’s degree in information technology, engineering, science or related field; or 3 years of experience in related field in lieu of a degree; and 3-8 years of experience.

**Systems Administrator IV**
Responsible for server operations inclusive of hardware, operating system (OS) , and utilities on the servers. Has expertise in one or more operating systems and is responsible for configuration, patch management, version and sub-version upgrades, and all aspects of the availability of servers. May act as Tier 2 response in operations environment where resolution cannot be handled by on-site Tier 1 staff.

**Education and Experience:** Bachelor’s degree in information technology, engineering, science or related field; and 15+ years of experience in System Administration technology.

**Systems Analyst IV**
Under general direction, formulates and defines system scope and objectives through research and fact-finding to develop or modify moderately complex information systems. Exercises analytical techniques when gathering information from users, defining work problems, designing a system of computer programs, and developing procedures to resolve the problems. Prepares detailed specifications from which programs will be written. Develops and modifies complex systems and develops subsystems to enhance the overall operational system. Analyzes and revises existing system logic difficulties and documentation as necessary. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for programs, resolves processing problems, coordinates work with programmers, and orients users to new systems. Competent to work on routine systems analysis activities but requires instruction and guidance in complex activities.

**Education and Experience:** Bachelor’s degree in related field; or 8 years of experience in related field in lieu of a degree; and 15+ years of experience.

**Systems Engineer III**
Performs high-level IT systems analysis, evaluation, design, integration, documentation, and implementation of very complex application that require a thorough knowledge of administrative and technical skills. Directs and participates in all phases of IT system development with emphasis on planning, analysis, evaluation, integration, testing and acceptance phases. Applies higher-level IT business or technical principles and methods to very difficult technical problems to arrive at automated engineering solution. Highly specialized in one or more phases of software systems development, systems integration,
or network engineering. Provides technical assistance and advice on complex activities. Formulates / defines specifications, develops / modifies / maintains complex systems and subsystems, using vendor engineering releases and utilities for overall operational systems. Applies analytical techniques when gathering information from users, defining work problems, designing technology solutions, and developing procedures to resolve the problems. Develops complete specifications to enable computer programmers to prepare required programs. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications, resolves processing problems, coordinates work with programmers and engineers, and orients users to new systems. Works with considerable freedom to make decisions on the techniques and approaches to be used. Prepares recommendations for system improvement for management and user consideration.

**Education and Experience:** Bachelor’s degree in related field; and 8+ years of experience in Systems Engineering technology.

**Systems Engineer IV**

Highly specialized in one or more phases of software systems development, systems integration, or network engineering. Provides technical assistance and advice on complex activities. Formulates / defines specifications, develops / modifies / maintains complex systems and subsystems, using vendor engineering releases and utilities for overall operational systems. Applies analytical techniques when gathering information from users, defining work problems, designing technology solutions, and developing procedures to resolve the problems. Develops complete specifications to enable computer programmers to prepare required programs. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications, resolves processing problems, coordinates work with programmers and engineers, and orients users to new systems. Works with considerable freedom to make decisions on the techniques and approaches to be used. Prepares recommendations for system improvement for management and user consideration.

**Education and Experience:** Bachelor’s degree in related field; and 15+ years of experience in Systems Engineering technology.
## TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S)

### 1. SCOPE
   a. The prices, terms and conditions stated under Special Item Number 54151S 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.

### 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**


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) (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
a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S 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.

See Appendix B
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:

<table>
<thead>
<tr>
<th>MODEL NUMBER/PART NUMBER</th>
<th>SPECIAL BPA DISCOUNT/PRICE</th>
</tr>
</thead>
</table>

(2) Delivery:

DESTINATIONDELIVERY 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:

OFFICEPOINT OF CONTACT

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

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

(a) Name of Contractor;
(b) Contract Number;
(c) BPA Number;
(d) Model Number or National Stock Number (NSN);
(e) Purchase Order Number;
(f) Date of Purchase;
(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
(h) Date of Shipment.
(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

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

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BASIC GUIDELINES FOR USING
“CONTRACTOR TEAM ARRANGEMENTS”
Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements. These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts. Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract. Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors. Customers should refer to FAR 9.6 for specific details on Team Arrangements. Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
  - Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.