



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

Special Item No. 54151S Information Technology Professional Services

Note: 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.

**SIN 54151S - INFORMATION TECHNOLOGY (IT) 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 D316	IT Network Management Services
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.

**IntePros Federal  
400 5<sup>th</sup> Avenue, Suite 340, Waltham, MA  
(202) 800-9980 x260  
(781) 860-7201 FAX  
www.inteprosfed.com**

Contract Number: **47QTCA19D00H4**

Period Covered by Contract: **August 9, 2024 – August 8, 2029**

With potential of three five (5) year options to follow

General Services Administration  
Federal Acquisition Service

Pricelist updated June 17, 2024.

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

## TABLE OF CONTENTS

	Page
INFORMATION FOR ORDERING OFFICES APPLICABLE TO ALL SPECIAL ITEM NUMBERS	3
TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)	10
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS	15
BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY	16
BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”	17
GSA PRICING Special Item No. 54151S IT Professional Services	18

**INFORMATION FOR ORDERING ACTIVITIES  
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

**SPECIAL NOTICE TO AGENCIES: Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

**1. GEOGRAPHIC SCOPE OF CONTRACT:**

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

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

The Geographic Scope of this Contract will be domestic delivery only.

**2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:**

Ordering Address

IntePros Federal, Inc.  
501 School Street, SW, Suite 601  
Washington, DC 20024

Payment Address

IntePros Federal, Inc.  
400 5th Avenue, Suite 340  
Waltham, MA 02451

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will not be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

(202) 800-9980 x212

(781) 860-7201 fax

**3. LIABILITY FOR INJURY OR DAMAGE**

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

**4. STATICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:**

- Block 9: G. Order/Modification Under Federal Schedule
- Block 16: Data Universal Numbering System (DUNS) Number: 83-157-4475
- Block 30: Type of Contractor - B. Other Small Business
- Block 31: Woman-Owned Small Business - No
- Block 36: Contractor's Taxpayer Identification Number (TIN): 27-1579543
- Block 40: VETERAN-OWNED SMALL BUSINESS (VOSB): A= Service Disabled Veteran Owned Small Business
- 4a. CAGE Code: 64ZV5
- 4b. Contractor has registered with SAM

**5. FOB DESTINATION**

**6. DELIVERY SCHEDULE**

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
54151S	As negotiated with ordering activity

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: 0% - NET 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions: Same discounts as all other Government Customers.

**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:** 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 54151S - Information Technology (IT) Professional Services

12. **ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

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

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

b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. **FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS**

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

**13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):** Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

**13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):** Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

#### **14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)**

- (a) **Security Clearances:** The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) **Travel:** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub.L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.
- (c) **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) **Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) **Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) **Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) **Availability of Funds:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

**15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:** Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

## **16. GSA ADVANTAGE!**

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.fss.gsa.gov/>.

## **17. PURCHASE OF OPEN MARKET ITEMS**

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if**-

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

## **18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

## **19. OVERSEAS ACTIVITIES**

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

Not applicable.

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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 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.

## **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.inteprosfed.com](http://www.inteprosfed.com)

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

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

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

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.



**25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)**

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
  - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

**26. SOFTWARE INTEROPERABILITY.**

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

**27. ADVANCE PAYMENTS**

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

**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 exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

**2. PERFORMANCE INCENTIVES**

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

**3. ORDER**

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

**4. PERFORMANCE OF SERVICES**

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

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

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

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. INSPECTION OF SERVICES**

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT 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 services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

## **12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

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

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

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

**13. RESUMES**

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

**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 SERVICES AND PRICING**

Refer to GSA Pricing Section.

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

PREAMBLE

IntePros Federal, Inc. provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact:

Dan Kovalcik  
Senior Vice President  
IntePros Federal, Inc. (SDVOSB)  
501 School Street, S.W.  
Suite 601  
Washington, DC 20024  
Work (202) 800-9980 x212  
Fax (781) 860-7201  
Email: [dkovalcik@inteprosfed.com](mailto:dkovalcik@inteprosfed.com)  
Website: [www.inteprosfed.com](http://www.inteprosfed.com)



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.

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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 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 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 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.

# **GSA PRICE LIST**

**Labor Category Descriptions  
And  
GSA Prices**



<u>No.</u>	<u>GSA Schedule Category</u>	<u>Min. Years of Experience</u>	<u>Min. Education</u>	<u>Functional Responsibilities</u>
1	Business Analyst I	1	BA/BS	Assists with leadership of technical/administrative projects and tasks. Assists with plans, schedules, documents, reports, tracks progress of and provides status accounting and technical management of projects to ensure work scope, schedules and budgets are defined and maintained. Participates in support activities that impact the proposal, design and manufacture of systems, products or programs. Analyzes and coordinates technical data or the establishment of procedures and schedules.
2	Business Analyst II	5	BA/BS	Takes some leadership of technical/administrative projects and tasks. Plans, schedules, documents, reports, tracks progress of and provides status accounting and technical management of projects to ensure work scope, schedules and budgets are defined and maintained. May manage tasks within small programs/proposals. Participates in support activities that impact the proposal, design and manufacture of systems, products or programs. Analyzes and coordinates technical data or the establishment of procedures and schedules. May be subject-matter expert on specific aspects of the program.
3	Business Analyst III	10	BA/BS	Takes leadership of technical/administrative projects and tasks. Plans, schedules, documents, reports, tracks progress of and provides status accounting and technical management of projects to ensure work scope, schedules and budgets are defined and maintained. May manage small programs/proposals. Participates in support activities that impact the proposal, design and manufacture of systems, products or programs. Analyzes and coordinates technical data or the establishment of procedures and schedules. Subject-matter expert on specific aspects of the program.
4	Configuration Management Specialist I	2	BA/BS	Responsible for configuration management activities including product identification, change control, status accounting, operation of the program support library, and development and monitoring of equipment/system acceptance plans within a cybersecurity environment. Evaluates and selects configuration management tools and standards. Coordinates with users and systems development

<u>No.</u>	<u>GSA Schedule Category</u>	<u>Min. Years of Experience</u>	<u>Min. Education</u>	<u>Functional Responsibilities</u>
5	Cyber Security Specialist I	2	BA/BS	<p>personnel on releases of both system-level software and applications software. Verifies the completeness and accuracy of release libraries before implementation and ensures that correct versions of programs are included in specified releases. Prepares configuration management plans and procedures. Monitors end-item acceptance plans. Designs and establishes configuration management documentation.</p>
6	Cyber Security Specialist II	5	BA/BS	<p>Assists in implementing and documenting computer network exploitation and defense techniques to include deterring, identifying and investigating computer and network intrusions; computer surveillance/monitoring, vulnerability assessments, penetration tests of information systems, disaster recovery analysis, secure network design, audits of information security infrastructure and policy; computer exploitation and reconnaissance. Implements and documents custom tool development, modification and analysis; target mapping and profiling; and, network decoy and deception operations in support of computer intrusion operations. Implements and documents forensics services to include evidence seizure, computer forensic analysis and data recovery, in support of computer crime investigation. Researches and maintains proficiency in open and closed source computer exploitation tools, techniques, procedures and trends. Implements and documents comprehensive risk management programs identifying mission critical processes and systems; current and projected threats; and system vulnerabilities. Conveys technical information effectively and concisely to a wide range of audiences.</p> <p>Implements and documents computer network exploitation and defense techniques to include deterring, identifying and investigating computer and network intrusions; computer surveillance/monitoring, vulnerability assessments, penetration tests of information systems, disaster recovery analysis, secure network design, audits of information security infrastructure and policy; computer exploitation and reconnaissance. Implements and documents custom tool development, modification and</p>

<u>No.</u>	<u>GSA Schedule Category</u>	<u>Min. Years of Experience</u>	<u>Min. Education</u>	<u>Functional Responsibilities</u>
7	Cyber Security Specialist III	10	BA/BS	<p>analysis; target mapping and profiling; and, network decoy and deception operations in support of computer intrusion operations. Implements and documents forensics services to include evidence seizure, computer forensic analysis and data recovery, in support of computer crime investigation. Researches and maintains proficiency in open and closed source computer exploitation tools, techniques, procedures and trends. Implements and documents comprehensive risk management programs identifying mission critical processes and systems; current and projected threats; and system vulnerabilities.</p> <p>Designs, implements and documents computer network exploitation and defense techniques to include deterring, identifying and investigating computer and network intrusions; computer surveillance/monitoring, vulnerability assessments, penetration tests of information systems, disaster recovery analysis, secure network design, audits of information security infrastructure and policy; computer exploitation and reconnaissance. Designs, implements and documents custom tool development, modification and analysis; target mapping and profiling; and, network decoy and deception operations in support of computer intrusion operations. Designs, implements and documents forensics services to include evidence seizure, computer forensic analysis and data recovery, in support of computer crime investigation. Researches and maintains proficiency in open and closed source computer exploitation tools, techniques, procedures and trends. Designs, implements and documents comprehensive risk management programs identifying mission critical processes and systems; current and projected threats; and system vulnerabilities. Conveys technical information effectively and concisely to a wide range of audiences.</p>
8	Database Administrator II	5	BA/BS	<p>Performs database administration, backups and recoveries, and works with users to resolve database questions or problems. Coordinates systems resource availability with database analysts, system and application programmers, and other users. Provides advice and</p>



<u>No.</u>	<u>GSA Schedule Category</u>	<u>Min. Years of Experience</u>	<u>Min. Education</u>	<u>Functional Responsibilities</u>
9	Database Administrator III	10	BA/BS	<p>assistance to users on equipment operations. Maintains and updates databases and data dictionaries.</p> <p>Ensures efficient operation of a multi-computer site that supports database administration, analysis, and report production; data dictionary administration; and system development. Performs database administration, backups and recoveries, and works with users to resolve database questions or problems. Coordinates systems resource availability with database analysts, system and application programmers, and other users. Provides advice and assistance to users on equipment operations. Maintains and updates databases and data dictionaries. May provide assistance to less experienced database administrators.</p>
10	Developer I	2	BA/BS	<p>Assists in the design, development, analysis, and implementation of software operating systems and software application programs; works under general supervision; does related work as required. Works from specifications to develop and modify operating systems and software applications; participates in the design, coding, testing, debugging, and documentation of programs; assists in the definition of limited design specifications and parameters; assists engineers or analysts with the hardware/software integration of the application or utility into software operating systems; assists in the analysis of system architecture requirements; may customize purchased applications; participates in the research of emerging technologies to determine impacts on application execution; analyzes and documents client needs and requirements; assists with writing, modifying, and maintaining technical documentation and specifications such as user manuals, system documentation, and training materials; performs integration testing and support of various computer operating and/or network systems; troubleshoots and provides customer support for software operating system and application issues; maintains current knowledge of relevant hardware and software applications as assigned.</p>



<u>No.</u>	<u>GSA Schedule Category</u>	<u>Min. Years of Experience</u>	<u>Min. Education</u>	<u>Functional Responsibilities</u>
11	Developer II	5	BA/BS	Participates in the design, development, analysis, and implementation of software operating systems and software application programs; works under general supervision; performs software operating systems and application engineering, including full life cycle design and development; works from specifications to develop and modify operating systems and software applications; participates in the design, coding, testing, debugging, and documentation of programs; participates in the definition of limited design specifications and parameters; assists engineers or analysts with the hardware/software integration of the application or utility into software operating systems; analyzes system architecture requirements; performs requirements acquisition and definition and data analysis; may customize purchased applications; performs technical and subject matter research on emerging technologies to determine impacts on application execution; analyzes and documents client needs and requirements; participates in the writing, modifying, and maintaining technical documentation and specifications such as user manuals, system documentation, and training materials; performs integration testing and support of various computer operating and/or network systems; troubleshoots and provides customer support for software operating system and application issues; maintains current knowledge of relevant hardware and software applications as assigned; participates in special projects as required.
12	Developer III	7	BA/BS	Participates in all phases of software operating systems and software application programs engineering, including design, analysis, and modeling at a highly technical level; Performs software operating systems and application engineering, including full life cycle application systems design and development; assesses system architecture and hardware limitations; defines and selects new concepts and approaches for the design, development, and implementation of software engineering applications; defines complex design specifications and parameters; resolves complex hardware/software compatibility and interface design considerations; performs requirements acquisition and

<u>No.</u>	<u>GSA Schedule Category</u>	<u>Min. Years of Experience</u>	<u>Min. Education</u>	<u>Functional Responsibilities</u>
13	Developer IV	10	BA/BS	<p>definition and data analysis; directs research on emerging technologies to determine impacts on application execution; performs systems modeling; may perform database analysis, design, implementation, and testing; writes, modifies, and maintains technical documentation and specifications such as user manuals, system documentation, and training materials; performs integration testing and support of various computer operating and/or network systems; troubleshoots and provides customer support for software operating systems and application issues; analyzes and documents client needs and requirements; serves as liaison with clients, participates in meetings to ensure client needs are met and may make client presentations; may serve as task or team lead, exercising leadership in either a technical role training other software engineers and implementing and enforcing established standards and technologies, or in a project coordination role leading tasks and assuming responsibility for the design, development, test and delivery of a software system or application</p> <p>Participates in all phases of software operating systems and software application programs engineering, including design, analysis, and modeling at an expert level; establishes state-of-the-art techniques for designing, developing, modifying and troubleshooting highly complex software operating systems and applications architectures; defines complex design specifications and parameters; identifies and directs resolution of complex hardware/software interface issues; can serve as a subject matter expert on emerging technologies; directs the development of systems specifications and technical documentation; may serve as project lead, either working independently in a technical role in field of specialization, or providing work leadership with management or supervisory responsibility for the group.</p>





<u>No.</u>	<u>GSA Schedule Category</u>	<u>Min. Years of Experience</u>	<u>Min. Education</u>	<u>Functional Responsibilities</u>
14	Enterprise Architect III	10	BA/BS	Analyzes the existing infrastructures, services and technologies and provides recommendations on improving the environment's security posture. Remains up to date and provides consultation and recommendations on new and improved security technologies. Architects future solutions using a holistic cybersecurity approach and ensures compliance and reporting requirements are accounted for in new system designs. Provides technical oversight to other engineering and developer resources. Supports and champions a risk-based framework and develops technical standards and requirements to support the planning of future systems and projects as part of the enterprise architecture.
15	Graphics Designer II	5	Associates	Plans, lays out, draws and produces a variety of technical and promotional illustrations for publications such as brochures, posters, manuals, handbooks and advertising matter. Prepares charts, graphs, two and three dimensional drawings from rough sketches, models, written or verbal directions and/or engineering drawings
16	Hardware/Software Installation Technician	5	BA/BS	Organizes and directs hardware/software installations on site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Analyzes and develops new hardware/software requirements and prepares specifications for acquisitions. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops hardware/software installation schedules. Mobilizes installation team. Directs and leads preparation of drawings documenting configuration changes at each site. Prepares site installation and test reports. Coordinates post installation operations and maintenance support.



<u>No.</u>	<u>GSA Schedule Category</u>	<u>Min. Years of Experience</u>	<u>Min. Education</u>	<u>Functional Responsibilities</u>
17	Help Desk Manager	7	BA/BS	Manages and coordinates activities of Help Desk Technicians or Representatives engaged in assisting computer users with hardware and software questions and problems, fielding telephone calls and e-mail messages from customers seeking guidance on technical problems, diagnosing nature of problems, and assisting customers through problem solving steps. Identifies, troubleshoots, and resolves information systems problems to minimize down time of applications and personnel.
18	Help Desk Specialist I	1	Associates	Assists with the installation, configuration, and upgrade of computer hardware and software; provides end-user software troubleshooting and support; applies basic diagnostic techniques to identify problems, investigate causes, and recommend solutions; provides network troubleshooting and support; assists in the administration of e-mail systems; provides phone, email, web, and in-person help-desk support for local and off-site users in the areas of e-mail, directories, computer operating systems, desktop applications for all types of computer systems, and applications developed or deployed under this contract. Serves as the first point of contact for troubleshooting hardware/software, all types of computer systems, and printer problems.
19	Help Desk Specialist II	3	Associates	Participates in the installation, configuration, and upgrade of computer hardware and software; provides end-user software troubleshooting and support; applies diagnostic techniques to identify problems, investigate causes, and recommend solutions; provides network troubleshooting and support; assists in the administration of e-mail systems; provides phone, email, web, and in-person help-desk support for local and off-site users in the areas of e-mail, directories, computer operating systems, desktop applications for all types of computer systems, and applications developed or deployed under this contract. Serves as the first or second point of contact for troubleshooting



<u>No.</u>	<u>GSA Schedule Category</u>	<u>Min. Years of Experience</u>	<u>Min. Education</u>	<u>Functional Responsibilities</u>
				hardware/software, all types of computer systems, and printer problems.
20	Help Desk Specialist III	5	Associates	Performs installation, configuration, and upgrade of computer hardware and software; provides end-user software troubleshooting and support; applies advanced diagnostic techniques to identify problems, investigate causes, and recommend solutions; provides network troubleshooting and support; may participate in the administration and design of websites; participates in the administration of e-mail systems; provides phone, email, web, and in-person help-desk support for local and off-site users in the areas of e-mail, directories, computer operating systems, desktop applications for all types of computer systems, and applications developed or deployed under this contract. Serves as the second or third point of contact for troubleshooting hardware/software, all types of computer systems, and printer problems.; assists lower level technicians with complex problems.
21	Information Technology Technician I	2	BA/BS	Provides support to users on issues of moderate complexity. Applies knowledge of state-of-the-art software, hardware, network infrastructure, and information technology to troubleshoot user/system problems. Provide installation services and define facilities requirements. Routes highly complex problems to more experienced technical specialists. May possess knowledge of structured cabling systems, document imaging, document management, and workflow COTS systems.
22	Information Technology Technician II	5	BA/BS	Applies expertise and knowledge of state-of-the-art software, hardware, network infrastructure, and/or information technology to troubleshoot complex user/system problems. Provide installation services and define facilities requirements. May possess knowledge of document imaging, document management, and workflow COTS systems. May provide guidance to lower level technical specialists.



<u>No.</u>	<u>GSA Schedule Category</u>	<u>Min. Years of Experience</u>	<u>Min. Education</u>	<u>Functional Responsibilities</u>
23	Information Technology Technician III	7	BA/BS	Applies expertise and knowledge of state-of-the-art software, hardware, network infrastructure, and/or information technology to install, configure, maintain, and troubleshoot highly complex user/system problems. Provide installation services and define facilities requirements. May possess knowledge of document imaging, document management, and workflow COTS systems. Provide guidance to lower level technical specialists.
24	Knowledge Management Specialist II	5	BA/BS	Assists in the design of knowledge management systems; assists organization in defining knowledge content, organization, and key words; prepares detailed specifications for knowledge management programs to include process definition for knowledge capture and management; assists in the design of knowledge management user interface features, site animation, and special knowledge management features including enhancing the look and feel of the organization's on-line knowledge management screens. Works with organization web designers, data managers and programmers to support and implement the organization's knowledge management program; maintains an understanding of organization's knowledge management principles, procedures and processes and support the work of the organization's knowledge management team.
25	Knowledge Management Specialist III	10	BA/BS	Leads the design of knowledge management systems; formulates and defines system scope and objectives. Assists organization in defining knowledge content, organization, and key words; prepares detailed specifications for knowledge management programs to include process definition for knowledge capture and management; manages the design of knowledge management user interface features, site animation, and special knowledge management features including enhancing the look and feel of the organization's on-line knowledge management screens. Works with organization web designers, data managers and programmers to support and implement the organization's knowledge management program; maintains an

<u>No.</u>	<u>GSA Schedule Category</u>	<u>Min. Years of Experience</u>	<u>Min. Education</u>	<u>Functional Responsibilities</u>
				understanding of organization’s knowledge management principles, procedures and processes and support the work of the organization's knowledge management team. Instructs, directs, and checks the work of knowledge management specialists.
26	Network Engineer II	5	BA/BS	Analyzes local and wide area network systems, including planning, designing, evaluating, selecting, and upgrading operating systems and protocol suites and configuring communication media with concentrators, bridges, and other devices within a cybersecurity environment; resolves interoperability problems to obtain operations across all platforms including email, file transfer, multimedia, teleconferencing, and the like; configures systems to user requirements; supports the acquisition of hardware and software as well as subcontractor services as needed; performs various tests and documents results; administers and maintains local and wide area networks; provides technical support and troubleshooting to users; plans network layout design; may administer network security.
27	Project Manager III	10	BA/BS	Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer (KO), the task order-level TMs, Government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.
28	Quality Assurance Engineer II	3	BA/BS	Develops, implements, and maintains quality assurance/configuration management programs in support of a variety of software, hardware, and services. Establishes standards for life cycle, documentation,

<u>No.</u>	<u>GSA Schedule Category</u>	<u>Min. Years of Experience</u>	<u>Min. Education</u>	<u>Functional Responsibilities</u>
29	Quality Assurance Manager	6	BA/BS	<p>development methods, testing, and maintenance. Develops and defines major and minor characteristics of quality/configuration management (including metrics and scoring parameters) and determines requisite quality control/configuration management resources for an actual task order. Conducts or participates in formal and informal reviews at predetermined points throughout the system life cycle. Serves as liaison between Program Management and other functional groups to resolve issues regarding quality assurance/configuration management. Reviews and evaluates software products and services for adherence to government directives, standards, and guidelines. May provide task direction and guidance to less experienced team members.</p> <p>Manages, plans, and coordinates all areas of the quality assurance program to assure that information systems services and programs meet organizational standards. Oversees quality assurance staff who test, evaluate, and validate new or modified software programs and software development procedures used to verify that programs function according to user requirements and conform to establishment guidelines. Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle.</p>
30	Subject Matter Expert I	7	BA/BS	<p>Provide technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex systems in the subject matter area. Make recommendations and advise on organization-wide system improvements, optimization or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; lifecycle management; software development methodologies; and modeling and simulation.</p>

<u>No.</u>	<u>GSA Schedule Category</u>	<u>Min. Years of Experience</u>	<u>Min. Education</u>	<u>Functional Responsibilities</u>
				Commensurate experience in IT and in new and related older technology that directly relates to the required area of expertise.
31	Subject Matter Expert II	10	BA/BS	Exhibits an exceptional degree of knowledge specific to the pertinent subject matter. Advises and/or applies highly advanced technical technologies, scientific principles, theories and concepts. Viewed as expert within the field. Develops information which extends knowledge in a given field. Information may form the basis of newly developed concepts, theories, and products. Often acts independently to uncover and resolve issues associated with the development and implementation of operational programs. Work is checked only to the effectiveness of results obtained, typically requiring a long-term perspective. Virtually self-supervisory.
32	Systems Administrator I	1	BA/BS	Responsible for maintaining reliable, robust, and secure operations for network environments. Provides overall system administration and support. Conducts daily/routine operations and maintenance of server systems, installs new software releases, performs system upgrades, evaluates and installs software and security patches, and resolves software-related issues. Supports installing, loading, and configuring servers, server connectivity issues, performs server upgrades and migration to new system-level software.
33	Systems Administrator II	5	BA/BS	Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.



<u>No.</u>	<u>GSA Schedule Category</u>	<u>Min. Years of Experience</u>	<u>Min. Education</u>	<u>Functional Responsibilities</u>
34	Systems Administrator III	7	BA/BS	Organizes and directs the configuration and operation of information management systems. Responsible for directing the work of other system administrators to provide the day-to-day system administration to include system and resource optimization, and user assistance. Conducts capacity and performance analysis, and provides system configuration change and upgrade recommendations. Increases system administrator efficiency and accuracy via the use of automated tools and scripts, develops system administrator procedures, and conducts system administrator training and skills assessment.
35	Systems Analyst I	1	BA/BS	Analyzes information requirements. Evaluates analytically and systematically problems of workflows, organization, and planning and assists in developing appropriate corrective action. Helps develop plans for automated information systems from project inception to conclusion. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs and tests. Under the supervision of a Senior Systems Analyst, coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.
36	Systems Analyst II	5	BA/BS	Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure



<u>No.</u>	<u>GSA Schedule Category</u>	<u>Min. Years of Experience</u>	<u>Min. Education</u>	<u>Functional Responsibilities</u>
				proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.
37	Systems Analyst III	7	BA/BS	Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Project and/or Program Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.
38	Systems Engineer II	5	BA/BS	Under minimal direction, provides specialized expertise within multiple systems, software disciplines, as well as general knowledge of related disciplines, applications implications, and customer areas. Responsible for performing in-depth analysis and technical support of systems software products, including complex problem resolution, design, development, testing, operational integration, and user support. Assists in the planning and conversion for new hardware/software products. Maintains currency, debugs and configures related software products. Provides operating systems planning and evaluation for performance analysis, capacity planning and hardware upgrades. Works from specifications to develop or modify operating systems applications. Assists with design, coding, benchmark testing, debugging and documentation of programs. Interfaces with other system support groups to resolve problems, setting standards and improving overall efficiency of the operating system. Designs, codes, tests and implements tools for operations automation. Works on most phases of

<u>No.</u>	<u>GSA Schedule Category</u>	<u>Min. Years of Experience</u>	<u>Min. Education</u>	<u>Functional Responsibilities</u>
				software systems programming applications, and may require instruction and guidance in other phases.
39	Technical Writer I	3	Associates	Gathers, organizes and composes technical information. Edits functional descriptions, system specifications, user manuals, special reports or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.
40	Technical Writer II	5	BA/BS	Gathers, organizes and composes technical information. Edits functional descriptions, system specifications, user manuals, special reports or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.
41	Web Designer II	5	BA/BS	Designs, plans, and executes design and layout for Internet sites and web pages, which often includes combining text with sounds, pictures, graphics, and video-clips. Questions or communicates with clients to assess their needs, discuss requirements, and clarify their goals for establishing a website. Meets with clients on a regular basis to evaluate and modify site as it seems appropriate and keeps them informed of project progress. Designs a custom-tailored plan for a proposed site using combination of graphic and written material, and modifies proposal as necessary until the client is satisfied. Designs, maintains, and updates information and digitized images, banners, bullets, charts, image maps, and other graphics to enhance appearance of site and keep the content and graphics current. Maintains site appearance by developing and enforcing content and display standards.



<u>No.</u>	<u>GSA Schedule Category</u>	<u>Min. Years of Experience</u>	<u>Min. Education</u>	<u>Functional Responsibilities</u>
42	Web Developer II	5	BA/BS	Provides application development and technical support for internal and external Webs; develops Web pages and applications for customers; collaborates with graphic artists to develop Web page graphics that support interactive, marketing-focused content; provides technical consultation in new systems development, new package evaluations and enhancements of existing systems; prepares functional specifications from which programs will be written, then designs, codes, tests, debugs and documents programs; participates in the technical design, development, testing, implementation and maintenance of Web site enhancements; plans, schedules and conducts systems tests, monitors test results, and takes appropriate corrective action; may prepare technical user guides.

**Education/Experience Substitution Policy**

We recognize that successful performance depends on having personnel with the right skills and experience. These skills and experience are acquired through a proper mix of education and professional experience. We have found that skills required to support advanced technology efforts, today's problems and tomorrow's challenges, are not always supported by the traditional combination of formal education and work experience. Therefore, we have incorporated substitution allowances between equivalent education and experience in order to provide the quality of services required by the customer at the most reasonable price.

The following tables present substitution equivalencies for education and experience requirements.

- Substitutions for Educational Requirements

Additional years of related experience may be substituted for degree requirements.

Degree Requirement	Equivalent Experience Substitution
High School	GED
Associate	High School plus two years related experience
Bachelor's	High school plus four years related experience or Associate's degree plus two years related experience
Master's	Bachelor's degree plus two years related experience or Six years related experience
Doctorate/Ph.D.	Bachelor's degree plus four years or Master's degree plus two years or Eight years related experience

- Substitutions for Work Experience Requirements.

A related degree may be substituted for years of related work experience.

Degree	Equivalent Years of Experience
Bachelor's	Two
Master's	Four
Doctorate/Ph.D.	Six

\* Successful completion of higher education which has not yet resulted in a degree may be counted as 1 for 1 years of experience for each year of college completed.

# GSA PRICE LIST

No.	GSA Category	August 9, 2024 – August 8, 2025	August 9, 2025 – August 8, 2026	August 9, 2026 – August 8, 2027	August 9, 2027 – August 8, 2028	August 9, 2028 – August 8, 2029
1	Business Analyst I	\$85.41	\$88.57	\$91.85	\$95.24	\$98.77
2	Business Analyst II	\$111.25	\$115.38	\$119.65	\$124.07	\$128.66
3	Business Analyst III	\$158.66	\$164.53	\$170.62	\$176.94	\$183.49
4	Configuration Management Specialist I	\$89.36	\$92.66	\$96.09	\$99.65	\$103.34
5	Cyber Security Specialist I	\$107.07	\$111.03	\$115.14	\$119.41	\$123.82
6	Cyber Security Specialist II	\$143.67	\$148.99	\$154.50	\$160.21	\$166.14
7	Cyber Security Specialist III	\$173.42	\$179.84	\$186.49	\$193.39	\$200.54
8	Database Administrator II	\$123.16	\$127.72	\$132.44	\$137.34	\$142.42
9	Database Administrator III	\$148.66	\$154.17	\$159.87	\$165.78	\$171.92
10	Developer I	\$99.87	\$103.57	\$107.40	\$111.37	\$115.49
11	Developer II	\$125.72	\$130.38	\$135.20	\$140.21	\$145.40
12	Developer III	\$146.93	\$152.37	\$158.02	\$163.86	\$169.92
13	Developer IV	\$163.86	\$169.92	\$176.21	\$182.73	\$189.49
14	Enterprise Architect III	\$172.13	\$178.50	\$185.10	\$191.95	\$199.05
15	Graphics Designer II	\$104.08	\$107.93	\$111.92	\$116.06	\$120.35
16	Hardware/Software Installation Technician	\$88.76	\$92.04	\$95.45	\$98.98	\$102.64
17	Help Desk Manager	\$143.67	\$148.99	\$154.50	\$160.21	\$166.14
18	Help Desk Specialist I	\$53.53	\$55.52	\$57.57	\$59.70	\$61.90
19	Help Desk Specialist II	\$66.12	\$68.56	\$71.10	\$73.73	\$76.46
20	Help Desk Specialist III	\$78.39	\$81.29	\$84.30	\$87.43	\$90.66
21	Information Technology Technician I	\$85.79	\$88.97	\$92.26	\$95.68	\$99.21
22	Information Technology Technician II	\$95.54	\$99.07	\$102.74	\$106.54	\$110.48
23	Information Technology Technician III	\$116.66	\$120.98	\$125.45	\$130.10	\$134.91
24	Knowledge Management Specialist II	\$143.67	\$148.99	\$154.50	\$160.21	\$166.14
25	Knowledge Management Specialist III	\$161.59	\$167.57	\$173.76	\$180.19	\$186.86
26	Network Engineer II	\$142.72	\$148.00	\$153.47	\$159.15	\$165.04
27	Project Manager III	\$189.93	\$196.96	\$204.24	\$211.80	\$219.64
28	Quality Assurance Engineer II	\$72.59	\$75.28	\$78.07	\$80.96	\$83.95
29	Quality Assurance Manager	\$111.45	\$115.57	\$119.84	\$124.27	\$128.87

30	Subject Matter Expert I	\$151.91	\$157.53	\$163.36	\$169.40	\$175.67
31	Subject Matter Expert II	\$210.23	\$218.01	\$226.08	\$234.44	\$243.11
32	Systems Administrator I	\$99.51	\$103.18	\$107.00	\$110.96	\$115.06
33	Systems Administrator II	\$114.63	\$118.87	\$123.27	\$127.84	\$132.56
34	Systems Administrator III	\$129.24	\$134.03	\$138.98	\$144.12	\$149.45
35	Systems Analyst I	\$90.58	\$93.93	\$97.41	\$101.02	\$104.76
36	Systems Analyst II	\$100.73	\$104.45	\$108.32	\$112.33	\$116.49
37	Systems Analyst III	\$124.01	\$128.59	\$133.35	\$138.29	\$143.41
38	Systems Engineer II	\$139.25	\$144.40	\$149.74	\$155.28	\$161.03
39	Technical Writer I	\$87.00	\$90.22	\$93.55	\$97.02	\$100.60
40	Technical Writer II	\$118.77	\$123.16	\$127.72	\$132.44	\$137.34
41	Web Designer II	\$93.05	\$96.49	\$100.06	\$103.76	\$107.60
42	Web Developer II	\$102.96	\$106.77	\$110.72	\$114.82	\$119.07