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 this is not 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 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.

CompTech Computer Technologies, Inc.
7777 Washington Village Drive, Suite 270
Dayton, Ohio 45459
937.228.2667 (p) fax: 937.228.2683
www.comptech-corp.com

Contract Number: 47QTCA19D00BT

Period Covered by Contract: May 13th, 2019 through May 12th, 2024

General Services Administration
Federal Acquisition Service

Pricelist current through Modification #PS-0005, dated 11/20/2020.

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

SECTION A ................................................................................................................................. 5

INFORMATION TO ORDERING OFFICES ........................................................................... 5

INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS .......................................................................................................................... 6

1. GEOGRAPHIC SCOPE OF CONTRACT: ............................................................................. 6
2. CONTRACTOR’S ORDERING ADDRESS AND PAYMENT INFORMATION: ................. 6
3. LIABILITY FOR INJURY OR DAMAGE ............................................................................. 7
4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279: .................................................................................. 7
5. FOB DESTINATION ......................................................................................................... 7
6. DELIVERY SCHEDULE .................................................................................................... 7
7. DISCOUNTS ..................................................................................................................... 8
8. TRADE AGREEMENTS ACT OF 1979, as amended: ....................................................... 8
9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING: ..................... 8
10. SMALL REQUIREMENTS: .............................................................................................. 8
11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.) ................................................................................................................................. 8
12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS ................................................................................................................................. 8
13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS: ......................................................................................... 8
14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003) ........ 9
15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: ................................ 10
16. GSA ADVANTAGE! ......................................................................................................... 10
17. PURCHASE OF OPEN MARKET ITEMS ........................................................................ 11
18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS ........... 11
19. OVERSEAS ACTIVITIES ............................................................................................... 12
20. BLANKET PURCHASE AGREEMENTS (BPAs) ............................................................ 12
21. CONTRACTOR TEAM ARRANGEMENTS .................................................................. 12
22. INSTALLATION, DEINSTALLATION, REINSTALLATION ........................................... 12
23. SECTION 508 COMPLIANCE ..................................................................................... 13
24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES. ........ 13
25. SOFTWARE INTEROPERABILITY ................................................................................... 14
27. ADVANCE PAYMENTS .................................................................................. 14

SECTION B ........................................................................................................ 15

TERMS AND CONDITIONS ................................................................................ 15

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) ......................... 16

1. SCOPE .............................................................................................................. 16

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000) .. 16

3. ORDER ............................................................................................................. 16

4. PERFORMANCE OF SERVICES ..................................................................... 16

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989) ................................. 17

6. INSPECTION OF SERVICES ........................................................................... 17

7. RESPONSIBILITIES OF THE CONTRACTOR ................................................. 18

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY ................................. 18

9. INDEPENDENT CONTRACTOR ...................................................................... 18

10. ORGANIZATIONAL CONFLICTS OF INTEREST ..................................... 18

11. INVOICES ..................................................................................................... 18

12. PAYMENTS .................................................................................................... 19

(3) Divisions, subsidiaries, or affiliates of the offeror under a common control. 13.

14. INCIDENTAL SUPPORT COSTS ..................................................................... 19

15. APPROVAL OF SUBCONTRACTS ................................................................. 19

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS .................................................................................. 20

BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE .. 21

(CUSTOMER NAME) BLANKET PURCHASE AGREEMENT .................................. 22

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS” ...... 23

SECTION C ............................................................................................................ 24

IT PROFESSIONAL SERVICE DESCRIPTIONS .................................................. 24

FPDS Code D301 IT Facility Operation and Maintenance ...................................... 25

SECTION D ............................................................................................................ 28

IT LABOR CATEGORY DESCRIPTIONS ................................................................. 28

CompTech Computer Technologies, Inc. ............................................................. 29

Labor Category Descriptions ............................................................................... 29

SECTION E ............................................................................................................ 39
GSA RATES

CompTech Computer Technology, Inc.

GSA Rates
SECTION A

INFORMATION TO ORDERING OFFICES
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.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.gsa.gov/fas) contain information on a broad array of products and services offered by small business concerns.

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

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

2. CONTRACTOR’S ORDERING ADDRESS AND PAYMENT INFORMATION:

7777 Washington Village Drive, Suite 270, Dayton, Ohio 45459

CompTech Computer Technologies, Inc. **will** accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.
The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance: 937.228.2667

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. STATISTICAL 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: 135418619 |
| Block 30: | Type of Contractor - B |
|          | Small Disadvantaged Business |
| Block 31: | Woman-Owned Small Business - No |
| Block 36: | Contractor's Taxpayer Identification Number (TIN): 20-0157409 |
| 4a.      | CAGE Code: 3HF12 |
| 4b.      | Contractor has registered with the SAM Database. |

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

<table>
<thead>
<tr>
<th>SPECIAL ITEM NUMBER</th>
<th>DELIVERY TIME (Days ARO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>132-51</td>
<td>As Negotiated between CompTech Computer Technologies, Inc. and the ordering activity.</td>
</tr>
</tbody>
</table>

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% 30** days from receipt of invoice or date of acceptance, whichever is later.
   
   b. Quantity - **None**  
   Dollar Volume – **None**
   
   c. Government Educational Institutions - Government Educational Institutions are offered the same discounts as all other Government customers.
   
   d. Other

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:**

   Outside the scope of the contract.

10. **SMALL REQUIREMENTS:**

    The minimum dollar value of orders to be issued is **$100**.

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

    a. The Maximum Order value for the following Special Item Numbers (SINs) is **$500,000**:

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 2003)**

(a) **Security Clearances:** The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) **Travel:** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub.L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

(c) **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific
FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor’s participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency’s order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency’s order.

(i) Government-Furnished Property: As specified by the agency’s order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies’ operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government’s obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

(k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity’s convenience, and (m) Termination for Cause (See 52.212-4)

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. 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.

c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

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

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 or 132-9.

23. SECTION 508 COMPLIANCE.

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes __X__
No _______

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL):
www.CompTech-corp.com

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)
SECTION B

TERMS AND CONDITIONS
1. SCOPE

a. The prices, terms and conditions stated under Special Item Number 54151S and 54151HEAL Information Technology Professional Services and Health IT Support apply exclusively to IT/IAM Professional Services within the scope of this consolidated 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 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/IAM Professional Services.

9. INDEPENDENT CONTRACTOR

All 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. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.
12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
   (1) The offeror;
   (2) Subcontractors; and/or

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.
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS

PREAMBLE

CompTech Computer Technologies, Inc. provides commercial 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 ensure 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 Allen Stephens, President/CEO, CompTech Computer Technologies, Inc. 7777 Washington Village, Suite 270, Dayton, Ohio 45459, 937.228.2667 (phone), (937) 228.2683 (fax).
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
(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>DISCOUNT/PRICE</th>
<th>*SPECIAL BPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>_________________________</td>
<td>________________</td>
<td>--------------</td>
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<tr>
<td>_________________________</td>
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</tbody>
</table>

(2) Delivery:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>DELIVERY SCHEDULES / DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>_________________________</td>
<td>________________</td>
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<tr>
<td>_________________________</td>
<td>________________</td>
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</tbody>
</table>

(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:

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>POINT OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>_________________________</td>
<td>________________</td>
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<td>_________________________</td>
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</tbody>
</table>

(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 or the Federal Supply Schedule Contract.

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

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

Here is a general outline on how it works:

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

LABOR SERVICE DESCRIPTIONS
CompTech Computer Technologies, Inc.
Service Offerings

FPDS Code D301 IT Facility Operation and Maintenance
CompTech offers IT facility operations and maintenance services across a wide range of commercial ADP equipment and software. We provide facility planning; client/server migrations; operational support; technical support; end user support; help desk operations; computer operations; remedial and preventive maintenance management; security management; communications operations; system performance analysis and management; systems tuning; systems programming; product evaluation and recommendations; capacity planning; and security analysis, implementation and management.

FPDS Code D302 IT Systems Development Services
IT System Development services include requirements analysis; process analysis and design; cost/benefit analysis; product evaluation and analysis; quality assurance planning; test planning; training planning; logical and physical IT system design; configuration management; and implementation and support. For each project, the company furnishes complete documentation and deliverables in accordance with the approved methodology.

FPDS Code D306 IT Systems Analysis Services
CompTech offers the analysis and design of a broad variety of information, business and scientific systems applications. The company analyzes business processes and through intensive interaction with the user and technical communities, documents current and improved processes, defines requirements, and submits the results to the customer for review and approval. Upon approval, our company designs the application using state-of-the-art methodologies, techniques and tools. We use a customer-defined methodology or our flexible and proven methodology. These methodologies can include business process reengineering, prototyping and pilot tests. Also included in this area are systems and applications software maintenance. For each project, our company furnishes complete documentation and deliverables in accordance with the approved methodology for users and systems personnel.

FPDS Code D307 Automated Information Systems Design and Integration Services
Automated Information Systems Design and Integration services include requirements analysis; process analysis and design; commercially of the shelf (COTS) hardware and software; cost/benefit analysis; product evaluation and analysis; quality assurance planning; test planning; training planning; logical and physical IT system design and integration; configuration management; and implementation and support. For each project, the company furnishes complete documentation and deliverables in accordance with the approved methodology.

FPDS Code D399 IT and Telecom-Other IT and Telecommunications- Other Information Technology Services.
FPDS Code D308 Programming Services

Programming services include the full lifecycle methodology with multiple approaches using industry or homegrown methodologies included. Programming services includes: Languages

C#
MS Visual C++
Java
Visual Basic 6.0
T-SQL, PL/SQL
HTML
XML
UNIX Shell Scripting
Cold Fusion

Environments
MS Windows 98, NT, 2000, XP.Net
UNIX /LINUX/BSD

Databases
SQL Server
Oracle
MS Access
Tools
.Net Studio
IBM Websphere Developer Studio
Symantec Visual Café
MS Visual Developer Studio 6.0
Cold Fusion Studio 5.0

Internet & Intranet
ASP.Net
ASP 3.0
Cold Fusion
JSP

HTTP and Proxy Server
IIS 4/5/6
Apache
IBM Websphere
MS IAS

Security Firewalls
E-Mail Server (SMTP and POP3)
Web Page Design (HTML, XML, JAVA, Active-X)
FPDS Code D310 IT Backup and Security Services

CompTech offers support for IT backup and security for end user computing systems. Our structured approach includes, but is not limited to awareness training, threats and vulnerabilities, a comprehensive analysis and review of corporate information security policies and procedures, surveys, interviews, on-site observations and information system penetration testing. For each project, our company furnishes complete documentation and deliverables in accordance with the approved methodology for users and systems personnel.

FPDS Code D311 IT Data Conversion Services

CompTech offers support for conversion of application programs, databases, network operating systems and end user computing systems. The services include, but are not limited to, analysis of the conversion requirement; cost/benefit analysis of alternatives; development of comprehensive test plans; design and construction of conversion routines and filters; system conversion; migration of the new system/data to the target hardware and software infrastructure; complete system and user acceptance testing; and post-conversion review. For each project, our company furnishes complete documentation and deliverables in accordance with the approved methodology for users and system personnel.

FPDS Code D316 IT Network Management Services

CompTech IT Network Management services for local, metropolitan and wide area networks include, but are not limited to, network requirements analysis; planning, design; engineering; installation; operations; help desk support; performance monitoring; performance tuning; security management; firewall design and construction; and classified support. For each project, our company furnishes complete documentation and deliverables in accordance with the approved methodology for users and systems personnel.
SECTION D

LABOR CATEGORY DESCRIPTIONS
## Subject Matter Expert (SME) - Project Manager

Responsibilities: SME for projects involve the successful management of teams composed of data processing and other information management professionals who have been involved in analysis, design, integration, testing, documenting, converting, extending, and implementing automated information and/or telecommunications systems. Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities.

Education Requirements / Experience: 5 Years work experience and/or master’s degree in related field.

## Technology Executive

Responsibilities: Serves as executive information technology resource with commercial, government, and Defense experience with enterprise technology implementation and strategy. Well versed in IT methodologies and templates. Expert across a broad range of technologies.

Education Requirements / Experience: 5 Years work experience and/or master’s degree in related field.

## Program Manager

Responsibilities: Leads projects that involve the successful management of teams composed of data processing and other information management professionals who have been involved in analysis, design, integration, testing, documenting, converting, extending, and implementing automated information and/or telecommunications systems. Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities.

Education Requirements / Experience: 5 Years work experience and/or master’s degree in related field.

## Software Architect

Responsibilities: Designs and develops new software products or major enhancements to existing software. Addresses problems of systems integration, compatibility, and multiple platforms. Responsible for project completion. Performs feasibility analysis on potential future projects for management.

Education Requirements / Experience: 3 Years’ Experience and/or bachelor’s degree.
<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
<th>Education Requirements / Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Process Subject Matter Specialist</td>
<td>Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases.</td>
<td>3 Years’ Experience and/or bachelor’s degree</td>
</tr>
<tr>
<td>Project Manager</td>
<td>Serves as the project manager for a large, complex task order (or a group of task orders affecting the same system) and shall assist the Program Manager in working with the Government Contracting Officer (KO), the task order level Task Order Managers, 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 ensuring that the technical solutions and schedules in the task order are implemented in a timely manner.</td>
<td>3 Years’ Experience and/or bachelor’s degree</td>
</tr>
<tr>
<td>Software Systems Engineer</td>
<td>Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system maintenance, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of software systems programming applications. Evaluates new and existing software products.</td>
<td>3 Years’ Experience and/or bachelor’s degree</td>
</tr>
<tr>
<td>SAP Business Objects Developer - Senior Level</td>
<td>The SAP Business Objects Developer will be responsible for technical analysis, design, development, and testing of data connections, universes, and dashboards/reports. Developer will build report/visualizations within the analytic framework to support key performance indicators (KPIs) and metrics. Key responsibilities include: Review functional requirements, performance criteria, and data consumption needs to support the design of technical components. Design and development of analytical queries, reports and visualizations utilizing the Enterprise Business Objects Suite of tools (e.g., Crystal Reports, Web Intelligence Reports, Lumira Visualizations and OLAP queries). Test activities and address/resolve technical issues to align with business requirements.</td>
<td>5 Years work experience and/or master’s degree in related field</td>
</tr>
</tbody>
</table>
| Business Process Re-Engineering Specialist – Senior | Responsibilities: Provides facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices, and supervision of business process reengineers. Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams. Recommends and facilitates quality improvement efforts. Four years’ experience in business process re-engineering with demonstrated, increasing responsibilities within this field. Undergraduate degree required. Strong verbal and written communication skills including the ability to create frequent business presentations.  

Education Requirements / Experience:  5 Years work experience and/or master’s degree in related field |
|---|
| Database Management Specialist | Responsibilities: Experience in DBMS system analysis and programming. Experience in using current DBMS technologies and application design using various database management systems; experience with DBMS internals. Must be capable of providing highly technical expertise and support in the use of DBMS. Must be able to evaluate and recommend available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Develops, implements, and maintains database backup and recovery procedures for the processing environments and ensures that data integrity, security, and recoverability are built into the DBMS applications.  

Education Requirements / Experience:  5 Years work experience and/or master’s degree in related field |
| Network Engineer Senior | Responsibilities: Experience setting up, configuring, and supporting internal and/or external networks. Troubleshoots network performance issues and creates and maintains a disaster recovery plan. Relies on limited experience and judgment to plan and accomplish goals  

Education Requirements / Experience:  5 Years work experience and/or master’s degree in related field |
| Network/Telecom Services | Responsibilities: Installs, maintains and evaluates network systems and communications. Troubleshoots the complex network issues involving various factors. Conducts network architecture design, feasibility and cost studies. Must have extensive knowledge of Internet, computer, routers, switches, firewall, etc.  

Education Requirements / Experience:  3 Years’ Experience and/or bachelor’s degree |
<table>
<thead>
<tr>
<th>Configuration Management Specialist – Senior</th>
<th>Responsibilities: Demonstrated experience and ability to provide configuration baseline control throughout the lifecycle of highly complex information systems as well as component software and hardware elements. Ability to facilitate and advise Configuration Control Boards (CCBs). Ability to maintain allocated, functional and physical baseline control and ability to perform audit support. Able to review all engineering change requests to assess impact upon configuration baseline and logistics support elements. Maintains configuration control records and technical documents. Works closely with quality assurance and management representatives to ensure accurate and well documented product baseline. Prepares directives for change authorization and implementation. Education Requirements / Experience: 5 Years work experience and/or master’s degree in related field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Server Admin Support</td>
<td>Responsibilities: Responsible for daily administration of a network/server environment. Installs, configures, and maintains system software. Monitors network performance troubleshoots issues and deploys solutions. Plans and implements upgrades, patches, and installation of new applications and equipment. Creates and maintains a disaster recovery, security and backup and restore plan. May assist with evaluating new technologies to optimize network efficiency and performance. Education Requirements / Experience: 3 Years’ Experience and/or bachelor’s degree</td>
</tr>
<tr>
<td>Computer Software/Integration Analyst</td>
<td>Responsibilities: 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. Must be able to present system designs for user approval at formal reviews. Must be capable of performing 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 Requirements / Experience: 3 Years’ Experience and/or bachelor’s degree</td>
</tr>
<tr>
<td>Business Data Analyst</td>
<td>Responsibilities: Provides support in collecting and organizing information required for preparation of user manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Provides support in performing financial and administrative tasks. Under general supervision, is responsible for preparing and/or maintaining systems, programming, and operations documentation, procedures and methods. Maintains a current internal documentation library. Provides or coordinates special documentation services as required. Education Requirements / Experience: 1-3 Years’ Experience and/or Associates Degree</td>
</tr>
</tbody>
</table>
### PC Support

**Responsibilities:** Installs, troubleshoots, and repairs computer systems, hardware, and computer peripherals. Resolves internal user problems and ensures correct operation of personal computers. Maintains parts inventory and logs all service/repair activity. May perform system setups for new hires.

**Education Requirements / Experience:** 1-3 Years’ Experience and/or Associates Degree

### Program Administration Specialist

**Responsibilities:** Experienced in working with project management tools and reporting systems. Familiar with government contracts, work breakdown structures, management/business plans, and program reporting. Provides direct program experience in contract administration and preparing management reports. Has worked in support of a Program Manager on a government contract. Manages the preparation of management plans and various customer reports. Develops and presents results to program and executive management and provides direction to other administrative personnel. Coordinates schedules to facilitate the completion of task order and change proposals, contract deliverables, task order reviews, briefings and presentations, and IPR preparation. Performs analysis, development, and review of program administrative operating plans and procedures. This labor category offered only in conjunction with IT Professional labor categories.

**Education Requirements / Experience:** 1-3 Years’ Experience and/or Associates Degree

### Documentation Specialist

**Responsibilities:** Experience in technical writing and documentation pertaining to all aspects of IT. Experience in preparing technical documentation, including conducting research on applicable standards. Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and nontechnical personnel. For applications built to run in a Windows environment, uses the standard help compiler to prepare all on-line documentation. This labor category is offered only in conjunction with IT Professional labor categories. Demonstrated experience and ability to work independently or under only general direction.

**Education Requirements / Experience:** 1-3 Years’ Experience and/or Associates Degree

### Help Desk Manager

**Responsibilities:** Manager for helpdesk operations. Monitors, supports and performs computer processing. Coordinates responses to trouble reports. Supervises helpdesk operations.

**Education Requirements / Experience:** 1-3 Years’ Experience and/or Associates Degree
| **Training Specialist** | Responsibilities: Experience in information systems development, training, or related fields. Develops and provides IT and end user training on computer hardware and application software. Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.  
Education Requirements / Experience: 1-3 Years’ Experience and/or Associates Degree |
|---|---|
| **Help Desk Specialist** | Responsibilities: Provides troubleshooting support to a user community employing computer systems and networks. Diagnoses problems and provides applicable remedies. May serve as a team leader in operations  
Education Requirements / Experience: 1-3 Years’ Experience and/or Associates Degree |
| **Administrative – Senior** | Responsibilities: Compiles, types and edits periodic reports, letters, memos, proposals, manuals and cost estimates from copy or rough draft; integrates text and graphics to format cohesive presentations; uses word processing application programs to produce reports, briefings and graphical enhancements; prepares spreadsheets, PowerPoint presentations, reviews material prepared for supervisor's approval for typographical accuracy, grammar, spelling, punctuation, composition and format; prepares special reports, summaries or replies to inquiries, using relevant data from other reports, documents.  
Education Requirements / Experience: 1-3 Years’ Experience and/or Associates Degree |
| **Systems Engineer** | Responsibilities: Responsible for effective provisioning, operation, installation/configuration and maintenance of systems hardware/software/related infrastructure. Provide technical support, guidance and hands-on delivery in the planning, implementation and ongoing operation of databases. The Systems Engineer shall participate in technical research and development to enable continuing innovation within the infrastructure. Ensure that system hardware, operating systems, software systems, and related procedures adhere to organizational values and regulatory requirements. The Systems Engineer shall document specifications, project plans, configurations, test plans and results. Depicts complex ideas, issues and designs to varied audiences; communicates project objectives, scope and status to project teams.  
Education Requirements / Experience: 3 Years’ Experience and/or bachelor’s degree |
| **Programmer Developer** | Responsibilities: Develops, modifies and codes software systems programming applications. Maintains and enhances software systems by fixing complicated errors. Familiar with the principles and practices of existing software systems development.  
Education Requirements / Experience: 3 Years’ Experience and/or bachelor’s degree |
| **Facilities Manager** | Responsibilities: Performs skilled maintenance and advanced repair of mechanical, electrical, HVAC, and other physical structures. Maintains, troubleshoots and repairs facilities mechanical components and electrical systems in accordance with SOPs (standard operating procedures), internal requirements, manufacturer's specifications and safety policies. Uses hand and power tools. Repairs, alters, and maintains a variety of tools and equipment. Possesses advanced knowledge of mechanical and facilities repair and maintenance. Oversees and reviews the work of lower-level technicians.  

Education Requirements / Experience: 3 Years’ Experience and/or bachelor’s degree |
|---|---|
| **Database Manager** | Responsibilities: Experience in the development and maintenance of database systems. Experience with management of database systems, system design and analysis, operating systems software, and internal and data manipulation languages. Must be capable of managing the development of database projects. Must be able to plan and budget staff and data resources. Supports application developers in planning preparation, load analysis, and backup and recovery of data. When necessary, reallocates resources to maximize benefits. Must be able to prepare and deliver presentations on Database Management System (DBMS) concepts. Provides daily supervision and direction to support staff. Monitors performance and evaluates areas to improve efficiency.  

5 Years work Experience and/or master’s degree in related field |
| **Database Administrator Junior** | Responsibilities: Experience in DBMS system analysis and programming. Experience in using current DBMS technologies and application design using various database management systems; experience with DBMS internals. Must be capable of providing highly technical expertise and support in the use of DBMS. Must be able to evaluate and recommend available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Develops, implements, and maintains database backup and recovery procedures for the processing environments and ensures that data integrity, security, and recoverability are built into the DBMS applications.  

3 Years’ Experience and/or bachelor’s degree |
| **Business Subject Matter Expert** | Responsibilities: Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases.  

Education Requirements / Experience: 5 Years’ Experience and/or master’s degree |
| **Business Analyst Senior** | Responsibilities: Provides program technical assistance to information technology professionals during one, multiple or all phases of an assigned process automation project and remain current in changes in program policies pertinent to assigned process automation project. However, business analysts do not write/program codes. Employees provide information to assist during the inception (i.e., development of the scope and outline of the general requirements) of a process automation project, and/or review the design documents (i.e., general systems design document and detail design document that describe all of the system inputs and outputs) created by the information technology personnel for a given process automation project, and/or write and execute test scripts, and/or assist in conversion of data from old to new system if current system exists, and/or assist in implementation of new or enhanced system with affected entities, and/or provide help desk customer service, with any of the preceding performed as the affected program expert.

Education Requirements / Experience: 3 Years’ Experience and/or bachelor’s degree |

| **Computer Program Analyst** | Responsibilities: Must be able to type at least 30 words per minute, possess basic knowledge of medical terminology. Program Analyst may be tasked with duties such as review of agreements, business trends, laboratory requirements and other basic office skills in the related requirement.

Education Requirements/Experience: 1-year experience and possess a high school diploma or equivalent |

| **Medical Laboratory Technician** | Responsibilities: Provides information for patient diagnosis and treatment by performing laboratory tests in toxicology, chemistry, hematology, immunology, and microbiology laboratories; receiving, typing, testing, and recording blood bank inventories.

Education Requirements/Experience: Associates Degree or higher in laboratory science or medical laboratory technology from an accredited institution. Certification could be required by the ASCP, AMT or other board of registry deemed comparable. 1-year experience |

| **Biomedical Systems Analyst** | Responsibilities: Test, maintain, and monitor computer programs and systems, including coordinating the installation of computer programs and systems. Troubleshoot program and system malfunctions to restore normal functioning. Expand or modify system to serve new purposes or improve workflow. Assist with the testing and analyzing test results of biomedical requirements.

Education Requirements/Experience: Associates Degree or higher in laboratory science or medical laboratory technology from an accredited institution. Minimum of 2 years’ experience working in an entomology and microbiology laboratory or office. |
| **Medical Records Clerk** | Responsibilities: Creates new medical records and retrieves existing medical records by gathering appropriate record folders and contents; assigning and recording new record numbers; verifying existing record numbers; inputting and recording locations to computer; delivering records.  
Education Requirements/Experience: High School Diploma or equivalent. 1-year experience. |
| **Laboratory Manager** | Responsibilities: Lab managers bring together their managerial skills and knowledge of safety and lab procedures to ensure that laboratories operate smoothly. Managerial duties generally include scheduling staff, reordering supplies, and maintaining security standards.  
Education Requirements/Experience: Associates degree in laboratory technology or medical administration is desirable. Minimum of 5 years’ experience. |
| **Systems Engineer** | Responsibilities: Managing and monitoring all installed systems and infrastructure. Installing, configuring, testing and maintaining operating systems, application software and system management tools. Ensuring the highest levels of systems and infrastructure availability.  
Education Requirements/Experience: Associates degree (Bachelors desired) in Computer Science, computer engineering or related field. Minimum of 3 years’ experience. |
| **Programmer** | Responsibilities: Designing and creating software programs, integrating systems and software, training end-users, analyzing algorithms, modifying source-code, writing system instructions, debugging, and maintaining operating systems.  
Education Requirements/Experience: Associates degree (Bachelors desired) in Computer Science, computer engineering or related field. Minimum of 3 years’ experience. |
| **General Laborer** | Responsibilities: Unload tools, prepare building site materials, stack building materials, and set up equipment  
Follow project instructions from construction manager or supervisor  
Consult with construction plans  
Direct traffic safely around the construction or road maintenance site  
Use construction and maintenance tools and equipment to complete daily tasks  
Follow all health and safety regulations when operating equipment  
Ensure regulated and proper headgear, earplugs, gloves, safety glasses, and clothing are worn  
Complete all assigned tasks in a timely and efficient manner  
Assist in building scaffolding and temporary structures  
Safely operate a variety of tools including pressure washers, jackhammers, drills, saws, grinders, and blowtorches  
Prepare new construction sites by digging, moving dirt, or compacting space  
Provide assistance to contractors (i.e. craft workers, electricians, painters) as needed  
Clean and clear debris and hazardous materials  
Ensure construction equipment and tools are cleaned and stored properly |
<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
<th>Education Requirements/Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Office Assistant</strong></td>
<td>Responsibilities: Office assistants perform administrative and routine clerical tasks. Their responsibilities may include organizing and managing files, acting as receptionists, scheduling meetings and appointments, and supporting other staff with organizational tasks.</td>
<td>High School Diploma or equivalent. 1-year experience.</td>
</tr>
<tr>
<td><strong>Account Clerk III</strong></td>
<td>Responsibilities: This employee will function as a billing and collections clerk, will assist with purchasing, accounts payable, travel arrangements, reconciliations, as well as minor and capitol inventory process.</td>
<td>Associates Degree preferred, High School Diploma or equivalent. 1-year experience.</td>
</tr>
<tr>
<td><strong>Plan Examiner</strong></td>
<td>Responsibilities: This employee will review plans, often submitted by construction companies or architects applying to receive work permits, to ensure that those plans meet building codes and requirements of the state, county, and city where the construction is taking place.</td>
<td>Bachelor’s Degree preferred. 3 years’ experience.</td>
</tr>
<tr>
<td><strong>Mail Clerk II</strong></td>
<td>Responsibilities: This employee will be responsible for incoming registered or certified mail, sort mail by department, location, or category. Keep records and dates of incoming packages to include their weight, return address and description. Collect and prepare correspondence to be mailed. Correct and reforward misdirected mail.</td>
<td>Bachelor’s Degree preferred. 3 years’ experience.</td>
</tr>
<tr>
<td><strong>Building Attendant, I</strong></td>
<td>Responsibilities: The employee will perform manual tasks in the custodial care and minor maintenance of public building and surrounding grounds.</td>
<td>High School Diploma or equivalent. 1-year experience.</td>
</tr>
</tbody>
</table>
SECTION E

GSA RATES
## GSA Rates

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Matter Expert (SME) - Project Manager</td>
<td>$155.82</td>
</tr>
<tr>
<td>Technology Executive</td>
<td>$147.35</td>
</tr>
<tr>
<td>Program Manager</td>
<td>$138.29</td>
</tr>
<tr>
<td>Software Architect</td>
<td>$126.28</td>
</tr>
<tr>
<td>Business Process Subject Matter Specialist</td>
<td>$120.28</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$116.44</td>
</tr>
<tr>
<td>Software Systems Engineer</td>
<td>$111.97</td>
</tr>
<tr>
<td>SAP Business Objects Developer - Senior Level</td>
<td>$106.48</td>
</tr>
<tr>
<td>Business Process Re-Engineering Specialist – Senior</td>
<td>$102.71</td>
</tr>
<tr>
<td>Database Management Specialist</td>
<td>$99.42</td>
</tr>
<tr>
<td>Network Engineer Senior</td>
<td>$89.33</td>
</tr>
<tr>
<td>Network/Telecom Services</td>
<td>$86.97</td>
</tr>
<tr>
<td>Configuration Management Specialist – Senior</td>
<td>$86.70</td>
</tr>
<tr>
<td>Server Admin Support</td>
<td>$85.50</td>
</tr>
<tr>
<td>Computer Software/Integration Analyst</td>
<td>$84.82</td>
</tr>
<tr>
<td>Business Data Analyst</td>
<td>$79.12</td>
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<tr>
<td>PC Support</td>
<td>$76.52</td>
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<tr>
<td>Program Administration Specialist</td>
<td>$72.24</td>
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<tr>
<td>Documentation Specialist</td>
<td>$61.45</td>
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<tr>
<td>Helpdesk Manager</td>
<td>$59.72</td>
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<tr>
<td>Training Specialist</td>
<td>$52.64</td>
</tr>
<tr>
<td>Helpdesk Specialist</td>
<td>$47.34</td>
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<tr>
<td>Administrative – Senior</td>
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<tr>
<td>Systems Engineer</td>
<td>$94.94</td>
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<tr>
<td>Programmer Developer</td>
<td>$83.00</td>
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<tr>
<td>Facilities Manager</td>
<td>$76.92</td>
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<tr>
<td>Database Manager</td>
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<tr>
<td>Database Administrator Junior</td>
<td>$64.03</td>
</tr>
<tr>
<td>Business Subject Matter Expert</td>
<td>$115.52</td>
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<tr>
<td>Business Analyst Senior</td>
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</tr>
<tr>
<td>Computer Program Analyst</td>
<td>$41.77</td>
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<tr>
<td>Medical Laboratory Technician</td>
<td>$24.33</td>
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<tr>
<td>Biomedical Systems Analyst</td>
<td>$41.23</td>
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<tr>
<td>Medical Records Clerk</td>
<td>$20.44</td>
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<tr>
<td>Laboratory Manager</td>
<td>$62.50</td>
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<tr>
<td>Systems Engineer</td>
<td>$77.73</td>
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<tr>
<td>Position</td>
<td>Rate</td>
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<tr>
<td>------------------------</td>
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<tr>
<td>Programmer</td>
<td>$59.30</td>
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<tr>
<td>General Laborer</td>
<td>$26.72</td>
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<tr>
<td>Office Assistant</td>
<td>$26.72</td>
</tr>
<tr>
<td>Account Clerk III</td>
<td>$29.83</td>
</tr>
<tr>
<td>Plans Examiner</td>
<td>$73.02</td>
</tr>
<tr>
<td>Mail Clerk II</td>
<td>$26.72</td>
</tr>
<tr>
<td>Building Attendant I</td>
<td>$29.83</td>
</tr>
</tbody>
</table>

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.