Starry Associates, Inc.
GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST

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

SCHEDULE TITLE: MAS, Large Category - Information Technology

CONTRACT NUMBER: 47QTCA20D00DG

CONTRACT PERIOD: August 6, 2020 – August 5, 2025

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at www.fss.gsa.gov

CONTRACTOR:STARRY ASSOCIATES, INC.
175 ADMIRAL COCHRANE
DRIVE, SUITE 100,
ANNAPOLIS, MD – 21401-7316
Phone: 443-378-5855
E-Mail: tsyntax@starry-associates.com

CONTRACTOR’S ADMINISTRATION SOURCE: STARRY ASSOCIATES, INC.
175 ADMIRAL COCHRANE
DRIVE, SUITE 100,
ANNAPOLIS, MD – 21401-7316
Phone: 443-378-5855
E-Mail: tsyntax@starry-associates.com

BUSINESS SIZE: Woman Owned Small Business

Pricelist current through Modification #PS-0008 dated August 31, 2022.
GSA Awarded Terms and Conditions

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINS)
Special Item No. 511210  Software License
Special Item No. 54151S IT Professional Services
Special Item No. 54151 Software Maintenance Services

1b. HOURLY RATES
See attached Price List.

2. MAXIMUM ORDER
511210, 54151S & 54151 - $500,000 per order per SIN
*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER
$100.00.

4. GEOGRAPHIC COVERAGE
48 contiguous states, and Washington, DC

5. POINT OF PRODUCTION
U.S.

6. DISCOUNT FROM LIST PRICES
Net GSA pricing is listed in attached Price List. Basic discounts have been deducted.

7. QUANTITY/VOLUME DISCOUNTS
+2% - $150,000 orders; +3% - $300,000 orders.

8. PROMPT PAYMENT TERMS
2% 15 Days/Net 30 days.

9a. GOVERNMENT PURCHASE CARDS ARE ACCEPTED AT OR BELOW THE MICRO-PURCHASE THRESHOLD
9b. GOVERNMENT PURCHASE CARDS ARE ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD

10. FOREIGN ITEMS
None

11a. TIME OF DELIVERY
To be Determined at Task Order Level

11b. EXPEDITED DELIVERY
Contact Contractor for rates.

11c. OVERNIGHT AND 2-DAY DELIVERY
Contact Contractor for rates.

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

12. F.O.B. POINT  Destination

13a. ORDERING ADDRESS
175 ADMIRAL COCHRANE DRIVE, SUITE 100, ANnapolis, MD 21401

13b. ORDERING PROCEDURES
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. PAYMENT ADDRESS
175 ADMIRAL COCHRANE DRIVE, SUITE 100, ANnapolis, MD 21401

15. WARRANTY PROVISION
Standard Commercial Warranty Policy

16. EXPORT PACKING CHARGES
N/A

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE
Accepted below, at, and above the micro-purchase threshold.
18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR
N/A

19. TERMS AND CONDITIONS OF INSTALLATION
N/A

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF
PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES
N/A

20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES
N/A

21. LIST OF SERVICE AND DISTRIBUTION POINTS
N/A

22. LIST OF PARTICIPATING DEALERS
N/A

23. PREVENTIVE MAINTENANCE
N/A

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (E.G.,
RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED
POLLUTANTS)
N/A

24b. 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: N/A.
The EIT standard can be found at: www.Section508.gov.

25. UNIQUE ENTITY ID (UEI) NUMBER
C4MJUUVNQJJ8

26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD
MANAGEMENT (SAM) WEBSITE
Active
SPECIAL NOTICE TO AGENCIES:

**Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. 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). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contains 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 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.

   For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:


Starry Associates, Inc.
2. **Contractor's Ordering Address and Payment Information:**

Starry Associates, Inc.
175 Admiral Cochrane, Suite 100
Annapolis, MD 21401
Attn: Accounts Receivables

DUNS Number: 175408772

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:

(301) 430-0750

When Authorized Dealers are allowed by the Contractor to bill ordering activities and accept payment, the order and/or payment must be in the name of the Contractor, in care of the Authorized Dealer.

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 ordering activity, ordering activity completion of Standard Form 279:**

Block 9:  G. Order/Modification under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number: 175408772  
Block 30: Type of Contractor - B (Other Small Business)  
Block 31: Woman-Owned Small Business - YES  
Block 36: Contractor's Taxpayer Identification Number (TIN): 521391416

4a. **CAGE Code:** (1L1F5)

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

5. **FOB Destination** - Delivery will be f.o.b. inland carrier, point of exportation (FAR 52.247-38), free of expense to the ordering activity from point of exportation. The contractor shall (1) pack and mark the shipment to comply with the delivery order specifications; or in the absence of specifications, prepare the shipment for ocean transportation in conformance with carrier requirements to protect the goods and to ensure assessment of the lowest applicable transportation
charge; (2) prepare and distribute commercial bills of lading; (3) deliver the shipment in good order and condition in or on the conveyance of the carrier on the date or within the period specified in the delivery order; (4) be responsible for any loss of and/or damage to the good occurring before delivery of the shipment to the point of delivery in the delivery order; and (5) at the Government’s request and expense, assist in obtaining the documents required for the exportation or importation at 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>54151S</td>
<td>To be negotiated between Starry Associates, Inc and the ordering activity</td>
</tr>
<tr>
<td>54151</td>
<td>30</td>
</tr>
<tr>
<td>511210</td>
<td>30</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 with 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: Net 30  
b. Quantity: 1 per Invoice  
c. Dollar Volume: None  
d. Ordering activity Educational Institutions: Ordering activity Educational Institutions are offered the same discounts as all other Ordering activity customers.  
e. Other: None

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:** N/A

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:

   Special Item No. 54151 Software Maintenance Services
   Special Item No. 54151S Information Technology Professional Services
   Special Item No. 511210 Software Licenses

12. **USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS.** In accordance with FAR 8.404:

   [NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services and 132-52 EC Services; refer to the terms and conditions for those SINs.]

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering activities need not seek further competition, synopsize the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering activity has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the ordering activity’s needs.

a. **Orders placed at or below the micro-purchase threshold.** Ordering activities can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

b. **Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering activities should consider reasonably available information about the supply or service offered under MAS contracts by using the “GSA Advantage!” on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the ordering activity’s needs. In selecting the supply or service representing the best value, the ordering activity may consider--

   (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;

   (2) Trade-in considerations;

   (3) Probable life of the item selected as compared with that of a comparable item;
(4) Warranty considerations;
(5) Maintenance availability;
(6) Past performance; and
(7) Environmental and energy efficiency considerations.

c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering activity to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering activities shall--

Review additional Schedule Contractors’

(1) Catalogs/pricelists or use the “GSA Advantage!” on-line shopping service;
(2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
(3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering activity determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

(1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
(2) Offer the lowest price available under the contract; or
(3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

d. Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering activities may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

e. Price reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering activities will find it advantageous to request a price reduction. For example, when the ordering activity finds a schedule supply or service elsewhere at a lower price or
when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering activity the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order.

f. **Small business.** For orders exceeding the micro-purchase threshold, ordering activities should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

g. **Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an ordering activity requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering activity shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the ordering activity’s needs.

13. **FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:**
Federal departments and agencies 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 Supply 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.

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

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 8.401(d).

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:

NONE

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)

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as “…a simplified method of filling anticipated repetitive needs for supplies or services by establishing ‘charge accounts’ with qualified sources of supply.” The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c)(3), which reads, in part, as follows:

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

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up “accounts” with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers,
discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained on page 34 of this Schedule Pricelist, for customers to consider when using this purchasing tool.

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, de-installation, 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:

_________________________________________________________________________

The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.
Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of a Federal 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.
1. INSPECTION/ACCEPTANCE

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The Ordering activity reserves the right to inspect or test any software that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming software at no increase in contract price. The ordering activity must exercise its post-acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the software, unless the change is due to the defect in the software.

2. GUARANTEE/WARRANTY

   a. Unless specified otherwise in this contract, the Contractor’s standard commercial guarantee/warranty as stated in the contract’s commercial pricelist will apply to this contract.

   b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

   c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

3. TECHNICAL SERVICES

The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number, 301-430-0750 for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from 9:00 a.m. to 5:00 p.m. Eastern Standard Time.

4. SOFTWARE MAINTENANCE

   a. Software maintenance service shall include the following: The first year of maintenance shall be included in the initial software license cost and will be initialized at the time of software delivery. Maintenance may be purchased for subsequent years at the product list prices. The maintenance provides for upgrades, new systems releases and help desk assistance up to 24 hours a year. Software enhancements and modifications are available at a negotiated price.
b. Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

5. PERIODS OF TERM LICENSES (132-32) AND MAINTENANCE (132-34)

a. The Contractor shall honor orders for periods for the duration of the contract period or a lesser period of time.

b. Term licenses and/or maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice to the Contractor.

c. Annual Funding. When annually appropriated funds are cited on an order for term licenses and/or maintenance, the period of the term licenses and/or maintenance shall automatically expire on September 30 of the contract period, or at the end of the contract period, whichever occurs first. Renewal of the term licenses and/or maintenance orders citing the new appropriation shall be required, if the term licenses and/or maintenance is to be continued during any remainder of the contract period.

d. Cross-Year Funding Within Contract Period. Where an ordering activity’s specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.

e. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of an order, if the term licenses and/or maintenance is to be terminated at that time. Orders for the continuation of term licenses and/or maintenance will be required if the term licenses and/or maintenance is to be continued during the subsequent period.

6. CONVERSION FROM TERM LICENSE TO PERPETUAL LICENSE

a. The ordering activity may convert term licenses to perpetual licenses for any or all software at any time following acceptance of software. At the request of the ordering activity the Contractor shall furnish, within ten (10) calendar days, for each software product that is contemplated for conversion, the total amount of conversion credits which have accrued while the software was on a term license and the date of the last update or enhancement.

b. Conversion credits, which are provided, shall, within the limits specified, continue to accrue from one contract period to the next, provided the software remains on a term license within the ordering activity.

c. The term license for each software product shall be discontinued on the day immediately preceding the effective date of conversion from a term license to a perpetual license.
d. The price the ordering activity shall pay will be the perpetual license price that prevailed at the time such software was initially ordered under a term license, or the perpetual license price prevailing at the time of conversion from a term license to a perpetual license, whichever is the less, minus an amount equal to 50% of all term license payments during the period that the software was under a term license within the ordering activity.

7. TERM LICENSE CESSATION

a. After a software product has been on a continuous term license for a period of 72 months, a fully paid-up, non-exclusive, perpetual license for the software product shall automatically accrue to the ordering activity. The period of continuous term license for automatic accrual of a fully paid-up perpetual license does not have to be achieved during a particular fiscal year; it is a written Contractor commitment which continues to be available for software that is initially ordered under this contract, until a fully paid-up perpetual license accrues to the ordering activity. However, should the term license of the software be discontinued before the specified period of the continuous term license has been satisfied, the perpetual license accrual shall be forfeited.

b. The Contractor agrees to provide updates and maintenance service for the software after a perpetual license has accrued, at the prices and terms of Special Item Number 132-34, if the licensee elects to order such services. Title to the software shall remain with the Contractor.

8. UTILIZATION LIMITATIONS - (132-32 AND 132-34)

a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.

b. When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:

   (1) Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.

   (2) Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to one ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.
(3) Except as is provided in paragraph 8.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the Ordering activity's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.

(4) The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of disaster recovery, the ordering activity has the right to transfer the software to another site if the ordering activity site for which it is acquired is deemed to be unsafe for Ordering activity personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.

(5) "Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.

9. SOFTWARE CONVERSIONS - (132-32 AND 132-33)

Full monetary credit will be allowed to the ordering activity when conversion from one version of the software to another is made as the result of a change in operating system, or from one computer system to another. Under a perpetual license (132-33), the purchase price of the new software shall be reduced by the amount that was paid to purchase the earlier version. Under a term license (132-32), conversion credits which accrued while the earlier version was under a term license shall carry forward and remain available as conversion credits which may be applied towards the perpetual license price of the new version.

10. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY

The Contractor shall include, in the schedule pricelist, a complete description of each software product and a list of equipment on which the software can be used. Also, included shall be a brief, introductory explanation of the modules and documentation which are offered.

MACCS®

MACCS® is a credit card processing system created to address the need for tracking, approving, and reconciling credit card transactions. MACCS® allows ordering activity agencies to manage and
track all credit card purchases, create accounting obligation transactions at the time of cardholder entry or authorization, import credit card transactions received electronically or via diskette from the credit card processing center, and reconcile those transactions with the cardholder’s transactions. MACCS® handles disputes of credit card transactions, credit tracking and processing, and establishes disbursement accounting transactions from reconciled records authorized for payment, and can then forward them into the existing accounting system for processing. The MACCS® environment also provides:

- User-friendly, windows-based functions
- System accounting/setup options
- Cardholder information/limitation profiles
- Accounting designations assigned by cardholders
- Approval/disapproval of cardholder purchases
- Multiple items per transaction
- Reconciliation of purchases to credit card processing center transactions
- Import of credit card processing center data
- E-mail connections
- Payment of credit card processing center invoice
- On-line reports
- Dispute item management
- Reference table maintenance
- Accounting transactions for obligations
- Security levels
- On-line help features
- Audit trail of all credit card transactions

MACCS® works on Oracle, Microsoft Access 97 or SQL server platforms only.

GovNet-NG®

GovNet-NG® serves as a data report and repository solution, and offers a full data warehousing capability. This state-of-the-art web-enabled system allows for a major business initiative to review data, anywhere, any form, any system, and at any time, in a secured environment. GovNet-NG® utilizes an Oracle database.

Some of the features GovNet-NG® offers are the following.

- Supports data archiving for legacy systems
- Responds to stored queries in under 2 seconds
- Generates ad-hoc queries for user-defined parameters
- Is a totally secure web-based application that emulates the required user security

StarTask®
StarTask® is a state-of-the-art web-based integrated task management and time keeping solution. It tracks contracts, subcontracts, projects, tasks, subtasks, and staff resource utilization against specific tasks. Tasks and projects can be direct charge to clients, or part of overhead, research and development, or general and administrative. Individuals are allowed to charge time to only those tasks to which they are authorized to charge time. There is a review and approval process and a mechanism for tracking time sheet corrections. Individuals (i.e., employees, consultants, subcontractor staff) report their time on a daily basis. StarTask® has the capability to provide up to the day project and task status and resource utilization information to management and to clients. StarTask® can be integrated with accounting system software and with MS Project. StarTask is composed of three modules: Task Tracking, Timekeeping, and Contracts. Each module can function independently of each other or as an integrated solution. The Task Tracking module tracks tasks. It includes projected and actual start dates and end dates, a description of the task, allocation and utilization of resources assigned to the task, task status, and overall task progress. The Timekeeping module is used for staff and consultants to record their time to specific tasks. All time is accumulated for the task. This module records staff members’ times each day and what work they performed on each day. Each module produces reports detailing specific information. StarTask provides information that supports earned value measures.

11. RIGHT-TO-COPY PRICING

The Contractor shall insert the discounted pricing for right-to-copy licenses.

NONE
<table>
<thead>
<tr>
<th>Software Product</th>
<th>GSA Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GovNet-NG(^1)</strong></td>
<td></td>
</tr>
<tr>
<td>Per Server</td>
<td><strong>$57,411.55</strong></td>
</tr>
<tr>
<td><strong>StarTask(^1)</strong></td>
<td></td>
</tr>
<tr>
<td>Per Server</td>
<td></td>
</tr>
<tr>
<td>Task Tracking</td>
<td><strong>$26,775.00</strong></td>
</tr>
<tr>
<td>Timekeeping</td>
<td><strong>$26,775.00</strong></td>
</tr>
<tr>
<td>Contracts</td>
<td><strong>$10,710.01</strong></td>
</tr>
<tr>
<td><strong>MACCS(^2)</strong></td>
<td></td>
</tr>
<tr>
<td>1-500 Users</td>
<td><strong>$22,964.37</strong></td>
</tr>
<tr>
<td>501-1000 Users</td>
<td><strong>$43,632.22</strong></td>
</tr>
<tr>
<td>1001-1500 Users</td>
<td><strong>$62,003.47</strong></td>
</tr>
<tr>
<td>1501-2000 Users</td>
<td><strong>$78,079.41</strong></td>
</tr>
<tr>
<td>2001+ Users Site License</td>
<td><strong>$91,857.60</strong></td>
</tr>
<tr>
<td><strong>Hourly Services(^3)</strong></td>
<td></td>
</tr>
<tr>
<td>Sr. Systems Analyst</td>
<td><strong>$142.67</strong></td>
</tr>
<tr>
<td>Sr. Systems Prog.</td>
<td><strong>$126.01</strong></td>
</tr>
<tr>
<td>Systems Prog.</td>
<td><strong>$108.24</strong></td>
</tr>
<tr>
<td>Jr. Systems Analyst</td>
<td><strong>$79.07</strong></td>
</tr>
</tbody>
</table>

Travel beyond a 50-mile radius will be billed based on actual cost. Federal Ordering activity rates per diem and mileage will apply.

*\(^1\)* Each license is based on a single server.
*\(^2\)* Each license is based on one server with 500 users.
*\(^3\)* Hourly Services – Starry Associates, Inc. will provide programmers for customization of the software as requested.
**STARRY ASSOCIATES**  
GSA Schedule Contract Pricelist  
SIN 54151

## Maintenance

<table>
<thead>
<tr>
<th>Software Product</th>
<th>GSA Price</th>
</tr>
</thead>
</table>
| **GovNet- NG**<sup>5</sup>  
Per Server | $21,420.00 |
| **StarTask**<sup>5</sup>  
Per Server  
Task Tracking  
Timekeeping  
Contracts | $5,355.00  
$5,355.00  
$2,142.01 |
| **MACCS**<sup>5</sup>  
Per Server  
Per 500 Users | $2,296.56 |

Travel beyond a 50-mile radius will be billed based on actual cost. Federal Ordering activity rates per diem and mileage will apply.

<sup>5</sup> Maintenance price based on a per server basis up to 500 users each.
1. SCOPE

a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and Special Item Number 132-52 Electronic Commerce Services apply 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 Blank 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 Blank 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. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK) (G-FCI-920) (MAR 2003)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for IT professional services (SIN 132-51) that are priced on schedule at hourly rates. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b) (3).

When ordering services over $100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of the DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.

The GSA has determined that the rates for IT professional services contained in the contractor’s pricelist applicable to this Schedule are fair and reasonable. However, the ordering activity using
this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering IT professional services ordering activities shall –

(1) Prepare a Request for Quotation (Request for Quote or other communication tool):

   (i) A statement of work (a performance based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

   (ii) The request should the statement of work and request the contractors submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering activity makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor hour and time and material orders.

   (iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task and information on the contractor’s experience and/or past performance performing similar tasks.

   (iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) below, the request for quotations shall notify the contractors that will be the case.

(2) Transmit the Request for Quotation to Contractors:

Based upon an initial evaluation of catalogs and pricelists, the ordering activity should identify the contractors that appear to offer the best value (considering the scope of services offered hourly rates and other factors such as contractors’ locations, as appropriate) and transmit the request as follows:
NOTE: When buying IT professional services under SIN 132-51 ONLY, the ordering office at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency’s needs are available, if the order is estimated to exceed the micro-purchase threshold.

(i) The request should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.

(ii) For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the ordering activity’s needs.

(iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.

(iv) Ordering activities should strive to minimize the contractors’ costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request for quotation, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering activity the opportunity to secure volume discounts. When establishing BPAs ordering activities shall –

(1) Inform contractors in the request for quotation (based on the ordering activity’s requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(i) SINGLE BPA: Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the ordering activity's needs should be awarded the BPA. (See FAR 8.404)
(ii) **MULTIPLE BPAs:** When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.

(2) **Review BPAs periodically.** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

(c) The ordering activity should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

(d) When the ordering activity’s requirement involves both products as well as executive, administrative, and/or professional services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

(e) The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors’ quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-off made in making the selection.

4. **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 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.

5. **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 of each task on 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/EC 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 Ordering activity per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

6. 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 or 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) Terminated 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 cancelled 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 Contract’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.

7. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) 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) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

8. 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 Rights in Data – General may apply.

9. 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/EC Services.

10. INDEPENDENT CONTRACTOR

All IT/EC 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.

11. 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 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.

12. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT/EC 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.

13. 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 I (APR 1984) 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 (DEC 2002) applies to labor-hour orders placed under this contract.

14. RESUMES

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

15. 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.

16. 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.

17. DESCRIPTION OF IT/EC SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT/EC Service offered under Special Item Number 132-51. IT/EC Services should be presented in the same manner as
the Contractor sells to its commercial and other Ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT/EC Services shall be in accordance with the Contractor’s customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed rates.

**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.

**FPDS Codes:** D301, D302, D306, D307, D308, D310, D311, D316, D399
Substitution Methodology: Due to the availability or limitation of education, occasionally substitution of experience as referenced below for a professional labor type with additional years of experience will be provided to the Federal Agency when responding to their IT requirements and it is solely the acquiring agency’s determination, if the substitution is considered acceptable prior to an award.

IT Partner/Principal:

Qualifications:
12 years’ experience in managing large-scale projects. Extensive experience in managing the business issues associated with client requirements. Bachelor’s degree

Major Functions:
Manages contractual relationships with agencies and departments. Negotiates and makes decisions for the Company. Applies the resources of the Company to the Project. Defines the project approach, methods and staffing. Conducts quality assurance over the key project deliverables. Resolves issues with staff, tools, and methods. Participates in project status and planning committee meetings to resolve issues through application of Company resources or experience gained on other projects.

Task Manager:

Qualifications:
9 years’ experience in managing large-scale projects. Experience in managing the business issues associated with client requirements. Bachelor’s degree

Major Functions:
Manages the daily operations of the project. Prepares project estimates and workplans using Company experience on prior projects and the proprietary Company methods and tools for planning and estimating projects. Prepares and presents project status reports to Company and ordering activity/department management. Resolves project staffing and planning issues. Works with ordering activity/department resources on issues in implementing the system. Manages the Company staff assigned to the project. Works with administration to resolve staffing and Company resource issues. Conducts preliminary quality assurance over project deliverables and project activities.

Senior Systems Analyst:

Qualifications:
Eight years of systems analysis or programming experience including four years in the area of developing financial systems requirements and design specifications; two years of experience in project management/task leader positions in FMSS development or implementation. Bachelor’s degree

**Major Functions:**
Provides technical direction to personnel performing systems analysis and system/subsystem development tasks. Coordinates and performs logical and physical systems design. Reviews and prepares system documents and specifications. Prepares reports, studies, and documentation, delivers presentations, and participates in meetings.

**System Analyst (DBA):**

**Qualifications:**
Three years of systems analysis or programming experience, including experience with complex Federal Ordering activity or quasi-Federal Ordering activity financial management information systems. Bachelor’s degree

**Major Functions:**
Assists technical and user personnel in identifying problems and devising feasible solutions for acquiring, organizing, and processing data. Performs need assessments, requirements and analyses, and develops system and subsystem functional specifications. Develops design documents and program specifications. Participates in all program development activities, including program and system testing.

**Senior System Programmer:**

**Qualifications:**
Eight years programming experience; including four years of experience programming complex Federal Ordering activity or quasi-Federal Ordering activity financial management systems. Bachelor’s degree

**Major Functions:**
Analyzes programs and outlines for such factors as type and extent of information to be transferred from storage units, sorting, format and final results. Confers with technical and analytical personnel, and design-detailed programs, flow charts, and diagrams indicating required computations and sequence of machine operations. Translates design into coded instructions. Verifies accuracy and validity of programs by preparing sample data and testing. Corrects program errors and modifies the program as required by revising instructions. Reviews and/or prepares system documents and specifications.

**System Programmer:**

**Qualifications:**

Starry Associates, Inc.
Five years programming experience, with at least two years’ experience working the contractor’s FMSS.
Bachelor’s degree

**Major Functions:**
Analyzes system requirements and design specifications. Develops block diagrams, logic flow charts, and coding structures. Translates detailed design into computer-coded instructions; tests, debugs, and refines the computer program to produce required written specifications. Documents procedures used throughout the program to allow the program to be run as part of a system and to make changes as may be required.

**Junior Systems Analyst:**

**Qualifications:**
Formal training in computer technology and one year of systems analysis or programming experience with Federal Ordering activity financial management information systems. 4-year degree

**Major Functions:**
Under supervision, performs logical and physical systems design and reviews and prepares system documents and specifications. With supervision, prepares reports, studies, and documentation. Delivers presentations and participates in meetings with the assistance of the senior staff.

**Administrative:**

**Qualifications:**
4 years’ experience. Capability to provide administrative and related support to project teams. Bachelor’s degree

**Major Functions:**
Under supervision, performs contract and personnel tracking.

**Mid-Level Business Analyst**

**Qualifications:**
Four (4) to seven (7) years of experience analyzing business and user needs. Performed business process analysis. Bachelor’s Degree

**Major Functions:**
Performs analysis of business and user needs, documenting requirements, and revising existing system logic difficulties as necessary. Under direct supervision, assists in formulating and defining systems scope and objectives through research and fact-finding combined with a basic understanding of business systems and industry requirements. Additional responsibilities may include recording meeting minutes and working on functional analysis tasks.
Senior Business Analyst

Qualifications:
Eight (8) or more years of experience analyzing business and user needs. Five years of experience managing business analysts. Bachelor’s Degree

Major Functions:
Performs analysis of business and user needs, documenting requirements, and revising existing system logic difficulties as necessary. Under direct supervision, assists in formulating and defining systems scope and objectives through research and fact-finding combined with a basic understanding of business systems and industry requirements. Manages a team of business analysts.

Mid-Level BPR Analyst/Consultant

Qualifications:
Four (4) to seven (7) years of experience performing systems reengineering and process improvement to organizations. Bachelor’s Degree

Major Functions:
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. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer.

Senior BPR Analyst/Consultant

Qualifications:
Eight (8) to ten (10) years of experience performing business process improvement analysis, applying re-engineering methodologies, applying best practices concepts, and working with performance measurements. Bachelor’s Degree

Major Functions:
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. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer.

Mid-Level Subject Matter Expert

Qualifications:
Four (4) to seven (7) years of experience in the specific area of expertise requested. The individual must be knowledgeable in the relevant functional areas. The candidate must have business process knowledge of the area being supported and must have experience with conversions. Bachelor’s Degree

**Major Functions:**
Assists the functional teams in the completion of functional specifications. Brings business process knowledge that can be merged with IT solutions. Develops scenarios that depict processes and transactions to complete functional specifications and definition and validation of "To-be" process flows and narratives. As part of the data conversion, training, and policies & procedures teams, participate in the testing phase, which includes - developing test data, test scenarios and verifying testing results.

**Senior Subject Matter Expert**

**Qualifications:**
At least eight (8) to ten (10) years of experience in the relevant specific business area, and experience bringing complex business process knowledge together with IT solutions. Must have a thorough understanding of the policies and procedures of the specific organization. Bachelor’s Degree

**Major Functions:**
Assists the functional teams in the completion of functional specifications for custom reports and enhancement to the IT solution(s). Merging business process knowledge with the IT solutions. Develop scenarios that depict transactions and processes to complete functional specifications and definition and validation of "To-be" process flows and narratives. As part of the data conversion, training, and policies & procedures teams, participate in the testing phase, which includes - developing test data, test scenarios and verifying testing results.

**Junior Programmer**

**Qualifications:**
Up to three (3) years of experience programming solutions. The candidate has to have experience with using sound software engineering techniques and principles. Associate’s Degree

**Major Functions:**
Codes, and tests software based upon software specifications and designs. Uses sound software engineering principles to ensure that developed code is modifiable efficient, reliable, understandable, and fault tolerant. Provides software process management and control throughout the coding portion of the software development process.

**Mid-Level Programmer**

**Qualifications:**
Four (4) to seven (7) years of experience coding and testing software using specifications and designs. Candidate must have experience using sound software engineering principles and have an understanding of software management. Bachelor’s Degree

**Major Functions:**
Codes, and tests software based upon software specifications and designs. Uses sound software engineering principles to ensure that developed code is modifiable efficient, reliable, understandable, and fault tolerant. Provides software process management software process management and control throughout the coding portion of the software development process.

**Senior Programmer**

**Qualifications:**
At least eight (8) to ten (10) years of experience coding and testing software using specifications and designs with three years of experience coding and testing complex software solutions. Candidate must have experience using sound software engineering principles and have an understanding of software management. Bachelor’s Degree

**Major Functions:**
Codes, and tests software based upon software specifications and designs. Uses sound software engineering principles to ensure that developed code is modifiable efficient, reliable, understandable, and fault tolerant. Provides software process management software process management and control throughout the coding portion of the software development process. May supervise a team of programmers.

**Mid-Level Systems Analyst**

**Qualifications:**
Four (4) to seven (7) years of experience performing systems analysis and systems design with some work involving highly complex IT solutions. Bachelor’s Degree

**Major Functions:**
Analyzes users requirements, concept of operations documents, and high level system architecture to develop system requirements specifications. Develops detailed system architecture and system design documentation. Guides system development and implementation planning through assessment or preparation of system engineering management plans and system integration and test plans.

**Junior Systems/Software Engineer**

**Qualifications:**
Up to three (3) years of experience developing system architectures applying systems engineering techniques and methodologies, and systems management processes. Bachelor’s Degree

**Major Functions:**
Provides expertise in the areas of system architecture, system design, systems engineering techniques, and systems management processes. Analyzes and recommends commercially available hardware capable of meeting systems requirements.

**Mid-Level Systems/Software Engineer**

**Qualifications:**
Four (4) to seven (7) years of experience developing system architectures applying systems engineering techniques and methodologies, and systems management processes. Bachelor’s Degree

**Major Functions:**
Provides expertise in the areas of system architecture, system design, systems engineering techniques, and systems management processes. Analyzes and recommends commercially available hardware capable of meeting systems requirements.

**Senior Systems/Software Engineer**

**Qualifications:**
Over eight (8) years of experience developing system architectures applying systems engineering techniques and methodologies, and systems management processes. Master’s Degree

**Major Functions:**
Provides expertise in the areas of system architecture, system design, systems engineering techniques, and systems management processes. Analyzes and recommends commercially available hardware capable of meeting systems requirements. May supervise a team.

**Mid-Level Test Engineer**

**Qualifications:**
Four (4) to seven (7) years of experience developing test scenarios and test plans, conducting unit and integration testing, documenting test results, and making recommendations. Bachelor’s Degree

**Major Functions:**
Evaluates software and associated documents for compliance with specified requirements, and test results for adherence to test plans. Evaluates the products of a given software development activity to determine the correctness and consistency with respect to the products and standards provided as input to the activity. Evaluates and makes recommendations for solutions regarding problems associated with development efforts.
Senior Test Engineer

Qualifications:
Over eight (8) years of experience developing test scenarios and test plans, conducting unit and integration testing, documenting test results, and making recommendations. Bachelor’s Degree

Major Functions:
Evaluates software and associated documents for compliance with specified requirements, and test results for adherence to test plans. Evaluates the products of a given software development activity to determine the correctness and consistency with respect to the products and standards provided as input to the activity. Evaluates and makes recommendations for solutions regarding problems associated with development efforts.

Mid-Level Systems Architect

Qualifications:
Four (4) to seven (7) years of experience establishing system information requirements. Experience designing system architectures that include software, hardware, communications; experience analyzing workflows, organizations, business processes. Bachelor’s Degree

Major Functions:
Establishes system information requirements in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures. Evaluates analytically and systematically problems of workflows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

Senior Systems Architect

Qualifications:
Eight (8) or more years of experience establishing system information requirements. Experience designing system architectures that include software, hardware, communications; experience analyzing workflows, organizations, business processes. Bachelor’s Degree

Major Functions:
Establishes system information requirements in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures. Evaluates analytically and systematically problems of workflows, organization,
and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

**Senior Database Designer/Architect**

**Qualifications:**
Eight (8) or more years of experience designing databases involving complex IT solutions; evaluating data models and data flow diagrams. Bachelor’s Degree

**Major Functions:**
Provides technical expertise for the production of detailed database designs and design documentation, including data models, and data flow diagrams. Evaluates and configures DBMS products to match user requirements with system capabilities. Determines file organization, indexing methods, and security procedures for system databases. Plans and coordinates the conversion and migration of existing (or legacy) databases to state of the art DBMS's. Supervises a team of database designers.

**Mid-Level Database Administrator**

**Qualifications:**
Four (4) to seven (7) years of experience performing database administration and/or database security functions on complex databases. Bachelor’s Degree

**Major Functions:**
Designs, implements and maintains complex databases with respect to JCL or equivalent, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Competent to work at the highest level of all phases of database management. Performs maintenance of database dictionaries, overall monitoring of standards and procedures, and integration of systems through database design.

**Senior Database Administrator**

**Qualifications:**
Over seven (7) years of experience performing database administration and/or database security functions on complex databases. Bachelor’s Degree

**Major Functions:**
Designs, implements and maintains complex databases with respect to JCL or equivalent, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Competent to work at the highest level of all phases of database management. Performs maintenance of database dictionaries, overall monitoring of standards and procedures, and integration of systems through database design. Oversees the database(s) of complex IT systems.
Mid-Level Technical Writer

Qualifications:
Four (4) to seven (7) years of experience preparing user’s manuals training materials, installation guides, documenting requirements, preparing IT deliverables. Bachelor’s Degree or Equivalent.

Major Functions:
Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. Assists in collecting and organizing information required for preparation of technical documentation such as, user manuals, training materials, requirement specifications, design documents, meeting agenda and minutes, etc. Edits functional descriptions, system specifications, reports and any other customer deliverables.

Senior Technical Writer

Qualifications:
Eight (8) or more years of experience preparing user’s manuals training materials, installation guides, documenting requirements, preparing IT deliverables with at least three years overseeing the preparation of IT technical documents and deliverables. Bachelor’s Degree

Major Functions:
Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. Assists in collecting and organizing information required for preparation of technical documentation such as, user manuals, training materials, requirement specifications, design documents, meeting agenda and minutes, etc. Edits functional descriptions, system specifications, reports and any other customer deliverables.

Mid-Level QA Specialist

Qualifications:
Four (4) to seven (7) years of experience performing quality assurance reviews and developing quality assurance plans and assisting in problem identification and resolution. Bachelor’s Degree

Major Functions:
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, review of program documentation to assure government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Make 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. Bachelor’s Degree or Equivalent Experience and up to 7 years’ experience.

**Senior QA Specialist**

**Qualifications:**
Over seven (7) years of experience performing quality assurance reviews and developing quality assurance plans and assisting in problem identification and resolution. Bachelor’s Degree

**Major Functions:**
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, review of program documentation to assure government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Make 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.

**QA/QC Manager**

**Qualifications:**
Over eight (8) years of experience performing quality assurance, developing and overseeing the implementation of quality assurance plans. Experience and demonstrated capability for oral and written communications with all levels of management for planning and control of projects. Bachelor’s Degree

**Major Functions:**
Develop quality assurance processes and procedures. Oversee the implementation of quality assurance plans. Assists in managing IT efforts to ensure quality of deliverables.
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<th>LABOR CATEGORY</th>
<th>Year 3 Hourly Rate 8/6/22 -8/5/23</th>
<th>Year 4 Hourly Rate 8/6/23 -8/5/24</th>
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