

General Services Administration
Federal Supply Service
Authorized GSA Federal Supply Schedule Price List
Industrial Group 874, Industrial Class 8742

Mission Oriented Business Integrated Services (MOBIS)

Special Item Numbers (SINs):

Consulting Services (SIN 874-1)

Survey Services (SIN 874-3)

Program Integration and Project Management Services (SIN 874-7)

Contract Number: **GS-10F-0117M**

Period Covered by Contract: **January 15, 2002 through January 14, 2007**



SI International SEIT, Inc.
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General Services Administration, Federal Supply Service

Pricelist current through Modification #**PA-0006** effective **February 1, 2006**

Business Size: **Large Business**

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

<http://www.fss.gsa.gov> .



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Customer Information

1. Authorized Special Item Numbers (SIN's)
Special Item No. 874-1 Consulting Services
Special Item No. 874-3 Survey Services
Special Item No. 874-7 Program Integration and Project Management Services
2. Maximum order: **\$1,000,000**

Orders may be written for amounts above the maximum order threshold listed above when FAR 8.405-1(d) is followed.
3. Minimum order: **\$300.00**
4. Geographic coverage (delivery area): **FOB Domestic Only**
5. Point(s) of production (city, county, and state or foreign country):
Harrisonburg, Virginia and Customer Sites
6. Discount from list prices or statement of net price: **Government net prices (discounts have already been deducted)**
7. Quantity discounts: **None**
8. Prompt payment terms: **None**
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.
Government purchase cards are accepted below the micro-purchase threshold.
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.
Government purchase cards are accepted above the micro-purchase threshold.
10. Foreign items (list items by country of origin). **None**
- 11a. Time of delivery. **As negotiated between Contractor and Agency. Will be specified on the Task Order**
- 11b. Expedited Delivery. **Available, call for rates**
- 11c. Overnight and 2-day delivery. **Available, call for rates**
- 11d. Urgent Requirements. **SI International SEIT will work to meet urgent requirements provided in this contract.**
12. F.O.B. point(s). **Destination**
- 13a. Ordering address(es):
SI International SEIT, Inc.
2031 Deyerle Avenue, Suite 101
Harrisonburg, VA 22801-3489
Phone: 540-434-7075
Fax: 540-437-3245

- 13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address(es):
- | | |
|--------------------------|--|
| Lockbox U.S. Mail | ACH/Wire Transfer Instructions: |
| Wachovia | Account No. 2000014792771 |
| PO Box 933208 | Routing No. 051400549 |
| Atlanta, GA 31193-3208 | |
15. Warranty provision. **Contractor's Standard Commercial Warranty Applies**
16. Export packing charges, if applicable. **N/A**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): **Please contact us directly**
18. Terms and conditions of rental, maintenance, and repair (if applicable). **N/A**
19. Terms and conditions of installation (if applicable). **N/A**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **N/A**
- 20a. Terms and conditions for any other services (if applicable) **N/A**
21. List of service and distribution points (if applicable). **N/A**
22. List of participating dealers (if applicable). **N/A**
23. Preventive maintenance (if applicable). **N/A**
- 24a. Special attributes such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants). **N/A**
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov. **N/A**
25. Data Universal Number System (DUNS) number. **61-181-4252**
26. Notification regarding registration in Central Contractor Registration (CCR) database. **SI International SEIT, Inc. is registered in the CCR database.**
27. Uncompensated Overtime (Indicate if used).

SIN 874-1 Consulting Services

SI International SEIT, Inc. (SI SEIT) is proud of its strong record of providing smart solutions at competitive costs to a wide range of government customers. Based on a history of providing consultation services to government agencies since 1986, SI SEIT offers expert guidance, advice, and consulting in many areas of business improvement, from the application of leading-edge technology to the facilitation of Strategic Planning. Originally founded to specialize in the design and implementation of data and voice communication systems, SI SEIT now boasts of a staff of seasoned veteran consultants prepared to bring the latest in private sector business methods to the government agency.

Business Process Productivity

SI SEIT's Business Process Productivity consultants apply process modeling and simulation to take your agency from where it is to where you know you should be. Whatever your business, a time-and-motion study of your processes integrated with an analysis of your current staffing will result in detailed recommendations with associated costs and benefits. Our consultants will then design a phased implementation of changes, utilizing the best methods of Change Management to ensure that your personnel will "buy in" to the future of the organization.

Change Management

Change is inevitable. An organization can either embrace it or fall victim to it. Incentive Programs, Customer Service Awareness programs, Vision and Mission awareness, and Organization-wide Communication are some of the ingredients of successful Change Management. Our consultants are expert in assessing the readiness for change, managing change, and designing and leading change workshops.

Organizational Assessment

SI SEIT consultants have been business owners and developers. They build on this experience to provide advice on threats and opportunities for the organization, the development of business models, leadership for high-level management and budget implementations, and technological initiatives. Since technology must be seen in the context of over-all business improvement, the use of technology to enhance customer service becomes the guiding purpose of any and all technological initiatives. SI SEIT's consulting staff base their assessments and recommendations on the overall needs of the organization as well as the micro-level capabilities of the technology.

Strategic Planning

SI SEIT's Strategic Planning consultants meld decades of private sector and governmental experience into the Strategic Planning process. "Not the plan but the planning" is their approach, ensuring that the process gains from the input of all levels of the organization and that it remains an iterative process. We recognize the constraints unique to the Government, the distinct interests of the many stakeholders, and the Congressional mandates that define the public arena.

Activity-based Costing (ABC) and Activity-based Cost Management (ABCM)

SI SEIT consultants bring smart business skills to development of the annual Performance Plan, using Activity-based Costing (ABC) and Activity-based Cost Management (ABCM). They are experienced practitioners of budget development, planning, and refinement. The end result is realistic costs placed on every activity, reassigning disproportionate overhead costs to their true objects. Thus, through the tool of ABC, managers gain accurate measures of cost, enabling them to make smart, informed decisions on performance and productivity.

SIN 874-3 Survey Services

SI International SEIT, Inc. (SI SEIT) offers Survey Services in several key areas that support mission oriented business integrated services efforts. We have on staff experienced personnel who are able to marshal the tools and techniques essential to the customer service and performance levels required of Government agencies.

SI SEIT's Surveying and Assessment Services form the basis on which other business improvement services are built. Survey Services enter at an early stage into all strategic, business, and action planning. All such planning is only as good as the data and information on which it is built, and SI SEIT specialists are able to furnish customers with accurate, timely, and usable data that make all further planning reliable.

Planning Survey Design

SI SEIT provides survey planning and design. During the earliest stages of a project, SI SEIT business analysts, subject-matter specialists and survey specialists consult with the customer on overall survey design. Each survey is custom tailored to the goals and purposes of the project, its scope, and its time line. With experience dating back to 1987, SI SEIT consultants have a collective expertise that draws on familiarity with Government customers and the unique requirements of the Government contracting environment.

Assessment and Problem Definition

This stage involves performing an on-site review of issues, a review of historic documents or logs, interviews with staff and management, and/or reviews of the physical layout of the workspace to determine possible root causes of problems or the ultimate goals for the project.

Collection Methodology

SI SEIT survey specialists rely on their experience and their knowledge of accepted survey methodology to determine the appropriate sample size and sampling methods.

They utilize proper statistical quality control guidelines to determine the size or length of the sample study. They consult with the customer at major milestones to ensure that the methodology is consistent with practice in the organization. They examine available resources, project time lines, and the nature of the data needed in order to determine the best method to collect the needed information.

Types of Data Collection Methods

Based on the factors discussed above, SI SEIT survey specialists then determine the best vehicles to collect the needed information. These tools can include, but are not limited to, the following:

- Surveys
 - Customer Service Satisfaction
 - Employee Satisfaction
- Work Sampling
 - Snapshot
 - Continuous
- Incident Reports
- Physical Observations
- Workload/Data Collection Sheets
- Review of Existing Process Logs and/or Databases

Data Analysis (Quantitative and Qualitative)

SI SEIT specialists enter the data into a database, analyze the data, determine the best graphic method to detail and summarize data trends.

Assessing Reliability and Validity of Study Results

Before the results are passed on to the customer's management, their validity must be checked, and any errant plot points must be assessed. The surveyor must return to the site of the data collection to perform an abbreviated sampling to validate the results of the data collection. This may involve, but is not limited to, interviews, performing a brief data collection, reviewing data collected after the study period, and work samplings.

Reporting of Results

The last stage of the survey service involves documentation. SI SEIT prepares professional reports that outline the purpose of the study, activity assessments, the study methodology, the empirical results, conclusions and recommendations.

SIN 874-7 Program Integration and Project Management Services

SI International SEIT, Inc. (SI SEIT) is proud of the many programs and projects that it has initiated, implemented, and successfully completed to the total satisfaction of our customer. SI SEIT's broad experience base allows us to offer Program Management, Program Integration and Project Management Services for an array of government activities. Project Management is the application of knowledge, skills, tools, and techniques to meet project requirements. SI SEIT project managers combine solid grounding in accepted Project Management methodology with experience in both private and Government contracting. They know that every project is characterized by detailed incremental evolution, and they know the accepted methods to track and organize the iterative reviews that are necessary at critical steps in the Project Management process. They know how to weigh the competing demands of time, cost, and quality. They communicate with all interested stakeholders, recognizing their different needs and expectations. They identify and plan for meeting all requirements, based on the needs of the customer.

As dedicated professionals, SI SEIT's Project Managers have demonstrated a mastery of coordination and planning through a number of major projects for return customers who testify to our service excellence.

SI INTERNATIONAL SEIT, INC.
LABOR CATEGORY DESCRIPTIONS

Definitions

General Experience: Work experience of any kind.

Related/Specialized Experience: Related/Specialized experience must be in the subject field and include the relative skill sets and responsibilities. It may count as both Related/Specialized and General Experience (i.e. If a position requires 3 years of general and 1 year of related experience but the person has only 3 years related experience, both the 3 years of general and 1 year of related experience are satisfied).

Education and Experience Equivalencies

* *SI SEIT Experience Equivalency Policy*

When specific experience is required, education may be substituted for experience. For example:

- Doctorate Degree is equivalent to two years experience and a Master's Degree.
- Master's Degree is equivalent to two years experience and a Bachelor's Degree.
- Bachelor's Degree is equivalent to two years experience and an Associate's Degree.
- Associate's Degree is equivalent to two years experience and a high school diploma. (Specialized experience is considered general as well as specialized. Thus one year of specialized is equivalent to and can be substituted for one year of general.)

SI SEIT Education Equivalency Policy

When specific education is required, experience may be substituted for education. For example:

- Two years experience with a Bachelor's Degree is equivalent to the Master's Degree.
- Two years experience with an Associate's Degree is equivalent to a Bachelor's Degree.
- Two years experience with a high school diploma is equivalent to an Associate's Degree. A GED may be substituted for a high school diploma.

PRINCIPAL CONSULTANT

Minimum Work Experience: Ten (10) years of specialized experience.*

Functional Responsibility: In close consultation with the customer, suggests overall goals and strategies for the organization. Is expert in the application of both conventional and leading-edge organizational theories and techniques. Is able to provide the customer with options for improving the business plans of the organization, given the constraints of budget and schedule. Typically leads a team of other consultants and top-level management to solve major problems for the organization and enhance procedures. Gives advice based on knowledge and experience with business improvement challenges and successful "turn-arounds" of dysfunctional organizations.

Minimum Education: Master's degree from an accredited university.#

SENIOR CONSULTANT

Minimum Work Experience: Five (5) years of specialized experience.*

Functional Responsibility: In close consultation with the customer, suggests overall goals and strategies for the organization. May specialize in administration, management, communications, Information Technology, or records and accounting requirements of the organization. Is conversant with and expert in the application of both conventional and leading-edge theories and techniques. Is able to provide the customer with options for improving the projects and programs of the organization, given the constraints of budget and schedule. Typically leads a team of subject-matter specialists, Project and Program Managers, and other technical personnel to solve problems and enhance procedures. Gives advice based on knowledge and experience with business improvement challenges and successful “turn-arounds” involving organizational issues and problems.

Minimum Education: Bachelor's degree from an accredited university.#

CONSULTANT

Minimum Work Experience: Three (3) years of specialized experience.*

Functional Responsibility: Provides oversight and guidance for the development and implementation of enterprise-wide policies and procedures. May specialize in administration, management, communications, Information Technology, or records and accounting requirements of the organization. Advises on administrative assignments and on how to develop solutions and procedures to improve departmental policies or work flow. Oversees the analysis of program goals and resource requirements. Gives expert advice on resolving problems in departmental and field operations and procedures, generating feasible alternatives based on thorough research and analysis. Ensures that all major issues of organization-wide effect are studied and communicated to those with a need to know. Suggests the establishment of ongoing channels of communication and confirms that essential information is made available to management through these channels. Ensures that all management-level personnel understand the duties of their positions and carry out their individual mandates for action.

Minimum Education: Bachelor's degree from an accredited university.#

PROGRAM MANAGER, PRINCIPAL

Minimum Work Experience: Ten (10) years of specialized experience planning and managing commercial or government programs.*

Functional Responsibility: In close consultation with the customer and senior management, ensures the success of the goals and objectives of the program. Is expert in the application of both conventional and leading-edge theories and techniques related to Program Management. Is able to provide the customer with options for managing and controlling the outputs of the program, given the constraints of budget and schedule. Typically leads a team of other managers to solve major problems for the program and to optimize program quality. Is expert in the application of knowledge, skills, tools, and techniques to meet program requirements. Combines solid grounding in accepted Program Management methodology with experience in both private and Government programs.

Minimum Education: Master's degree from an accredited university.#

PROGRAM MANAGER, SENIOR

Minimum Work Experience: Five (5) years of specialized experience planning and managing commercial or government programs.*

Functional Responsibility: Is responsible for the success of the goals and objectives of the program. Is expert in the application of both conventional and leading-edge theories and techniques related to Program Management. Is able to provide the customer with options for managing and controlling the outputs of the program, given the constraints of budget and schedule. May consult with a team of other managers to solve major problems for the program and to optimize program quality. Is expert in the application of knowledge, skills, tools, and techniques to meet program requirements. Combines solid grounding in accepted Program Management methodology with experience in both private and Government programs.

Minimum Education: Bachelor's degree from an accredited university.#

PROGRAM MANAGER

Minimum Work Experience: Three (3) years of specialized experience planning and managing commercial or government programs.*

Functional Responsibility: Works independently or under supervision of the Senior Program Manager or Principal Program Manager. Is responsible for the success of the goals and objectives of the program. Is familiar with the application of both conventional and leading-edge theories and techniques related to Program Management. Is able to provide the customer with options for managing and controlling the outputs of the program, given the constraints of budget and schedule. May consult with a team of other managers to solve major problems for the program and to optimize program quality. Is expert in the application of knowledge, skills, tools, and techniques to meet program requirements.

Minimum Education: Bachelor's degree from an accredited university.#

PROJECT MANAGER, PRINCIPAL

Minimum Work Experience: Ten (10) years of specialized experience planning and managing commercial or government projects.*

Functional Responsibility: In close consultation with the customer and senior management, ensures the success of the goals and objectives of the project. Is expert in the application of both conventional and leading-edge theories and techniques related to Project Management. Is able to provide the customer with options for managing and controlling the outputs of the project, given the constraints of budget and schedule. Typically leads a team of other managers to solve major problems for the project and to optimize quality. Is expert in the application of knowledge, skills, tools, and techniques to meet project requirements. Combines solid grounding in accepted Project Management methodology with experience in both private and Government projects.

Minimum Education: Master's degree from an accredited university.#

PROJECT MANAGER, SENIOR

Minimum Work Experience: Five (5) years of specialized experience planning and managing commercial or government projects.*

Functional Responsibility: Provides direct management and leadership of the project. Is the team leader, coordinating tasks, resources and materials. Is expert in the application of both conventional and leading-edge theories and techniques related to Project Management. Is responsible to see that the project is finished on time, within the budget and according to all requirements and specifications. Consults with team members to solve problems for the project and insure quality. Is expert in the application of knowledge, skills, tools, and techniques to meet project requirements. Combines solid grounding in accepted Project Management methodology with experience in both private and Government projects.

Minimum Education: Bachelor's degree from an accredited university.#

TASK LEADER

Minimum Work Experience: Five (5) years of related experience.*

Functional Responsibility: Provides management and supervision for a specific task or tasks within a program or project. Is a team leader.

May serve as a technical expert in a specific area. May be assisted on a project by other systems analysts, programmers, or technical personnel.

Minimum Education: Bachelor's degree from an accredited university.#

TASK LEADER, ASSISTANT

Minimum Work Experience: Two (2) years of general experience.*

Functional Responsibility: Under the supervision of a Task Leader, helps to provide management and supervision for a specific task or tasks within a program or project. May assist a technical expert in a specific area. May assist on a project with other systems analysts, programmers, or technical personnel.

Minimum Education: Associate's degree from an accredited university.#

SENIOR BUSINESS ANALYST

Minimum Work Experience: Five (5) years of specialized experience.*

Functional Responsibility: Analyzes and develops business components, structures, practices and policies from a total business perspective. Develops, implements strategic plans, policies and procedures. Collects, compiles, and assembles data for financial and analytical documents and reports. May provide Project Management and/or oversight. Establishes appropriate business evaluation criteria and models to insure quality and efficiency.

Minimum Education: Bachelor's degree from an accredited university.#

BUSINESS ANALYST

Minimum Work Experience: Three (3) years of specialized experience.*

Functional Responsibility: Works independently or under the direction of the Senior Business Analyst. Analyzes and develops business components, structure, practices and policies from a total business perspective. Also assists in the development and implementation of strategic plans, policies and procedures. Collects, compiles, and assembles data for financial and analytical documents and reports. May supervise support personnel and the Junior Business Analyst. Establishes appropriate business evaluation criteria and systems to insure quality and efficiency. **Minimum Education:** Bachelor's degree from an accredited university.#

JUNIOR BUSINESS ANALYST

Minimum Work Experience: One (1) year of specialized experience.*

Functional Responsibility: Works under supervision of Sr. Business Analyst, Business Analyst or Project Manager to perform tasks related to business analyses, planning, evaluation or any other activities as directed. May help to conduct interviews to retrieve essential information. May help to collect, compile, and assemble data for financial and analytical documents and reports.

Minimum Education: Bachelor's degree from an accredited university.#

SENIOR PROCESS DESIGN ANALYST

Minimum Work Experience: Five (5) years of related experience.*

Functional Responsibility: Designs, studies, and measures the efficiency of specific processes and procedures. Reviews interdepartmental operational interfaces to insure continuity and avoid sub-optimization. Offers recommendations for improvement. Supervises implementation of improved processes. Designs and performs post implementation assessment to determine the impact and effectiveness of recommendations. Leads a team consisting of other specialists and/or Business Process Analysts.

Minimum Education: Bachelor's degree from an accredited university.#

PROCESS DESIGN ANALYST

Minimum Work Experience: Three (3) years of related experience.*

Functional Responsibility: Works independently or under the direction of a Senior Business Design Analyst. Designs, studies, and measures the efficiency of specific processes and procedures. Reviews interdepartmental operational interfaces to insure continuity and avoid sub-optimization. Offers recommendations for improvement. Supervises implementation of improved processes. Designs and performs post implementation assessment to determine the impact and effectiveness of recommendations. May supervise Junior Process Design Analysts and other support personnel.

Minimum Education: Bachelor's degree from an accredited university.#

JUNIOR PROCESS DESIGN ANALYST

Minimum Work Experience: One (1) year of related experience.*

Functional Responsibility: Works under the direction of a Sr. Process Design Analyst, Process Design Analyst or Project Manager to perform tasks related to process design, analysis and other tasks as directed. Assists in studying a client's existing manual and automated work processes. Understands all direction, acts as a go-between to survey user needs, checks the accuracy of all documentation, and reports suggested process improvements to supervisors.

Minimum Education: Associate's degree from an accredited university.#

SENIOR PROGRAMMER/PROGRAM ANALYST

Minimum Work Experience: Five (5) years of specialized experience.*

Functional Responsibility: As an expert programmer, independently develops, modifies, and maintains complex programs that produce several interrelated but different products. Develops program specifications for application software development. Defines the logic, performs the coding, and tests and debugs the programs. Prepares system and program specifications and documentation, which include designing report formats, record layouts, screen layouts, and algorithms. Implements modifications to existing systems. Documents program and system logic. Prepares recommendations for system improvement. Prepares oral and written status reports. Defines and designs data capture forms, data conversion procedures, data validation/correction steps, and data base definition tables. Provides technical direction to lower-level personnel.

Minimum Education: Bachelor's degree from an accredited university.#

PROGRAMMER/PROGRAM ANALYST

Minimum Work Experience: Three (3) years of specialized experience.*

Functional Responsibility: Develops, modifies, and maintains conventional programs. Develops program specifications for application software development under general supervision. Defines the logic, performs the coding, and tests and debugs the programs. Prepares system and program specifications and documentation, which include designing report formats, record layouts, screen layouts, and algorithms. Implements modifications to existing systems. Documents program and system logic. Prepares recommendations for system improvement. Prepares oral and written status reports. Defines and designs data capture forms, data conversion procedures, data validation/correction steps, and data base definition tables.

Minimum Education: Bachelor's degree from an accredited university.#

JUNIOR PROGRAMMER/PROGRAM ANALYST

Minimum Work Experience: One (1) year of specialized experience.*

Functional Responsibility: Under direct supervision, works on simple, routine projects and computer programs. Develops program specifications for application software development under general supervision. Defines the logic, performs the coding, and tests and debugs the programs. Prepares system and program specifications and documentation, which include designing report formats, record layouts, screen layouts, and algorithms. Implements modifications to existing systems. Documents program and system logic. Prepares recommendations for system improvement. Prepares oral and written status reports. Defines and designs data capture forms, data conversion procedures, data validation/correction steps, and data base definition tables.

Minimum Education: Bachelor's degree from an accredited university.#

SENIOR IT/TELECOM MANAGER

Minimum Work Experience: Five (5) years of related experience.*

Functional Responsibility: In support of MOBIS activities, manages voice and data communications systems; provides consulting services for the system design and integration of voice and data communications systems, including networks and telecommunications; provides communication systems analyses, recommends enhancements, and develops specifications, operational standards and policies; leads the communications team and may perform project management functions.

Minimum Education: Bachelor's degree from an accredited university. Experience can be substituted for the required degree.#

IT/TELECOM MANAGER

Minimum Work Experience: Three (3) years of related experience.*

Functional Responsibility: Works independently or under the direction of the Communications Manager. In support of MOBIS activities, develops voice and data communications systems, including networks and telecommunications; evaluates and recommends action on the requirements and specifications for the voice and data communication equipment and/or networks; develops procedures governing the integration, operation and management of voice and data communications programs and systems; assists in the review and development of telecommunications policies and standards; may supervise other support personnel.

Minimum Education: Bachelor's degree from an accredited university.#

SENIOR COMPUTER SYSTEMS ANALYST

Minimum Work Experience: Five (5) years of specialized experience.*

Functional Responsibility: Analyzes enterprise systems. Designs and maintains appropriate interfaces between system hardware and software components. Provides supervision and guidance to other systems analysts. Plans systems software development and enhancements and approves system enhancement documentation before installation. Makes determinations to either modify or develop new sub-systems. Provides guidance in formulating requirements, analyzing project proposals, recommending optimal approaches, and developing systems designs. Prepares comprehensive analytical studies, develops specifications. Directs others on technical activities in problem resolution, fact-finding, evaluation, and documentation to ensure timely completion of project. Coordinates with the Project Manager and user agency project managers to ensure solutions and user satisfaction for technical matters. Prepares and delivers presentations to peers, subordinates, and user representatives.

Minimum Education: Bachelor's degree from an accredited university.#

COMPUTER SYSTEMS ANALYST

Minimum Work Experience: Three (3) years of specialized experience.*

Functional Responsibility: Works independently or under the direction of a Senior Computer Analyst. Analyzes enterprise systems. Designs and maintains appropriate interfaces between system hardware and software components. Provides supervision and guidance to junior analysts and other support personnel. Plans systems software development and enhancements and approves system enhancement documentation before installation. Makes determinations to either modify or develop new sub-systems. Provides guidance in formulating requirements, analyzing project proposals, recommending optimal approaches, and developing systems designs. Prepares comprehensive analytical studies, develops specifications. Directs others on technical activities in problem resolution, fact-finding, evaluation, and documentation to ensure timely completion of project. Coordinates with the Project Manager and user agency project managers to ensure solutions and user satisfaction for technical matters. Prepares and delivers presentations to peers, subordinates, and user representatives.

Minimum Education: Bachelor's degree from an accredited university.#

JUNIOR COMPUTER SYSTEMS ANALYST

Minimum Work Experience: One (1) year of specialized experience.*

Functional Responsibility: Works under the direction of the Senior Computer Systems Analyst, Computer Systems Analyst or Project Manager to perform systems analysis activities and other tasks as directed. Performs fact-finding and analysis for an activity or routine problem. Using clear precedent, proposes modifications to the design of existing systems. Applies established procedures where the nature of system, feasibility, computer equipment, and programming language are predetermined.

Minimum Education: Bachelor's degree from an accredited university.#

SENIOR DATA MANAGEMENT ANALYST

Minimum Work Experience: Five (5) years of related experience.*

Functional Responsibility: In support of MOBIS activities; analyzes organizational database systems; Designs, builds and integrates computer database systems. Is knowledgeable in both commercial off-the-shelf (COTS) and custom database software platforms. Typically holds credentials from the leading database manufacturing companies. Develops technical documentation detailing the installation procedures. May lead a team of analysts and related personnel on complex projects.

Minimum Education: Bachelor's degree from an accredited university.#

DATA MANAGEMENT ANALYST

Minimum Work Experience: Three (3) years of related experience.*

Functional Responsibility: Working independently or under supervision, analyzes organizational database systems. In support of MOBIS, designs, builds, and integrates computer database systems. Is knowledgeable in both commercial off-the-shelf (COTS) and custom database software platforms. Typically holds credentials from the leading database manufacturing companies. Develops technical documentation detailing the installation procedures. May supervise other analysts and support personnel.

Minimum Education: Bachelor's degree from an accredited university.#

JUNIOR DATA MANAGEMENT ANALYST

Minimum Work Experience: One (1) year of related experience.*

Functional Responsibility: Under supervision, analyzes organizational and computer database systems. In support of MOBIS activities designs, builds and integrates computer database systems. Is knowledgeable in both commercially available off-the-shelf (COTS) and custom database software platforms. Develops technical documentation detailing the installation procedures.

Minimum Education: Bachelor's degree from an accredited university.#

SENIOR DATA MANAGEMENT ADMINISTRATOR

Minimum Work Experience: Six (6) years of general experience and two (2) years of specialized or related experience.*

Functional Responsibility: Responsible for the design, specification, maintenance, and updating of computer databases. In support of MOBIS activities, Monitors and makes recommendations for the protection of data from accidental or intentional damage or loss. Monitors the usage of databases, and develops standards, procedures, and conventions for use. Is an authority on the design of databases and the use of database management systems. Typically holds credentials from the leading database manufacturing companies. Has experience in leading and managing teams of database administrators and related personnel.

Minimum Education: Bachelor's degree from an accredited university.#

DATA MANAGEMENT ADMINISTRATOR

Minimum Work Experience: Four (4) years of general experience and one (1) year of specialized or related experience.*

Functional Responsibility: Working independently or under supervision provides MOBIS database support, including but not limited to, design, specification, maintenance, and updating of computer databases. Monitors, makes recommendations for the protection of data from accidental or intentional damage or loss. Monitors databases usage, and develops standards, procedures, and conventions for use. Typically holds credentials from the leading database manufacturing companies. Is an authority on the design of databases and the use of database management systems.

Minimum Education: Bachelor's degree from an accredited university.#

JUNIOR DATA MANAGEMENT ADMINISTRATOR

Minimum Work Experience: Two (2) years of general experience.*

Functional Responsibility: In support of MOBIS activities, assists upper level database administrators in database design, access and maintenance. Monitors and makes recommendations for the protection of data from accidental or intentional damage or loss. Monitors database usage, and develops standards, procedures, and conventions for use. Designs databases and uses database management systems.

Minimum Education: Bachelor's degree from an accredited university.*

SENIOR ACCOUNTANT

Minimum Work Experience: Five (5) years of specialized experience.*

Functional Responsibility: Assists on all accounting aspects of the contract. Supervises the collection and monitoring fiscal data. Reviews, analyzes and approves all invoices and billings.

Assists in developing contract budgets and evaluating contract fiscal performance. Responsible for all aspects of contract financial reporting including billing data, cost incurred reports, purchase commitments and budget variance reports on a period and inception to date basis. Capable of preparing budgets, forecasts, long range plans and cash flow statements including analyzing variances relating to these areas. May provide consulting and support services as a task may require accounting expertise.

Minimum Education: Bachelor's degree from an accredited university. #

ACCOUNTANT

Minimum Work Experience: Three (3) years of specialized experience.

Functional Responsibility:

May work independently or under the supervision of a senior accountant to provide support services as a task may require accounting expertise. Collects, monitors and tracks contract-related costs incurred. Prepares invoicing and billings. Maintains contract budgets. Responsible for the collection of data to support monthly reporting and/or upon request, the current obligations for actual and planned expenses and cumulative expenditures incurred on an inception to date basis.

Minimum Education: Bachelor's degree from an accredited university. #

ACCOUNTING SPECIALIST

Minimum Work Experience: One (1) year of related experience.*

Functional Responsibility:

Works under the supervision of an accountant and/or senior accountant to provide support services as a task may require accounting expertise. Duties include but are not limited to, assisting in the collection and monitoring of contract-related costs incurred; assisting in the collection of support data required for contract billings; performs tasks in support of maintaining fiscal requirements. May train and supervise a Junior Accounting Specialist.

Minimum Education: Associate's degree from an accredited university. #

JUNIOR ACCOUNTING SPECIALIST

Minimum/General Experience:

One (1) year of general experience.

Functional Responsibility:

Works under the supervision of an accounting specialist or an accountant to provide support services as a task may require accounting expertise. Duties include but are not limited to, assisting in the collection and monitoring of contract-related costs incurred; assisting in the collection of support data required for contract billings; performs tasks in support of maintaining fiscal requirements.

Minimum Education:

High School Diploma. Experience can be substituted for the required degree.

REPORTING SPECIALIST

Minimum/General Experience: Three (3) years of related experience

Functional Responsibility:

Responsible for the development of contract management reporting requirements and procedures in accordance with contract requirements. Collects, prepares and organizes data for presentation. Assist project management in the analysis of report data and the establishment of productivity standards.

Minimum Education:

Bachelor's degree from an accredited university. Experience can be substituted for the required degree.

SENIOR DOCUMENTATION SPECIALIST

Minimum Work Experience: Three (3) years of related experience.*

Functional Responsibility: Provides technical writing and documentation support to technical and management level personnel. Supports consulting, administrative, engineering, and management groups. Duties include, but are not limited to, creating documentation, proposals, specifications, reports, and presentations. Develops technical documentation detailing the design, development, testing, installation, and maintenance of systems and processes. Typically leads a team of other documentation specialists.

Minimum Education: Bachelor's degree from an accredited university.#

DOCUMENTATION SPECIALIST

Minimum Work Experience: One (1) year of related experience.*

Functional Responsibility: Works independently or under the direction of the Senior Documentation Specialist. Provides technical writing and documentation support to technical and management level personnel. Supports consulting, administrative, engineering, and management groups. Duties include, but are not limited to, creating documentation, proposals, specifications, reports and presentations. Develops technical documentation detailing the design, development, testing, installation, and maintenance of systems and processes. May supervise Junior Documentation Specialists and other support personnel.

Minimum Education: Associate's degree from an accredited university.#

JUNIOR DOCUMENTATION SPECIALIST

Minimum Work Experience: One (1) year of general experience.*

Functional Responsibility: Under supervision, performs technical writing and documentation functions and other tasks as directed.

Minimum Education: High school diploma.#

SENIOR ADMINISTRATIVE SPECIALIST

Minimum Work Experience: Six (6) years of general experience and four (4) years of specialized experience.*

Functional Responsibility: Supervises administrative assignments, developing solutions and procedures to improve specific departmental policies or work flow. Possesses planning skills to analyze program goals and objectives to make accurate short- and long-term projections to establish program needs and resource requirements. Analyzes problems in daily departmental and field operations and procedures, evaluates data collected, and prepares recommendations to improve organizational structure, procedures, and work flow. Makes special studies of administrative operations. Is knowledgeable in administrative practices and office management, work simplification, organizational theory and practice, and human relations principles and practices. Has an advanced user's familiarity with the Microsoft suite of office applications and is able to keyboard at the rate of 40 words per minute or better.

Minimum Education: Bachelor's degree from an accredited university.#

ADMINISTRATIVE SPECIALIST

Minimum Work Experience: Four (4) years of general experience and two (2) years of specialized experience.*

Functional Responsibility: Independently or under the supervision of the Senior Administrative Specialist, develops solutions and procedures to improve specific departmental policies or work flow. Analyzes specific problems in daily departmental and field operations and procedures, evaluates data collected, and prepares recommendations to improve organizational structure, procedures, and work flow. Makes special studies of administrative operations. Is knowledgeable in administrative practices and office management, work simplification, organizational theory and practice, and human relations principles and practices. Has an advanced user's familiarity with the Microsoft suite of office applications.

Minimum Education: Bachelor's degree from an accredited university.#

JUNIOR ADMINISTRATIVE SPECIALIST

Minimum Work Experience: One (1) year of general experience.*

Functional Responsibility: Under the supervision of the Administrative Specialist, performs operations and tasks related to the development of solutions and procedures to improve specific departmental policies or work flow. Has a beginning user's familiarity with the Microsoft suite of office.

Minimum Education: High school diploma.#

WORD or DATA PROCESSOR/DOCUMENT SPECIALIST I

Minimum Work Experience: One (1) year of related experience.*

Functional Responsibility: Provides word and data processing and documentation support to technical and management level personnel. Supports administrative, engineering, and management staff in creating documentation based upon word processing. May supervise "Word or Data Processor/Document Specialist IIs", setting goals, providing guidance, direction or clarification of processes and guidelines. Performs various data entry and database activities. These include but are not limited to:

- Creates, updates, modifies and changes database elements by entering data into database.
- Performs various data queries and database searches. These may include complex queries in relational and non-relational databases using multiple fields, parametric parameters, nested or joined queries, or Soundex® (or equivalent) searches.
- Reviews and analyzes source data entry documents as well as supporting documents or information in order to discern the relevance of information in the documents to the respective database filed. Relying on some subject-matter knowledge and judgment, interprets substantive guides, manuals or procedures to complete analyzes of available information in order to select appropriate information to be entered into related fields.

Also understands and provides support in one or more commercially available word processing and/or desktop software platforms. These include, but are not limited to: Microsoft products, WordPerfect, Ami Pro, PageMaker, Harvard Graphics, etc. May perform other duties as assigned. Has an advanced user's familiarity with the Microsoft suite of office applications.

Minimum Education: Associate's degree from an accredited university.

WORD or DATA PROCESSOR/DOCUMENT SPECIALIST II

Minimum Work Experience: One (1) year of general experience.*

Functional Responsibility: Provides word and data processing and documentation support to technical and management level personnel. Supports administrative, engineering, and management staff in creating documentation based upon word processing. Performs various data entry and database activities. These include but are not limited to:

- Creates, updates, modifies and changes database elements by entering data into database.
- Performs various data queries and database searches. These may include complex queries in relational and non-relational databases using multiple fields, parametric parameters, nested or joined queries, or Soundex® (or equivalent) searches.
- Reviews and analyzes source data entry documents as well as supporting documents or information in order to discern the relevance of information in the documents to the respective database filed. Relying on some subject-matter knowledge and judgment, interprets substantive guides, manuals or procedures to complete analyzes of available information in order to select appropriate information to be entered into related fields.

Also understands and provides support in one or more commercially available word processing and/or desktop software platforms. These include, but are not limited to: Microsoft products, WordPerfect, Ami Pro, PageMaker, Harvard Graphics, etc. May perform other duties as assigned. Has a beginning user's familiarity with the Microsoft suite of office.

Minimum Education: High school diploma.

SENIOR TECHNICAL CAD OPERATOR

Minimum Work Experience: Four (4) years of specialized experience.*

Functional Responsibility: Oversees the production and operations of the Computer-Aided Design group within the organization. Consults with the customer and senior management to ensure that the goals of the CAD project are fully and successfully achieved. Is expert in the use and application of high-speed workstations, CAD software, and the integration of the software with the Computer-Aided Manufacturing system, which builds the objects. Has experience with software for generic design or for specialized uses, such as architectural, electrical, and mechanical applications. May also be familiar with advanced CAD software for creating printed and integrated circuits and for solid modeling and parametric modeling. Typically is trained in and certified for a particular family of CAD tools, such as AutoCAD, DataCAD, Graphisoft, IntelliCAD, MicroStation, etc. Often leads a group of CAD operators.

Minimum Education: High school diploma.#

TECHNICAL CAD OPERATOR

Minimum Work Experience: Two (2) years of specialized experience.*

Functional Responsibility: Performs Computer-Aided Design operations within the organization. Is expert in the use and application of high-speed workstations, CAD software, and the integration of the software with the Computer-Aided Manufacturing system, which builds the objects. Has experience with software for generic design or for specialized uses, such as architectural, electrical, and mechanical applications.

May also be familiar with advanced CAD software for creating printed and integrated circuits and for solid modeling and parametric modeling. Typically is trained in and certified for a particular family of CAD tools, such as AutoCAD, DataCAD, Graphisoft, IntelliCAD, MicroStation, etc. On complex projects, often works with and integrates operations with a team of other CAD operators.

Minimum Education: High school diploma.#

* *SI SEIT Experience Equivalency Policy*

When specific experience is required, education may be substituted for experience. For example:

- Doctorate Degree is equivalent to two years experience and a Master's Degree.
- Master's Degree is equivalent to two years experience and a Bachelor's Degree.
- Bachelor's Degree is equivalent to two years experience and an Associate's Degree.
- Associate's Degree is equivalent to two years experience and a high school diploma.

(Specialized experience is considered general as well as specialized. Thus one year of specialized is equivalent to and can be substituted for one year of general.)

SI SEIT Education Equivalency Policy

When specific education is required, experience may be substituted for education. For example:

- Two years experience with a Bachelor's Degree is equivalent to the Master's Degree.
- Two years experience with an Associate's Degree is equivalent to a Bachelor's Degree.
- Two years experience with a high school diploma is equivalent to an Associate's Degree.

and the GED may be substituted for a high school diploma.



SI INTERNATIONAL SEIT, INC.
LABOR RATES

LABOR CATEGORY TITLE	BASE YR 1 GSA RATE 1/15/02 - 1/14/03	BASE YR 2 GSA RATE 1/15/03 - 12/31/03	BASE YR 2 GSA RATE 1/1/04 - 1/14/04	BASE YR 3 GSA RATE 1/15/04 - 1/14/05	BASE YR 4 GSA RATE 1/15/05 - 1/14/06	BASE YR 5 GSA RATE 1/15/06 - 1/14/07
Annual Escalation		4%	-0.25% (IFF Reduced)	4%	4%	4%
Consultant, Principal	\$150.00	\$156.00	\$155.61	\$161.83	\$168.30	\$175.03
Consultant, Senior	\$96.12	\$99.96	\$99.71	\$103.70	\$107.85	\$112.16
Consultant	\$73.45	\$76.39	\$76.20	\$79.25	\$82.42	\$85.72
Program Manager, Principal	\$150.00	\$156.00	\$155.61	\$161.83	\$168.30	\$175.03
Program Manager, Senior	\$96.12	\$99.96	\$99.71	\$103.70	\$107.85	\$112.16
Program Manager	\$68.05	\$70.77	\$70.59	\$73.41	\$76.35	\$79.40
Project Manager, Principal	\$150.00	\$156.00	\$155.61	\$161.83	\$168.30	\$175.03
Project Manager, Senior	\$96.12	\$99.96	\$99.71	\$103.70	\$107.85	\$112.16
Task Leader	\$72.69	\$75.60	\$75.41	\$78.43	\$81.57	\$84.83
Task Leader, Assistant	\$48.06	\$49.98	\$49.86	\$51.85	\$53.92	\$56.08
Business Analyst, Senior	\$96.12	\$99.96	\$99.71	\$103.70	\$107.85	\$112.16
Business Analyst	\$74.49	\$77.47	\$77.28	\$80.37	\$83.58	\$86.92
Business Analyst, Jr.	\$48.06	\$49.98	\$49.86	\$51.85	\$53.92	\$56.08
Process Design Analyst, Senior	\$84.10	\$87.46	\$87.24	\$90.73	\$94.36	\$98.13
Process Design Analyst	\$78.09	\$81.21	\$81.01	\$84.25	\$87.62	\$91.12
Process Design Analyst, Junior	\$48.06	\$49.98	\$49.86	\$51.85	\$53.92	\$56.08
Programmer/ Program Analyst, Senior	\$96.12	\$99.96	\$99.71	\$103.70	\$107.85	\$112.16
Programmer/Program Analyst	\$60.07	\$62.47	\$62.31	\$64.80	\$67.39	\$70.09
Program/Program Analyst, Junior	\$48.06	\$49.98	\$49.86	\$51.85	\$53.92	\$56.08
IT Telecom Manager, Senior	\$96.01	\$99.85	\$99.60	\$103.58	\$107.72	\$112.03
IT Telecom Manager	\$72.09	\$74.97	\$74.78	\$77.77	\$80.88	\$84.12
Computer Systems Analyst, Senior	\$96.12	\$99.96	\$99.71	\$103.70	\$107.85	\$112.16
Computer Systems Analyst	\$60.07	\$62.47	\$62.31	\$64.80	\$67.39	\$70.09

LABOR CATEGORY TITLE	BASE YR 1 GSA RATE 1/15/02 - 1/14/03	BASE YR 2 GSA RATE 1/15/03 - 12/31/03	BASE YR 2 GSA RATE 1/1/04 - 1/14/04	BASE YR 3 GSA RATE 1/15/04 - 1/14/05	BASE YR 4 GSA RATE 1/15/05 - 1/14/06	BASE YR 5 GSA RATE 1/15/06 - 1/14/07
Computer Systems Analyst, Junior	\$48.06	\$49.98	\$49.86	\$51.85	\$53.92	\$56.08
Data Management Analyst, Senior	\$96.12	\$99.96	\$99.71	\$103.70	\$107.85	\$112.16
Data Management Analyst	\$69.08	\$71.84	\$71.66	\$74.53	\$77.51	\$80.61
Data Management Analyst, Junior	\$54.06	\$56.22	\$56.08	\$58.32	\$60.65	\$63.08
Data Management Administrator, Senior	\$96.12	\$99.96	\$99.71	\$103.70	\$107.85	\$112.16
Data Management Administrator	\$65.42	\$68.04	\$67.87	\$70.58	\$73.40	\$76.34
Data Management Administrator, Junior	\$60.07	\$62.47	\$62.31	\$64.80	\$67.39	\$70.09
Accountant, Senior	\$96.12	\$99.96	\$99.71	\$103.70	\$107.85	\$112.16
Accountant	\$63.08	\$65.60	\$65.44	\$68.06	\$70.78	\$73.61
Accounting Specialist	\$48.06	\$49.98	\$49.86	\$51.85	\$53.92	\$56.08
Accounting Specialist, Junior	\$33.04	\$34.36	\$34.36	\$34.36	\$34.36	\$34.36
Reporting Specialist	\$60.07	\$62.47	\$62.31	\$64.80	\$67.39	\$70.09
Documentation Specialist, Senior	\$66.68	\$69.35	\$69.18	\$71.95	\$74.83	\$77.82
Documentation Specialist	\$48.06	\$49.98	\$49.86	\$51.85	\$53.92	\$56.08
Documentation Specialist, Junior	\$33.04	\$34.36	\$34.27	\$35.64	\$37.07	\$38.55
Administrative Specialist, Senior	\$55.08	\$57.28	\$57.14	\$59.43	\$61.81	\$64.28
Administrative Specialist	\$45.07	\$46.87	\$46.75	\$48.62	\$50.56	\$52.58
Administrative Specialist, Junior	\$33.04	\$34.36	\$34.27	\$35.64	\$37.07	\$38.55
Word or Data Processor/Document Specialist I	\$48.06	\$49.98	\$49.86	\$51.85	\$53.92	\$56.08
Word or Data Processor/Document Specialist II	\$33.04	\$34.36	\$34.27	\$35.64	\$37.07	\$38.55
CAD Technician, Senior	\$59.96	\$62.36	\$62.20	\$64.69	\$67.28	\$69.97
CAD Technician	\$48.06	\$49.98	\$49.86	\$51.85	\$53.92	\$56.08

SI INTERNATIONAL SEIT, INC.
FAR Part 52.212-4
Contract Terms and Conditions—Commercial Items (Sept 2005)

(a) *Inspection/Acceptance.* The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or re-performance of nonconforming services at no increase in contract price. The Government 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 item, unless the change is due to the defect in the item.

(b) *Assignment.* The Contractor or its assignee may assign its rights to receive payment due as a result of performance of this contract to a bank, trust company, or other financing institution, including any Federal lending agency in accordance with the Assignment of Claims Act (31 U.S.C. 3727). However, when a third party makes payment (e.g., use of the Government-wide commercial purchase card), the Contractor may not assign its rights to receive payment under this contract.

(c) *Changes.* Changes in the terms and conditions of this contract may be made only by written agreement of the parties.

(d) *Disputes.* This contract is subject to the Contract Disputes Act of 1978, as amended (41 U.S.C. 601-613). Failure of the parties to this contract to reach agreement on any request for equitable adjustment, claim, appeal or action arising under or relating to this contract shall be a dispute to be resolved in accordance with the clause at FAR 52.233-1, Disputes, which is incorporated herein by reference. The Contractor shall proceed diligently with performance of this contract, pending final resolution of any dispute arising under the contract.

(e) *Definitions.* The clause at FAR 52.202-1, Definitions, is incorporated herein by reference.

(f) *Excusable delays.* The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence such as, acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(g) *Invoice.*

(1) The Contractor shall submit an original invoice and three copies (or electronic invoice, if authorized) to the address designated in the contract to receive invoices. An invoice must include—

(i) Name and address of the Contractor;

(ii) Invoice date and number;

(iii) Contract number, contract line item number and, if applicable, the order number;

(iv) Description, quantity, unit of measure, unit price and extended price of the items delivered;

(v) Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading;

(vi) Terms of any discount for prompt payment offered;

(vii) Name and address of official to whom payment is to be sent;

(viii) Name, title, and phone number of person to notify in event of defective invoice; and
(ix) Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice only if required elsewhere in this contract.

(x) Electronic funds transfer (EFT) banking information.

(A) The Contractor shall include EFT banking information on the invoice only if required elsewhere in this contract.

(B) If EFT banking information is not required to be on the invoice, in order for the invoice to be a proper invoice, the Contractor shall have submitted correct EFT banking information in accordance with the applicable solicitation provision, contract clause (e.g., 52.232-33, Payment by Electronic Funds Transfer—Central Contractor Registration, or 52.232-34, Payment by Electronic Funds Transfer—Other Than Central Contractor Registration), or applicable agency procedures.

(C) EFT banking information is not required if the Government waived the requirement to pay by EFT.

(2) Invoices will be handled in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) prompt payment regulations at 5 CFR Part 1315.

(h) *Patent indemnity.* The Contractor shall indemnify the Government and its officers, employees and agents against liability, including costs, for actual or alleged direct or contributory infringement of, or inducement to infringe, any United States or foreign patent, trademark or copyright, arising out of the performance of this contract, provided the Contractor is reasonably notified of such claims and proceedings.

(i) *Payment.*—

(1) *Items accepted.* Payment shall be made for items accepted by the Government that have been delivered to the delivery destinations set forth in this contract.

(2) *Prompt payment.* The Government will make payment in accordance with the Prompt Payment Act (31 U.S.C. 3903) and prompt payment regulations at 5 CFR Part 1315.

(3) *Electronic Funds Transfer (EFT).* If the Government makes payment by EFT, see 52.212-5(b) for the appropriate EFT clause.

(4) *Discount.* In connection with any discount offered for early payment, time shall be computed from the date of the invoice. For the purpose of computing the discount earned, payment shall be considered to have been made on the date which appears on the payment check or the specified payment date if an electronic funds transfer payment is made.

(5) *Overpayments.* If the Contractor becomes aware of a duplicate contract financing or invoice payment or that the Government has otherwise overpaid on a contract financing or invoice payment, the Contractor shall immediately notify the Contracting Officer and request instructions for disposition of the overpayment.

(j) *Risk of loss.* Unless the contract specifically provides otherwise, risk of loss or damage to the supplies provided under this contract shall remain with the Contractor until, and shall pass to the Government upon:

(1) Delivery of the supplies to a carrier, if transportation is f.o.b. origin; or

(2) Delivery of the supplies to the Government at the destination specified in the contract, if transportation is f.o.b. destination.

(k) *Taxes.* The contract price includes all applicable Federal, State, and local taxes and duties.

(l) *Termination for the Government's convenience.* The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges the Contractor can demonstrate to the satisfaction of the Government using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the

Contractor's records. The Contractor shall not be paid for any work performed or costs incurred which reasonably could have been avoided.

(m) *Termination for cause.* The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(n) *Title.* Unless specified elsewhere in this contract, title to items furnished under this contract shall pass to the Government upon acceptance, regardless of when or where the Government takes physical possession.

(o) *Warranty.* The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

(p) *Limitation of liability.* Except as otherwise provided by an express warranty, the Contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

(q) *Other compliances.* The Contractor shall comply with all applicable Federal, State and local laws, executive orders, rules and regulations applicable to its performance under this contract.

(r) *Compliance with laws unique to Government contracts.* The Contractor agrees to comply with 31 U.S.C. 1352 relating to limitations on the use of appropriated funds to influence certain Federal contracts; 18 U.S.C. 431 relating to officials not to benefit; 40 U.S.C. 3701, *et seq.*, Contract Work Hours and Safety Standards Act; 41 U.S.C. 51-58, Anti-Kickback Act of 1986; 41 U.S.C. 265 and 10 U.S.C. 2409 relating to whistleblower protections; 49 U.S.C. 40118, Fly American; and 41 U.S.C. 423 relating to procurement integrity.

(s) *Order of precedence.* Any inconsistencies in this solicitation or contract shall be resolved by giving precedence in the following order:

(1) The schedule of supplies/services.

(2) The Assignments, Disputes, Payments, Invoice, Other Compliances, and Compliance with Laws Unique to Government Contracts paragraphs of this clause.

(3) The clause at 52.212-5.

(4) Addenda to this solicitation or contract, including any license agreements for computer software.

(5) Solicitation provisions if this is a solicitation.

(6) Other paragraphs of this clause.

(7) The Standard Form 1449.

(8) Other documents, exhibits, and attachments.

(9) The specification.

(t) Central Contractor Registration (CCR).

(1) Unless exempted by an addendum to this contract, the Contractor is responsible during performance and through final payment of any contract for the accuracy and completeness of the data within the CCR database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(2)(i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in FAR Subpart 42.12, the Contractor shall provide the responsible Contracting Officer a minimum of one business

day's written notification of its intention to (A) change the name in the CCR database; (B) comply with the requirements of Subpart 42.12; and (C) agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the notification sufficient documentation to support the legally changed name.

(ii) If the Contractor fails to comply with the requirements of paragraph (t)(2)(i) of this clause, or fails to perform the agreement at paragraph (t)(2)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(3) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims (see Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the CCR database. Information provided to the Contractor's CCR record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(4) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the internet at <http://www.ccr.gov> or by calling 1-888-227-2423 or 269-961-5757.