

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

Special Item No. 132-32 Term Software Licenses  
Special Item No. 132-34 Maintenance of Software  
Special Item No. 132-50 Training Courses  
Special Item No. 132-51 Information Technology Professional Services

Note: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

**SIN 132-32 - TERM SOFTWARE LICENSES**

FSC CLASS 7030 - INFORMATION TECHNOLOGY SOFTWARE

Large Scale Computers  
    Application Software  
    Communications Software

Microcomputers  
    Application Software  
    Communications Software

**SIN 132-34 - MAINTENANCE OF SOFTWARE**

**SIN 132-50 - TRAINING COURSES FOR INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE (FPDS Code U012)**

**SIN 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

FPDS Code D302 IT Systems Development Services  
FPDS Code D306 IT Systems Analysis Services  
FPDS Code D307 Automated Information Systems Design and Integration Services  
FPDS Code D308 Programming Services  
FPDS Code D311 IT Data Conversion Services  
FPDS Code D316 IT Network Management Services  
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

**Note 1:** All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

**Note 2:** Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

**Note 3:** This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

**PlanGraphics, Inc.**  
**112 East Main Street**  
**Frankfort, Kentucky 40601**  
**(502) 223-1501**  
**Fax (502) 223-1235**  
**www.plangraphics.com**

Contract Number: GS-35F-0001U

Period Covered by Contract: 10/1/2007-9/30/2012

General Services Administration  
Federal Supply Service

Pricelist current through Modification # 21, dated 6/13/2007.

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

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

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

SBA strongly supports the participation of small business concerns in the Federal 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](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

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

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

### **1. GEOGRAPHIC SCOPE OF CONTRACT:**

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

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

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

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

PlanGraphics, Inc.  
112 East Main Street  
Frankfort, Kentucky 40601

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 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:

(502) 223-1501

### **3. LIABILITY FOR INJURY OR DAMAGE**

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

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

Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number: 07-592-8812  
Block 30: Type of Contractor – B. Other Small Business  
Block 31: Woman-Owned Small Business - No  
Block 36: Contractor's Taxpayer Identification Number (TIN): 61-0954403

- 4a. CAGE Code: 1ML74
- 4b. Contractor has registered with the Central Contractor Registration Database.

**5. FOB DESTINATION**

**6. DELIVERY SCHEDULE**

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

| SPECIAL ITEM NUMBER | DELIVERY TIME (Days ARO)                           |
|---------------------|--|
| <u>132-32</u>       | <u>30</u> Days or less                             |
| <u>132-34</u>       | <u>30</u> Days or less                             |
| <u>132-50</u>       | <u>30</u> Days or less                             |
| <u>132-51</u>       | As agreed upon between Offeror and Ordering Agency |

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b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

**7. DISCOUNTS:** Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: 2% - 10 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity Refer to products and services pricelist
- c. Dollar Volume None
- d. Government Educational Institutions Government Educational Institutions are offered the same discounts as all other Government 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:**

**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 Number 132-32 - Term Software Licenses

Special Item Number 132-34 – Maintenance of Software

Special Item Number 132-51 - Information Technology (IT) Professional Services

b. The Maximum Order value for the following Special Item Numbers (SINs) is \$25,000:

Special Item Number 132-50 - Training Courses

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

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

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

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

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

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

**13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):**

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

**13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):** Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and

PlanGraphics, Inc.

Authorized Federal Supply Service Information Technology Schedule Pricelist

Special Purpose Commercial Information Technology Equipment, Software and Services

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

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

**16. GSA ADVANTAGE!**

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

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

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

**17. PURCHASE OF OPEN MARKET ITEMS**

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

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

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

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

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

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

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

**19. OVERSEAS ACTIVITIES**

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

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Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

**20. BLANKET PURCHASE AGREEMENTS (BPAs)**

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

**21. CONTRACTOR TEAM ARRANGEMENTS**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

**22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

**23. SECTION 508 COMPLIANCE.**

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

(Not applicable except as required by a specific project assignment.)

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

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

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

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

- (b) The following statement:

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

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

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

**26. SOFTWARE INTEROPERABILITY.**

**27. ADVANCE PAYMENTS**

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

**TERMS AND CONDITIONS APPLICABLE TO TERM SOFTWARE LICENSES  
(SPECIAL ITEM NUMBER 132-32) AND MAINTENANCE (SPECIAL ITEM  
NUMBER 132-34) OF GENERAL PURPOSE COMMERCIAL INFORMATION  
TECHNOLOGY SOFTWARE**

**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.

PlanGraphics' standard commercial warranty (Article 6 of the End User License Agreement) is as follows:

### 6. WARRANTIES; INDEMNITY

6.1 Conformity to Specifications. PlanGraphics warrants each software Product substantially conforms under normal use to the specifications set forth in the Associated Documentation for a period of ninety (90) days from the date of delivery to Licensee. If Licensee notifies PlanGraphics in writing during the warranty period of any claim that a software Product fails to conform to that warranty in a material respect, PlanGraphics shall, without charge, respond pursuant to Section 5.1(2). Licensee acknowledges that the software Products are complex and may contain some nonconformities which cannot be corrected. PlanGraphics does not make any representation that the software Products or their use shall be error free or uninterrupted. The warranties set forth herein shall not apply to any nonconformity arising out from or related to any modification or misuse by Licensee.

6.2 Media Free from Defects. PlanGraphics warrants the media on which the software Products are recorded shall be free from defects under normal use for a period of ninety (90) days from the date of delivery to Licensee. During this warranty period PlanGraphics will, at its option, repair or replace free of charge, defective media upon which the software Product has been supplied (and if necessary restore the software Product thereon) or refund the purchase price of the media at no charge to Licensee, provided Licensee returns the faulty media with proof of purchase to PlanGraphics. PlanGraphics has no responsibility to repair, replace or refund the purchase price of the media which, in PlanGraphics' opinion, has been damaged by accident, abuse or misapplication, or as a result of service or modification by other than PlanGraphics. All media replaced under this warranty becomes the property of PlanGraphics.

6.3 Sole Warranties. The express warranties set forth in this agreement are PlanGraphics' sole and exclusive warranties with respect to the software products, the media on which the software products are recorded, all other products and services provided by PlanGraphics, or this agreement. PlanGraphics disclaims all other warranties, terms, and conditions express or implied, including any warranties, terms or conditions of satisfactory quality or fitness of the products, the media on which the software products are recorded, or the services, for any particular purpose.

6.4 Sole Remedies. The remedies set forth in Sections 6.1 and 6.2 are Licensee's sole remedies for any nonconformities to the subject PlanGraphics warranties.

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) 588-8535, ext. 3026** for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from **8:00 a.m. (eastern) to 5:00 p.m. (eastern)**. **(Additional hours of coverage for different time zones may also be arranged as needed.)**

### 4. SOFTWARE MAINTENANCE

a. Software maintenance service shall include the following:

Maintenance and technical support services per Article 5 of the End User License Agreement (see below).

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### 5. MAINTENANCE SERVICES

5.1 Description of Maintenance Services. Subject to the payment of Maintenance Fees, PlanGraphics shall provide the following Maintenance Services to Licensee in respect of Products used by Licensee:

- (1) PlanGraphics shall deliver to Licensee all standard updated versions and enhancements (if any) of the Products that are generally released by PlanGraphics; and
- (2) On notice from Licensee, PlanGraphics shall investigate and shall use reasonable efforts to correct by modification of the Products or otherwise any failure of the Products to comply with the Associated Documentation as updated from time to time, provided that:
  - (a) Any failure is demonstrable to PlanGraphics on designated equipment at Licensee's site;
  - (b) Notice is given to PlanGraphics promptly after any such failure becomes known; and
  - (c) The Products have been properly operated and kept up to date by Licensee.
- (3) Licensee acknowledges that the Products are complex and may contain some nonconformities which cannot be corrected through PlanGraphics' performance of the Maintenance Services and are subject always to the warranties in clause 6.

5.2 No Modification or Adaptation of Products. PlanGraphics is not obligated to provide Maintenance Services if any Product has been modified or adapted by Licensee, or errors are determined to have arisen by reason of Licensee's errors or negligence which has affected the Product. PlanGraphics shall be entitled to charge Licensee at PlanGraphics' then current standard rates for such services, for time spent by PlanGraphics representatives in investigating or seeking to correct any problem with the Products which is attributable to such causes.

5.3 Response. PlanGraphics shall attempt to respond promptly to all inquiries by Licensee requesting Maintenance Services or support for the purpose of determining the nature of Licensee's reported error.

5.4 Implementation of Enhancements. If Licensee fails to implement any updated version of the Products provided by PlanGraphics pursuant to Section 5.1, and

PlanGraphics subsequently offers a further updated version of the Products, then PlanGraphics shall be entitled, unless it has agreed in writing to the contrary, to cease to provide support for the version of the Product then used by Licensee by giving Licensee one hundred and twenty (120) days notice at any time.

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 0% 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 60 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, 132-33, 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

**PlanGraphics, Inc.**

**Authorized Federal Supply Service Information Technology Schedule Pricelist  
Special Purpose Commercial Information Technology Equipment, Software and Services**

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.

10. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY

| SIN    | License or Service Type   | Item and Description  | Equipment/System Requirements  |
|--------|---|---|--|
| 132-32 | <b>Non-commercial evaluation license</b><br>This is a type/ form of either Xmarc or STEPs license used for product evaluation   | See individual Xmarc and STEPs descriptions below.  | See individual Xmarc and STEPs system requirements below.  |
| 132-32 | Commercial evaluation license (90 days max)<br>This is type/ form of either Xmarc or STEPs license used for product evaluation  | See individual Xmarc and STEPs descriptions below.  | See individual Xmarc and STEPs system requirements below.  |
| 132-32 | <b>Development License Xmarc or STEPs</b><br>This is type/ form of either Xmarc or STEPs license used internally for application development  | See individual Xmarc and STEPs descriptions below.  | See individual Xmarc and STEPs system requirements below.  |
| 132-32 | <b>Staging/Production: Xmarc (Client/Server Deployment)</b><br>This is a type/form of Xmarc license used in staging or production of an application in a client server environment where the application has been built using Xmarc technology as described below | <p><b>Fire Server base license:</b> This is a Fire development license.</p> <p><b>Run Time license (Mx Server):</b> This is the network license server.</p> <p><b>Database connection (Fx8i, fxodbc, fxinformix):</b><br/>Interface which allows connection to proprietary databases. Interfaces include the following:</p> <ul style="list-style-type: none"> <li>• fx8i, fx9i, fx10g: Oracle Spatial</li> <li>• fxinformix: Informix Dynamic Server ver. 9.x</li> <li>• fxmysql: MySQL ver. 5.x</li> <li>• fxodbc: Microsoft ODBC</li> <li>• fxsde: ESRI ArcSDE</li> </ul> <p><b>Translators:</b> Data translators which, when given a data file, return a set of vector data. Translators are as follows:</p> <ul style="list-style-type: none"> <li>• fxacad: AutoCAD DXF/DWG Files</li> <li>• fxarc: ESRI ARC/Info Coverages</li> <li>• fxeagle: Eagle Model Files</li> <li>• fxigds: Intergraph DGN Files</li> <li>• fxmif: MapInfo MID/MIF Files</li> <li>• fxntf: Ordnance Survey Vector Files</li> <li>• fxshape: ESRI Shape Files</li> <li>• fxvpf: VPF Digest</li> </ul> | <p><b>Equipment/System Requirements for all</b></p> <p>Operating Systems Supported:</p> <ul style="list-style-type: none"> <li>• Windows 2000 Operating System or higher</li> <li>• Sun Solaris 8.0 or higher</li> <li>• Red Hat Linux 9.0 or higher</li> </ul> <p>Web Servers Supported:</p> <ul style="list-style-type: none"> <li>• IIS</li> <li>• Apache – Tomcat</li> <li>• Websphere</li> </ul> <p>Databases Supported:</p> <ul style="list-style-type: none"> <li>• Oracle 8.17 or higher</li> <li>• MySQL 5.x</li> <li>• Informix</li> <li>• ODBC-compliant databases</li> <li>• ESRI SDE</li> </ul> <p>Browsers Supported:</p> <ul style="list-style-type: none"> <li>• Generally all current versions of Internet Explorer (6.0 or newer), Firefox (1.5 or newer), or Netscape (7.0 or newer)</li> </ul> <p>Hardware Requirements:</p> <ul style="list-style-type: none"> <li>• Min 512 MB RAM</li> <li>• Min 200 MB of available hard disk space</li> <li>• 1GHZ or higher CPU</li> </ul> |
| 132-32 | <b>Staging/Production: Xmarc (Intra/Internet Deployment)</b><br>This is a type/form of Xmarc license used in pre-deployment staging or production of an application in a intra/internet environment   | <p>Fire Render/ESM Service (instance)</p> <p>FireRender is the Xmarc technology for enabling Fire to function as an Internet data server. FireRender can serve HTML pages and mime-typed images, such as GIF and JPEG.</p>  | Same as above.   |

| SIN    | License or Service Type  | Item and Description   | Equipment/System Requirements |
|--------|--|--|-------------------------------|
|        | where the application has been built using Xmarc technology as described below   | <p>Java-based Service/Servlet (instance)—<br/>An Xmarc-supplied service run using Java</p> <p>Database Connection Services (fx10g or 9i) (instance)—<br/>an Xmarc database interface, which when given an SQL query, returns a set of vector/image data.</p>   |                               |
| 132-32 | <p><b>Staging/Production: STEPs (Intra/Internet Deployment)</b></p> <p>This is a type/form of STEPs license used in pre-deployment staging or production of an application in an intra/internet environment where the application has been built using Xmarc technology.</p> <p><b>Note: For purposes of licensing STEPs, the following definitions apply:</b></p> <p>Department: A single standalone organizational unit within a government structure</p> <p>Enterprise: Three or more departments within a single government structure e.g. a city</p> <p>Extended Enterprise: Access to the application or the underlying technology is made available beyond a single government unit, e.g., a city and a county, multiple cities, a city and the general public etc.</p> | <p><b>STEPS (Spatial Template for Enterprise Portals)</b> is an enterprise portal framework developed to address the need for an integrated information systems architecture for common operating pictures, situational awareness, and executive dashboards.</p> <p>STEPS: Collaborative Msg. Tool<br/>This Xmarc messaging system is designed to provide an intelligent messaging service between co-operative clients, and a means for a Web service to send messages to passive clients.</p> <p>STEPS: Dynamic Tasking Tool—It produces a STEPs data entry interface for Oracle tables on demand.</p> <p>STEPS: Natural Language Query Tool—It's a tool that queries geospatial data using conversational English and allows tabular and map-based display of results.</p> <p>STEPS: Translator Services (unbundled)<br/>They are command-driven programs which convert non-Xmarc data into Xmarc EIM data streams.<br/>EIM (Entity Import Mechanism) data is a data interchange format describing graphic entities with or without non-graphic metadata.</p> <p>STEPS: Oracle Web Forms Enabler<br/>Integration of Fire product suite into Oracle9i Application Server Forms services.</p> | Same as above.                |
| 132-32 | <p><b>Deployed Plug-ins/Thick Clients (Client/Server Deployment)</b></p> <p>Note, this is a format of the technology to be accessed as a plug in rather than a service as described previously.</p>  | <p>Fire (instance)—Deploying the application in a Web browser allows Fire applications to be deployed across the Web. In a Web-deployed scenario there are two components, namely Java Application Manager and Fire Engine.</p> <p>ESJMap (instance)—It is a Java class library that provides a framework for communicating with ESM Metadatabases, rendering the spatial data from the ESM data services and for building user interfaces.</p> <p>Java Applet (instance)—An applet is a program written in the Java programming language that can be included in an HTML page. When you use a Java technology-enabled browser to view a page that contains an applet, the applet's code is transferred to your system and executed by the browser's Java Virtual Machine.</p>   | Same as above.                |
| 132-32 | <b>Deployed Plug-ins/Thick Clients</b>   | <b>API Service (fx or Java) (instance)</b> —These are user-written fx or java services using our Java API's.   | Same as above.                |

| SIN    | License or Service Type  | Item and Description   | Equipment/System Requirements |
|--------|--|--|-------------------------------|
|        | <b>(Intra/Internet Deployment)</b><br>Note: This is a form of the technology previously described to be accessed as a plug in rather than a service as described previously. | Java Applet—An applet is a program written in the Java programming language that can be included in an HTML page. When you use a Java technology-enabled browser to view a page that contains an applet, the applet's code is transferred to your system and executed by the browser's Java Virtual Machine.   |                               |
| 132-32 | <b>Disaster Recovery</b>   | A copy of the application and the underlying technology resident on a second machine and accessed only in times of failure of the primary device   | Same as above.                |
| 132-34 | <b>Maintenance</b>   | <p>Maintenance includes all standard updated versions and enhancements (if any) of these products.</p> <p>In addition, PlanGraphics will investigate and will make reasonable efforts to correct any failure of the products to comply with the associated documentation, provided that a) any failure is demonstrable on designated equipment at the client's site; b) the client notifies PlanGraphics promptly after any such failure becomes known; and c) the products have been properly operated and kept up to date by the client, and no unauthorized modifications have been made by the client or any third party.</p> <p>PlanGraphics agrees to respond whenever possible to all product performance report forms submitted by a client requesting maintenance services within 48 hours for the purpose of determining the nature of the reported error. If PlanGraphics is unable to provide a solution to the client at the time of the initial response, PlanGraphics will notify the client of an estimated correction date within seven days after the initial response or the date on which PlanGraphics receives appropriate error documentation requested, whichever is later.</p> <p><u>Implementation of Enhancements.</u> PlanGraphics may, unless it has agreed in writing to the contrary, cease to provide support for a prior and superseded version of a product at any time by giving a 120-day prior notice, provided that the current version was provided to the client under a current maintenance services term.</p> | N/A                           |

**11. RIGHT-TO-COPY PRICING**

**In conformance with paragraph 2.4 of the End User License Agreement, there is no fee for right-to-copy.**

**TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF  
TRAINING COURSES FOR GENERAL PURPOSE COMMERCIAL  
INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE  
(SPECIAL ITEM NUMBER 132-50)**

**1. SCOPE**

- a. The Contractor shall provide training courses normally available to commercial customers, which will permit ordering activity users to make full, efficient use of general purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.
- b. The Contractor shall provide training at the Contractor's facility and/or at the ordering activity's location, as agreed to by the Contractor and the ordering activity.

**2. ORDER**

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

**3. TIME OF DELIVERY**

The Contractor shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the ordering activity.

**4. CANCELLATION AND RESCHEDULING**

- a. The ordering activity will notify the Contractor at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. The Contractor will then permit the ordering activity to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the ordering activity will modify its original training order to specify the time and date of the rescheduled training class.
- b. In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the ordering activity will be liable for the contracted dollar amount of the training course. The Contractor agrees to permit the ordering activity to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.
- c. The ordering activity reserves the right to substitute one student for another up to the first day of class.
- d. In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the ordering activity, the Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled training date.

**5. FOLLOW-UP SUPPORT**

The Contractor agrees to provide each student with unlimited telephone support for a period of one (1) year from the completion of the training course. During this period, the student may contact the Contractor's instructors for refresher assistance and answers to related course curriculum questions.

**6. PRICE FOR TRAINING**

The price that the ordering activity will be charged will be the ordering activity training price in effect at the time of order placement, or the ordering activity price in effect at the time the training course is conducted, whichever is less.

**7. INVOICES AND PAYMENT**

Invoices for training shall be submitted by the Contractor after ordering activity completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). **PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.**

**8. FORMAT AND CONTENT OF TRAINING**

- a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.
- b. For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.
- c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.



**ENTERPRISE SPATIAL (ES 6.1)  
XMARc TRAINING COURSES**

| Course Title                                       | Course Details   |
|--|--|
| <b>Xmarc 101: Basic Xmarc Software Training</b>    | <p>Description: Xmarc 101 covers all basic components of the Fire development language, with emphasis on the following broad areas:</p> <ul style="list-style-type: none"> <li>• Actual language fundamentals</li> <li>• GUI design</li> <li>• Graphic data management and manipulation</li> <li>• Connection to remote data sources via web services and direct connections</li> <li>• Application bundling and deployment.</li> </ul> <p>Format: <b>Combination of discussion and hands-on training</b></p> <p>Length: Xmarc 101, the basic Xmarc training course, takes three days, with additional days, if desired, at the per-day price (see page 39).</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• Experience with basic programming/scripting concepts (no specific language prerequisite, any experience with any programming environment will suffice)</li> <li>• Awareness of spatial data</li> </ul> <p>Minimum and Maximum Number of Students: <b>Ideal class size is 1 to 6 students.</b></p> <p>Locations: <b>Training can be conducted at any PlanGraphics facility or at the client site.</b></p> <p>Class Schedules: <b>There is no set schedule of classes. Classes are scheduled by appointment. Contact <a href="mailto:vbelani@plangraphics.com">vbelani@plangraphics.com</a> or <a href="mailto:training@xmarc.com">training@xmarc.com</a>.</b></p>     |
| <b>Xmarc 201: Advanced Xmarc Software Training</b> | <p>Description: Xmarc 201 covers the following advanced topics:</p> <ul style="list-style-type: none"> <li>• Browser integration</li> <li>• Communication with java processes and JavaScript</li> <li>• Xmarc service manager and agents</li> <li>• Translators and database interfaces</li> <li>• Advanced spatial analysis and processing</li> <li>• Collaborative Messaging Tool (CMT)</li> <li>• Deployment of Xmarc Fire applications as services</li> </ul> <p>Format: <b>Combination of discussion and hands-on training</b></p> <p>Length: Xmarc 201 takes three days, with additional days, if desired, at the per-day price (see page 39).</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• Completion of Xmarc 101 course, or demonstrable experience using Xmarc Fire.</li> <li>• Familiarity with HTML, JavaScript</li> <li>• Familiarity with Oracle or equivalent DBMS (SQL*Server, MySQL etc)</li> </ul> <p>Minimum and Maximum Number of Students: <b>Ideal class size is 1 to 6 students.</b></p> <p>Locations: <b>Training can be conducted at any PlanGraphics facility or at the client site.</b></p> <p>Class Schedules: <b>There is no set schedule of classes. Classes are scheduled by appointment. Contact <a href="mailto:vbelani@plangraphics.com">vbelani@plangraphics.com</a> or <a href="mailto:training@xmarc.com">training@xmarc.com</a>.</b></p> |

e. For those courses conducted at the ordering activity’s location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges.

9. “NO CHARGE” TRAINING

The Contractor shall describe any training provided with equipment and/or software provided under this contract, free of charge, in the space provided below.

**Not applicable.**

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

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

**3. ORDER**

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

**4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

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

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

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

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

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

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

## **6. INSPECTION OF SERVICES**

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

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

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

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

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

## **9. INDEPENDENT CONTRACTOR**

All IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

### **a. Definitions.**

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## **11. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

## **12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

## **13. RESUMES**

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

#### **14. INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

#### **15. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

#### **16. DESCRIPTION OF IT SERVICES AND PRICING**

##### **Executive Consultant III (Executive Officer)**

##### **General Summary**

Serves as a high-level technical resource to a variety of IT project teams, providing input and guidance on technology development, application, and resource allocation. Responsible for multiple functional areas that may include IT work-flow analysis, business process reengineering, cost-benefit analysis, strategic planning, IT needs assessment and implementation planning, and systems development and implementation.

##### **Principal Duties and Responsibilities**

1. Serves as technical resource to project teams for high-level participation in assignments involving IT work-flow analysis, business process reengineering, cost-benefit analysis, strategic planning, IT needs assessment and implementation planning, and systems development and implementation.
2. Responsible for effective management of budgets and staffing, and is accountable for the quality and timely delivery of all contractual items.
3. May serve as focal point-of-contact with client regarding program activities.
4. Ensures that all required resources including manpower, production standards, computer time, and facilities are available for program implementation.
5. Maintains the development and execution of business opportunities based on broad, general guidance.
6. Confers with project manager to provide technical advice and to assist with problem resolution.
7. Responsible for marketing new technology and follow-on business acquisitions.
8. May perform other duties as assigned.

##### **Job Specifications**

**PlanGraphics, Inc.**  
**Authorized Federal Supply Service Information Technology Schedule Pricelist**  
**Special Purpose Commercial Information Technology Equipment, Software and Services**

Bachelor's degree in computer science, technology, mathematics, engineering, business administration, or a field related to a specific end-user subject-matter expertise and 15 years of experience in IT consulting, applications development, and/or development of Web portals. Six years of IT experience may substitute for a bachelor's degree. With a master's degree, 10 years of IT experience is required. With a Ph.D., 8 years of IT experience is required.

## **Executive Consultant II (Vice President)**

### **General Summary**

Directs the performance of a variety of IT project teams, which may be organized by technology, program, or client. Oversees technology development, application, and resource allocation. Responsible for multiple functional areas that may include IT work-flow analysis, business process reengineering, cost-benefit analysis, strategic planning, IT needs assessment and implementation planning, and systems development and implementation.

### **Principal Duties and Responsibilities**

1. Serves as technical resource to project teams for high-level participation in assignments involving IT work-flow analysis, business process reengineering, cost-benefit analysis, strategic planning, IT needs assessment and implementation planning, and systems development and implementation.
2. Responsible for effective management of budgets and staffing, and is accountable for the quality and timely delivery of all contractual items.
3. Serves as focal point-of-contact with client regarding program activities.
4. Ensures that all required resources including manpower, production standards, computer time, and facilities are available for program implementation.
5. Maintains the development and execution of business opportunities based on broad, general guidance.
6. Confers with project manager to provide technical advice and to assist with problem resolution.
7. Responsible for marketing new technology and follow-on business acquisitions.
8. May perform other duties as assigned.

### **Job Specifications**

Bachelor's degree in computer science, technology, mathematics, engineering, business administration or a field related to a specific end-user subject-matter expertise and 12 years of experience in IT consulting, applications development, and/or development of Web portals. Six years of IT experience may substitute for a bachelor's degree. With a master's degree, eight years of IT experience is required. With a Ph.D., six years of IT experience is required.

## **Executive Consultant I/Senior Consultant**

Technical subject matter expert for enterprise wide system management tools and operations and for IT work-flow analysis, business process reengineering, cost-benefit analysis, strategic planning, IT needs assessment and implementation planning, and systems development and implementation. Broad understanding of complex, multiplatform information technology (IT) infrastructure operations, hardware, software, processes and tools. Develops detailed design

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documents for multiple platform three tiered client server environments. Architect solutions for systems management tools and oversees project implementation.

### **Principal Duties and Responsibilities**

1. Design and document enterprise management solutions for complex heterogeneous IT environments.
2. Serves as technical resource to project teams for IT work-flow analysis, business process reengineering, cost-benefit analysis, strategic planning, IT needs assessment and implementation planning, and systems development and implementation.
3. Architect solutions that integrate systems, network and help desk tools into an integrated IT solution.
4. Provide hardware and software tool selection analysis and recommendations.
5. Manages technical teams with diverse areas of specialization to implement multiple software management tools either sequentially or in parallel.
6. Confers with project manager to provide technical advice and to assist with problem resolution.
7. May perform other duties as assigned.

### **Job Specifications**

Bachelor's Degree in computer science, technology, mathematics, engineering, or a field related to a specific end-user subject-matter expertise and 10 years of IT experience. Six (6) years of IT experience may substitute for a Bachelor's Degree. With a Master's Degree, six (6) years of IT experience is acceptable. With a PhD, 4 years of IT experience is required.

## **Executive Consultant I/Project Manager**

### **General Summary**

Manages a project team to deploy enterprise wide systems and to conduct IT work-flow analysis, business process reengineering, cost-benefit analysis, strategic planning, IT needs assessment and implementation planning, and systems development and implementation. Performs ongoing operation issues and has the capability to manage systems. Has a good understanding of complex, multiplatform information technology (IT) infrastructure operations, processes and tools. Deploy architected solution and ability to solve unanticipated complications in the field.

### **Principal Duties and Responsibilities**

1. Lead technical teams with diverse areas of specialization to design and implement multiple software systems and tools.
2. Serves as technical resource to project teams for IT work-flow analysis, business process reengineering, cost-benefit analysis, strategic planning, IT needs assessment and implementation planning, and systems development and implementation.
3. Deploys and documents enterprise management solutions for complex heterogeneous IT environments.

4. Integrates systems, networks and help desk tools into an integrated IT solution.
5. Provide hardware and software tool selection analysis and recommendations.
6. May perform other duties as assigned.

### **Job Specifications**

Bachelor's Degree in computer science, technology, mathematics, engineering, business administration, or a field related to a specific end-user subject-matter expertise and 6 years of IT experience. Six years of IT experience may substitute for a Bachelor's Degree. With a Master's Degree, two (2) years of IT experience is acceptable. With a PhD, no additional IT experience is required.

## **Senior Systems Analyst**

### **General Summary**

Acts as a lead in analyzing computer and communications/networks systems. Oversees the overall installation of computer operating systems, network, and application software. Has ability to adapt to new situations and environments. Possesses keen troubleshooting skills to assist other project team members.

### **Principal Duties and Responsibilities**

1. Performs systems analysis of computer and networking systems.
2. Supports IT project teams as required.
3. Oversees the overall integration of all systems peripherals so that they can operate correctly within a predefined environment.
4. Oversees hotline support to customers.
5. Analyzes and develops technical documentation detailing the installation procedures.
6. May perform other duties, as assigned.

### **Job Specifications**

Bachelor's Degree in computer science, technology, mathematics, engineering, or a field related to a specific end-user subject-matter expertise and 8 years of IT experience. Six years of IT experience may substitute for a Bachelor's Degree. With a Master's Degree, six years of IT experience is acceptable. With a PhD, four years of IT experience is required.

## **SYSTEMS ANALYST**

### **General Summary**

Under general supervision, performs systems analysis of computer and communications/network systems. Performs systems installation of computer operating systems, network, and applications software, and computer/network hardware. Provides hotline support to customers. Has ability to adapt to new situations and environments. Possesses keen troubleshooting skills to assist other project team members.

### **Principal Duties and Responsibilities**

**PlanGraphics, Inc.**

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Special Purpose Commercial Information Technology Equipment, Software and Services**

1. As member of an IT project team, performs systems analysis of computer and networking systems.
2. Supports senior systems analysts, as required.
3. Provides overall integration of all systems peripherals so that they operate correctly within a predefined environment.
4. Provides hotline support to customers.
5. Develops technical documentation detailing the installation procedures.
6. May perform other duties, as assigned.

### **Job Specifications**

Bachelor's Degree in computer science, technology, mathematics, engineering, or a field related to a specific end-user subject-matter expertise and five years of IT experience. Six years of IT experience may substitute for a Bachelor's Degree. With a Master's Degree, three (3) years of IT experience is acceptable. With a PhD, 1 year of IT experience is required.

## **Senior Programmer**

### **General Summary**

Works independently, with management review of end results. Has prime accountability for the maintenance and operating efficiency of a major subsystem, such as the teleprocessing network, database management systems, etc.

### **Principal Duties and Responsibilities**

1. Writes, develops, test, and/or modifies application software.
2. Constructs and implements software conversions.
3. Conducts data analysis, testing, implementation, and training.
4. Maintains active liaison with user personnel to ensure continuing responsiveness of applicable system software user requirements.
5. Analyzes performance indicators such as system's response time and number of programs being processed to ensure operational efficiency.
6. Identifies, evaluates, tailors, and directs the implementation of vendor supplied software packages.
7. Ensures the maintenance of adequate software systems documentation.
8. Provides technical assistance to less experienced systems software personnel in the resolution of complex system related problems.
9. Trains users in applications programming and other user personnel in the use of systems software and related hardware.
10. May perform other duties as assigned.

### **Job Specifications**

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Bachelor's Degree in computer science, technology, mathematics, engineering, or a field related to a specific end-user subject-matter expertise and 6 years of IT experience. Six (6) years of IT experience may substitute for a Bachelor's Degree. With a Master's Degree, four (4) years of IT experience is required. With a PhD, 2 year of IT experience is required.

## **Project Manager Support**

### **General Summary**

Supports IT project management (both internally and externally) through expertise in single or multiple technical disciplines. Provides expert guidance and insight into specific technologies and their application and independently performs a variety of system design and integration tasks where a specific subject matter expertise is necessary. Has a good understanding of complex, multiplatform IT infrastructure operations, processes and tools.

### **Principal Duties and Responsibilities**

1. Plans and performs research, design assessment, development, integration and other assignments in a specific technical area.
2. Supports broad team of IT professionals.
3. Responsible for highly complex IT areas.
4. May perform other duties, as assigned.

### **Job Specifications**

Bachelor's Degree in computer science, technology, mathematics, engineering, or a field related to a specific end-user subject-matter expertise and 6 years of IT experience. Six (6) years of IT experience may substitute for a Bachelor's Degree. With a Master's Degree, two (2) years of IT experience is acceptable. With a PhD, no additional experience is required.

## **Programmer**

### **General Summary**

Works under supervision to support the activities of an IT project team. Supports the maintenance and operating efficiency of a major subsystem, such as the teleprocessing network, database management systems, etc.

### **Principal Duties and Responsibilities**

1. Writes, develops, test, and/or modifies application software.
2. Constructs and implements software conversions.
3. Conducts data analysis, testing, implementation, and training.
4. Maintains active liaison with user personnel to ensure continuing responsiveness of applicable system software user requirements.
5. Analyzes performance indicators such as system's response time and number of programs being processed to ensure operational efficiency.
6. Identifies, evaluates, tailors, and directs the implementation of vendor supplied software packages.

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7. Ensures the maintenance of adequate software systems documentation.
8. Provides technical assistance to less experienced systems software personnel in the resolution of complex system related problems.
9. Trains users in applications programming and other user personnel in the use of systems software and related hardware.
10. May perform other duties as assigned.

### **Job Specifications**

Bachelor's Degree in computer science, technology, mathematics, engineering, or a field related to a specific end-user subject-matter expertise and 2 years of IT experience. Six (6) years of IT experience may substitute for a Bachelor's Degree. With a Master's Degree, no additional experience is required.

## **Geospatial Analyst**

### **General Summary**

Works under supervision to support the activities of senior staff on an IT project team. Assists in the support of the maintenance and operating efficiency of a major system, such as a database management system, geospatial information system, Web portal, etc.

### **Principal Duties and Responsibilities**

1. Assesses spatial information requirements, prepares implementation plans and specifications, organizational structures, and funding mechanisms.
2. Contributes to IT applications development (platform-specific); data conversion; systems integration; and database architecture, schema, and interfaces.
3. Assists programmer analysts in the assessment of the performance of appropriate software systems to identify and correct problems which impact operation and work quality.
4. Codes, in accordance with specific design parameters, system software modules as directed by a project manager.
5. May perform other duties as assigned.

### **Job Specifications**

Bachelor's Degree in computer science, technology, mathematics, engineering, natural sciences, or a field related to a specific end-user subject-matter expertise. Six (6) years of IT experience may substitute for a Bachelor's Degree.

## **Senior Research Analyst**

### **General Summary**

Works under supervision to support the activities of senior staff. Designs, researches, analyzes, programs, and plans the implementation of IT resources as a part of a project team.

### **Principal Duties and Responsibilities**

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Designs, researches, analyzes, programs, and plans the implementation of geospatial resources as a part of a project team. Work may include application design and development (platform-specific), database design, user interfaces, research, compiling project documentation, assisting in the assessment of IT requirements and the preparation of IT plans.

1. Designs, researches, analyzes, programs, and plans the implementation of IT resources as a part of a project team.
2. Designs and develops platform-specific applications, databases design, and user interfaces.
3. Writes or compiles project documentation.
4. Assists in the assessment of IT requirements and the preparation and implementation of IT plans.
5. Assists senior staff in end user training in applications programming and other user personnel in the use of systems software and related hardware.
6. May perform other duties as assigned.

### **Job Specifications**

Bachelor's Degree in computer science, technology, mathematics, engineering, or a field related to a specific end-user subject-matter expertise plus two years of IT experience. Six (6) years of IT experience may substitute for a Bachelor's Degree.

### **Junior Analyst**

#### **General Summary**

As a member of an IT project team, supports senior staff in research, analysis, and planning for the implementation or deployment of IT resources.

#### **Principal Duties and Responsibilities**

1. Designs, researches, analyzes, programs, and plans the implementation of IT resources as a part of a project team.
2. Designs and develops platform-specific applications, databases design, and user interfaces.
3. Writes or compiles project documentation.
4. Assists in the assessment of IT requirements and the preparation and implementation of IT plans.
5. Assists senior staff in end user training in applications programming and other user personnel in the use of systems software and related hardware.
6. May perform other duties as assigned.

### **Job Specifications**

Bachelor's Degree in computer science, technology, mathematics, engineering, or a field related to a specific end-user subject-matter expertise. Six (6) years of IT experience may substitute for a Bachelor's Degree.

## **Research Analyst**

### **General Summary**

As a member of an IT project team, supports senior staff in research, analysis, and planning for the implementation or deployment of IT resources.

### **Principal Duties and Responsibilities**

1. Designs, researches, analyzes, programs, and plans the implementation of IT resources as a part of a project team.
2. Designs and develops platform-specific applications, databases design, and user interfaces.
3. Writes or compiles project documentation.
4. Assists in the assessment of IT requirements and the preparation and implementation of IT plans.
5. Assists senior staff in end user training in applications programming and other user personnel in the use of systems software and related hardware.
6. May perform other duties as assigned.

### **Job Specifications**

Bachelor's Degree in computer science, technology, mathematics, engineering, or a field related to a specific end-user subject-matter expertise. Six (6) years of IT experience may substitute for a Bachelor's Degree.

## **Research Assistant**

### **General Summary**

Works under supervision to support the activities of senior staff. Assists in support of the design, maintenance and operating efficiency of a major system, such as the teleprocessing network, database management system, etc.

### **Principal Duties and Responsibilities**

1. Designs, researches, analyzes, programs, and plans the implementation of IT resources as a part of a project team.
2. Designs and develops platform-specific applications, databases design, and user interfaces.
3. Writes or compiles project documentation.
4. Assists in the assessment of IT requirements and the preparation and implementation of IT plans.
5. Assists senior staff in end user training in applications programming and other user personnel in the use of systems software and related hardware.
6. May perform other duties as assigned.

### **Job Specifications**

Associate's Degree in computer science, technology, mathematics, engineering, or a field related to a specific end-user subject-matter expertise. Three (3) years of IT experience may substitute for an Associate's Degree.

## **Manager**

### **General Summary**

Responsible for assigning support staff to IT project teams and overseeing their activities. Develops and maintains project Web sites and FTP sites. Develops and edits technical documentation.

### **Principal Duties and Responsibilities**

1. Allocates support staff resources to IT project teams for completion and delivery of IT project documentation.
2. Designs, implements, and maintains project Web sites for posting of documentation of IT projects.
3. Establishes FTP sites for use by IT project teams.
4. May perform other duties as assigned.

### **Job Specifications**

Bachelor's Degree in computer science, technology, mathematics, engineering, business, or a field related to a specific end-user subject-matter expertise, plus five years experience. Six (6) years of experience may substitute for a Bachelor's Degree.

## **QA/QC Specialist**

### **General Summary**

Performs quality assurance/quality control (QA/QC) of scanned or converted documents, records, images, and photographs for use in electronic document management systems and other enterprise IT applications.

### **Principal Duties and Responsibilities**

1. Performs visual and automated checks of scanned or converted documents, records, images, and photographs.
2. Maintains project tracking database and spreadsheets for documentation and statistical analysis of QA/QC projects.
3. May perform other duties as assigned.

### **Job Specifications**

Associate's Degree in computer science, technology, mathematics, engineering, natural sciences or a field related to a specific end-user subject-matter expertise. Three (3) years of experience may substitute for an Associate's Degree.

## **Support Specialist**

### **General Summary**

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Performs a wide variety of clerical, administrative, and graphics duties. Emphasis is placed on document and deliverable preparation and finalization in support of IT project teams.

### **Principal Duties and Responsibilities**

1. Formats, spellchecks documents and presentation materials in support of IT project teams.
2. Performs proofreading and other quality control.
3. Develops graphics and other illustrative/explanatory aids.
4. May perform other duties as assigned.

### **Job Specifications**

Ability to use word processing, office software, spreadsheet, scanners, graphics packages, and electronic mail programs effectively. High School diploma with a minimum of three years of experience in secretarial/clerical work and/or graphic design and illustration. Graduate of secretarial school or junior college administrative program preferred, along with knowledge of Microsoft Office basics.



| SIN    | License or Service Type          | Client/Server Deployment  | GSA Price (inc. IFF)          | Intra/Internet Deployment  | GSA Price (inc. IFF)  |
|--------|----------------------------------|---|-------------------------------|--|---|
|        | <b>Staging/Production: STEPs</b> |   |                               | <b>9 to 16</b><br><b>17 to 24</b><br><b>25 to 32</b><br><b>33 to 64</b><br><b>&gt; 64</b><br><br>STEPs<br><b>Department</b><br><b>Enterprise</b><br><b>Extended Enterprise</b><br><b>Collaborative Msg. Tool</b><br><b>Dynamic Tasking Tool</b><br><b>Natural Language Query Tool</b><br><br>Translator Services (unbundled)<br><b>per translator</b><br>Oracle Web Forms Enabler<br><b>per department</b> | \$2,392.95<br>\$1,914.36<br>\$1,435.77<br>\$957.18<br>\$478.59<br><br>\$33,501.27<br>\$100,503.81<br>\$167,506.35<br>\$19,143.58<br>\$19,143.58<br>\$62,216.64<br><br>\$957.18<br>\$28,715.37 |
| 132-32 |                                  | Deployed Plug-ins/Thick Clients<br><b>Fire: per instance</b><br><b>ESJMap: per instance</b><br><b>Java Applet: per instance</b> | \$95.72<br>\$95.72<br>\$95.72 | API Service (fx or Java)<br><b>per instance</b><br>Development Java Applet<br><b>1 to 50 per us</b><br><b>51 to 100 per us</b><br><b>101 to 500 per us</b><br><b>&gt;501 per us</b>  | \$95.72<br>\$95.72<br>\$95.72<br>\$71.79<br>\$47.86<br>\$23.93  |
| 132-32 | <b>Disaster Recovery</b>         | <b>No charge</b>  | No charge                     | <b>No charge</b>   |   |
| 132-50 | <b>Training</b>                  | <b>Base Course (Xmarc 101 or Xmarc 201)</b><br><b>per added days</b>  | \$7,178.84<br>\$1,435.77      | <b>Base Course (Xmarc 101 or Xmarc 201)</b><br><b>per added day</b>  | \$7,178.84<br>\$1,435.77  |
| 132-34 | <b>Maintenance</b>               | <b>17.5% of license fees</b>  | 17.63% of fees                | <b>22.5% of license fees</b>   | 22.67% of fees  |

**PRODUCTS AND SERVICES PRICELIST  
SIN 132-51: IT PROFESSIONAL SERVICES**

| <b>Staff Category</b>                        | <b>GSA Rate (inc. .75% IFF)</b> |
|--|---------------------------------|
| Executive Consultant III (Executive Officer) | \$166.15                        |
| Executive Consultant II (Vice President).    | \$156.37                        |
| Executive Consultant I/Project Manager       | \$146.60                        |
| Executive Consultant 1/Sr. Consultant        | \$146.60                        |
| Senior Systems Analyst/Programmer            | \$122.17                        |
| Systems Analyst                              | \$112.39                        |
| Project Manager Support                      | \$96.76                         |
| Programmer                                   | \$78.19                         |
| GeoSpatial Analyst                           | \$78.19                         |
| Senior Research Analyst                      | \$78.19                         |
| Junior Analyst                               | \$63.53                         |
| Research Analyst                             | \$58.64                         |
| Research Assistant                           | \$58.64                         |
| Manager                                      | \$58.64                         |
| QA/QC Specialist                             | \$48.87                         |
| Support Specialist                           | \$48.87                         |

Rates are exclusive of travel, per diem, and other direct project expenses.

# USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

## PREAMBLE

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

## COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Joyce Rector, (502) 223-1501, [jrector@plangraphics.com](mailto:jrector@plangraphics.com), fax (502) 223-1235.



BPA NUMBER \_\_\_\_\_

(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

| MODEL NUMBER/PART NUMBER | *SPECIAL BPA DISCOUNT/PRICE |
|--------------------------|-----------------------------|
| _____                    | _____                       |
| _____                    | _____                       |
| _____                    | _____                       |

(2) Delivery:

| DESTINATION | DELIVERY SCHEDULES / DATES |
|-------------|----------------------------|
| _____       | _____                      |
| _____       | _____                      |
| _____       | _____                      |

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

(5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

| OFFICE | POINT OF CONTACT |
|--------|------------------|
| _____  | _____            |
| _____  | _____            |
| _____  | _____            |

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

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

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**BASIC GUIDELINES FOR USING  
“CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

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

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

Here is a general outline on how it works:

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