



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

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

- FPDS Code D301 IT Facility Operation and Maintenance
- 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 D310 IT Backup and Security Services
- FPDS Code D311 IT Data Conversion Services
- FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
- FPDS Code D316 IT Network Management Services
- FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
- FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

KLC Network Services, Inc.
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Contract Number: **GS-35F-0005P**

Period Covered by Contract: **October, 1, 2008 to September 29, 2013**

General Services Administration
Federal Supply Service

Pricelist current through Modification # **PO-0001**, dated **09-30-2008**

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 OFFICES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

The Geographic Scope of Contract will be domestic delivery only; i.e. the 48 contiguous states and the District of Columbia.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

KLC Network Services, Inc.
590 Herndon Parkway, Suite 500
Herndon, Virginia 20170-5267

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/will not be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

703-834-1508
703-834-1509 (F)

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

3. LIABILITY FOR INJURY OR DAMAGE

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



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

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: 007853083
Block 30: Type of Contractor - A. Small Disadvantaged Business

Block 31: Woman-Owned Small Business - No
Block 36: Contractor's Taxpayer Identification Number (TIN): 31-1785967

4a. CAGE Code: **1VTZ8**

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)
132-51	As negotiated with ordering activity

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

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

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:

Available outside the scope of this contract.

10. SMALL REQUIREMENTS: The minimum dollar value of orders to be issued is \$100.00.

11. MAXIMUM ORDER:

a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:
Special Item Number 132-51 - Information Technology (IT) Professional Services



12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS.

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

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

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

- 13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS): Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.
- 13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal 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 2003)

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code



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classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

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

16. GSA ADVANTAGE!

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

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

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

Available outside the scope of this contract.

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:

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of 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—



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- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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



**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 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/EC 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/EC Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal 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/EC Services.

9. INDEPENDENT CONTRACTOR



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

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

12. PAYMENTS

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

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

13. RESUMES



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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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



16. DESCRIPTION OF IT SERVICES AND PRICING

Description of IT Labor Categories

CLIN: 001

Commercial Job Title: Clerk I

Minimum/General Experience:

Zero to two years of clerical experience.

Knowledge of operating office equipment and understands office procedures.

Functional Responsibility:

- Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing pre-coded documents in a chronological file or operating office equipment.

Minimum Education:

- High school graduate.
- One year of clerical experience may substitute for degree.

CLIN: 002

Commercial Job Title: Clerk II

Minimum/General Experience:

One to two years of clerical experience.

Knowledge of word-processing, spreadsheet, and database software.

Functional Responsibility:

- Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines and calculating and posting charges to departmental accounts.

Minimum Education:

- Associate degree in Business Administration or Computer Science.
- Two years of clerical experience may substitute for degree.



CLIN: 003

Commercial Job Title: Clerk III

Minimum/General Experience:

- Two to four years of clerical experience.
- Knowledge of word-processing, spreadsheet, and database software.

Functional Responsibility:

- Work requires a familiarity with the terminology of the office unit.
- Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals.
- The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.
- Duties include: maintaining time and material records, taking inventory of equipment and supplies, answering questions on departmental services and functions, operating a variety of office machines, posting to various books, balancing a restrictive group of accounts to controlling accounts and assisting in preparation of budgetary requests.

Minimum Education:

- Associate degree in Business Administration or Computer Science.
- Two years of clerical experience may substitute for degree.

CLIN: 004

Commercial Job Title: Clerk IV

Minimum/General Experience:

- Four to six years of clerical experience.
- Demonstrated proficiency using word-processing, spreadsheet, and database software.

Functional Responsibility:

- Uses some subject matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence.
- Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals or procedures.
- Duties include; assisting in a variety of administrative matters, maintaining a wide variety of financial or other records, verifying statistical reports for accuracy and completeness and handling and adjusting complaints. May also direct lower level clerks.

Minimum Education:

- Bachelor degree in Business Administration or Computer Science.
- Four years of clerical experience may substitute for degree.



CLIN: 005

Commercial Job Title: Clerk V

Minimum/General Experience:

- Six to eight years of clerical experience.
- Demonstrated proficiency using word-processing, spreadsheet, and database software.

Functional Responsibility:

- Provides specialized administrative support to relieve functional organization, manager or contributor from administrative details.
- Support would focus in areas such as program management, project management, human resources, training, technical writing/publication, or where specialized knowledge of the area is needed. May also direct lower level clerks.

Minimum Education:

- Bachelor degree in Business Administration or Computer Science.
- Four years of clerical experience may substitute for degree.

CLIN: 006

Commercial Job Title: Technician I

Minimum/General Experience:

- Zero to two years of system installation, repair, and maintenance experience, or work experience in related area with test equipment and PC-operation proficiency

Functional Responsibility:

- Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion.
- Assembles or installs equipment or parts requiring simple wiring, soldering or connecting.

Minimum Education:

- High School graduate or GED.
- Two years of technician experience may substitute for degree.

CLIN: 007

Commercial Job Title: Technician II

Minimum/General Experience:

- Two to four years of system installation, repair, and maintenance experience, or work experience in related area with test equipment and PC-operation proficiency

Functional Responsibility:

- Performs standardized or prescribed assignments involving a sequence of related operations.
- Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments. Technical adequacy of routine work is reviewed on completion and non-routine work may also be reviewed in progress.



- May service or repair simple instruments or equipment.

Minimum Education:

- High School graduate or GED.
- Two years of technician experience may substitute for degree.

CLIN: 008

Commercial Job Title: Technician III

Minimum/General Experience:

- Four to six years of system installation, configuration, repair, and maintenance experience, or work in related area with thorough understanding of installation standards, and building codes.

Functional Responsibility:

- Performs assignments that are not completely standardized or prescribed. Selects or adapts standard procedures or equipment, using fully applicable precedents.
- Receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed.
- Performs recurring work independently and work is reviewed for technical adequacy or conformity with instructions.
- Constructs components, subunits or simple models or adapts standard equipment. May troubleshoot and correct malfunctions.
- Conducts various tests or experiments that may require minor modifications in the setups or procedures.

Minimum Education:

- A.S. in technical discipline or trade school.
- Two years of technician experience may substitute for degree.

CLIN: 009

Commercial Job Title: Technician IV

Minimum/General Experience:

- Six to eight years of system design, installation, configuration, repair, and maintenance experience, or work in related area with thorough understanding and proficiency of test equipment.

Functional Responsibility:

- Performs non-routine assignments of substantial variety and complexity, using precedents which are not fully applicable. May also plan assignments.
- Receives technical advice from supervisor or engineer. Work is reviewed for technical adequacy.
- May be assisted by lower level technicians and have frequent contact with engineers and others within the establishment.
- Works on limited segment of development project, constructs experimental or prototype models to meet engineering requirements, conducts tests or experiments and redesigns as necessary, and records and evaluates data and report findings.

Minimum Education:



- A.S. in technical discipline or trade school.
- Two years of technician experience may substitute for degree.

CLIN: 010

Commercial Job Title: Technician V

Minimum/General Experience:

- Eight or more years of system design, installation, configuration, repair, and maintenance experience, or work in related area with demonstrated ability to design and implement major systems and networks.

Functional Responsibility:

- Performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project.
- Selects and adapts plans, techniques, designs or layouts. Contacts personnel in related activities to resolve problems and coordinate the work.
- Reviews, analyzes and integrates the technical work of others.
- Supervises or engineers outlines objectives, requirements and design approaches.
- May train and be assisted by lower level technicians.
- Designs, develops and constructs major units, devices or equipment. Conducts tests or experiments and analyzes results and redesigns or modifies equipment to improve performance and report the results.
- Plans or assists in planning tests to evaluate equipment performance. Reviews and analyzes a variety of engineering data to determine requirements to meet engineering objectives.

Minimum Education:

- A.S. in technical discipline or trade school.
- Two years of technician experience may substitute for degree.

CLIN: 011

Commercial Job Title: Engineer I

Minimum/General Experience:

- Zero to two years of engineering design experience.

Functional Responsibility:

- Entry level where performance of assignments is done in order to develop professional work knowledge and abilities.
- Works under close supervision.
- Receives specific and detailed instructions as to required tasks and results expected. Work is checked during progress and is reviewed for accuracy upon completion.
- Performs a variety of routine tasks that are planned to provide experience and familiarization with the engineering staff, methods, practices, and programs of the employer.

Minimum Education:

- Bachelor of Science in an engineering discipline.



- Three years of experience may substitute for degree.

CLIN: 012

Commercial Job Title: Engineer II

Minimum/General Experience:

- Two to four years of engineering design experience.

Functional Responsibility:

- Is responsible for routine engineering work requiring application of standard techniques, procedures and criteria in carrying out a sequence of related engineering tasks.
- This personnel level is closely supervised during the performance of tasks that are difficult or unusual.
- Applies standard practices and techniques in specific situations, adjusts and correlates data, recognizes discrepancies in results and follows operations through a series of related detailed steps or processes.

Minimum Education:

- Bachelor of Science in an engineering discipline.
- Three years of experience may substitute for degree.

CLIN: 013

Commercial Job Title: Engineer III

Minimum/General Experience:

- Four to six years of engineering design experience.

Functional Responsibility:

- Independently evaluates, selects and applies standard engineering techniques, procedures and criteria, using judgment in making minor adaptations and modifications. Assignments have clear and specified objectives and require the investigation of a limited number of variables.
- Receives instruction on specific assignment objectives, complex features and possible solutions.
- Performs work that involves conventional types of plans, investigations, surveys, structures or equipment with relatively few complex features for which there are precedents.
- Duties include: equipment design and development, test of materials, preparation of specifications, process study, research investigations, report preparation, and other activities of limited scope requiring knowledge of principles and techniques commonly employed in the specific narrow area of assignments.
- Personnel in this category may supervise or coordinate the work of drafters, technicians and others who assist in specific assignments.

Minimum Education:

- Bachelor of Science in an engineering discipline.
- Three years of experience may substitute for degree.



CLIN: 014

Commercial Job Title: Engineer IV

Minimum/General Experience:

- Six to eight years of engineering design experience.

Functional Responsibility:

- At this level the engineer plans, schedules, conducts or coordinates detailed phases of the engineering work in a part of a major project or in a total project of moderate scope.
- Performs work which involves conventional engineering practice but may include a variety of complex features such as conflicting design requirements, unsuitability of standard materials, and difficult coordination requirements.
- Work requires a broad knowledge of precedents in the specialty area and a good knowledge of principles and practices of related specialties. Personnel in this job classification may supervise a few engineers or technicians on assigned work.

Minimum Education:

- Master of Science in an engineering discipline.
- Three years of experience may substitute for degree.

CLIN: 015

Commercial Job Title: Engineer V

Minimum/General Experience:

- Eight or more years of system design, installation, configuration, repair, and maintenance experience, or
- work in related area with demonstrated ability to design and implement major systems and networks.

Functional Responsibility:

- This category of engineer applies intensive and diversified knowledge of engineering principles and practices in broad areas of assignments and related fields.
- Makes decisions independently on engineering problems and methods and represents the organization in conferences to resolve important questions and to plan and coordinate work.
- Requires the use of advanced techniques and the modification and extension of theories, precepts and practices of the field and related sciences and disciplines.
- Receives supervision and guidance related largely to overall objectives, critical issues, new concepts and policy matters.
- Consults with supervisor concerning unusual problems and developments.
- Responsible for the supervision, coordination and review of the work of a small staff of engineers and technicians.
- Estimates personnel needs and schedules and assigns work to meet completion dates.

Minimum Education:

- Master of Science in an engineering discipline.
- Professional Engineer certification.



- Three years experience of engineering experience may substitute for degree.

CLIN: 016

Commercial Job Title: Analyst I

Minimum/General Experience:

- Zero to two years of business and technical analysis experience.
- Demonstrated analytical and investigative skills.

Functional Responsibility:

- At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures.
- Provides several phases of the required systems analysis where the nature of the system is predetermined.
- Uses established fact finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.
- Carries out fact finding and analysis as assigned, usually of a single activity or a routine problem;
- Applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from the information developed by the higher level analyst; may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents.
- When cost and deadline estimates are required, results receive close review. The supervisor defines objectives, priorities, and deadlines.
- Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or unavailable. Completed work is reviewed for conformance to requirements, timeliness, and efficiency.
- May supervise technicians and others who assist in specific assignments.

Minimum Education:

- Bachelor of Science degree in a related field.
- Four years of related experience may substitute for degree.

CLIN: 017

Commercial Job Title: Analyst II

Minimum/General Experience:

- Two to four years of business and technical analysis experience.
- Demonstrated analytical and investigative skills.

Functional Responsibility:

- Applies systems analysis and design skills in an area such as record keeping or scientific operation. Requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject matter area.



- Recognizes probable interactions of related computer systems and predicts impact of a change in assigned system.
- Reviews proposals that consist of objectives, scope, and user expectations; gather facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; and, upon approval of synopsis, prepares specifications for development of computer programs.
- Determines and resolves data processing problems and coordinates the work with programmers, users, etc. May conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problem or controversies.
- Works independently under overall project objectives and requirements; appraises supervisor about progress and unusual complications. Guidelines include usually existing systems and the constraints imposed by related systems with which the incumbents work must be meshed. Adapts design approaches successfully used in precedent systems. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements.
- May provide functional direction to lower level assistants on assigned work.

Minimum Education:

- Bachelor of Science degree in a related field.
- Four years of related experience may substitute for degree.

CLIN: 018

Commercial Job Title: Analyst III

Minimum/General Experience:

- Four to six years of business and technical analysis experience.
- Demonstrated analytical and investigative skills.

Functional Responsibility:

- Applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing; finance management; engineering, accounting, or statistics; logistics planning; material management, etc.
- Requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available systems software, computer equipment, and the regulations, structure, techniques and management practices of one or more subject-matter areas. Since input data usually come from diverse sources, is responsible for recognizing probable conflicts and integrating diverse data elements and sources.
- Produces innovative solutions for a variety of complex problems.
- Maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records.
- Guides users in formulating requirements; advises on alternatives and on the implications of new or revised data processing systems; analyzes resulting user project proposals, identifies omissions and errors in requirements, and conducts feasibility studies; recommends optimum approach and develops system design for approved projects.
- Interprets information and informally arbitrates between system users when conflicts exist.
- May serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs. Supervision and nature of review are similar to level II; existing systems provide precedents for the operation of new subsystems.



Minimum Education:

- Bachelor of Science degree in a related field.
- Four years of related experience may substitute for degree.

CLIN: 019

Commercial Job Title: Analyst IV

Minimum/General Experience:

- Six to eight years of business and technical analysis experience.
- Demonstrated analytical and investigative skills.

Functional Responsibility:

- Applies expert systems analysis and design techniques to complex system development in a specialized design area and/or resolves unique or unyielding problems in existing complex systems by applying new technology.
- Work requires a broad knowledge of data sources and flow, interactions of existing complex systems in the organization, and the capabilities and limitations of the systems software and computer equipment.
- Objectives and overall requirements are defined in the organization's EDP policies and standards; the primary constraints typically are those imposed by the need for compatibility with existing systems or processes. Supervision and nature of review are similar to levels II and III.
- Typical duties and responsibilities include one or more of the following: Provides systems design in a specialized and highly complex design area, Establishes the framework of new computer systems from feasibility studies to post implementation evaluation. Devises new sources of data and develops new approaches and techniques for use by others.
- May serve as technical authority for a design area.

Minimum Education:

- Master of Science degree in a related field.
- Six years of related experience may substitute for degree.

CLIN: 020

Commercial Job Title: Analyst V

Minimum/General Experience:

- Eight or more years of business and technical analysis experience.
- Demonstrated analytical and investigative skills.

Functional Responsibility:

As a top technical expert, develops broad unprecedented computer systems and/or conducts critical studies central to the success of large organizations having extensive technical or highly diversified computer requirements as broad organization policy, and the diverse user needs of several organizational levels and locations. Works under general administrative direction.

Typical duties and responsibilities include one or more of the following:

- Recognized leader and authority in a large organization.
- Performs at least two of the following:



- a) has overall responsibility for evaluating the significance of technological advancement and developing EDP standards where new and improved approaches are needed, e.g., programming techniques;
 - b) conceives and plans exploratory investigations critical to the overall organization where useful precedents do not exist and new concepts are required, e.g., develops recommendations regarding a comprehensive management information system; or
 - c) evaluates existing EDP organizational policy for effectiveness, devising and formulating changes in the organization's position on broad policy issues.
- May be assisted on individual projects by other analysts.

Minimum Education:

- Master of Science degree in a related field.
- Six years of related experience may substitute for degree.

CLIN: 021

Commercial Job Title: Programmer I

Minimum/General Experience:

- Zero to two years of computer software programming experience.

Functional Responsibility:

At this level, assignments are usually planned to develop basic programming skills.

- Assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g., drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries.
- May perform routine programming assignments under close supervision.
- May receive training in elementary fact finding. Detailed, step-by-step instructions are given for each task and any deviation must be authorized by a supervisor.
- Work is closely monitored in progress and reviewed in detail upon completion.

Minimum Education:

- Bachelor of Science in a related field.
- Four years of experience may substitute for degree.

CLIN: 022

Commercial Job Title: Programmer II

Minimum/General Experience:

- Two to four years of computer software programming experience.

Functional Responsibility:

At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems.

- Performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements.
- Works according to clear-cut and complete specifications.
- Maintains and modifies routine programs.



- Makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes.
- Tests and documents modifications and writes operator instructions. May write routine programs using prescribed specifications; may confer with EDP personnel to clarify procedures, processing logic, etc. Reviews objectives and assignment details with higher level staff to insure thorough understanding; uses judgment in selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise.
- Work is usually monitored in progress; all work is reviewed upon completion for accuracy and compliance with standards.

Minimum Education:

- Bachelor of Science in a related field.
- Four years of experience may substitute for degree.

CLIN: 023

Commercial Job Title: Programmer III

Minimum/General Experience:

- Four to six years of computer software programming experience.

Functional Responsibility:

- As a fully qualified computer programmer, applies standard programming procedures and detailed knowledge of pertinent subject matter in a programming area such as: A record keeping operation, inventory, purchasing, insurance payments, depositor accounts, etc.; a well-defined statistical or scientific problem; or other standardized operation or problem.
- Works according to approved statements of requirements and detailed specifications. While the data are clear-cut, related, and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another.
- Recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment.
- Performs such duties as: Develops, modifies, and maintains assigned programs; designs and implements modifications to the interrelations of files and records within programs in consultation with higher level staff; monitors the operations of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding; and implements and/or maintains assigned portions of a scientific programming project, applying established scientific programming techniques to well-defined mathematical, statistical, engineering, or other scientific problems usually requiring the translation of mathematical notation into processing logic and code.
- Tests and documents work and writes and maintains operator instructions for assigned programs.
- Confers with other EDP personnel to obtain or provide factual data. Works independently under specified objectives; applies judgment in devising program logic and in selecting and adapting standard programming procedures; resolves problems and deviations according to established practices; and obtains advice where precedents are unclear or not available.
- Completed work is reviewed for conformance to standards, timeliness, and efficiency.
- May guide or instruct lower level programmers; may supervise technicians and others who assist in specific assignments.

Minimum

Education:

- Bachelor of Science in a related field.
- Four years of experience may substitute for degree.



CLIN: 024

Commercial Job Title: Programmer IV

Minimum/General Experience:

- Six to eight years of computer software programming experience and some project management experience.

Functional Responsibility:

- Applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications.
- Plans the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements which are usually from different sources; solves difficult programming problems.
- Uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices.
- Performs such duties as: Develops, modifies, and maintains complex programs; designs and implements the interrelations of files and records within programs which will effectively fit into the overall design of the project; working with problems or concepts, develops programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematical descriptions of functions to be programmed; and develops occasional special programs, e.g., a critical path analysis program to assist in managing a special project.
- Tests, documents, and writes operating instructions for all work.
- Confers with other EDP personnel to secure information, investigate and resolve problems and coordinate work efforts.
- Works independently under overall objectives and direction, apprising the supervisor about progress and unusual complications.
- Modifies and adapts precedent solutions and proven approaches. Guidelines include constraints imposed by the related programs with which the incumbents programs must be meshed.
- Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements.
- May function as team leader or supervise a few lower level programmers or technicians on assigned work.

Minimum Education:

- Bachelor of Science in a related field.
- Four years of experience may substitute for degree.

CLIN: 025

Commercial Job Title: Programmer V

Minimum/General Experience:

- Eight or more years of computer software programming experience and two or more years of project management experience.

Functional Responsibility:

At level V, workers are typically either supervisors, team leaders or staff specialists. Some programming analysis is included as a part of the programming assignment. Typical duties and responsibilities include one or more of the following:

- As team leader or staff specialist, defines complex scientific problems (e.g., computational) or other highly complex programming problems and directs the development of computer programs for their solution; or design improvements in complex programs where existing precedents provide little guidance, such as an interrelated group of mathematical/statistical programs which support health insurance, natural resources, marketing trends, or other research activities.



Excellence in IT, AV, and Content Networks

- In conjunction with users, defines major problems in the subject matter area. Contacts co-workers and user personnel at various locations to plan and coordinate project and gather data; devises ways to obtain data not previously available; and arbitrates differences between program users when conflicting requirements arise.
- May perform simulation studies to determine effects of changes in computer equipment or system software or may assess the feasibility and soundness of proposed programming projects which are novel and complex.
- Typically develops programming techniques and procedures where few precedents exist. May be assisted on projects by other programmers or technicians.

Minimum Education:

- Bachelor of Science in a related field.
- Four years of experience may substitute for degree.

CLIN: 026

Commercial Job Title: Program Manager I

Minimum/General Experience:

- Four to six years of information technology-related experience.

Functional Responsibility:

The Program Manager will be responsible for providing the managerial and technical expertise necessary to direct the efforts of a project team in performing organizational and operational analyses. He will have the necessary knowledge and practical application experience to acquire and direct all the resources necessary to insure successful project completion through the following phases:

- Needs analyses and project definition,
- resources allotment and assessment,
- data development and analysis,
- systematic explanation of alternatives, and
- synthesis of recommendations and presentation.

The Program Manager will act as senior liaison between the project team and the user. He will also have a direct responsibility for maintaining this communication as necessary, defined by the nature and scope of the project.

Minimum Education:

- Bachelor of Science degree in a related field.
- Four years of related experience may substitute for degree.

CLIN: 027

Commercial Job Title: Program Manager II

Minimum/General Experience:

- Four to six years of information technology-related experience with some project management experience.

Functional Responsibility:

- Supervises three or more employees, two of who perform system analysis.
- Work requires substantial and recurring use of systems analysis skills in directing staff.



- May also supervise programmers and related clerical and technical support personnel. Plans, coordinates, and evaluates the work of a small staff, normally not more than 15 programmers, systems analysts, and technicians: estimates personnel needs and schedules, assigns, and reviews work to meet completion date; interviews candidates for own unit and recommends hires, promotions, or reassignments; resolves complaints and refers group grievances and more serious unresolved complaints to higher level supervisors; may reprimand employees.

Minimum Education:

- Bachelor of Science degree in a related field.
- Four years of related experience may substitute for degree.

CLIN: 028

Commercial Job Title: Program Manager III

Minimum/General Experience:

- Six to eight years of information technology-related experience with two to four years of project management experience.

Functional Responsibility:

- Directs a sizable staff (normally 15-30 employees), typically divided into subunits controlled by subordinate supervisors.
- Advises higher level management on work problems of own unit and the impact on broader programs.
- Collaborates with heads of other units to negotiate and/or coordinate work changes.
- Makes decisions on work or training problems presented by subordinate supervisors.
- Values subordinate supervisors and reviews their evaluations of other employees.
- Selects non-supervisors and recommends supervisory selections.
- Hears group grievances and serious or unresolved complaints.
- May shift resources among projects and perform long-range budget planning.

Minimum Education:

- Bachelor of Science degree in a related field.
- Four years of related experience may substitute for degree.

CLIN: 029

Commercial Job Title: Program Manager IV

Minimum/General Experience:

- Eight to ten years of information technology-related experience with four to six years of project management experience.

Functional Responsibility:

- Directs two subordinate supervisory levels and the work force managed typically includes substantially more than 30 employees.
- Makes major decisions and recommendations which have a direct, important, and substantial effect on own organization and work.
- Performs at least three of the following:



Excellence in IT, AV, and Content Networks

- a) Decides what programs and projects should be initiated, dropped, expanded, or curtailed;
- b) Determines long-range plans in response to program changes, evaluates program goals, and redefines objectives;
- c) Determines changes to be made in organizational structure, delegation of authority, coordination of units, etc.;
- d) Decides what comprises to make in operations in view of public relations implications and need for support from various groups;
- e) Decides on the means to substantially reduce operating costs without impairing overall operations;
- f) Justifies major equipment expenditures; and resolves differences between key subordinate officials decides, or significantly affects final decisions, on personnel actions for supervisors and other key officials.

Minimum Education:

- Bachelor of Science degree in a related field.
- Four years of related experience may substitute for degree.



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**KLC NETWORK SERVICES, INC. GSA IT Labor Rates
(From 10/1/2008 to 9/30/2013)**

KLC NETWORK SERVICES, INC. GSA IT Services Labor Rates		
October 1, 2008 to September 30, 2009		Year 1
CLIN	Labor Category	Rate
001*	Clerk I	\$16.24
002*	Clerk II	\$22.74
003*	Clerk III	\$29.24
004*	Clerk IV	\$36.24
005*	Clerk V	\$42.23
006	Technician I	\$32.49
007	Technician II	\$45.54
008	Technician III	\$58.48
009	Technician IV	\$71.47
010	Technician V	\$84.49
011	Engineer I	\$64.99
012	Engineer II	\$77.97
013	Engineer III	\$82.31
014	Engineer IV	\$103.99
015	Engineer V	\$116.99
016	Analyst I	\$87.81
017	Analyst II	\$123.48
018	Analyst III	\$142.97
019	Analyst IV	\$168.96
020	Analyst V	\$194.96
021	Programmer I	\$51.99
022	Programmer II	\$71.35
023	Programmer III	\$90.96
024	Programmer IV	\$112.27
025	Programmer V	\$129.96
026	Program Manager I	\$93.29
027	Program Manager II	\$113.72
028	Program Manager III	\$129.96
029	Program Manager IV	\$146.21



KLC NETWORK SERVICES, INC. GSA IT Services Labor Rates		
October 1, 2009 to September 30, 2010		Year 2
CLIN	Labor Category	Rate
001*	Clerk I	\$16.89
002*	Clerk II	\$23.65
003*	Clerk III	\$30.41
004*	Clerk IV	\$37.69
005*	Clerk V	\$43.92
006	Technician I	\$33.79
007	Technician II	\$47.36
008	Technician III	\$60.82
009	Technician IV	\$74.33
010	Technician V	\$87.87
011	Engineer I	\$67.59
012	Engineer II	\$81.09
013	Engineer III	\$85.60
014	Engineer IV	\$108.15
015	Engineer V	\$121.67
016	Analyst I	\$91.32
017	Analyst II	\$128.42
018	Analyst III	\$148.69
019	Analyst IV	\$175.72
020	Analyst V	\$202.76
021	Programmer I	\$54.07
022	Programmer II	\$74.21
023	Programmer III	\$94.60
024	Programmer IV	\$116.76
025	Programmer V	\$135.16
026	Program Manager I	\$97.02
027	Program Manager II	\$118.27
028	Program Manager III	\$135.16
029	Program Manager IV	\$152.06



KLC NETWORK SERVICES, INC. GSA IT Services Labor Rates		
October 1, 2010 to September 30, 2011		Year 3
CLIN	Labor Category	Rate
001*	Clerk I	\$17.57
002*	Clerk II	\$24.60
003*	Clerk III	\$31.63
004*	Clerk IV	\$39.20
005*	Clerk V	\$45.68
006	Technician I	\$35.14
007	Technician II	\$49.26
008	Technician III	\$63.25
009	Technician IV	\$77.30
010	Technician V	\$91.38
011	Engineer I	\$70.29
012	Engineer II	\$84.33
013	Engineer III	\$89.02
014	Engineer IV	\$112.48
015	Engineer V	\$126.54
016	Analyst I	\$94.97
017	Analyst II	\$133.56
018	Analyst III	\$154.64
019	Analyst IV	\$182.75
020	Analyst V	\$210.87
021	Programmer I	\$56.23
022	Programmer II	\$77.18
023	Programmer III	\$98.38
024	Programmer IV	\$121.43
025	Programmer V	\$140.56
026	Program Manager I	\$100.90
027	Program Manager II	\$123.00
028	Program Manager III	\$140.56
029	Program Manager IV	\$158.14



KLC NETWORK SERVICES, INC. GSA IT Services Labor Rates		
October 1, 2011 to September 30, 2012		Year 4
CLIN	Labor Category	Rate
001*	Clerk I	\$18.27
002*	Clerk II	\$25.58
003*	Clerk III	\$32.90
004*	Clerk IV	\$40.77
005*	Clerk V	\$47.51
006	Technician I	\$36.55
007	Technician II	\$51.23
008	Technician III	\$65.78
009	Technician IV	\$80.39
010	Technician V	\$95.04
011	Engineer I	\$73.10
012	Engineer II	\$87.70
013	Engineer III	\$92.58
014	Engineer IV	\$116.97
015	Engineer V	\$131.60
016	Analyst I	\$98.77
017	Analyst II	\$138.90
018	Analyst III	\$160.82
019	Analyst IV	\$190.06
020	Analyst V	\$219.30
021	Programmer I	\$58.48
022	Programmer II	\$80.26
023	Programmer III	\$102.32
024	Programmer IV	\$126.29
025	Programmer V	\$146.19
026	Program Manager I	\$104.94
027	Program Manager II	\$127.92
028	Program Manager III	\$146.19
029	Program Manager IV	\$164.47



KLC NETWORK SERVICES, INC. GSA IT Services Labor Rates		
October 1, 2012 to September 30, 2013		Year 5
CLIN	Labor Category	Rate
001*	Clerk I	\$19.00
002*	Clerk II	\$26.61
003*	Clerk III	\$34.21
004*	Clerk IV	\$42.40
005*	Clerk V	\$49.41
006	Technician I	\$38.01
007	Technician II	\$53.28
008	Technician III	\$68.41
009	Technician IV	\$83.61
010	Technician V	\$98.84
011	Engineer I	\$76.03
012	Engineer II	\$91.21
013	Engineer III	\$96.29
014	Engineer IV	\$121.65
015	Engineer V	\$136.86
016	Analyst I	\$102.72
017	Analyst II	\$144.45
018	Analyst III	\$167.25
019	Analyst IV	\$197.66
020	Analyst V	\$228.07
021	Programmer I	\$60.82
022	Programmer II	\$83.47
023	Programmer III	\$106.41
024	Programmer IV	\$131.34
025	Programmer V	\$152.03
026	Program Manager I	\$109.13
027	Program Manager II	\$133.04
028	Program Manager III	\$152.03
029	Program Manager IV	\$171.05



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

PREAMBLE

(Name of Company) 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

Shiow Huang

703-834-1508

Shuang@klcnetworks.com

Fax: 703-834-1509



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;



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- (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.



**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.