



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

SIN 54151S - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301 IT Facility Operation and Maintenance
FPDS Code D302 IT Systems Development 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.

CodeLynx, Inc
4937 Fargo Street
North Charleston, SC 29418
Phone: (843) 266-2330 Fax: (843) 266-2333
Email: drew.weston@codelynx.com

Internet: www.codelynx.com

Contract Number: GS-35F-0012V

Period Covered by Contract: October 06, 2018 through October 05, 2023

General Services Administration
Federal Supply Service

Pricelist current through Modification # A826, dated 12/07/2020.

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/>.



TABLE OF CONTENTS

INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS	3
TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES	11
(SPECIAL ITEM NUMBER 54151S).....	11
IT PROFESSIONAL SERVICES	33
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS.....	35



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). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply 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:

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.

For Special Item Number 517312 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

None

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

CodeLynx, Inc
4937 Fargo Street
North Charleston, SC 29418



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:

(843) 266-2330

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. STATICAL 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: **18-614-8966**

Block 30: Type of Contractor - **Other Small Business**

Block 31: Woman-Owned Small Business - **No**

Block 36: Contractor's Taxpayer Identification Number (TIN): **20-0907077**

4a. CAGE Code: **364S1**

4b. Contractor has registered with the Central Contractor Registration Database/System for Award Management.

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

54151S

DELIVERY TIME (Days ARO)

As agreed upon between the contractor and the 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.



- a. Prompt Payment: 0% - 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: 2% > 1,000 hours
- c. Dollar Volume: None
- d. Government Educational Institutions: None
- 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: None

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 54151S - Information Technology (IT) Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS): Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their



availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal 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:

NONE

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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 33411.

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:

<http://www.codelynx.com>

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—

(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 54151S)**

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional 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

Program Manager

Function: The project manager is a semi technical position responsible for ensuring successful completion of project based work. This position will be the liaison between CodeLynx and the client and is responsible for operating on time and on budget technology projects.

General Characteristics

- Coordinate scheduling of resources
- Create and manage project plans with milestones and task lists
- Host and facilitate status meetings with engineers and client to determine time-on-task and issues resolution
- Maintain status and issues report
- Provide billing summaries and oversee invoicing as necessary
- Facilitate project closedown and client satisfaction milestones
- Supervisory responsibilities over the specific resources assigned to the particular project
- Knowledge and experience of all project management tools such as; Microsoft Word, Excel, Visio, Project, status reports, issues list, project closedown report and other necessary tools
- Excellent verbal and written communication skills are required



Education: Bachelor's Degree in Instructional Technology, Computer Science, Information Systems, Education, or other related field, or equivalent work experience.

Experience: 12 plus months experience as a Project Coordinator or related position. A history of experience related to the integration of systems; voice, data, security and building controls into projects. This experience should include an emphasis on preparation of construction drawings and specifications, coordination of technology systems with building power systems, structure and built-in casework.

Project Manager

Function: The project manager is a semi technical position responsible for ensuring successful completion of project-based work. This position will be the liaison between CodeLynx and the client and is responsible for operating on time and on budget technology projects.

General Characteristics

- Coordinate scheduling of resources
- Create and manage project plans with milestones and task lists
- Host and facilitate status meetings with engineers and client to determine time-on-task and issues resolution
- Maintain status and issues report
- Provide billing summaries and oversee invoicing as necessary
- Facilitate project closedown and client satisfaction milestones
- Supervisory responsibilities over the specific resources assigned to the particular project
- Knowledge and experience of all project management tools such as; Microsoft Word, Excel, Visio, Project, status reports, issues list, project closedown report and other necessary tools
- Excellent verbal and written communication skills are required

Education: Bachelor's Degree and 2 years' experience

Junior Project Manager

Function: Assist the senior project manager and handle individual duties as well.

General Characteristics

- Supervise different tasks in the quest of completing a project
- Make the arrangement for projects documentation on the recommendation and specification of the owner and ensure that specifications are met
- Knowledge and experience of all project management tools such as; Microsoft Word, Excel, Visio, Project, status reports, issues list, project closedown report and other necessary tools
- Excellent verbal and written communication skills are required

Education: Bachelor's Degree and 1 years' experience



Electronics Technician III

Function: This position is responsible for supervising a team of installers and functions as the site superintendent.

General Characteristics

- At least five years professional experience in installing, testing and maintaining integrated security systems and components, video surveillance systems, access control systems, intrusion detection devices, networking devices and communications equipment.
- Has various relative industry certifications for the particular type of work being performed
- Reads and interprets CAD drawings, Visio schematics, blueprints and cabling diagrams and applies the installation design package's specifications to the project
- Supervises other activities by Installation Engineers or sub-contractors
- Manages onsite safety precautions for crews
- Performs checkout of systems being worked on
- Service as a liaison to site foreman or project manager

Education: Associates Degree in Electronics or related field or High School diploma/GED with military electronic specialization schools, or trade school certification.

Experience: Typically has 5 to 7 years of IT work experience

Electronics Technician II

Function: Works independently or as part of a team

General Characteristics:

- Experience in installing, testing and maintaining integrated security systems and components, video surveillance systems, access control systems, intrusion detection devices, networking devices and communications equipment.
- Has various relative industry certifications for the particular type of work being performed
- Reads and interprets CAD drawings, Visio schematics, blueprints and cabling diagrams and applies the installation design package's specifications to the project
- Performs checkout of systems being worked on

Education: High School Diploma and 3 to 5 years' experience

Electronics Technician I

Function: Works independently or as part of a team



General Characteristics:

- Experience in installing, testing and maintaining integrated security systems and components, video surveillance systems, access control systems, intrusion detection devices, networking devices and communications equipment.
- Has various relative industry certifications for the particular type of work being performed
- Reads and interprets CAD drawings, Visio schematics, blueprints and cabling diagrams and applies the installation design package's specifications to the project
- Performs checkout of systems being worked on

Education: High School Diploma and 1 to 2 years' experience

Network Engineer V

Function: Design, implement, maintain, and support CodeLynx's growing network infrastructure. Serve as part of a systems engineering team that is responsible for designing and developing scalable, maintainable, highly available network architectures that meet business objectives and SLAs.

- Assists in the planning, forecasting, implementation, and identification of resource requirements for network systems (including wireless) of moderate complexity.
- Participates in network planning, network architecture design, installation, support, and engineering.
- Integrates and schematically depicts communication architectures, topologies, hardware, software, transmission and signaling links and protocols into complete network configurations.
- Ability to lift moderately heavy objects (e.g. computers, monitors, printers).
- Evaluates new products, performs network problem resolution and assists in the development and documentation of technical standards and interface applications.
- Troubleshoots the most complex network issues.

Education: Bachelor's Degree and 5 to 7 years' experience

Network Engineer IV

Function: Design, implement, maintain, and support CodeLynx's growing network infrastructure. Serve as part of a systems engineering team that is responsible for designing and developing scalable, maintainable, highly available network architectures that meet business objectives and SLAs.

- Assists in the planning, forecasting, implementation, and identification of resource requirements for network systems (including wireless) of moderate complexity.
- Participates in network planning, network architecture design, installation, support, and engineering.
- Integrates and schematically depicts communication architectures, topologies, hardware, software, transmission and signaling links and protocols into complete network configurations.
- Ability to lift moderately heavy objects (e.g. computers, monitors, printers).
- Troubleshoots the complex network issues involving various factors.
- Conducts network architecture design, feasibility and cost studies.



Education: Bachelor's Degree and 4 to 5 years' experience

Network Engineer III

Function: Design, implement, maintain, and support CodeLynx's growing network infrastructure. Serve as part of a systems engineering team that is responsible for designing and developing scalable, maintainable, highly available network architectures that meet business objectives and SLAs.

- Assists in the planning, forecasting, implementation, and identification of resource requirements for network systems (including wireless) of moderate complexity.
- Participates in network planning, network architecture design, installation, support, and engineering.
- Integrates and schematically depicts communication architectures, topologies, hardware, software, transmission and signaling links and protocols into complete network configurations.
- Ability to lift moderately heavy objects (e.g. computers, monitors, printers).
- Monitors protocol compatibility, performs system tuning, and makes recommendations for improvement.

Education: Bachelor's Degree and 3 to 4 years' experience

Network Engineer II

Function: Design, implement, maintain, and support CodeLynx's growing network infrastructure. Serve as part of a systems engineering team that is responsible for designing and developing scalable, maintainable, highly available network architectures that meet business objectives and SLAs.

- Participates in network planning, network architecture design, installation, support, and engineering.
- Ability to lift moderately heavy objects (e.g. computers, monitors, printers).
- Troubleshoots the network issues with diverse scope.

Education: Bachelor's Degree and 2 to 3 years' experience

Network Engineer I

Function: Design, implement, maintain, and support CodeLynx's growing network infrastructure. Serve as part of a systems engineering team that is responsible for designing and developing scalable, maintainable, highly available network architectures that meet business objectives and SLAs.

- Participates in network planning, network architecture design, installation, support, and engineering.
- Ability to lift moderately heavy objects (e.g. computers, monitors, printers).
- Monitors systems capacity and performance, plans and executes disaster recovery procedures and provides technical support

Education: Bachelor's Degree and 1 to 2 years' experience



Network Engineer

Function: Works independently or as a part of a team.

General Characteristics

- Assists in the planning, forecasting, implementation, and identification of resource requirements for network systems (including wireless) of moderate complexity.
- Participates in network planning, network architecture design, installation, support, and engineering.
- Integrates and schematically depicts communication architectures, topologies, hardware, software, transmission and signaling links and protocols into complete network configurations.
- Evaluates new products, performs network problem resolution and assists in the development and documentation of technical standards and interface applications.
- Monitors protocol compatibility, performs system tuning, and makes recommendations for improvement.
- Ability to lift moderately heavy objects (e.g. computers, monitors, printers).

Education: Bachelor's Degree in Computer Science, Information Systems, or other related field or certification in one of the following: Certified Network Engineer, Microsoft Certified Systems Engineer, Cisco Certified Engineer, etc.

Experience: Typically has 3 to 5 years of IT work experience.

Software Developer V

Function: Design, implement, maintain, and support software applications. Serve as part of a software engineering team that is responsible for designing, developing, and maintaining scalable, highly available applications that meet business objectives and SLAs.

General Characteristics

- Responsible for the analysis, development, modification, installation, testing and maintenance of operating systems software.
- Possesses a strong understanding of systems programming, graphical user interfaces and control languages.
- Modifies and/or debugs vendor-supplied utilities and packages.
- Modifies, installs and prepares technical documentation for system software applications.
- Diagnoses, isolates and de-bugs software problems and performs problem resolution.
- Work is highly independent
- May assume a team lead role for the work group

Education: Bachelor's Degree and 5 to 7 years' experience



Software Developer IV

Function: Design, implement, maintain, and support software applications. Serve as part of a software engineering team that is responsible for designing, developing, and maintaining scalable, highly available applications that meet business objectives and SLAs.

General Characteristics

- Responsible for the analysis, development, modification, installation, testing and maintenance of operating systems software.
- Possesses a strong understanding of systems programming, graphical user interfaces and control languages.
- Modifies and/or debugs vendor-supplied utilities and packages.
- Modifies, installs and prepares technical documentation for system software applications.
- Diagnoses, isolates and de-bugs software problems and performs problem resolution.
- Work is highly independent
- May assume a team lead role for the work group

Education: Bachelor's Degree and 4 to 5 years' experience

Software Developer III

Function: Design, implement, maintain, and support software applications. Serve as part of a software engineering team that is responsible for designing, developing, and maintaining scalable, highly available applications that meet business objectives and SLAs.

General Characteristics

- Responsible for the analysis, development, modification, installation, testing and maintenance of operating systems software.
- Possesses a strong understanding of systems programming, graphical user interfaces and control languages.
- Modifies and/or debugs vendor-supplied utilities and packages.
- Modifies, installs and prepares technical documentation for system software applications.
- Diagnoses, isolates and de-bugs software problems and performs problem resolution.
- May direct a few junior level software engineers.

Education: Bachelor's Degree and 3 to 4 years' experience

Software Developer II

Function: Design, implement, maintain, and support software applications. Serve as part of a software engineering team that is responsible for designing, developing, and maintaining scalable, highly available applications that meet business objectives and SLAs.



General Characteristics

- Responsible for the analysis, development, modification, installation, testing and maintenance of operating systems software.
- Possesses a strong understanding of systems programming, graphical user interfaces and control languages.
- Modifies and/or debugs vendor-supplied utilities and packages.
- Modifies, installs and prepares technical documentation for system software applications.
- Diagnoses, isolates and de-bugs software problems and performs problem resolution.

Education: Bachelor's Degree and 2 to 3 years' experience

Software Developer I

Function: Design, implement, maintain, and support software applications. Serve as part of a software engineering team that is responsible for designing, developing, and maintaining scalable, highly available applications that meet business objectives and SLAs.

General Characteristics

- Responsible for the analysis, development, modification, installation, testing and maintenance of operating systems software.
- Possesses a strong understanding of systems programming, graphical user interfaces and control languages.
- Modifies and/or debugs vendor-supplied utilities and packages.
- Modifies, installs and prepares technical documentation for system software applications.
- Diagnoses, isolates and de-bugs software problems and performs problem resolution.

Education: Bachelor's Degree and 1 to 2 years' experience

Programmer

Function: Works independently or as a part of a team.

General Characteristics

- Responsible for the analysis, development, modification, installation, testing and maintenance of operating systems software.
- Possesses a strong understanding of systems programming, graphical user interfaces and control languages.
- Modifies and/or debugs vendor-supplied utilities and packages.
- Modifies, installs and prepares technical documentation for system software applications.
- Diagnoses, isolates and de-bugs software problems and performs problem resolution.
- Monitors systems capacity and performance, plans and executes disaster recovery procedures and provides technical support.



Education: Bachelor's Degree in Computer Science, Information Systems, or other related field, or equivalent work experience.

Experience: Typically has 5 to 6 years of IT work experience.

Senior Software Architect

Function: Software Architects design and engineer the desktop management systems, asset management and helpdesk related systems.

General Characteristics:

- Must have a strong understanding of desktop management best practices and ITIL. Hands-on experience developing, tailoring, or supporting solution such as Altiris, LANDesk, and/or SMS is required. Infrastructure management certification is an added plus.
- The specific responsibilities include: working closely with a variety of service management projects, providing consultancy to scope and plan the key stages of new ITIL projects, undertaking ITIL/service management Health-Checks and advise at a strategic level, providing process consultancy (in relation to incident, problem, configuration/asset and change management), undertaking service management process definition and review projects, delivering process reviews, and delivering service improvement programs.
- Professional certifications that complement the above product suites are a plus (e.g. ITIL, Six Sigma MCSE, CCNA, etc.).
- Other important skills include: experience with 3-tier and web architectures utilizing relational database platforms; proficient in Microsoft or UNIX operating systems; programming and/or scripting languages experience is necessary.
- Strong in-depth experience of at least four of the following areas, Problem Management, Change Management, Incident Management, Asset and Configuration Management, Release Management, and Service Level Management. Strong MS Office skills, including MS Word, MS Excel, MS PowerPoint, MS Outlook and MS Project.
- Perform comprehensive assessment of client environment to include a thorough review of help desk foundation, people, process, tools, and customers. Compare findings and provide recommendations for developing a service desk using ITIL standards.
- Ensure integration exists between the infrastructure, the service desk, the directory service databases and the telephony system to ensure maximum efficiencies are achieved.
- Create documentation for call flow procedures.
- Prepare and present effective reports, comparisons and services proposals.
- Make group presentations to committees made up of decision makers.

Education: Bachelor's Degree and 7 plus years' experience

Software Architect

Function: Software Architects design and engineer the desktop management systems, asset management and helpdesk related systems.

General Characteristics:



- Must have a strong understanding of desktop management best practices and ITIL. Hands-on experience developing, tailoring, or supporting solution such as Altiris, LANDesk, and/or SMS is required. Infrastructure management certification is an added plus.

- The specific responsibilities include: working closely with a variety of service management projects, providing consultancy to scope and plan the key stages of new ITIL projects, undertaking ITIL/service management Health-Checks and advise at a strategic level, providing process consultancy (in relation to incident, problem, configuration/asset and change management), undertaking service management process definition and review projects, delivering process reviews, and delivering service improvement programs.
- Professional certifications that complement the above product suites are a plus (e.g. ITIL, Six Sigma MCSE, CCNA, etc.).
- Other important skills include: experience with 3-tier and web architectures utilizing relational database platforms; proficient in Microsoft or UNIX operating systems; programming and/or scripting languages experience is necessary.
- Strong in-depth experience of at least four of the following areas, Problem Management, Change Management, Incident Management, Asset and Configuration Management, Release Management, and Service Level Management. Strong MS Office skills, including MS Word, MS Excel, MS PowerPoint, MS Outlook and MS Project.
- Perform comprehensive assessment of client environment to include a thorough review of help desk foundation, people, process, tools, and customers. Compare findings and provide recommendations for developing a service desk using ITIL standards.
- Ensure integration exists between the infrastructure, the service desk, the directory service databases and the telephony system to ensure maximum efficiencies are achieved.
- Create documentation for call flow procedures.
- Prepare and present effective reports, comparisons and services proposals.
- Make group presentations to committees made up of decision makers.

Education: Bachelor's Degree in Computer Science, Information Systems, or other related field

Experience: Typically has 5 to 7 years of IT or Programming work experience

Installation Engineer

Function: Works independently or as a part of a team.

General Characteristics

- Installs, terminates, and tests system hardware and connections.
- Troubleshoots problems using appropriate diagnostics and testers.
- Performs cable certification testing according to manufacture specifications and requirements.
- Documents infrastructure and connectivity.



- May perform end-user training.
- Participates in the testing and evaluation of infrastructures.

Education: Associate's or Bachelor's Degree, or technical institute degree/certificate, or equivalent work experience and Data/voice/video/IT certifications.

Experience: Typically has 3 to 4 years of Communications Infrastructure work experience.

Engineering Technician V

Function: Serves as a leader on project designs and implementation. Acts as a liaison between technology providers and customers. Manages teams of subordinates and oversees labor forecasting and utilization. Reports directly to project/program manager.

Experience: Fourteen (14) years of practical experience in relevant technical field. Eight (8) years of experience, to include: installation of such equipment. Four (4) years of experience, to include: design, preparation and modification of engineering documents, and drawings. Eight (8) years of experience in task specific project, of which 5 must have been performed within the last 7 years. Note: Experience may be concurrent.

Education: Associate's Degree in Engineering, Physical Science, or Engineering Technology.

Engineering Technician IV

Function: Supervises multiple teams at a site or across multiple sites. Provides instruction to subordinates on daily working activities for each team.

Experience: Twelve (12) years of practical experience in relevant technical field. Six (6) years of experience, to include: installation of such equipment. Two (2) years of experience, to include: design, preparation and modification of engineering documents, and drawings. Six (6) years of experience in task specific project, of which 3 must have been performed within the last 5 years. Note: Experience may be concurrent.

Education: Associate's Degree in Engineering, Physical Science, or Engineering Technology

Engineering Technician III

Function: Acts as a team lead for small working groups at individual locations. Liaison with customer site to provide daily updates during ongoing projects.

Experience: Ten (10) years of practical experience in relevant technical field. Four (4) years of experience, to include: installation of such equipment. One (1) year of experience, to include: design, preparation and modification of engineering documents, and drawings. Four (4) years of experience in task specific project, of which 2 must have been performed within the last 3 years. Note: Experience may be concurrent.

Education: Associate's Degree in Engineering, Physical Science, or Engineering Technology



Engineering Technician II

Function: Serves as an experienced technician capable of working without instruction. Generally paired with a less experienced technician as a team to fulfill daily work assignments.

Experience: Five (5) years of practical experience, to include: laboratory testing, manufacturing, or maintenance.

Education: High School Diploma

Engineering Technician I

Function: Early level technician capable of working independently with drawings and instructions from more senior personnel.

Experience: Three (3) years of practical experience, to include: laboratory testing, manufacturing, or maintenance.

Education: High School Diploma

UI/UX Developer III

Function: Gathers and evaluates user requirements, in collaboration with product managers and engineers. Illustrating design ideas using storyboards, process flows and sitemaps. Designing graphic user interface elements, like menus, tabs and widgets.

- Responsible for requirements gathering and articulation of user interface issues - including development of page/site prototypes. Must be knowledgeable of user-centered design methodology, user scenarios, usability testing, storyboarding, paper and interactive prototypes.
- Responsible for the design, development of user-centered designs for web sites.
- Responsibilities include human factors engineering, heuristic evaluations, and usability testing for web and client-based applications as well as metrics setting and monitoring designed to assess the usability of the web application. Works to improve the usability, usefulness, and desirability of web sites in collaboration with Graphic Designers, Product Managers, Engineering Staff, and other Web Designers. Must be able to perform usability tests, provide design prototypes, and provide ad hoc user interface consulting.
- Must have demonstrated skills in graphic applications, HTML development tools and other applicable authoring tools.
- Knowledgeable in web production, front-end development using programming and scripting languages.
- Knowledgeable in webpage layout tools; graphic editors; graphic animation tools.
- Must be able to integrate design into program rules and system architecture and create innovative approaches to improving the end-user experience.
- Must be familiar with platform/browser compatibility and basic usability issues

Education: Bachelor's Degree and 3 to 4 years' experience



UI/UX Developer II

Function: Gathers and evaluates user requirements, in collaboration with product managers and engineers. Illustrating design ideas using storyboards, process flows and sitemaps. Designing graphic user interface elements, like menus, tabs and widgets.

- Responsible for the design, development of user-centered designs for web sites.
- Responsibilities include human factors engineering, heuristic evaluations, and usability testing for web and client-based applications as well as metrics setting and monitoring designed to assess the usability of the web application. Works to improve the usability, usefulness, and desirability of web sites in collaboration with Graphic Designers, Product Managers, Engineering Staff, and other Web Designers. Must be able to perform usability tests, provide design prototypes, and provide ad hoc user interface consulting.
- Must have demonstrated skills in graphic applications, HTML development tools and other applicable authoring tools.
- Knowledgeable in web production, front-end development using programming and scripting languages.
- Knowledgeable in webpage layout tools; graphic editors; graphic animation tools.
- Must be able to integrate design into program rules and system architecture and create innovative approaches to improving the end-user experience.
- Must be familiar with platform/browser compatibility and basic usability issues

Education: Bachelor's Degree and 2 to 3 years' experience

UI/UX Developer I

Function: Gathers and evaluates user requirements, in collaboration with product managers and engineers. Illustrating design ideas using storyboards, process flows and sitemaps. Designing graphic user interface elements, like menus, tabs and widgets.

- Responsible for the design, development of user-centered designs for web sites.
- Responsibilities include human factors engineering, heuristic evaluations, and usability testing for web and client-based applications as well as metrics setting and monitoring designed to assess the usability of the web application. Works to improve the usability, usefulness, and desirability of web sites in collaboration with Graphic Designers, Product Managers, Engineering Staff, and other Web Designers. Must be able to perform usability tests, provide design prototypes, and provide ad hoc user interface consulting.
- Must have demonstrated skills in graphic applications, HTML development tools and other applicable authoring tools.
- Knowledgeable in web production, front-end development using programming and scripting languages.
- Knowledgeable in webpage layout tools; graphic editors; graphic animation tools.
- Must be able to integrate design into program rules and system architecture and create innovative approaches to improving the end-user experience.
- Must be familiar with platform/browser compatibility and basic usability issues

Education: Bachelor's Degree and 1 to 2 years' experience



Technical Writer III

Function: produce high-quality documentation that contributes to the overall success of our products

- Collects and interprets technical data or information and coordinates layout for publication.
- Contributes to moderately complex aspects of a project.
- Creates and publishes technical documentations and manuals.

Education: Bachelor's Degree and 3 to 4 years' experience

Technical Writer II

Function: produce high-quality documentation that contributes to the overall success of our products

- Collects and interprets technical data or information and coordinates layout for publication.
- Creates and publishes technical documentations and manuals.

Education: Bachelor's Degree and 2 to 3 years' experience

Technical Writer I

Function: produce high-quality documentation that contributes to the overall success of our products

- Collects and interprets technical data or information and coordinates layout for publication.
- Creates and publishes technical documentations and manuals.

Education: Bachelor's Degree and 1 to 2 years' experience

Help Desk Technician III

Function: Responsible for overseeing help desk staff members who are tasked with assisting customers remotely, by e-mail or phone, or in-person

- Provide continuous status information to ensure customer satisfaction.
- Initiate customer contact, escalate to appropriate parties and resolve incidents.
- Answer, evaluate, and prioritize incoming telephone, voicemail, e-mail, and in person requests for assistance from users experiencing technical problems.
- Respond to technical issues as they arise.

Education: Bachelor's Degree and 3 to 4 years' experience

Help Desk Technician II

Function: Provide support for customers and other help desk personnel

- Provide first level contact and convey resolutions to customer issues
- Provide support for other help desk personnel



- Track, route and redirect problems to correct resources

Education: Bachelor's Degree and 2 to 3 years' experience

Help Desk Technician I

Function: Provide support for customers

- Provide first level contact and convey resolutions to customer issues
- Properly escalate unresolved queries to the next level of support
- Track, route and redirect problems to correct resources

Education: Bachelor's Degree and 1 to 2 years' experience

Quality Assurance Analyst III

Function: The QA Analyst will develop test plans, test cases and test scripts for projects, among other assigned duties.

- Develop test plans, test cases, and test reports on multiple projects of varying size

Education: Bachelor's Degree and 3 to 4 years' experience

Quality Assurance Analyst II

Function: The QA Analyst will develop test plans, test cases and test scripts for projects, among other assigned duties.

- Review user requirements documents to ensure that requirements are testable

Education: Bachelor's Degree and 2 to 3 years' experience

Quality Assurance Analyst I

Function: The QA Analyst will develop test plans, test cases and test scripts for projects, among other assigned duties.

- Perform testing on various software, telecom, and reporting systems
- Validate that user expectations are achieved during the testing process

Education: Bachelor's Degree and 1 to 2 years' experience



Business Analyst III

Function: Serve as a vital link between our information technology capacity and our business objectives by supporting and ensuring the successful completion of analytical, building, testing and deployment tasks of our software product's features.

- Define configuration specifications and business analysis requirements
- Perform quality assurance
- Define reporting and alerting requirements
- Own and develop relationship with partners, working with them to optimize and enhance our integration
- Help design, document and maintain system processes
- Report on common sources of technical issues or questions and make recommendations to product team
- Communicate key insights and findings to product team

Education: Bachelor's Degree and 3 to 4 years' experience

Business Analyst II

Function: Serve as a vital link between our information technology capacity and our business objectives by supporting and ensuring the successful completion of analytical, building, testing and deployment tasks of our software product's features.

- Define configuration specifications and business analysis requirements
- Perform quality assurance
- Define reporting and alerting requirements
- Own and develop relationship with partners, working with them to optimize and enhance our integration
- Report on common sources of technical issues or questions and make recommendations to product team
- Communicate key insights and findings to product team

Education: Bachelor's Degree and 2 to 3 years' experience

Business Analyst I

Function: Serve as a vital link between our information technology capacity and our business objectives by supporting and ensuring the successful completion of analytical, building, testing and deployment tasks of our software product's features.

- Define configuration specifications and business analysis requirements
- Perform quality assurance
- Define reporting and alerting requirements
- Report on common sources of technical issues or questions
- Communicate key insights and findings to product team



Education: Bachelor's Degree and 1 to 2 years' experience

Information Assurance III

Function: Provide Information Assurance (IA) Support for Computer systems and networks by applying knowledge of security policies and procedure to protect information. Monitor and manage the security posture of IT resources and their interconnection across networks May work independently or as a part of a team.

General Characteristics

- Developing and maintaining documentation to support system certification and accreditation
- Developing risk mitigation and action plans to address the results of security audits, reviews, and scans.
- Maintaining knowledge in current security policies and procedures
- Approving modifications to the configuration of IT resources
- Communicating security policies to staff and personnel
- Reviewing and approval/disapproval of the use of new software on supported networks

Education: Bachelor's Degree and 3 to 4 years' experience

Information Assurance II

Function: Provide Information Assurance (IA) Support for Computer systems and networks by applying knowledge of security policies and procedure to protect information. Monitor and manage the security posture of IT resources and their interconnection across networks May work independently or as a part of a team.

General Characteristics

- Developing and maintaining documentation to support system certification and accreditation
- Developing risk mitigation and action plans to address the results of security audits, reviews, and scans.
- Maintaining knowledge in current security policies and procedures
- Approving modifications to the configuration of IT resources
- Communicating security policies to staff and personnel
- Reviewing and approval/disapproval of the use of new software on supported networks

Education: Bachelor's Degree and 2 to 3 years' experience

Information Assurance I

Function: Provide Information Assurance (IA) Support for Computer systems and networks by applying knowledge of security policies and procedure to protect information. Monitor and manage the security posture of IT resources and their interconnection across networks May work independently or as a part of a team.

General Characteristics



- Developing and maintaining documentation to support system certification and accreditation
- Developing risk mitigation and action plans to address the results of security audits, reviews, and scans.
- Maintaining knowledge in current security policies and procedures
- Approving modifications to the configuration of IT resources
- Communicating security policies to staff and personnel
- Reviewing and approval/disapproval of the use of new software on supported networks

Education: Bachelor's Degree and 1 to 2 years' experience

Database Administrator II

Function: Responsible for maintaining the integrity and performance of company and client databases. Guarantees that data is stored securely and optimally.

- Manages and maintains the company database of medium to high complexity.
- Optimizes database configuration and access.
- Resolves database performance and capacity issues.
- Performs database recovery and back-up.
- May involve in some development work.

Education: Bachelor's Degree and 2 to 3 years' experience

Database Administrator I

Function: Responsible for maintaining the integrity and performance of company and client databases. Guarantees that data is stored securely and optimally.

- Administers and maintains the company database and data warehouses.
- Implements and monitors database access and configurations.
- Resolves database performance and capacity issues.
- Performs database recovery and back-up.
- May involve in capacity planning, and some development work.

Education: Bachelor's Degree and 1 to 2 years' experience

Graphic Designer

Function: Provides design, development of user-centered webpage layouts and graphic elements for web sites. May work independently or as a part of a team.

General Characteristics

- Responsible for the design, development of user-centered designs for web sites.
- Responsibilities include human factors engineering, heuristic evaluations, and usability testing for web and client based applications as well as metrics setting and monitoring designed to assess the usability of the web application. Works to improve the usability, usefulness, and desirability of



web sites in collaboration with Graphic Designers, Product Managers, Engineering Staff, and other Web Designers. Must be able to perform usability tests, provide design prototypes, and provide ad hoc user interface consulting.

- Responsible for requirements gathering and articulation of user interface issues - including development of page/site prototypes. Must be knowledgeable of user-centered design methodology, user scenarios, usability testing, storyboarding, paper and interactive prototypes.
- Must have demonstrated skills in graphic applications, HTML development tools and other applicable authoring tools.
- Must have demonstrated skills in graphic applications, HTML development tools and other applicable authoring tools.
- Knowledgeable in web production, front-end development using programming and scripting languages.
- Knowledgeable in webpage layout tools; graphic editors; graphic animation tools.
- Must be able to integrate design into program rules and system architecture and create innovative approaches to improving the end-user experience.
- Must be familiar with platform/browser compatibility and basic usability issues.

Education and Experience: A Bachelor's Degree in Computer Science, Information Systems, Graphic Design, or other related field, or equivalent work experience and two years combined IT and graphic design experience; or associate degree in computer based graphics and three to five years experience in Web Graphics design.



IT PROFESSIONAL SERVICES

Labor Category	Commercial Rate	GSA Discount	GSA Price w/IFF
Program Manager	\$150.00	6%	\$142.06
Project Manager	\$125.00	6%	\$118.38
Junior Project Manager	\$100.00	6%	\$94.71
Electronics Technician III	\$90.00	6%	\$85.23
Electronics Technician II	\$80.00	6%	\$75.76
Electronics Technician I	\$70.00	6%	\$66.29
Network Engineer V	\$130.00	6%	\$123.12
Network Engineer IV	\$120.00	6%	\$113.65
Network Engineer III	\$110.00	6%	\$104.18
Network Engineer II	\$100.00	6%	\$94.71
Network Engineer I	\$90.00	6%	\$85.23
Software Developer V	\$150.00	6%	\$142.06
Software Developer IV	\$130.00	6%	\$123.12
Software Developer III	\$110.00	6%	\$104.18
Software Developer II	\$90.00	6%	\$85.23
Software Developer I	\$80.00	6%	\$75.76
Network Engineer	\$90.00	6%	\$85.23
Programmer	\$110.00	6%	\$104.18
Senior Software Architect	\$150.00	6%	\$142.06
Software Architect	\$135.00	6%	\$127.85



Installation Engineer	\$85.00	6%	\$80.50
Engineering Technician V	\$110.00	6%	\$104.18
Engineering Technician IV	\$100.00	6%	\$94.71
Engineering Technician III	\$90.00	6%	\$85.23
Engineering Technician II	\$80.00	6%	\$75.76
Engineering Technician I	\$70.00	6%	\$66.29
UI/UX Developer III	\$100.00	6%	\$94.71
UI/UX Developer II	\$90.00	6%	\$85.23
UI/UX Developer I	\$80.00	6%	\$75.76
Tech Writer III	\$90.00	6%	\$85.23
Tech Writer II	\$80.00	6%	\$75.76
Tech Writer I	\$70.00	6%	\$66.29
Help Desk Technician III	\$90.00	6%	\$85.23
Help Desk Technician II	\$80.00	6%	\$75.76
Help Desk Technician I	\$70.00	6%	\$66.29
Quality Assurance Analyst III	\$100.00	6%	\$94.71
Quality Assurance Analyst II	\$90.00	6%	\$85.23
Quality Assurance Analyst I	\$80.00	6%	\$75.76
Business Analyst III	\$100.00	6%	\$94.71
Business Analyst II	\$90.00	6%	\$85.23
Business Analyst I	\$80.00	6%	\$75.76
Information Assurance III	\$130.00	6%	\$123.12
Information Assurance II	\$110.00	6%	\$104.18



Information Assurance I	\$90	6%	\$85.23
Database Administrator II	\$115.00	6%	\$108.91
Database Administrator I	\$90.00	6%	\$85.23
Graphic Designer	\$75.00	6%	\$71.03

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

CodeLynx, 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 **Mr. Drew Weston, Phone: (843) 266-2330 , E-mail: drew.weston@codelynx.com, Fax: (843) 266-2333**



**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) GS-35F-XXXXXX.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity

Date

Contractor

Date



BPA NUMBER _____

**(CUSTOMER
BLANKET PURCHASE AGREEMENT**

NAME)

Pursuant to GSA Federal Supply Schedule Contract Number(s) GS-35F-XXXXX, 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
BPA

*SPECIAL
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.

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.