



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

Special Item No. 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 D311 IT Data Conversion Services
FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM)
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.

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Contract Number: [GS-35F-0031M](#)

Period Covered by Contract: [October 12, 2016 to October 11, 2021](#)

General Services Administration
Federal Supply Service

Pricelist current through Modification # 24, dated 10/12/2016.

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsadvantage.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!™ on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.gsa.gov/fas) contain information on a broad array of products and services offered by small business concerns.

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

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

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

SYNCADD Systems, Inc.
677 Ala Moana Blvd., Suite 901
Honolulu, Hawaii 96813-5412

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). 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:

Ph: 808-941-8286

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 Contract

Block 16: Data Universal Numbering System (DUNS) Number: 15-113-3899

Block 30: Type of Contractor: B – Other Small Business

Block 31: Woman-Owned Small Business - Yes

Block 37: Contractor's Taxpayer Identification Number (TIN): 99-0241631

Block 40: Veteran Owned Small Business (VOSB): No

4a. CAGE Code: 0ERE6

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 between ordering agency and contractor

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: 1% 15 Days, Net 30

b. Quantity: None

c. Dollar Volume: None

d. Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government customers.

e. Other: None

8. TRADE AGREEMENTS ACT OF 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING: N/A

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

11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)

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

-
- c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

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:

N/A

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 receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

23. SECTION 508 COMPLIANCE.

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes _____

No X

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): www.syncadd.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 132-51)**

******NOTE:** *All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.*

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional 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 I-FSS-60 Performance Incentives (April 2000)

- 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.
- 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

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I - OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts 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 (Dec 2007) 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 Professional Services.

9. INDEPENDENT CONTRACTOR

All IT Professional 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 Professional 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 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) 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 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) 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 PROFESSIONAL SERVICES AND PRICING

Special Item No. 132-51 – Information Technology (IT) Professional Services

Labor Category Descriptions:

Labor Category	Education	Minimum Experience	Functional Duties/Responsibilities	Required/ Supplemental Certifications
Sr. Program Manager	Bachelor's	8 yrs.	Duties: Performs day-to-day management of multiple projects. Develops project schedules to assure clients' deadlines are met within the project budget. Develops and implements primary goals, operating plans, and short and long range objectives of the projects. Organizes, directs and coordinates the planning and production of all project activities.	N/A
Program Manager	Bachelor's	5 yrs.	Duties: Coordinates, directs, and plans across multiple IT projects while maintaining tight relations with customers to ensure successful project deliverables. This requires working with project managers and their resources to achieve established goals and objectives. It is the program manager's responsibility to ensure that the customer receives beneficial IT solutions and services that improve their existing business processes.	N/A
Project Manager	Bachelor's	5 yrs.	Duties: Performs day-to-day management of assigned projects that involves multiple resources. Develops and maintains detailed timelines for each project to ensure integrity from business, operational, and long-range perspectives. Implements project schedules to meet deadlines for clients within the project budget. Collaborates with other project team members to ensure that end state goals and objectives are being met, manages product design and development, determines sequencing of activities, analyzes production methods to determine best practices,	N/A

Labor Category	Education	Minimum Experience	Functional Duties/Responsibilities	Required/ Supplemental Certifications
			tests applications to ensure quality, communicate with clients to ensure their needs are being met, and prepares monthly status reports. Must be able to successfully manage projects and coordinate with multiple resources. Must possess good written and verbal communication skills.	
CADD/GIS Manager	Bachelor's	5 yrs.	Duties: Understands CADD and GIS technologies as well as able to manage other resources for the successful delivery of CADD/GIS solutions and services. Able to implement data capture processes with various technologies such as laser dimensioning, surveying, utilizing Global Positioning Systems, imagery, scanning, and photography. Implements processes for the translation of captured data into various formats for the integration with Geographical Information Systems as well as formatting data to adhere to Spatial Data Standards for Facility, Infrastructure, and Environment (SDSFIE). Implement business processes for the ongoing maintenance of the data. Coordinates all CADD/GIS activities with other personnel to ensure successful data creation and integration with various applications.	N/A
Software Systems Engineer	Bachelor's	3 yrs.	Duties: Must be capable of analyzing information technology requirements, COTS technology and capabilities of integration with developed applications, and integration capabilities with outside data sources. Must be knowledgeable with hardware installation and configuration, as well as client server connectivity. Must be able to troubleshoot any server, networking, client server, and application problems. Performs routine backups of data and implements IT security standards.	N/A
Analyst/Programmer (Lead)	Bachelor's	5 yrs.	Duties: Must be capable of using relevant programming languages to develop customized applications in accordance to the design specifications. This includes writing, testing and maintaining applications. Must be able to convert project specifications and statements of problems and procedures to detailed logical flow charts for coding. Able to integrate data from outside sources. Must be able to design detailed programs within the given deadlines and budget. Able to collaborate with other project team members to get the job completed on time. Provides guidance to all Sr. Analyst/Programmers.	N/A
Analyst/Programmer (Sr.)	Bachelor's	2 yrs.	Duties: Works under the direct guidance of the Lead Analyst/programmer in writing, testing and maintaining applications. Must be capable of using relevant programming languages to develop customized applications in accordance to the design specifications. Must be able to interpret project specifications and statements of problems and procedures and code the application accordingly. Must be meticulous in maintaining source codes and stay abreast other application dependencies.	N/A
GIS Analyst/Programmer	Bachelor's	3 yrs.	Duties: Knowledgeable in GIS technologies and principles. Responsible for performing systems analysis, application programming, implementation, documentation, maintenance and support of enterprise Geographical Information Systems applications. Able to integrate GIS with business processes and other applications to formulate a comprehensive IT solution. Possesses current knowledge of database technology.	N/A
CADD/GIS Senior Specialist	Bachelor's	3 yrs.	Duties: Proficient in CADD and GIS technologies with programming capabilities for the development of customized CADD and GIS tools. Defines processes in data standardization, data migration, data creation, data maintenance, and data integration. Understands database structure and capabilities for integration with other data sources. Able to create metadata and geospatial	N/A

Labor Category	Education	Minimum Experience	Functional Duties/Responsibilities	Required/ Supplemental Certifications
			relationships. Provides technical expertise and guidance to other CADD/GIS personnel.	
CADD/GIS Specialist	Bachelor's	0 yrs.	Duties: Proficient in CADD and GIS technologies to the level of creating 2D & 3D CADD drawings as well as map layers with data attributes that are in compliance with Spatial Data Standards for Facility, Infrastructure, and Environment (SDSFIE). Creates metadata and understands geospatial relationships.	N/A
Sr. Technician	Associates	3 yrs.	Specialized Experience: Must have at least 2 years of CADD and GIS experience and be knowledgeable of Spatial Data Standards. Duties: Must be able to collaborate with other project team members to ensure proper activity sequencing and efficiency in completing project activities. Proficient in MicroStation Triforma for the creation of 3D floor plans. Able to utilize laser measuring devices to conduct surveys. Able to upload data into various applications and perform quality assurance checks to ensure data integrity. Must be knowledgeable in GIS concepts and the relationship between databases and the associated maps. Able to produce maps using GIS, CAD and other computer programs. Must be able to produce SDS compliant map layers.	N/A
Technician	Associates	1 yr.	Duties: Conduct field surveys where dimensions of facilities are collected/verified with laser measuring devices. This requires familiarity with surveying techniques and procedures. Must also possess good communication skills in order to conduct manpower surveys. Perform simple CADD drawings in MicroStation Triforma. Assist in producing GIS maps and data entry. Able to work as a team to meet deadlines.	N/A
Documentation Specialist	Associates	2 yrs.	Duties: Responsible for coordinating all activities related to providing required documentation and implementing related documentation systems. Coordinates the review and revision of procedures, specifications and forms. Assists in compiling documents and maintaining computerized files to support all documentation systems. Responsible for writing and editing systems administration manuals, installation and configuration guides for hardware and software, and technical support manuals and user guides. Familiar with multimedia software to create web-based documentation.	N/A
Implementation/Trainer	Bachelor's	2 yrs.	Duties: Responsible for the successful implementation of the project deliverables and providing guidance to the end-users in the access of the implemented system. Also responsible for training the end-users on the new system. The Trainer is responsible for devising training courses that educate the end-users on the functionality of the system as well as the business processes embedded within the system. This involves incorporating actual workflows and operational activities that are applicable to the end-users existing work processes.	N/A
Task Administrative Assistant	H.S. Diploma	3 yrs.	Duties: Provides general-purpose administrative duties in support of project tasks. This includes scheduling meetings, assisting in project budgeting, managing resource hours by projects, assists in resource scheduling, and the like. Also responsible for logistic coordination, travel arrangements, and word-processing related activities.	N/A
Analyst	Bachelor's	3 yrs.	Duties: Assists the Business Process Reengineering Specialist with obtaining, reviewing, and analyzing relevant information on existing business processes with the intentions of formulating a solution. Information is gathered by interviewing key personnel and understanding existing processes and all external forces affecting those processes. Applies process improvement, reengineering methodologies,	N/A

Labor Category	Education	Minimum Experience	Functional Duties/Responsibilities	Required/ Supplemental Certifications
			and principles to formulate IT solutions. Conducts relevant research and is able to document findings and areas of opportunities for process improvement.	
Business Process Reengineering Specialist	Bachelor's	5 yrs.	Specialized Experience in evaluating business processes, identifying best practices, identifying areas of opportunities for improvement, change management, business management techniques, activity and data modeling, information system development methods and practices, methodology development, and automating business processes. Responsible for gathering and interpreting existing business processes at client sites and applying process improvement and reengineering methodologies and principles to devise solutions. This requires the ability to identify choke points and process redundancies in order to devise recommendations. Responsible for defining goals and objectives of each project. Also responsible for defining the application specifications required to achieve those goals and objectives. Coordinates with the Analyst/Programmers to ensure that specifications are being met within the project deadline and budget. Analyzes possible integration capabilities with existing systems and other applications to achieve a holistic solution.	N/A
Architect I	Bachelor's	4 yrs.	Provides high-level architectural expertise; develops architectural products, systems, and deliverables for the enterprise and operational business lines. Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional systems. Evaluates hardware, software, and network platforms, and integrating systems. Acts as a technical expert, addressing problems of systems integration, compatibility, and multiple platforms. Performs feasibility analysis on potential future projects and reports to management. Senior level may lead a large development team in design of highly complex network/software systems. Develops DoD Architecture Framework compliant documents."	N/A
Architect II	Bachelor's	7 yrs.	Duties: Responsible for gathering and interpreting existing business processes at client sites and applying process improvement and reengineering methodologies and principles to devise solutions. This requires the ability to identify choke points and process redundancies in order to devise recommendations. Responsible for defining goals and objectives of each project. Also responsible for defining the application specifications required to achieve those goals and objectives. Coordinates with the Analyst/Programmers to ensure that specifications are being met within the project deadline and budget. Analyzes possible integration capabilities with existing systems and other applications to achieve a holistic solution.	N/A
Architect III	Bachelor's	10 yrs.	Provides high-level architectural expertise; develops architectural products, systems, and deliverables for the enterprise and operational business lines. Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional systems. Evaluates hardware, software, and network platforms, and integrating systems. Acts as a technical expert, addressing problems of systems integration, compatibility, and multiple platforms. Performs feasibility analysis on potential future projects and reports to management. Senior level may lead a large development team in design of highly complex network/software systems. Develops DoD Architecture Framework compliant documents.	N/A

Labor Category	Education	Minimum Experience	Functional Duties/Responsibilities	Required/ Supplemental Certifications
Analyst I	Bachelor's	2 yrs.	Direct experience in projects or other relevant experience requiring analysis of business functions or processes. This individual has knowledge in one or more professional and/or technical areas and has worked on assignments requiring analytical and planning skills.	N/A
Analyst III	Bachelor's	5 yrs.	Direct experience in projects or other relevant experience requiring analysis of business functions or processes. This individual has knowledge and expertise in one or more professional and/or technical areas and has worked on complex work assignments requiring analytical and planning skills. Has lead and/or managed a working group of analysts.	N/A
Data Technician III	Bachelor's or 5 yrs. of exp.	5 yrs.	Is responsible for the field collection and verification of geospatial data. Conducts field surveys using latest technologies, works with CADD and GIS technicians to ensure accuracy in the data capture process, and works with the customer to understand priorities and data requirements. Provides technical support to the customer by running customized reports, queries, spatial analysis, data calls, and the like. Must have an understanding of Spatial Data Standards for Facilities Infrastructure and Environment (SDSFIE), metadata, data structures, and relevant regulations and policies.	N/A
CADD/GIS Specialist III	Bachelor's	8 yrs.	Is responsible for the field collection and verification of geospatial data. Conducts field surveys using latest technologies, works with CADD and GIS technicians to ensure accuracy in the data capture process, and works with the customer to understand priorities and data requirements. Provides technical support to the customer by running customized reports, queries, spatial analysis, data calls, and the like. Must have an understanding of Spatial Data Standards for Facilities Infrastructure and Environment (SDSFIE), metadata, data structures, and relevant regulations and policies.	N/A
CADD/GIS Technician I	Tech Cert	1 yr.	Manages, administers, and develops the Computer Aided Design and Drafting (CADD) and/or Geographical Information System (GIS) mapping products. Develops CADD and/or GIS maps and related data sets, including complex engineering data (such as electrical utilities) using required drawing guidelines, specifications, and standards. Shall have experience with Department of Defense (DoD) Spatial Data Standards for Facilities, Infrastructure, and Environment (SDSFIE) and Architecture/Engineering/Construction (AEC) 2.0 standards. Designs and implements CADD and/or GIS analytical procedures; performs analysis and maintenance of CADD and/or GIS systems. Demonstrates and maintains proficiency with CADD and/or GIS analysis, data modeling, current and developing technologies, and software related to CADD and/or GIS production, such as MicroStation, ArcGIS, ArcSDE.	N/A
CADD/GIS Technician II	Tech Cert	5 yrs.	Manages, administers, and develops the Computer Aided Design and Drafting (CADD) and/or Geographical Information System (GIS) mapping products. Develops CADD and/or GIS maps and related data sets, including complex engineering data (such as electrical utilities) using required drawing guidelines, specifications, and standards. Shall have experience with Department of Defense (DoD) Spatial Data Standards for Facilities, Infrastructure, and Environment (SDSFIE) and Architecture/Engineering/Construction (AEC) 2.0 standards. Designs and implements CADD and/or GIS analytical procedures; performs analysis and maintenance of CADD and/or GIS systems. Demonstrates and maintains proficiency with CADD and/or GIS analysis, data modeling, current and developing technologies, and software related to	N/A

Labor Category	Education	Minimum Experience	Functional Duties/Responsibilities	Required/ Supplemental Certifications
			CADD and/or GIS production, such as MicroStation, ArcGIS, ArcSDE.	
CADD/GIS Technician III	Tech Cert	7 yrs.	Manages, administers, and develops the Computer Aided Design and Drafting (CADD) and/or Geographical Information System (GIS) mapping products. Develops CADD and/or GIS maps and related data sets, including complex engineering data (such as electrical utilities) using required drawing guidelines, specifications, and standards. Shall have experience with Department of Defense (DoD) Spatial Data Standards for Facilities, Infrastructure, and Environment (SDSFIE) and Architecture/Engineering/Construction (AEC) 2.0 standards. Designs and implements CADD and/or GIS analytical procedures; performs analysis and maintenance of CADD and/or GIS systems. Demonstrates and maintains proficiency with CADD and/or GIS analysis, data modeling, current and developing technologies, and software related to CADD and/or GIS production, such as MicroStation, ArcGIS, ArcSDE.	N/A
Configuration Management Specialist I	Bachelor's	2 yrs.	Is responsible for configuration management planning, configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process, ensuring that only approved and validated changes are incorporated into product documents and related software. Develops, distributes, and tracks all change packages resulting from approved Configuration Control Board action. Trains personnel by conducting workshops and seminars on the proper methodology to maintain a proactive configuration management program.	N/A
Configuration Management Specialist II	Bachelor's	5 yrs.	Is responsible for configuration management planning, configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process, ensuring that only approved and validated changes are incorporated into product documents and related software. Develops, distributes, and tracks all change packages resulting from approved Configuration Control Board action. Trains personnel by conducting workshops and seminars on the proper methodology to maintain a proactive configuration management program.	N/A
Database Administrator I	Bachelor's	2 yrs.	Designs, creates, implements, and maintains complex databases in a client/server environment with respect to access methods, access time, device allocation, validation checks, organization, protection, security, documentation, and statistical methods. Applies knowledge and experience with database technologies, development methodologies, and front-end/back-end programming languages, and data standards such as Spatial Data Standards for Facilities Infrastructure and Environment (SDSFIE) and FGDC regulated metadata. Performs database programming and support systems design. Maintains database dictionaries; provides overall monitoring of standards and procedures, database administration and integration of systems through database	N/A
Database Administrator II	Bachelor's	5 yrs.	Designs, creates, implements, and maintains complex databases in a client/server environment with respect to access methods, access time, device allocation, validation checks, organization, protection, security, documentation, and statistical methods. Applies knowledge and experience with database technologies, development methodologies, and front-end/back-end programming languages, and data standards such as Spatial Data Standards for Facilities Infrastructure and Environment (SDSFIE) and FGDC regulated metadata. Performs database programming and support systems design. Maintains database dictionaries; provides	N/A

Labor Category	Education	Minimum Experience	Functional Duties/Responsibilities	Required/ Supplemental Certifications
			overall monitoring of standards and procedures, database administration and integration of systems through database	
Database Administrator III	Bachelor's	8 yrs.	Designs, creates, implements, and maintains complex databases in a client/server environment with respect to access methods, access time, device allocation, validation checks, organization, protection, security, documentation, and statistical methods. Applies knowledge and experience with database technologies, development methodologies, and front-end/back-end programming languages, and data standards such as Spatial Data Standards for Facilities Infrastructure and Environment (SDSFIE) and FGDC regulated metadata. Performs database programming and support systems design. Maintains database dictionaries; provides overall monitoring of standards and procedures, database administration and integration of systems through database	N/A
Network/Systems Administrator I	Bachelor's	2 yrs.	Is responsible for activities related to systems administration and network acquisition, installation, maintenance, and usage. Manages network/systems performance; troubleshoots network problems and maintains security. Ensures that security procedures are implemented and enforced. Installs, maintains, configures, and ensures the integrity of all network/system software. . Establishes and implements network/systems policies, procedures, and standards, and ensures their conformance with information systems, client objectives, and long-term requirements of the organization. Experience with Oracle database technologies, ESRI ArcSDE, Bentley technologies, DoD security requirements is preferred.	N/A
Network/Systems Administrator II	Bachelor's	5 yrs.	Is responsible for activities related to systems administration and network acquisition, installation, maintenance, and usage. Manages network/systems performance; troubleshoots network problems and maintains security. Ensures that security procedures are implemented and enforced. Installs, maintains, configures, and ensures the integrity of all network/system software. . Establishes and implements network/systems policies, procedures, and standards, and ensures their conformance with information systems, client objectives, and long-term requirements of the organization. Experience with Oracle database technologies, ESRI ArcSDE, Bentley technologies, DoD security requirements is preferred.	N/A
Quality Assurance Specialist/Manager I	Bachelor's	2 yrs.	Manages the quality assurance/quality control (QA/QC) processes for geospatial products and procedures, which includes responsibility for identifying strategic long-term and near-term QA/QC goals for geospatial documentation, data collection, conversion, and maintenance. Is responsible for developing methodology that ensures efficient conformance with identified quality assurance plans (QAP). Conducts audits and reviews and analyzes data and documentation, and develops quality standards. Participates in formal and informal reviews and examines and evaluates the QA process and recommends enhancements and modifications. Able to ensure data standards through the QA/QC process, such as Spatial Data Standards for Facilities Infrastructure and Environment (SDSFIE) and metadata requirements.	N/A
Quality Assurance Specialist/Manager II	Bachelor's	5 yrs.	Manages the quality assurance/quality control (QA/QC) processes for geospatial products and procedures, which includes responsibility for identifying strategic long-term and near-term QA/QC goals for geospatial documentation, data collection, conversion, and maintenance. Is responsible for developing methodology that ensures efficient conformance with identified quality assurance plans (QAP). Conducts audits	N/A

Labor Category	Education	Minimum Experience	Functional Duties/Responsibilities	Required/ Supplemental Certifications
			and reviews and analyzes data and documentation, and develops quality standards. Participates in formal and informal reviews and examines and evaluates the QA process and recommends enhancements and modifications. Able to ensure data standards through the QA/QC process, such as Spatial Data Standards for Facilities Infrastructure and Environment (SDSFIE) and metadata requirements.	
Task Manager	Bachelor's	4 yrs.	Manages complex and strategic programs/projects; oversees budget and schedules. Serves as focal point with client regarding all program/project activities. Provides technical and strategic direction to project team and performs day-to-day management, planning, and production of overall contract/task order support operations. Effectively manages project estimates, funds, personnel, production standards, resources plans (equipment and facilities), reports, tracking, and analysis, and ensures quality and timely delivery of all contractual items.	N/A
Programmer/Analyst III	Bachelor's	8 yrs.	Designs, codes, tests, debugs, and documents software programs, including web-based applications and tools. Formulates/defines system scope and objectives based on user needs, research, and fact finding. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications from which programs will be written. Analyzes and revises existing system logic difficulties and documentation as necessary. Works on all phases of programming and systems analysis activities, including requirements management and analysis. Programming experience with Oracle technologies, ESRI geospatial technologies and CADD technologies preferred.	N/A
Subject Matter Expert I	Bachelor's	7 yrs.	Uses functional area expertise gained through direct industry experience to assess the operational and functional baseline of organizational components. Works with senior managers and executives to provide industry vision and strategic direction with regard to their enterprise. Defines, develops and delivers strategic communications products. Guides the determination of inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Participates in account strategy sessions, strategic assessments, and design reviews to validate enterprise approach and associated work products. Provides guidance and direction to other professionals; acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks; possesses ability to meet and operate under deadlines. Is recognized for strong expertise in industry issues and trends.	N/A
Subject Matter Expert II	Bachelor's	10 yrs.	Uses functional area expertise gained through direct industry experience to assess the operational and functional baseline of organizational components. Works with senior managers and executives to provide industry vision and strategic direction with regard to their enterprise. Defines, develops and delivers strategic communications products. Guides the determination of inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Participates in account strategy sessions, strategic assessments, and design reviews to validate enterprise approach and associated work products. Provides guidance and direction to other professionals; acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks; possesses ability to meet and operate under deadlines. Is recognized for strong expertise in industry issues and trends.	N/A

Labor Category	Education	Minimum Experience	Functional Duties/Responsibilities	Required/ Supplemental Certifications
Functional Lead I	Bachelor's	4 yrs.	Uses functional lead expertise gained through direct industry experience to assess the operational and functional baseline of organizational components. Leads their respective component of the overall project and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders.	N/A
Functional Lead II	Bachelor's	6 yrs.	Uses functional lead expertise gained through direct industry experience to assess the operational and functional baseline of organizational components. Works with senior managers and executives to provide industry vision and strategic direction with regard to their functional component. Leads their respective component of the overall project and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders.	N/A
Technical Operations/Helpdesk I	Associates	2 yrs.	Plans, directs, and monitors information systems operations and maintenance, test and evaluation, hardware and software support, help desk administration and support, and systems programming. Monitors and responds to complex technical hardware and software problems using testing tools and techniques. Provides internal analysis and support to ensure proper escalation during outages or periods of degraded system performance. Designs the computing infrastructure, providing technical assistance and consulting to the client user group. Integrates and manages different technologies and services into a heterogeneous environment.	N/A
Technical Operations/Helpdesk II	Associates	5 yrs.	Plans, directs, and monitors information systems operations and maintenance, test and evaluation, hardware and software support, help desk administration and support, and systems programming. Monitors and responds to complex technical hardware and software problems using testing tools and techniques. Provides internal analysis and support to ensure proper escalation during outages or periods of degraded system performance. Designs the computing infrastructure, providing technical assistance and consulting to the client user group. Integrates and manages different technologies and services into a heterogeneous environment.	N/A
Technical Operations/Helpdesk III	Associates	7 yrs.	Plans, directs, and monitors information systems operations and maintenance, test and evaluation, hardware and software support, help desk administration and support, and systems programming. Monitors and responds to complex technical hardware and software problems using testing tools and techniques. Provides internal analysis and support to ensure proper escalation during outages or periods of degraded system performance. Designs the computing infrastructure, providing technical assistance and consulting to the client user group. Integrates and manages different technologies and services into a heterogeneous environment.	N/A
Graphics Specialist	Associates	2 yrs.	Creates graphic materials based on pre-set standards. Responsible for design of projects from conception to completion. Possesses specialized skills in Web, multimedia, or video. Experienced in desktop layout, and image manipulation.	N/A
Imagery Analyst	Associates	4 yrs.	Uses imagery data in the formulation of ideas in the area of geographic information systems, applied mathematics, multi-dimensional imagery, topography, or other complex earth science areas for information systems projects or users. Meets and confers with scientists/engineers, analysts, cartographers, database designers, and DBMS developers and users to ensure compatibility of all efforts with the subject matter user communities.	N/A

Labor Category	Education	Minimum Experience	Functional Duties/Responsibilities	Required/ Supplemental Certifications
Training Specialist II	Bachelor's	5 yrs.	Develops and delivers training programs in support of complex products and procedures, and for a major area or client. Establishes and/or reviews course content and objectives. Designs and develops interactive courseware for client training. Ensures the integrity of task analysis, training requirements, training hierarchies, instruction materials, and evaluation plans. Converts written material and training requirements to interactive courseware. Interacts with client and subject matter experts to ensure technical accuracy of instructional content. Training areas may include Instructional System Design (ISD), and e-Learning/Computer-Based Training (CBT). Experience in CADD/GIS technologies and processes preferred.	N/A

Pricing:

Labor Category	PRICE OFFERED TO GSA (including IFF)					QUNATITY/ VOLUME DISCOUNT
	10/12/2016 – 10/11/2017	10/12/2017 – 10/11/2018	10/12/2018 – 10/11/2019	10/12/2019 – 10/11/2020	10/12/2020 – 10/11/2021	
Sr. Program Manager	\$128.80	\$131.38	\$134.00	\$136.68	\$139.42	None
Program Manager	\$85.78	\$87.50	\$89.25	\$91.03	\$92.85	None
Project Manager	\$65.01	\$66.31	\$67.64	\$68.99	\$70.37	None
CADD/GIS Manager	\$82.24	\$83.88	\$85.56	\$87.27	\$89.02	None
Software Systems Engineer	\$90.76	\$92.58	\$94.43	\$96.32	\$98.24	None
Analyst/Programmer (Lead)	\$89.56	\$91.35	\$93.18	\$95.04	\$96.94	None
Analyst/Programmer (Sr.)	\$77.26	\$78.81	\$80.38	\$81.99	\$83.63	None
GIS Analyst/Programmer	\$91.48	\$93.31	\$95.18	\$97.08	\$99.02	None
CADD/GIS Senior Specialist	\$82.96	\$84.62	\$86.31	\$88.04	\$89.80	None
CADD/GIS Specialist	\$70.81	\$72.23	\$73.67	\$75.14	\$76.65	None
Sr. Technician	\$47.84	\$48.80	\$49.77	\$50.77	\$51.78	None
Technician	\$39.26	\$40.05	\$40.85	\$41.66	\$42.50	None
Documentation Specialist	\$39.26	\$40.05	\$40.85	\$41.66	\$42.50	None
Implementation/Trainer	\$65.01	\$66.31	\$67.64	\$68.99	\$70.37	None
Task Administrative Assistant	\$33.11	\$33.77	\$34.45	\$35.14	\$35.84	None
Business Process Reengineering Specialist	\$79.72	\$81.31	\$82.94	\$84.60	\$86.29	None
Architect I	\$96.78	\$98.72	\$100.69	\$102.70	\$104.76	None
Architect II	\$110.60	\$112.81	\$115.07	\$117.37	\$119.72	None
Architect III	\$131.35	\$133.98	\$136.66	\$139.39	\$142.18	None
Analyst I	\$69.13	\$70.51	\$71.92	\$73.36	\$74.83	None
Analyst II	\$84.82	\$86.52	\$88.25	\$90.01	\$91.81	None
Analyst III	\$104.68	\$106.77	\$108.91	\$111.09	\$113.31	None
CADD/GIS Specialist III	\$96.78	\$98.72	\$100.69	\$102.70	\$104.76	None

Labor Category	PRICE OFFERED TO GSA (including IFF)					QUNATITY/ VOLUME DISCOUNT
	10/12/2016 – 10/11/2017	10/12/2017 – 10/11/2018	10/12/2018 – 10/11/2019	10/12/2019 – 10/11/2020	10/12/2020 – 10/11/2021	
CADD/GIS Technician I	\$52.54	\$53.59	\$54.66	\$55.76	\$56.87	None
CADD/GIS Technician II	\$62.21	\$63.45	\$64.72	\$66.02	\$67.34	None
CADD/GIS Technician III	\$76.05	\$77.57	\$79.12	\$80.70	\$82.32	None
Configuration Management Specialist I	\$89.87	\$91.67	\$93.50	\$95.37	\$97.28	None
Configuration Management Specialist II	\$103.69	\$105.76	\$107.88	\$110.04	\$112.24	None
Database Administrator I	\$93.64	\$95.51	\$97.42	\$99.37	\$101.36	None
Database Administrator II	\$119.40	\$121.79	\$124.22	\$126.71	\$129.24	None
Database Administrator III	\$131.34	\$133.97	\$136.65	\$139.38	\$142.17	None
Network/Systems Administrator I	\$76.05	\$77.57	\$79.12	\$80.70	\$82.32	None
Network/Systems Administrator II	\$103.69	\$105.76	\$107.88	\$110.04	\$112.24	None
Quality Assurance Specialist/Manager I	\$89.87	\$91.67	\$93.50	\$95.37	\$97.28	None
Quality Assurance Specialist/Manager II	\$103.69	\$105.76	\$107.88	\$110.04	\$112.24	None
Task Manager	\$110.60	\$112.81	\$115.07	\$117.37	\$119.72	None
Programmer/Analyst III	\$128.58	\$131.15	\$133.77	\$136.45	\$139.18	None
Subject Matter Expert I	\$103.69	\$105.76	\$107.88	\$110.04	\$112.24	None
Subject Matter Expert II	\$124.44	\$126.93	\$129.47	\$132.06	\$134.70	None
Functional Lead I	\$136.36	\$139.09	\$141.87	\$144.71	\$147.60	None
Functional Lead II	\$149.33	\$152.32	\$155.36	\$158.47	\$161.64	None
Technical Operations/Helpdesk I	\$62.21	\$63.45	\$64.72	\$66.02	\$67.34	None
Technical Operations/Helpdesk II	\$76.05	\$77.57	\$79.12	\$80.70	\$82.32	None
Technical Operations/Helpdesk III	\$89.87	\$91.67	\$93.50	\$95.37	\$97.28	None
Graphics Specialist	\$69.13	\$70.51	\$71.92	\$73.36	\$74.83	None
Imagery Analyst	\$95.39	\$97.30	\$99.24	\$101.23	\$103.25	None
Training Specialist II	\$89.87	\$91.67	\$93.50	\$95.37	\$97.28	None

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

PREAMBLE

Syncadd Systems, 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

Irene Motonaga

President

Ph: (808) 941-8286

Fax: (808) 941-7173

Email: Irene.Motonaga@syncadd.com

BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

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

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

(h) Date of Shipment.

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

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

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 of 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 customer’s 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.