

# INFORMATION TECHNOLOGY SCHEDULE PRICELIST

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

SIN 132-51 – STLOC (State & Local Government)

SIN 132-51 – RC (Disaster Recovery Purchasing)

- D301  IT Facility Operation and Maintenance Services
- D302  IT Systems Development Services
- D306  IT Systems Analysis Services
- D307  Automated Information Systems Design & Integration Services
- D308  Programming Services
- D310  IT Backup and Security Services
- D311  IT Data Conversion Services
- D313  Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
- D316  IT Network Management Services
- D317  Automated News Services, Data Services, or Other Information Services
- D399  Other Information Technology Services, Not Elsewhere Classified

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Contract Number: GS-35F-0036P

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General Services Administration  
Federal Acquisition Service

Pricelist current through Modification #PS-0006, effective October 21, 2013

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

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

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

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

For orders exceeding the micro-purchase 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.FAS.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.FAS.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 micro-purchase 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 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

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

**SofTec Solutions  
384 Inverness Parkway, Suite 211  
Englewood, CO 80112**

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:

**(303) 662-1010**

**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: **007640436**

Block 30: Type of Contractor - **A. Small Disadvantaged Business**

- A. Small Disadvantaged Business
- B. Other Small Business
- C. Large Business
- G. Other Nonprofit Organization
- L. Foreign Contractor

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

Block 36: Contractor's Taxpayer Identification Number (TIN): **84-1349590**

4a. CAGE Code: **1UZX0**

4b. Contractor has registered with the System for Award Management (formerly CCR).

**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**

**30 Days**

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: 1% - 20 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity
- c. Dollar Volume
- d. Government Educational Institutions
- e. Other

**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 132-51 - Information Technology (IT) Professional Services

b. The Maximum Order value for the following Special Item Numbers (SINs) is \$1,000,000:

**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-FAS-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.

(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 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.FAS.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

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

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

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

**21. CONTRACTOR TEAM ARRANGEMENTS**

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

**22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall 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, de-installation, and reinstallation services under SIN 132-8.

**23. SECTION 508 COMPLIANCE.**

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

None

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

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

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

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:  
This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

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

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

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

- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
- (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

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

**26. SOFTWARE INTEROPERABILITY.**

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) AND  
IDENTITY ACCESS MANAGEMENT PROFESSIONAL SERVICES  
(SPECIAL ITEM NUMBER 132-60F)**

**\*\*\*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/IAM 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/IAM 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/IAM Professional Services.

## **9. INDEPENDENT CONTRACTOR**

All IT/IAM 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/IAM 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/IAM PROFESSIONAL SERVICES AND PRICING**

a. The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 132-51 IT/IAM Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT/IAM Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

**EXAMPLE:** Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

**17. AT GSA SCHEDULE PRICELIST**

**17.1** For the Special Item Numbers (SINs) being proposed under this solicitation response, the following SINs are incorporated to include Cooperative Purchasing:

None

All proposed SIN(s)

Only the SIN(s) listed here: SIN 132-51

**17.2** For the Special Item Number (SINs) being proposed under this solicitation response the following SIN(s) are incorporated to include Recovery Purchasing:

None

All proposed SIN(s)

Only the SIN(s) listed here: SIN 132-51



People. Experience. Results.



Schedule

**GSA WORLDWIDE FEDERAL SUPPLY SCHEDULE 70  
PROFESSIONAL INFORMATION TECHNOLOGY SERVICES**

**Authorized Federal Supply Schedule Price List**

- D301**  IT Facility Operation and Maintenance Services
- D302**  IT Systems Development Services
- D306**  IT Systems Analysis Services
- D307**  Automated Information Systems Design & Integration Services
- D308**  Programming Services
- D310**  IT Backup and Security Services
- D311**  IT Data Conversion Services
- D313**  Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
- D316**  IT Network Management Services
- D317**  Automated News Services, Data Services, or Other Information Services
- D399**  Other Information Technology Services, Not Elsewhere Classified

**Contract Number: GS-35F-0036P**  
**Contract Period: 10/21/2013 to 10/20/2018**  
**Minimum Order: \$100**  
**Business Type: Small Disadvantaged**

**Maximum Fully Burdened Labor Rates: Effective 1/20/2011**  
*Reflective of PS-0006 Approval EPA Increase (Effective 10/21/2013) @ 2% Uplift*

Labor Category	GSA Price	Labor Category	GSA Price
Project Manager I	\$66.56	Help Desk Specialist I	\$31.29
Project Manager III	\$121.61	Help Desk Specialist II	\$35.50
Functional Specialist II	\$102.08	Help Desk Specialist III	\$45.38
IT Specialist I	\$61.60	Help Desk Specialist IV	\$48.96
IT Specialist II	\$63.42	Configuration Management Specialist	\$49.06
Database Management Specialist I	\$67.04	Computer Graphics Specialist I	\$39.42
Database Administrator I	\$111.47	Technical Documentation Specialist	\$47.63
Database Administrator III	\$156.89	Network Engineer I	\$50.08
Systems Engineer I	\$72.20	Network Engineer III	\$58.19
Network Designer/Architect	\$126.27	Network Administrator II	\$70.28
LAN/WAN Specialist I	\$44.89	Senior Financial Analyst	\$45.80
LAN/WAN Specialist II	\$62.55	Senior Systems Architect I	\$89.58
LAN/WAN Specialist III	\$63.72	Quality Assurance Manager	\$108.00
LAN/WAN Specialist IV	\$75.10	Computer Systems Analyst III	\$52.83
LAN/WAN Specialist VI	\$86.31	Computer Systems Analyst IV	\$58.93
Senior Programmer/Analyst I	\$97.44	Computer Systems Analyst VII	\$73.64
Junior Programmer/Analyst I	\$29.44	Database Management Analyst	\$116.08
Senior Systems Programmer/Analyst I	\$82.27	Oracle Applications Administrator	\$133.34
Senior Systems Programmer/Analyst II	\$101.05	Oracle Applications Database Administrator	\$156.28
Quality Assurance Specialist I	\$71.69	Oracle Applications Functional Specialist III	\$158.36

Labor Category	GSA Price	Labor Category	GSA Price
Documentation Specialist I	\$43.74		

**Ordering & information:**

GSA IT Schedule Program Manager  
Tel: 303.662.1010 Fax: 303.662.1060  
Email: sales@softecinc.com  
[www.softecinc.com](http://www.softecinc.com)

## SofTec Position Descriptions

### **Project Manager I:**

Up to 8 years of experience with large, complex systems, providing key leadership in a multi-vendor environment. Extensive experience with large systems modernization and business practice reengineering. This position generally requires a minimum of a 4-year degree.

### **Project Manager III:**

Up to 12 years of experience with large, complex systems, providing key leadership in a multi-vendor environment. Extensive experience with large systems modernization and business practice reengineering. This position generally requires a minimum of a 4-year degree.

### **Functional Specialist II:**

The specialists who fulfill this role are likely to have accounting, manufacturing, distribution, or human resources IT management systems background, thorough understanding of the applications and experience in implementing application systems. This functional knowledge is applied to the IT systems and applications for advising, guiding, and supporting the project team on the use, implementation, and maintenance of applications, ensuring maximum benefits from the application products, completing tasks and deliverables assigned by the project manager, keeping the project manager informed of progress and issues in a timely manner. Broad knowledge of the labor category field and a demonstrated ability to independently work on complex assignments. This level of personnel generally has up to 5 years of professional experience in the field of expertise and a 4-year degree.

### **IT Specialist I:**

Program management of technically and functionally diverse and complex IT programs. Implementing detailed management techniques such as Critical Path Method (CPM) and Earned Value Analysis; Detailed functional analysis and gap/fit analysis of Government-Off-the-Shelf (GOTS) and/or Commercial-Off-the-Shelf (COTS) software packages; GOTS/COTS package selection and business case development; IT solution architectural analysis and design; Detailed migration planning and trade-off analysis; GOTS/COTS software installation and configuration for multiple functional modules of enterprise software; Software and system developmental and acceptance testing; and Legacy system interface design, development, and implementation. Individual is also experienced and knowledgeable in the latest industry trends and developments in enterprise IT solutions, including such topics/products as:

- Enterprise Resource Planning (ERP), including such products as SAP, Oracle, and PeopleSoft;
- Supply Chain Management, including such products as SAP, Oracle, i2, and Manugistics;
- Customer Relationship Management (CRM), including such products as Seibel, Silknet, Octane, epiphany, Broad Vision, and Quintus;

This level of personnel generally has up to 3 years of professional experience in the field of expertise and a 4-year degree.

### **IT Specialist II:**

Program management of technically and functionally diverse and complex IT programs. Implementing detailed management techniques such as Critical Path Method (CPM) and Earned Value Analysis; Detailed functional analysis and gap/fit analysis of Government-Off-the-Shelf (GOTS) and/or Commercial-Off-the-Shelf (COTS) software packages; GOTS/COTS package selection and business case development; IT solution architectural analysis and design; Detailed migration planning and trade-off analysis; GOTS/COTS software installation and configuration for multiple functional modules of enterprise software; Software and system developmental and acceptance testing; and Legacy system interface design, development, and implementation. Individual is also experienced and knowledgeable in the latest industry trends and developments in enterprise IT solutions, including such topics/products as:

- Enterprise Resource Planning (ERP), including such products as SAP, Oracle, and PeopleSoft;
- Supply Chain Management, including such products as SAP, Oracle, i2, and Manugistics;
- Customer Relationship Management (CRM), including such products as Seibel, Silknet, Octane, epiphany, Broad Vision, and Quintus;

This level of personnel generally has up to 4 years of professional experience in the field of expertise and a 4-year degree.

**Database Management Specialist I:**

Responsible for all activities related to the administration of computerized databases. Assigns personnel to various projects and directs their activities. Reviews and evaluates work and prepares performance reports. Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities, and methods. Consults with and advises users of various databases. Projects long-range requirements for database administration in conjunction with other managers in the information systems function as well as business function managers. Prepares activity and progress reports regarding the database management section. This level of personnel generally has up to eight years of professional experience in their field of expertise and a 4-year degree.

**Database Administrator I:**

Provides technical expertise for the production of detailed database designs and design documentation, including data models, and data flow diagrams. Evaluates and configures DBMS products to match user requirements with system capabilities. Determines file organization, indexing methods, and security procedures for system databases. Plans coordinates conversion and migration of existing (or legacy) databases to state of the art DBMS's. This level of personnel generally has up to four years of professional experience in their field of expertise and a 4-year degree.

**Database Administrator III:**

Provides technical expertise for the production of detailed database designs and design documentation, including data models, and data flow diagrams. Evaluates and configures DBMS products to match user requirements with system capabilities. Determines file organization, indexing methods, and security procedures for system databases. Plans coordinates conversion and migration of existing (or legacy) databases to state of the art DBMS's. This level of personnel generally has up to eight years of professional experience in their field of expertise and a 4-year degree.

**Systems Engineer I:**

Under general supervision, works from specifications to develop or modify moderately complex software programming applications. Assists with design, coding, benchmark testing, debugging, and documentation of programs. Applications generally deal with utility programs, position control language, macros, subroutines, and other control modules. Competent to work on most phases of software systems programming applications, but requires instruction and guidance in other phases. This level of personnel generally has up to 3 years of professional experience in their field of expertise and a 4-year degree.

**Network Designer/Architect:**

Analyzes, designs, specifies, documents, and implements communication system requirements to support the distributed functionality of a software engineering environment. This level of personnel generally has up to 25 years of professional experience in their field of expertise and a 4-year degree.

**LAN/WAN Specialist I:**

Provides assistance in all aspects of network management from network design through implementation and the maintenance of upgrading existing networks. This level of personnel generally has up to 1 year of professional experience in their field of expertise and a 2-year degree.

**LAN/WAN Specialist II:**

Provides assistance in all aspects of network management from network design through implementation and the maintenance of upgrading existing networks. Analyzes, designs, specifies, documents, and implements communication system requirements to support the distributed functionality of a software engineering environment. This level of personnel generally has up to 2 years of professional experience in their field of expertise and a 2-year degree.

**LAN/WAN Specialist III:**

Provides assistance in all aspects of network management from network design through implementation and the maintenance of upgrading existing networks. Analyzes, designs, specifies, documents, and implements communication system requirements to support the distributed functionality of a software engineering environment. This level of personnel generally has up to 3 years of professional experience in their field of expertise and a 4-year degree.

**LAN/WAN Specialist IV:**

Provides assistance in all aspects of network management from network design through implementation and the maintenance of upgrading existing networks. Analyzes, designs, specifies, documents, and implements communication system requirements to support the distributed functionality of a software engineering environment. This level of personnel generally has up to 4 years of professional experience in their field of expertise and a 4-year degree.

**LAN/WAN Specialist VI:**

Provides assistance in all aspects of network management from network design through implementation and the maintenance of upgrading existing networks. Analyzes, designs, specifies, documents, and implements communication system requirements to support the distributed functionality of a software engineering environment. This level of personnel generally has up to 8 years of professional experience in their field of expertise and a 4-year degree.

**Senior Programmer/Analyst I:**

Codes and tests software based upon software specifications and designs. Uses sound software engineering principles to ensure that developed code is modifiable efficient, reliable, understandable, and fault tolerant. Provides software process management and control throughout the coding portion of the software development process. This level of personnel generally has up to 4 years of professional experience in their field of expertise and a 4-year degree.

**Junior Programmer/Analyst I:**

Under general supervision, formulates and defines system scope and objectives through research and fact-finding to develop or modify moderately complex information systems. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, documents, and maintains those programs. Competent to work on most phases of applications systems analysis and programming activities, but requires instruction and guidance in other phases. This level of personnel generally has up to 1 year of professional experience in their field of expertise and a 4-year degree.

**Senior Systems Programmer/Analyst I:**

Under general direction, formulates and defines system scope and objectives. 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. Designs, codes, tests, debugs, and documents those programs. Competent to work at the highest technical level of all phases of applications systems analysis and programming activities. May be responsible for completion of a phase of a project. Regularly provides guidance and training to less-experienced analyst/programmers. This level of personnel generally has up to 5 years of professional experience in their field of expertise and a 4-year degree.

**Senior Systems Programmer/Analyst II:**

Under general direction, formulates and defines system scope and objectives. 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. Designs, codes, tests, debugs, and documents those programs. Competent to work at the highest technical level of all phases of applications systems analysis and programming activities. May be responsible for completion of a phase of a project. Regularly provides guidance and training to less-experienced analyst/programmers. This level of personnel generally has up to 8 years of professional experience in their field of expertise and a 4-year degree.

**Quality Assurance Specialist I**

Under general supervision, carries out procedures to ensure that all information systems, products and services meet minimum organization standards and end-user requirements. Thoroughly tests software to ensure proper operation and freedom from defects. Documents and works to resolve all problems. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Performs workflow analysis and recommends quality improvements. This level of personnel generally has up to 5 years of professional experience in their field of expertise and a 4-year degree.

**Documentation Specialist I:**

Responsible for creating, maintaining and archiving all documentation, user manuals, specifications. This level of personnel generally has up to 2 years of professional experience in their field of expertise and a 2-year degree.

**Help Desk Specialist I:**

Provides support for help desk operations. Responsible for receiving phone calls in a courteous and competent manner. Provides accurate information to users about the department services and methods for resolving problems. Records calls accurately and refers them to the appropriate person in the department for resolution. Categorizes calls, based on some predetermined criteria, as emergency, urgent, or routine and routes them appropriately. Prepares work requests for following days' work and reports of work completed. Emphasizes high quality service in responding to user's requests. Ensures call closure. Qualifications: Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

**Help Desk Specialist II:**

Provides support for help desk operations. Responsible for receiving phone calls in a courteous and competent manner. Provides accurate information to users about the department services and methods for resolving problems. Records calls accurately and refers them to the appropriate person in the department for resolution. Categorizes calls, based on some predetermined criteria, as emergency, urgent, or routine and routes them appropriately. Prepares work requests for following day's work and reports of work completed. Emphasizes high quality service in responding to user's requests. Ensures call closure. Assists help desk management to resolve help desk-related operational problems/issues. Qualifications: Two to four years of experience in Help Desk operations. Post-secondary training in a related discipline; or equivalent work experience.

**Help Desk Specialist III:**

Supervises help desk support operations. Establishes processes by which problems are controlled. Reports various statistical analyses of help desk operations to client management. Provides support for help desk operations. Responsible for receiving phone calls in a courteous and competent manner. Provides accurate information to users about the department services and methods for resolving problems. Records calls accurately and refers them to the appropriate person in the department for resolution. Categorizes calls, based on some predetermined criteria, as emergency, urgent, or routine and routes them appropriately. Prepares work requests for following day's work and reports of work completed. Emphasizes high quality service in responding to user's requests. Ensures call closure. Qualifications: More than four years of experience in help desk operations. Post-secondary training in a related discipline; or equivalent work experience.

**Help Desk Specialist IV:**

Supervises help desk support operations. Establishes processes by which problems are controlled. Reports various statistical analyses of help desk operations to client management. Provides support for help desk operations. Responsible for receiving phone calls in a courteous and competent manner. Emphasizes high quality service in responding to user's requests. Ensures call closure. Qualifications: More than five years of experience in help desk operations. Post-secondary training in a related discipline; or equivalent work experience.

**Configuration Management Specialist:**

Assist in the implementation of configuration management tools, enforcement of configuration management practices and policies, assist in planning and documenting changes of hardware/software infrastructure relating to configuration management polices. Participate in the documentation, maintenance, and distribution of all configuration management policies, procedures, and processes. Participate in the design, development, and implementation of a common media/internet distribution system and in-house workflow system. Perform coding maintenance and upgrade to an in-house workflow system, assist in determining best practices methods for changes in workflow. Participate in the development and conformance to industry standard configuration management practices. Qualifications: Bachelors degree in Computer Science or related field, or equivalent work experience. One to three years' experience in a software development or quality assurance environment.

**Computer Graphics Specialist I:**

Design and produce desktop publishing projects, posters, certificates, brochures, newsletters, and other related media. Perform internet and intranet development graphic design. Evaluate existing computer graphic software and recommend changes. Design and produce desktop publishing projects, posters, certificates, brochures, newsletters, and other related media. Perform HTML coding and maintenance of server files. Qualifications: More than two years of experience in Internet and Intranet development graphic design. Post-secondary training in related discipline; or equivalent work experience.

**Technical Documentation Specialist:**

Designs logical and physical data bases and coordinates data base development. Reviews procedures in data base management systems manuals for revising and controlling changes to the database. Writes description of the system to include data location, space requirements, and access method to protect data resources against unauthorized access and accidental destruction. Creates systems descriptions to enable users to access data on the system effectively. Other duties and responsibilities as assigned. Qualifications: bachelor's degree or equivalent work experience. Minimum five years' experience with technical documentation

**Network Engineer I:**

Responsible for developing, refining, and troubleshooting a large distributed environment involving a variety of operating system platforms. Must be knowledgeable in computer technology, including architecture, operating systems, and hardware components, such as workstations, disks, and graphics input and output devices. Must be knowledgeable in distributed computing system concepts, including client/server computing issues, mass storage technology, and computer network technology. Must have experience configuring a variety of workstations and associated third party peripherals. Designs, develops, tests, and implements new system software modules and enhancements to current systems; designs, develops, tests, and implements diagnostic utilities to analyze and report system status and performance. Monitors and evaluates overall system performance of operating system facilities, software products, computer services, and communications and networking facilities; specifies, installs, and tests system components as required to enable system to meet performance objectives. Qualifications: Associates degree in a technical discipline or applied scientific discipline desirable. Two to three years or more direct experience performing technical duties in support of network servers and client computers. Proficiency in network systems management methods, including end-to-end systems performance monitoring. Certification and/or training as a MCSE and TCP/IP Network Analyst desirable.

**Network Engineer III:**

Responsible for developing, refining, and troubleshooting a large distributed environment involving a variety of operating system platforms. Must be knowledgeable in computer technology, including architecture, operating systems, and hardware components, such as workstations, disks, and graphics input and output devices. Must be knowledgeable in distributed computing system concepts, including client/server computing issues, mass storage technology, and computer network technology. Must have experience configuring a variety of workstations and associated third party peripherals. Designs, develops, tests, and implements new system software modules and enhancements to current systems; designs, develops, tests, and implements diagnostic utilities to analyze and report system status and performance. Monitors and evaluates overall system performance of operating system facilities, software products, computer services, and communications and networking facilities; specifies, installs, and tests system

components as required to enable system to meet performance objectives. **Qualifications:** Associates degree in a technical discipline or applied scientific discipline desirable. Three to five years or more direct experience performing technical duties in support of network servers and client computers. Proficiency in network systems management methods, including end-to-end systems performance monitoring. Certification and/or training as a MCSE and TCP/IP Network Analyst desirable.

**Network Administrator II:**

Responsible for a variety of network engineering and administration tasks, which are broad in nature and are concerned with the sustained operation of integrated networks, including personnel, hardware, software and support facilities and/or equipment. Works independently or manages other network administrators. Plan and perform network administration research, design development, and other assignments in conformance with network design, engineering and customer specification under the supervision of senior network administrators. Responsible for network administration functions to include, sustained operation, performance management, remediation, fault isolation, software installation, product compatibility for networked devices, and other operational activities, as assigned. Coordinates the activities of network engineers and network technicians assigned to specific network engineering projects. **Qualifications:** At least 2 years' experience performing technical network administration duties and knowledge of network server's installation, operation, management, and maintenance. Knowledge of network applications, levels, and quality of services provided by a variety of vendors and contractors. Certification in Microsoft Operating Systems, Windows NT, 200X, and XP, MCP and A+ Boot Camp are desirable.

**Senior Financial Analyst:**

The Senior Financial Analyst is responsible for directing, coordinating, and participating in studies, reviews, surveys, task forces, and other assignments regarding accounting and financial matters underlying the design, operation, and maintenance of automated accounting and financial systems. Analyze accounting systems to adapt such systems to solve a variety of accounting problems. Study and analyze fiscal operations for the purpose of determining the adequacy, effectiveness and appropriateness of the accounting system and the related interfaces and operating procedures. Prepares justifications to explore system enhancement alternatives that ensure program interests are protected and objectives are accomplished. Design and write scenarios to test financial system, enhancements and deficiencies, as well as new and current Federal Regulations or for new and current client administrative policies. Develop training material and conduct training classes within accounting areas. Make recommendations to clients concerning the accounting system to solve problems, improve financial control, and coordinate finance-related activities. **Qualifications:** Bachelor's degree (B.A.) from a four-year college or university; or ten years related experience and/or training; or equivalent combination of education and experience. Or: Fifth year college or university program certificate; or at least ten years related experience and/or training; or equivalent combination of education and experience.

**Senior System Architect I:**

The Senior Systems Architect I serves as computer systems expert on assignments that typically involve the establishment of a framework for automated systems where concern is with overall structure involving life cycle involvement ranging from the conduct of feasibility studies to post-implementation evaluation; from a number of possible approaches. Duties require a broad knowledge of data sources; data flow, system interactions, advanced computer equipment and software applications, and advanced systems design techniques to develop solutions to complex problems and to advise policy making officials on systems design. **Qualifications:** Bachelor's degree from a four-year college or university; or eight years related experience and/or training; or equivalent combination of education and experience. Or: Fifth year college or university program certificate; or at least eight years related experience and/or training; or equivalent combination of education and experience. Direct experience in systems analysis, including all analysis and design of business applications on complex systems for computers, database management, use of programming languages such as SQL, C, Visual Basic, COBOL, and/or DBMS. Knowledge of Oracle SQL Database and Access databases between. Understand various web applications. Must have demonstrated program deliverables.

**Quality Assurance Manager:**

Manages the quality program and overall implementation of quality initiatives for all services and manages the efforts of the quality assurance specialists. Duties include performing, administering, and advising on work concerned with assuring the quality of products and services acquired and used by the Federal Government. The work involves: (1) developing plans and programs for achieving and maintaining product quality throughout the item's life cycle; (2) monitoring operations to prevent the production of defects and to verify adherence to quality plans and requirements; and (3) analysis and investigation of adverse quality trends or conditions and initiation of corrective actions, dispositions and modifications. The duties of these positions require analytical ability combined with knowledge and application of quality assurance principles and techniques, and knowledge of pertinent product characteristics and the associated manufacturing processes and techniques. **Qualifications:** Bachelor's degree in appropriate discipline with relevant work experience. Minimum eight years' management experience or seven years' experience with Masters degree. Formal specialized training may be substituted on the basis of one month's training for one month's experience.

**Computer Systems Analyst III:**

The Computer Systems Analyst III provides technical direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to end user standards, and for progress in accordance with schedules. Makes recommendations for major system installations or upgrades. Works closely with staff to adhere to requirements and functionality of the existing applications. Confers with data processing and project managers to obtain information on limitations and capabilities of existing system and capabilities required for data processing projects and projected work load. **Qualifications:** Bachelor's degree from a four-year college or university; or five years related experience and/or training; or equivalent combination of education and experience. Or: Fifth year college or university program certificate; or at least five years related experience and/or training; or equivalent combination of education and experience.

**Computer Systems Analyst IV:**

Experienced or trained in operations research analysis, cost analysis, requirements analysis, data standardization or network design/analytical model development. Data standardization, migration planning, model development, requirements analysis, cost analysis or network design for ADP projects. **Qualifications:** Bachelor's degree in appropriate discipline. Minimum seven years' experience or equivalent education. Formal specialized training may be substituted on the basis of one month's training for one month's experience.

**Computer Systems Analyst VII:**

The Computer Systems Analyst VII serves as computer systems expert on assignments that typically involve the establishment of a framework for new or existing automated systems where concern is with overall structure involving life cycle involvement ranging from the conduct of feasibility studies to post-implementation evaluation; from a number of possible approaches. Applies systems analysis and design techniques to complex computer systems in a broad area such as; finance management; engineering, accounting, or statistics; Requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and practices of one or more subject-matter areas. **Qualifications:** Bachelor's degree from a four-year college or university; or eight years related experience and/or training; or equivalent combination of education and experience. Or: Fifth year college or university program certificate; or at least eight years related experience and/or training; or equivalent combination of education and experience.

**Database Management Analyst:**

Responsible for all activities related to the analysis of computerized databases. Assigns personnel to various projects and directs their activities. Reviews and evaluates work and prepares performance reports. Confers with and advises subordinates on analytical policies and procedures, technical problems, priorities, and methods. Consults with and advises users of various databases. Prepares activity and progress reports regarding the database management. This level of personnel generally has up to eight years of professional experience in their field of expertise and a 4-year degree.

**Oracle Applications Administrator:**

Responsible for working in applications/network/infrastructure area that is accountable for applications production updates, patches, new software loads, applications security for both homegrown Oracle applications as well as packages. Work closely with quality assurance and development team on codes to gear up production code for changes. Qualifications: Bachelor's degree in related field. Three to five years' experience with Oracle Applications Administration and PC software control tools.

**Oracle Applications Database Administrator:**

Responsible for delivery/ implementation of Oracle CRM, SCM, and Federal Financial Applications to provide an integrated information system solution to meet the business needs of government agencies. Facilitate and actively participate in DBA activities through all phases of the system development life cycle, to include requirements gathering and analysis, system design and development, and testing and implementation. Assist, coach, and mentor other engagement team members on issues they may encounter in the design and implementation of solutions. Responsible for developing and adhering to engagement team project standards to ensure the delivery of quality client deliverables. Interface with client representatives to develop client "buy-in" and support, develop business implementation strategies, formulate project plans, and address specific issues that may arise during an Oracle implementation. Facilitate client discussions and assessments of hardware, software, and network requirements needed to support implementation of Oracle applications. Assist client in the configuration and implementation of hardware/software, to include installation and configuration of Oracle applications. Qualifications: Bachelor's degree in related field. Five or more years' experience in Oracle database administration.

**Oracle Applications Functional Specialist III:**

Develop and customize Oracle workflows. Strong understanding of the Oracle database, specifically with regard to application development and deployment. Design, develop, debug, and implement custom Oracle Forms. Develop and implement custom reports in Oracle. Knowledgeable with Oracle Applications Developer's Guide, Oracle Applications User Interface Standards for Forms-based Products. Knowledgeable in SQL tuning (specifically concerning tables, indexes, SQL queries, etc). Knowledgeable about Oracle Application suite. Qualifications: Have exceptional PL/SQL coding skills. Familiar with the file structures on Oracle Application servers and Oracle Database servers. Have thorough knowledge of Oracle Applications. Bachelor's degree or equivalent work experience of 5 to 10 years in the target functional area.

USA COMMITMENT TO PROMOTE  
SMALL BUSINESS PARTICIPATION  
PROCUREMENT PROGRAMS

PREAMBLE

**SofTec Solutions** 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. Hemal Jhaveri, Phone: (303) 662-1010 , E-mail: [contracts@softecinc.com](mailto:contracts@softecinc.com), Fax: (303) 662-1060**

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-0036P.

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		Contractor		Date
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BPA NUMBER \_\_\_\_\_

(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) GS-35F-0036P, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

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

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

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.
- (4) This BPA does not obligate any funds.
- (5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.
- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
  - (a) Name of Contractor;
  - (b) Contract Number;
  - (c) BPA Number;
  - (d) Model Number or National Stock Number (NSN);
  - (e) Purchase Order Number;
  - (f) Date of Purchase;
  - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

- (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

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