

# INFORMATION TECHNOLOGY PROFESSIONAL SERVICES AUTHORIZED SCHEDULE PRICELIST

SPECIAL ITEM NUMBER 132-51, INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE, GROUP 70**

CONTRACT #: GS-35F-0044N

CONTRACT PERIOD: OCTOBER 23, 2002 – OCTOBER 22, 2017

SPECIAL ITEM NUMBER: 132-51 IT PROFESSIONAL SERVICES

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OCTOBER 23, 2012

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

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

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

**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.

**Offeror:** NexGen Technologies, Inc.

**Address:** 1490 West 121<sup>st</sup> Avenue, Suite 105  
Westminster, CO 80234  
[www.nexgeninc.com](http://www.nexgeninc.com)

**Telephone:** 720-377-1800

**Contract Number:** GS-35F-0044N

**Period Covered by Contract:** 10/23/12 – 10/22/17

General Services Administration  
Federal Supply Service

Pricelist current through Modification PO-0009, dated 03/07/2013

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

## LIST OF CONTRACT MODIFICATIONS

<b>Modification Number</b>	<b>Date</b>
PA0001	10/23/2002
PA0014	03/14/2013
SF-30-0002	04/30/2003
FX01	10/03/2003
FX03	10/15/2003
FX04	12/30/2003
FX06	12/30/2003
FX09	10/15/2004
FX17	07/26/2005
FX20	01/06/2006
FX32	06/05/2006
PO-0003	08/18/2006
PO-0005	11/23/2007
PO-0006	01/23/2008
PO-0007	03/14/2008
PS-0008	10/23/2012

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## NEXGEN TECHNOLOGIES: FEDERAL SERVICES

### Building Tomorrow's Information Systems Today

NexGen Technologies Inc. (NexGen) is a Colorado-based small business that offers a wide range of IT services including IT risk management, applications development, database design and management, website design and development, and geographic information systems implementation. We offer customized, cost-effective technologies to federal, state and local government agencies and to commercial customers worldwide. We deliver effective IT solutions through detailed planning and efficient project execution.

Over the past fifteen years, NexGen has established a reputation for excellent customer service and the delivery of efficient customized software applications and comprehensive IT security audits and assessments. Our value added services assure our clients that the implementation of their business solutions will be successful.

NexGen works closely with federal, state and local government employees, and other contractors in support of government operations. Our goal is to support the mission-critical business systems with highly skilled, dependable IT professionals who provide on-site and on-call technical support that meet the ever changing needs of the government. Our services support the following business areas:

- Financial systems
- Systems implementation
- Human resources systems
- IT certification and accreditation
- e-Commerce services
- Data warehousing and business intelligence
- Regulatory compliance
- Enterprise software applications development

NexGen's value propositions for our clients include:

- Proven software development methodologies
- Proven processes for managing teams of IT professionals
- Commitment to developing innovative software applications built on strong IT security
- Focus on web enabled software applications
- Proven processes for managing concurrent application development
- Strategic alliances with leading software manufacturers
- Proven experience in both business and information systems developments
- Proven experience designing integrated financial information systems
- Extensive experience managing a variety of IT projects
- Experience developing cross platform applications
- Experience using a multi-faceted systems analysis process

### IT Risk Management

NexGen understands that our valued government clients are required to implement and follow strict IT security procedures mandated by the Office of Management and Budget (OMB). Our audits and assessments help government agencies prevent the unauthorized release of personal and sensitive information.

NexGen has proven past performance implementing IT security under Office of Management and Budget Circular A-130, National Institute of Standards and Technology, Federal Information Security Management Act (FISMA), Section 508 of the Rehabilitation Act, and other policies and guidelines.

NexGen offers IT security support that addresses the following issues:

- Risk Assessment
- Security Assessments
- OMB-A130 Certification and Accreditation
- Access Controls, Audits and Accountability
- Security Planning and Monitoring
- System and Services Acquisition

- Personnel Security
- Contingency Planning
- Physical Protection
- Configuration Management and Control
- Environmental Security Vulnerability Analysis
- Media Protection
- Incident Response
- Security Awareness Training
- Identification and Authentication
- Systems and Communications Protection
- Quality Assurance Reviews
- Internal Audit Technology and Tool Implementation
- Information Technology Audits
- Vulnerability Scanning
- VOIP Security
- Independent Verification and Validation
- Security Risk Determination
- Architecture Security Assessment

NexGen helps government agencies ensure that they have the infrastructure and processes in place to manage IT risks.

NexGen has the proven expertise and experience to:

- Evaluate IT security procedures and processes
- Review IT security policies and plans impacting organizational decisions
- Review IT security-related work processes
- Review investments in IT security
- Review benefit-cost analyses for IT life cycles
- Review federal IT policies for data sharing with state, local and tribal organizations
- Review government records management programs for compliance with the Federal Records Act
- Validate the benefits and costs of an agency's IT infrastructure
- Review an agency's IT security lessons learned process
- Review the effectiveness of an agency's IT security business cases
- Review reports for effective IT security policy dissemination
- Review agency's ability to provide secure data access to the public

NexGen's VoIP IT Security Audits and Assessments Services address:

- IP Telephony and Converged Networking
- IP Telephony Operating Systems
- IP Telephony Applications
- Network Access
- Physical Security
- Protocol Security
- Regulatory and Industry Compliance

## Applications Development

NexGen takes a systematic approach to applications development. We offer a full range of applications development services including:

- Requirements Definition, Analysis, and Management
- Computer Programming
- Applications Installation, Maintenance, and Customization
- Systems Configuration and Administration
- Systems Architecture
- System Integration
- Performance Evaluation and Enhancement
- Applications Development
- Project Management

NexGen's software developers are experienced in using industry-standard technology platforms like Java/J2EE and .NET for developing software applications.

## Database Design and Development

NexGen has focused on the development of service-oriented applications using such database engines as DB2, Informix, SQL Server, and Access. Our database specialists have also used SyBase, Adabas, and MySQL. Our database services include:

- Requirements Analysis
- Database Design
- Database Modeling
- Data Migration
- Applications Testing and Deployment

## Geographic Information Systems (GIS) Implementation

NexGen understands that decision-making in the government is often enhanced using geospatial information. Our approach to GIS implementation involves detailed planning, technological innovation, and project execution. NexGen offers the following GIS services:

- Project Management
- GIS Needs Assessment and Implementation Planning
- Data Conversion/Migration
- Enterprise GIS Implementation
- Internet/Intranet GIS Implementation
- Systems Integration
- Metadata Management
- Technical Support and Training

As an ESRI Business Partner, NexGen has developed customized GIS applications using ArcGIS, ArcIMS, and ArcSDE. Our GIS implementations serve geospatial data from Informix, Oracle, and Microsoft SQL Server on IBM WebSphere and Windows Server platforms.

## Systems Support

NexGen's IT staff troubleshoots, maintains, and tests computerized business systems for the government. They provide Tier I and II Help Desk Support and have conducted full system tests of the enterprise systems.

## Contract Vehicles

On August 09, 2010, GSA awarded Schedule 899, for SINs 899-1, 899-1RC, 899-7 and 899-7RC under solicitation number TFTP-EW-990899-B.

## INFORMATION FOR ORDERING ACTIVITIES

APPLICABLE TO ALL SPECIAL ITEM NUMBERS

### SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!<sup>™</sup> on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!<sup>™</sup> and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

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

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

#### 1. Geographic Scope of Contract:

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

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

Offerors are requested to check one of the following boxes:

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

#### 2. Contractor's Ordering Address and Payment Information:

NexGen Technologies, Inc.  
1490 West 121<sup>st</sup> Avenue  
Suite 105  
Westminster, CO 80234  
DUNS: 960577492

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

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:  
Phone: 720-377-1800 • Fax: 720-377-1801

**3. LIABILITY FOR INJURY OR DAMAGE**

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

**4. Statistical Data for Government Ordering Office Completion of Standard Form 279:**

Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number: **960577492**  
Block 30: Type of Contractor - **A. Small Business**  
Block 31: Woman-Owned Small Business - **No**  
Block 36: Contractor's Taxpayer Identification Number (TIN): **84-1435644**

**4a. CAGE Code: 3EL09****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**  
SIN 132-51

**DELIVERY TIME (Days ARO)**  
TBD by mutual agreement between ordering agency and NexGen Technologies, Inc.

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: Net 30 from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions are offered the same discounts as all other Government customers.

**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 (IT) Professional Services

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

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

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

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

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

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

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

**13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):**

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

**14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)**

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) **Travel:** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

(c) **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) **Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) **Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) **Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) **Availability of Funds:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

## 15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:

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

## 16. GSA Advantage!

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

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

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

## 17. PURCHASE OF OPEN MARKET ITEMS

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

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

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

## 18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

- a. For the purpose of this contract, commitments, warranties, and representations include, in addition to those agreed to for the entire schedule contract:
  - (1) Time of delivery/installation quotations for individual orders;
  - (2) Technical representations and/or warranties of products concerning performance, total system performance, and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
  - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

## 19. OVERSEAS ACTIVITIES

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

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

## 20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

## 21. CONTRACTOR TEAM ARRANGEMENTS

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

## 22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

### **23. SECTION 508 COMPLIANCE.**

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

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

### 1. SCOPE

- a. The prices, terms, and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

### 2. PERFORMANCE INCENTIVES

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

### 3. ORDER

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

### 4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

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

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

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

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

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

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

## 6. INSPECTION OF SERVICES

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

## 7. RESPONSIBILITIES OF THE CONTRACTOR

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

## 8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

## 9. INDEPENDENT CONTRACTOR

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

## 10. ORGANIZATIONAL CONFLICTS OF INTEREST

### a. Definitions.

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

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

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

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

## 11. INVOICES

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

## 12. PAYMENTS

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

## 13. RESUMES

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

## 14. INCIDENTAL SUPPORT COSTS

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

## 15. APPROVAL OF SUBCONTRACTS

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

**16. DESCRIPTION OF IT/EC SERVICES AND PRICING**

Please reference Labor Categories and Price List located at the page numbers identified in the table of contents.

## LABOR CATEGORY DESCRIPTIONS

### Program and Project Management

#### **Project Manager**

<b>Minimum/General Experience:</b>	5 years' experience in managing large, complex technical efforts involving multiple facets of a business system or IT program.
<b>Functional Responsibility:</b>	Manages technical projects from the inception through the Implementation. Develops and manages project plans (schedules, costs), documentation plans and training plan using Microsoft Project or Primavera. Coordinates and communicates project activities with clients, project team members and public. Prepares and manages of project schedules and budgets, and participates in public meetings.
<b>Minimum Education:</b>	Bachelor's Degree or equivalent. Project Management Professional (PMP) certification or equivalent is preferred, but not required. Knowledge of PMBOK is required.

#### **Project Coordinator**

<b>Minimum/General Experience:</b>	7 years' experience in general business processes, communication related and time management skills. Experienced in accounting, financial analysis and project management.
<b>Functional Responsibility:</b>	Coordinates administrative aspects of multiple technical projects. Develops and manages project plans (schedules, costs), documentation plans and training plan using Microsoft Project or Primavera. Working with project managers and technical and support staff, plans and coordinates project activities. Maintains project schedules, updates and monitors project budgets, processing invoices. Reviews and maintains contract documents. Maintains project reporting system. Gathers, analyzes, and interprets project and client data.
<b>Minimum Education:</b>	Bachelor's Degree in Business or equivalent.

#### **Project Specialist**

<b>Minimum/General Experience:</b>	2-5 years' experience in project tracking and problem resolution.
<b>Functional Responsibility:</b>	Develops and manages project plans (schedules, costs), documentation plans and training plan using Microsoft Project or Primavera. Reviews, analyzes and tracks business and systems requirements. Assists in assigning deliverable dates, identifying detail for system, operation and programming requirements and coordinating training requirements.
<b>Minimum Education:</b>	Bachelor's Degree in Software Engineering, Computer Science or equivalent.

#### **IT Program Coordinator**

<b>Minimum/General Experience:</b>	3 years' experience in IT project management. Strong knowledge of project management methodologies and tools, resource management, and change management practices. Experience in implementing IT projects within a cross-functional program of large complexity.
<b>Functional Responsibility:</b>	Oversees the scope, delivery and budget for project portfolio. Establishes and implements program and project processes and methodologies to integrate all tasks within the project portfolio to ensure deliverables are on time, within scope, and meet high-quality standards. Demonstrates rigorous understanding of System/software Development Life Cycle (SDLC) and project management best practices.
<b>Minimum Education:</b>	Bachelor's Degree in Software Engineering, Computer Science or equivalent.

#### **Administrative Assistant**

<b>Minimum/General Experience:</b>	1-3 years' experience as an administrative assistant with specific knowledge of industry standard
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<b>Experience:</b>	office automation tools.
<b>Functional Responsibility:</b>	Provides administrative assistance to the project manager and team members as directed. Facilitates project organization and communication.
<b>Minimum Education:</b>	Associate's Degree in English, Business or equivalent.

This Labor Category must be order in conjunction with other Labor Categories specific to IT Services.

## Information Technology Security

### IT Security Project Manager

<b>Minimum/General Experience:</b>	5-10 years experience in project management.
<b>Functional Responsibility:</b>	Analyzes customer business requirements, objectives, and goals and develops project implementation plans and schedule. Manages all project resources (consultants, contractors, etc.) as well as maintains project budget and schedule. Provides project reporting.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science, Information Resource Management, Information Systems, or equivalent.

### IT Security Analyst I

<b>Minimum/General Experience:</b>	1-3 years' experience in IT systems security. Knowledge of government security programs and standards including Office of Management and Budget Circular A-130 and National Institute of Standards 800 Series special publications and manuals.
<b>Functional Responsibility:</b>	Provides systems security administration, testing, evaluation, and assessment.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science, Information Resource Management, Computer Information Systems or equivalent.

### IT Security Analyst II

<b>Minimum/General Experience:</b>	3-5 years' experience in IT systems security. Has in-depth knowledge of government security programs and standards including Office of Management and Budget Circular A-130 and National Institute of Standards 800 Series special publications and manuals.
<b>Functional Responsibility:</b>	Provides direction to other security analysts and provides systems security administration, testing, evaluation, assessment, and policy development.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science, Information Resource Management, Information Systems or equivalent. Certified Information Systems Security Professional (CISSP) or equivalent certification.

### IT Security Analyst III

<b>Minimum/General Experience:</b>	5-10 years' experience in IT systems security. Has in-depth knowledge of government security programs and standards including Office of Management and Budget Circular A-130 and National Institute of Standards 800 Series special publications and manuals.
<b>Functional Responsibility:</b>	Provides direction to other security analysts. Provides systems security administration, testing, evaluation, assessment, and policy development.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science, Information Resource Management, Information Systems, or equivalent. Certified Information Systems Security Professional (CISSP) or equivalent certification.

## Business Systems Analysis

### **Business Systems Analyst – Senior**

<b>Minimum/General Experience:</b>	6-8 years' experience in the field or in a related area. Intimate knowledge of a variety of concepts, practices, and procedures within a given field.
<b>Functional Responsibility:</b>	Facilitates the development of technology solutions to business issues. Analyzes and documents business requirements. Assists in functional modeling and design. Produces project deliverables. Develops and executes systems testing.
<b>Minimum Education:</b>	Bachelor's Degree or equivalent.

### **Business Systems Analyst – Intermediate**

<b>Minimum/General Experience:</b>	4-6 years' experience in the field or in a related area. Intimate knowledge of a variety of concepts, practices, and procedures within a given field.
<b>Functional Responsibility:</b>	Facilitates the development of technology solutions to business issues. Analyzes and documents business requirements. Assists in functional modeling and design. Produces project deliverables. Develops and executes systems testing.
<b>Minimum Education:</b>	Bachelor's Degree or equivalent.

### **Business Systems Analyst – Junior**

<b>Minimum/General Experience:</b>	2-4 years' experience in the field or in a related area. Knowledge of commonly used concepts, practices, and procedures within a given field.
<b>Functional Responsibility:</b>	Facilitates the development of technology solutions to business issues. Analyzes and documents business requirements. Assists in functional modeling and design. Produces project deliverables. Develops and executes systems testing.
<b>Minimum Education:</b>	Associate's Degree or equivalent.

### **Business Systems Analyst – Entry Level**

<b>Minimum/General Experience:</b>	0-2 years of experience in the field or in a related area. Knowledge of commonly used concepts, practices, and procedures within a given field.
<b>Functional Responsibility:</b>	Assists in the development of technological solutions to business issues. Analyzes and documents business requirements. Assists in functional modeling and design. Produces project deliverables. Develops and executes systems testing.
<b>Minimum Education:</b>	Associate's Degree or equivalent.

## Software/Applications Development

### **Software Developer**

<b>Minimum/General Experience:</b>	4 years' experience in software development including writing of code in accordance with user requirements.
<b>Functional Responsibility:</b>	Writes, analyzes and documents user requirements. Develops and maintains custom and off the shelf software packages. Applies industry-standard software design concepts. Provides estimates for software tasks, regular progress reports, and alerts on any deviations from the plan. Conducts unit testing of software. Ensures resolution of software issues.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or equivalent.

### **Jr. Software Developer**

<b>Minimum/General Experience:</b>	2 years' experience in the development of software including writing of code in accordance with requirements.
<b>Functional Responsibility:</b>	Maintains software applications. Troubleshoots problem issues. Tracks software changes and document resolutions. Assists in preparation of documentation.
<b>Minimum Education:</b>	Associate's Degree in Computer Science or equivalent.

### **Applications Developer**

<b>Minimum/General Experience:</b>	Less than 1 year of specific experience related to the development and use of specific and customized applications.
<b>Functional Responsibility:</b>	Maintains specific software applications. Troubleshoots application problem tickets. Tracks changes and documents resolutions to problems.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or Engineering or equivalent.

### **Application Engineer**

<b>Minimum/General Experience:</b>	3-5 years' specific experience related to the development and use of customized and other applications.
<b>Functional Responsibility:</b>	Develops and maintains custom and off the shelf software applications. Practical use of software design concepts. Conducts unit and integration testing. Provides estimates for software tasks, regular progress reports, and alerts on any deviations from work plans. Ensures resolution of software issues.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or Engineering or equivalent.

### **Application Support**

<b>Minimum/General Experience:</b>	2-6 years' specific experience related to the use of specific and customized applications.
<b>Functional Responsibility:</b>	Provides day-to-day production support of end-user applications. Maintains and documents support procedures. Tracks support issues and resolutions. Coordinates corrective actions and validate problem resolution.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or equivalent.

### **Brio Subject Matter Expert**

<b>Minimum/General Experience:</b>	1-2 years' proven experience subject matter expertise in Brio.
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<b>Functional Responsibility:</b>	Provides technical and/or specialized guidance concerning complex problems or challenges involved in implementing and maintaining applications in Brio. Performs analyses and studies; prepares reports and gives presentations.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or equivalent.

### Brio Prolifics Developer

<b>Minimum/General Experience:</b>	5 years' experience in Brio/Prolifics and customization of the applications. Knowledge and use of Brio protocols. Knowledge of Brio related system requirements.
<b>Functional Responsibility:</b>	Supports and develops customer business intelligence reports. Designs, develops, and implements reporting applications, including report, data extractions, database. Works closely with customer to define information requirements.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or equivalent.

### Jr. Brio Maintenance

<b>Minimum/General Experience:</b>	1 year of experience in Brio/Prolifics and customization. Knowledge and use of Brio protocols. Knowledge of Brio systems maintenance.
<b>Functional Responsibility:</b>	Maintains Brio reporting applications. Works closely with end-user community to understand information requirements. Troubleshoots reporting applications. Identifies problems and document resolutions.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or equivalent.

### Brio Trainer

<b>Minimum/General Experience:</b>	5-7 years' experience in training users and 2 years' experience training Brio users.
<b>Functional Responsibility:</b>	Trains users on new and existing reporting applications. Develops training plans, curriculum and job guides.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or equivalent.

### Sr. Lotus Notes Developer

<b>Minimum/General Experience:</b>	3-5 years' experience with Lotus Notes related experience and customizations. Knowledge and use of Lotus Notes and related software.
<b>Functional Responsibility:</b>	Designs, develops, and deploys Lotus Notes applications. Designs, develops, and tests scripts in support of messaging. Conducts unit and system integration testing. Provides estimates for software tasks, regular progress reports, and alerts on any deviations from the plan. Ensures resolution of software issues.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or equivalent.

### Computer Programmer

<b>Minimum/General Experience:</b>	3 years' experience providing computer software applications development and maintenance support. Knowledge and understanding of applicable technical concepts and practices.
<b>Functional Responsibility:</b>	Participates in the analysis of functional business/technical applications and design specifications for functional activities. Assist in the development of block diagram and logic flow charts. Translates detailed design into computer application software. Tests, debugs and refines the computer software to produce the required product. Assists in preparing required program-level

	and user-level documentation. Enhances software to reduce operating time or improve efficiency.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or equivalent.

### Computer Programmer – Junior

<b>Minimum/General Experience:</b>	1-2 years' experience software applications development. Knowledge and understanding of software development concepts and practices.
<b>Functional Responsibility:</b>	Translates technical specification into software. Analyzes code and make modification as needed. Tests, debugs and refines the computer software to produce the required product. Assists in preparing required program-level and user-level documentation.
<b>Minimum Education:</b>	Associate's or Bachelor's Degree in Computer Science or equivalent.

### Configuration Manager

<b>Minimum/General Experience:</b>	3-5 years' experience in computer system operations and 3 years in off-the-shelf and custom software.
<b>Functional Responsibility:</b>	Provides configuration management in support of multiple environments from start to end. Builds and releases source code, configuration files. Creates scripts and tools to automate the build process. Defines and enhances configuration management process.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or equivalent.

### Release Manager

<b>Minimum/General Experience:</b>	5 years' experience in product management.
<b>Functional Responsibility:</b>	Organizes, schedules, and manages releases of software applications. Manages application configuration, documentation process. Provides configuration management, release planning, release team management, and reporting.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Information Systems or equivalent.

### Customer Support Specialist

<b>Minimum/General Experience:</b>	2-4 years' experience related to the use of specific and customized applications.
<b>Functional Responsibility:</b>	Provides first line support of end-users. Creates and tracks problem reports and resolutions. Works closely with end-users to determine problems and solutions.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or equivalent.

## Database Management

### **Sr. Database Engineer**

<b>Minimum/General Experience:</b>	7 years' experience in design, development and maintenance of large-scale or enterprise class databases, including database maintenance tools and utilities.
<b>Functional Responsibility:</b>	Designs, develops, and maintains stored procedures, functions, packages and scripts. Tunes databases and SQL queries. Participates on cross-functional teams and assists in the design and development of complex multi-tier software applications.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or equivalent.

### **Data Analyst**

<b>Minimum/General Experience:</b>	2-4 years' experience in database management or related field.
<b>Functional Responsibility:</b>	Designs, implements and maintains moderately complex databases, access methods, access time, device allocation, validation checks, organization, protection and security, documentation and statistical methods. Maintains database dictionaries, monitors standards and procedures and integration of systems through database design.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or equivalent.

### **Data Modeler**

<b>Minimum/General Experience:</b>	2-5 years' Information Technology experience. Proficient investigating the quality of data within integrated systems and merging that data into useable information.
<b>Functional Responsibility:</b>	Develops and implements logical and physical database designs. Defines strategies for database implementation: indices, hashing, caching, partitioning and replication.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or equivalent.

### **Database Administrator**

<b>Minimum/General Experience:</b>	2-4 years' relevant experience.
<b>Functional Responsibility:</b>	Directs and controls activities related to database design, implementation, and maintenance. Maintains database dictionaries and systems integration through database design, projects long-range requirements, and reviews database concepts and functional capabilities. May develop policies and procedures pertaining to database management, security, maintenance, and utilization.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or Engineering or equivalent.

### **Certified Oracle Systems Administrator – Senior**

<b>Minimum/General Experience:</b>	5-7 years' experience with configuration and utilization of Oracle Enterprise Manager and RMAN for database backup and recovery. Knowledge of operating system commands and command switches. Ability to navigate within the UNIX shell environment. Understanding of data warehousing. Experience with Java programming.
<b>Functional Responsibility:</b>	Performs project coordination function for the evaluation, installation, monitoring, debugging, audits and maintenance of database server software including Oracle, Microsoft SQL Server, and MySQL. Plans, documents, coordinates and communicates changes to server software. Conducts capacity planning for long-term growth and database environment expansion. Applies database security and schema management. Evaluates and implements new hardware and monitoring tools. Assists in the installation and testing of new Oracle-based database applications. Maintains data integrity and security. Monitors and track performance of database

	and data access. Monitors system resource utilization.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or equivalent.

### Certified Oracle Systems Administrator – Junior

<b>Minimum/General Experience:</b>	2-5 years' experience in database design, development and maintenance. Has experience in Total Quality Management, Six Sigma, ISO 9000, or Capability Maturity Model.
<b>Functional Responsibility:</b>	Performs database server and client installations, upgrades, and patches. Creates and maintains objects such as tables, indexes, and table spaces. Assists in performance tuning of Oracle and SQL Server. Tests, developments, backups and recovers databases. Installs and updates patches. Upgrades databases.
<b>Minimum Education:</b>	Associate's Degree or Bachelor's Degree in Computer Science, Business, Engineering or equivalent.

### Oracle Database Administrator

<b>Minimum/General Experience:</b>	4-7 years' experience in information technology including logical design and maintenance of Oracle databases.
<b>Functional Responsibility:</b>	Conducts daily monitoring of database environment. Performs tuning of Informix databases. Implements new database patches and releases. Supports requirements for database refreshes and back-up and recovery processes.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science, Business, Engineering, or related field.

### Informix Database Administrator

<b>Minimum/General Experience:</b>	4-7 years' experience in Informix databases including logical design and maintenances.
<b>Functional Responsibility:</b>	Performs daily monitoring of database environment. Performs tuning of databases. Implements new database patches and releases. Supports requirements for database refreshes, and back-ups and recovery process.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or equivalent.

## Geographic Information Systems (GIS)

### Sr. GIS Engineer

<b>Minimum/General Experience:</b>	3-5 years' experience. Has software design and coding skills, particularly with ArcObjects, C++, Java, C#, Visual Basic. Experience with a commercial RDBMS such as Oracle, DB2, Informix, and SQL Server.
<b>Functional Responsibility:</b>	Codes, designs, develops, and tests GIS software applications developed with ESRI ArcGIS, ArcSDE, and ArcIMS. Ensures compliance with software specifications in accordance with specifications and standards.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or equivalent. Certified GIS Professional (GISP).

### GIS Engineer

<b>Minimum/General Experience:</b>	4 years' experience in Geographic Information Systems' requirements and software. If person has a M.S. in related field then 3 years of experience in Geographic Information Systems' requirements and software.
<b>Functional Responsibility:</b>	Designs, develops, and implements custom GIS applications. Conducts unit integration testing. Provides estimates for software tasks, regular progress reports, and alerts on any deviations from the plan Resolves applications issues.
<b>Minimum Education:</b>	Bachelor's Degree in Geography, Information Technology or equivalent.

### GIS Applications Developer

<b>Minimum/General Experience:</b>	6 years' professional experience in an ESRI environment. Experience with a commercial RDBMS such as Oracle, DB2, Informix, and SQL Server.
<b>Functional Responsibility:</b>	Designs, programs, documents, and deploys GIS applications using ESRI ArcIMS, ArcGIS, ArcXML; Microsoft .NET; XML, HTML, CSS, C#, ASP, JAVA; and IBM WebSphere. Manages geospatial data in client/server environments in relational databases (MS SQL Server, Access, Informix, DB2, and Oracle in multi-tier architecture.
<b>Minimum Education:</b>	Bachelor's Degree in Geography, Geology, Computer Science, Information System or equivalent.

### Jr. GIS Developer

<b>Minimum/General Experience:</b>	1 year of GIS related experience and internet applications.
<b>Functional Responsibility:</b>	Maintains GIS applications. Assists in defining requirements. Troubleshoots end-user issues.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or equivalent.

### GIS Specialist

<b>Minimum/General Experience:</b>	1 year of experience in Geographic Information Systems.
<b>Functional Responsibility:</b>	Ability to use GIS software. Knowledge of GIS requirements and applications. Uses and administers GIS applications. Installs and configures GIS systems. Supports end-users' GIS requests. Develops customer reports and customized maps.
<b>Minimum Education:</b>	Associate's Degree in Science, Information Technology or equivalent.

### GIS System Analyst

<b>Minimum/General Experience:</b>	2-3 years' GIS related experience.
<b>Functional Responsibility:</b>	Develops applications requirements. Contributes to problem definition, planning, and resolution to

	geospatial related tasks. Analyzes data structures. Supports customer GIS related requests for maps and reports.
<b>Minimum Education:</b>	Bachelor's Degree or equivalent.

### GIS Technician

<b>Minimum/General Experience:</b>	1 year of experience in Geographic Information Systems.
<b>Functional Responsibility:</b>	Uses GIS software. Provides analysis support to end-user community. Installs and configures systems in technical environments.
<b>Minimum Education:</b>	Associate's Degree or equivalent.

### Fire Web Developer

<b>Minimum/General Experience:</b>	3 years' GIS related experience and internet applications.
<b>Functional Responsibility:</b>	Designs, develops, and implements Web applications according requirements and standards. Conducts unit testing and integration testing. Provides estimates for software tasks, regular progress reports, and alerts on any deviations from the plan. Resolves software problem issues.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or equivalent.

## Systems Engineering, Administration and Support

### **System Engineer**

<b>Minimum/General Experience:</b>	3-5 years' experience in the design and configuration of information systems.
<b>Functional Responsibility:</b>	Designs, deploys, and supports IT infrastructure. Assists in the evaluation and recommendation of new technologies, including systems management and monitoring. Maintains computing platforms, including network, servers, desktops, laptops. Documents IT infrastructure and any future change requirements.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science, Engineering or equivalent.

### **Software Engineer**

<b>Minimum/General Experience:</b>	1 year of experience writing executable code in several languages. Experience in software development planning and software analysis.
<b>Functional Responsibility:</b>	Designs and develops operational software applications and tools designs. Develops operating and search algorithms. Troubleshoots operating system and application problems. Provides user support and assists other engineers as necessary.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science, Mathematics, Management Information Systems, Engineering or equivalent.

### **Enterprise System Administrator**

<b>Minimum/General Experience:</b>	3-5 years' experience in computer system operations.
<b>Functional Responsibility:</b>	Provides first line support of new and existing enterprise systems. Ensures operational policies and procedures are followed. Responds to and documents problem reports.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or equivalent.

### **Sr. System Administrator**

<b>Minimum/General Experience:</b>	3-5 years' experience in computer system operations.
<b>Functional Responsibility:</b>	Provides design, configuration, implementation, and on-going support of computer operating systems. Performs new releases/upgrades for servers/ workstations. Provides user account management, maintenance & security solutions. Provides expert understanding of the back-end server functionality and technical specifications.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or equivalent.

### **System Administrator**

<b>Minimum/General Experience:</b>	2-5 years' experience in computer system operations.
<b>Functional Responsibility:</b>	Supports and maintenance of unclassified Windows and/or UNIX environments. Provides direct support to customers; creating user accounts; training users. Moves and configures workstations; Install and configure servers. Performs PC and network troubleshooting; answer trouble tickets. Installs new hardware. Upgrades operating systems on workstations and servers. Reconfigures and tracks.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or related field.

### **Windows System Administrator**

<b>Minimum/General</b>	2-5 years' experience in computer system operations and 1 year in off the shelf and custom
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<b>Experience:</b>	software.
<b>Functional Responsibility:</b>	Updates server software via standard procedures. Creates problem tasks and change ticket documentation. Validates and modifies back-up schedules.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or equivalent.

### **Sr. Tivoli Administrator**

<b>Minimum/General Experience:</b>	10 years' experience in providing logistical support for major systems, hardware or software and conducting in-depth analyses.
<b>Functional Responsibility:</b>	Provides high-level expertise in Tivoli products. Installs new environments and make configuration changes to existing environments as required. Validates and tests back-up and recovery procedures in Tivoli environment.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or Engineering or equivalent.

### **Messaging System Administrator**

<b>Minimum/General Experience:</b>	3-5 years' experience in messaging systems.
<b>Functional Responsibility:</b>	Administrates and configures messaging applications. Tracks changes to environment. Responds to problem reports and document resolutions. Troubleshoots complex technical problems.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or Engineering or equivalent.

### **IBM Systems Administrator**

<b>Minimum/General Experience:</b>	2-7 years' experience in computer system operations.
<b>Functional Responsibility:</b>	Supports production environment. Coordinates change requests and problem reports with other technical resources. Resolves and documents problem reports.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or equivalent.

### **Sr. Veritas Administrator**

<b>Minimum/General Experience:</b>	10 years' experience providing logistical support for major systems, hardware or software and conducting in-depth analyses.
<b>Functional Responsibility:</b>	Provides high-level expertise in NetBackup products. Installs new environments and make configuration changes to existing environments as required. Validates and tests back-up and recovery procedures.
<b>Minimum Education:</b>	Bachelor's Degree Computer Science or Engineering or equivalent.

### **Sun/Solaris Administrator**

<b>Minimum/General Experience:</b>	10 years' experience providing logistical support for major systems, hardware or software and conducting in-depth analyses.
<b>Functional Responsibility:</b>	Provides system administration in a Sun/Solaris environment. Configures Sun environment. Ensures security settings. Supports projects.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or Engineering or equivalent.

### **Computer Information Specialist – Senior**

<b>Minimum/General Experience:</b>	5 years' experience using, installing and integrating common business application software and customized software. Knowledge of macro and batch operating system commands. Knowledge of
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	the implementation of software and Local and Wide Area Network environments.
<b>Functional Responsibility:</b>	Designs, develops, integrates, implements, upgrades and maintains systems containing Common-Off-The-Shelf (COTS) applications and customized computer code. Defines systems and applications requirements.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Information Systems or equivalent.

### Computer Information Specialist – Junior

<b>Minimum/General Experience:</b>	1-3 years' experience installing and administrating hardware and software systems.
<b>Functional Responsibility:</b>	Maintains, analyzes, troubleshoots and repairs computer systems, hardware and computer peripherals. Documents, maintains, upgrades and replaces hardware and software systems. Supports and maintains user account information including rights, security and system groups plan and guide the development, installation, maintenance and repair of computer network systems. Identifies and resolves computer system malfunctions and operational problems.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Information Systems or equivalent.

### Computer Information Specialist – Entry Level

<b>Minimum/General Experience:</b>	1 year of experience installing and administering hardware and software systems.
<b>Functional Responsibility:</b>	Installs COTS and customized software applications including Anti-Virus and Anti-Spam programs. Applies patches and upgrades. Provides tier I and II end-user technical support.
<b>Minimum Education:</b>	Associate's Degree in Computer Information Systems or equivalent.

### Computer Operator

<b>Minimum/General Experience:</b>	2 years' experience providing technical training and support.
<b>Functional Responsibility:</b>	Performs routine operation and maintenance of peripherals, including processors, disk drives, and printers. Performs systems maintenance and backup. Maintains system logs. Communicates with remote terminal users.
<b>Minimum Education:</b>	High school diploma or equivalent.

### Computer Operator – Junior

<b>Minimum/General Experience:</b>	2 years' technical training and/or experience.
<b>Functional Responsibility:</b>	Performs routine operation and maintenance of peripherals, including processors, disk drives, and printers. Performs systems maintenance and backup. Maintains system logs. Supports remote terminal users.
<b>Minimum Education:</b>	High school diploma or equivalent.

## Systems Analysis

### **Sr. Principal Analyst**

<b>Minimum/General Experience:</b>	5-7 years' specific application experience.
<b>Functional Responsibility:</b>	Delivers technical solutions from start to end. Mentors less experienced individuals in the design, development, and implementation of technical solutions. Analyzes systems and data.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or equivalent.

### **Principal Analyst**

<b>Minimum/General Experience:</b>	4-6 years' experience in applications development.
<b>Functional Responsibility:</b>	Translates user requirements into software development plans from design, development and implementation. Researches new technologies and provides insight into new concepts. Resolves highly complex system problems.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or equivalent.

### **Systems Analyst – Junior**

<b>Minimum/General Experience:</b>	2 years' experience in the design, configuration and implementation of software systems.
<b>Functional Responsibility:</b>	Performs tasks related to the design and development of complex information systems. Implements the development of program plans. Architect of systems designs, programming standards and testing methodologies. Provides technical and administrative direction for client personnel performing support software development tasks. Reviews products for correctness, adherence to the design concept and to user standards, and progress in accordance with schedules. Prepares status reports and presentation on task performance to customers. Provides daily supervision and direction to client support staff.
<b>Minimum Education:</b>	Associate's Degree or equivalent.

### **Sr. System Analyst**

<b>Minimum/General Experience:</b>	5 years' experience in the design, configuration and implementation of software.
<b>Functional Responsibility:</b>	Translates user requirements into software development plans from design, development and implementation. Researches new technologies and provides insight into new concepts. Resolves highly complex system problems. Mentors less experienced systems analysts.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or equivalent.

### **System Analyst**

<b>Minimum/General Experience:</b>	1-2 years' experience in the design, configuration and implementation of software systems.
<b>Functional Responsibility:</b>	Provides feasibility studies for projects. Assists in the definition of requirements for projects. Provides detailed analysis and documentation for projects. Researches and plans migration strategies. Assists and supervises the implementation of migration strategies. Assists in the design of projects. Provides support for developers during development of projects. Estimates resources for development, testing, and deployment of information systems.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or equivalent.

## Document Support

### Communication Specialist

<b>Minimum/General Experience:</b>	5 years' experience in technical writing, promotion and user documentation.
<b>Functional Responsibility:</b>	Develops information documents in support of technical projects. Develops communication process in support of technical projects. Coordinates the completion of technical documents in support of technical projects.
<b>Minimum Education:</b>	Bachelor's Degree in English, Business or equivalent.

### Data Entry Specialist IV

<b>Minimum/General Experience:</b>	5-7 years' experience with data entry and general computer skills.
<b>Functional Responsibility:</b>	Sorts and organizes documents for data entry. Performs data entry tasks. Works with others to validate and confirm data prior to data entry when necessary. May supervise others.
<b>Minimum Education:</b>	High School Diploma or equivalent.

### Documentation Specialist

<b>Minimum/General Experience:</b>	1-5 years' experience document management with specific knowledge of common document management tools and practices.
<b>Functional Responsibility:</b>	Manages all aspects of documents created by the technical staff. Facilitates and manages the progression of documents through the customer review cycle and final delivery.
<b>Minimum Education:</b>	Associate's Degree or Bachelor's Degree in English, Business or equivalent.

### Technical Writer

<b>Minimum/General Experience:</b>	4-6 years' experience writing reports and documentation.
<b>Functional Responsibility:</b>	Gathers, analyzes, translates and composes technical information into clear, readable documents to be used by technical and non-technical personnel. Composes technical documents including, user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology.
<b>Minimum Education:</b>	Bachelor's Degree in English, Computer Information Systems or equivalent.

## Networking

### Sr. Network Engineer

<b>Minimum/General Experience:</b>	5-7 years' experience related to system development, design and architecture.
<b>Functional Responsibility:</b>	Designs, develops, and implements integrated IT networks. Support existing network implementation. Provides assistance in evaluating technical reports.
<b>Minimum Education:</b>	Associate's Degree or Bachelor's Degree in Computer Science or equivalent.

## Web Development

### **Sr. Web Developer**

<b>Minimum/General Experience:</b>	4-6 years' Web related experience and internet applications.
<b>Functional Responsibility:</b>	Designs, develops, and implements Web applications. Develops applications according to design and development standards. Mentors junior level developers in software principles. Performs unit and systems integration testing. Provides estimates for software tasks, regular progress reports, and alerts on any deviations from the plan. Resolves software problem issues.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or equivalent.

### **Web Developer**

<b>Minimum/General Experience:</b>	4-5 years' experience in the field or in a related area. Increased knowledge of a variety of concepts, practices, and procedures. Skills include but are not limited to HTML, DHTML, XML, CSS, Data Access Objects, JavaScript, VBScript, Active Server Pages and / or Java Server Pages.
<b>Functional Responsibility:</b>	Provides full life cycle software development (design, development, testing, and maintenance) for applications written in scripting and markup languages to use TCP/IP based Internet technologies.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Information Systems or equivalent.

### **NT Web Developer**

<b>Minimum/General Experience:</b>	3-5 years' Web related experience and internet applications.
<b>Functional Responsibility:</b>	Designs, develops, and implements Web applications according to requirements and development standards. Tests and integrates applications. Provides estimates for software tasks, regular progress reports, and alerts on any deviations from project plans. Provides resolutions to the software issues.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or equivalent.

## Other Labor Categories

### **Sr. Subject Matter Expert**

<b>Minimum/General Experience:</b>	10 years' experience providing logistical support for major systems, hardware or software and conducting in-depth analyses.
<b>Functional Responsibility:</b>	Provides expertise in technical subject matters. Provides in-depth analysis in support of technical solution proposals. Provides recommendations in the areas of expertise.
<b>Minimum Education:</b>	Bachelor's Degree in Computer Science or Engineering or equivalent.

## PRICE LIST – ONSITE IT SERVICES

NEXGEN TECHNOLOGIES, INC.  
1490 WEST 121ST AVENUE, SUITE 105  
WESTMINSTER, CO 80234  
720.377.1800  
www.nexgeninc.com

### Labor Category

#### Program and Project Management

Project Manager	130.85
Project Coordinator	115.9
Project Specialist	45.04
IT Program Coordinator	77.9
Administrative Assistant	39.52

#### Information Technology Security

IT Security Project Manager	130.78
IT Security Analyst I	77.04
IT Security Analyst II	94.14
IT Security Analyst III	107.27

#### Business Analysis

Business Systems Analyst – Senior	77.9
Business Systems Analyst - Intermediate	67.56
Business Systems Analyst – Junior	57.56
Business Systems Analyst - Entry Level	49.63

#### Software/Applications Development

Software Developer	128.03
Jr. Software Developer	69.51
Applications Developer	72.45
Application Engineer	168.46
Application Support	101.74
Brio Subject Matter Expert	195.99
Brio Prolifics Developer	114.56
Jr. Brio Maintenance	72.71
Brio Trainer	235.85
Sr. Lotus Notes Developer	127.01
Computer Programmer	68.36
Computer Programmer – Junior	49.63
Configuration Manager	168.05
Release Manager	126.1
Customer Support Specialist	101.48

**Database Management**

Sr. Database Engineer	145.5
Data Analyst	78.21
Data Modeler	145.5
Database Administrator	97.77
Certified Oracle System Administrator - Senior	97.77
Certified Oracle System Administrator - Junior	68.36
Oracle Database Administrator	145.13
Informix Database Administrator	145.13

**Geographic Information Systems (GIS)**

Sr. GIS Engineer	145.87
GIS Engineer	139.16
GIS Applications Developer	98.02
Jr. GIS Developer	84.85
GIS Specialist	84.23
GIS System Analyst	116.38
GIS Technician	68.16
Fire Web Developer	100.06

**Systems Engineering, Administration, and Support**

System Engineer	101.74
Software Engineer	113.21
Enterprise System Administrator	131.84
Sr. System Administrator	132.17
System Administrator	85.66
Windows System Administrator	85.44
Sr. Tivoli Administrator	235.26
Messaging System Administrator	101.48
IBM Systems Administrator	131.84
Sr. Veritas Administrator	235.26
Sun/Solaris Administrator	235.26
Computer Information Specialist - Senior	68.36
Computer Information Specialist - Junior	56.59
Computer Information Specialist - Entry Level	48.67
Computer Operator	48.67
Computer Operator – Junior	51.05

**Systems Analysis**

Sr. Principal Analyst	146.52
Principal Analyst	143.81
Systems Analyst – Junior	86.94
Sr. System Analyst	130.85
System Analyst	122.97

**Document Support**

Communication Specialist	93.86
Data Entry Specialist IV	44.36
Documentation Specialist	100.54
Technical Writer	45.79

**Networking**

Sr. Network Engineer	117.21
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**Web Development**

Sr. Web Developer	121.29
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Web Developer	76.98
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NT Web Developer	92.38
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**Other Labor Categories**

Sr. Subject Matter Expert	235.85
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## Notes:

1. Labor Category must be ordered in conjunction with other Labor Categories specific to IT Services.

## USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

### PREAMBLE

NexGen Technologies, 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

Company Point of Contact: Mr. Chris Elliott  
Phone Number: 720 377 1800  
E-mail Address: [chris.elliott@nexgeninc.com](mailto:chris.elliott@nexgeninc.com)  
Fax Number: 720 377 1801

# SAMPLE BLANKET PURCHASE AGREEMENT

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) \_\_\_\_\_.

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

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

Signatures

\_\_\_\_\_  
Ordering Activity

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

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

(CUSTOMER 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 an 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.