

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

*Note: 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.*

**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 D399	Other Information Technology Services, Not Elsewhere Classified



**Avid Technology Professionals, LLC  
7221 Carriage Hill Drive  
Laurel, MD 20707  
301-317-6357  
info@avidtec.com**

Contract Number: GS-35F-0052V

Period Covered by Contract: October 29, 2008 thur October 28, 2013

General Services Administration  
Federal Acquisition Service

*Pricelist current through Modification # 22, dated 06/02/2008.*

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

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**Information for Ordering Activities****APPLICABLE TO ALL SPECIAL ITEM NUMBERS****SPECIAL NOTICE TO AGENCIES: Small Business Participation**

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

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

Avid Technology Professionals, LLC  
7221 Carriage Hill Drive  
Laurel, Maryland 20707  
Attn: Troy Bundy (301-741-9529) or Adrian Irby (301-741-9530)

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

**(301) 428-7620 extension 111**

**3. LIABILITY FOR INJURY OR DAMAGE**

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

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

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 135720352

Block 30: Type of Contractor - B. Other Small Business

Block 31: Woman-Owned Small Business – No

Block 36: Contractor's Taxpayer Identification Number (TIN): 05-0581091

4a. CAGE Code: 3HFN0

4b. Contractor has registered with the Central Contractor Registration Database.

**5. FOB DESTINATION**

**6. DELIVERY SCHEDULE**

a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER

DELIVERY TIME (Days ARO)

132-51

As negotiated between the ordering agency and Avid Technology Professionals at the task order level.

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

time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

**7. DISCOUNTS:**

Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: 1% net 15 days from receipt of invoice or date of acceptance, whichever is later.
- b. Government Educational Institutions – Same discounts as all 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: Not applicable.**

**10. SMALL REQUIREMENTS:**

The minimum dollar value of orders to be issued is \$100.

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

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:

Special Item Number 132-51 - Information Technology (IT) Professional Services

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

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

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

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

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries

to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

### **13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS**

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

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

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

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

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

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

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

#### **15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:**

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

**16. GSA ADVANTAGE!**

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

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

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

**17. PURCHASE OF OPEN MARKET ITEMS**

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

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

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

**18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

### **19. OVERSEAS ACTIVITIES**

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

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

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

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

### **21. CONTRACTOR TEAM ARRANGEMENTS**

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

### **22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a

request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

**23. SECTION 508 COMPLIANCE.**

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

www.avidtec.com

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 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. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

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

**13. RESUMES**

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

**14. INCIDENTAL SUPPORT COSTS**

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

**15. APPROVAL OF SUBCONTRACTS**

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

## 16. DESCRIPTION OF IT SERVICES AND PRICING

Avid Technology Professional, LLC offers the following Information Technology (IT) Professional Services under SIN 132-51:

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 D399	Other Information Technology Services, Not Elsewhere Classified

### Descriptions of Labor Categories

The following paragraphs describe the minimum education and experience requirements, as well as functional responsibilities of Avid Technology Professional's proposed labor categories.

#### Labor Category: Principal Engineer Level 3

**Minimum/General Experience:** Twelve (12) years of technical experience providing internal/external consulting services to management and technical staff in solving complex information, business processes, and systems issues. Requires competence in conducting feasibility studies and cost/benefit analyses, hardware and software evaluations, developing information systems standards and methodologies, and business process re-engineering. Possesses knowledge of state-of-the-art information technology and systems management. Has extensive technical and management experience.

**Functional Responsibility:** Provides advice and guidance regarding the design, development, installation, operation, and maintenance of complex information systems. Communicates with senior level executive staff. Prepares and conducts high-visibility technical and operational briefings/presentations to client and contractor senior staff.

**Minimum Education:** Master's Degree in Computer Science, Engineering, or a related field is required. In lieu of a Master's Degree, a Bachelor's Degree in Computer Science, Engineering, or a related field is acceptable with four (4) additional years of related experience.

**GSA Rate:** \$163.90

**Labor Category: Principal Engineer Level 2**

**Minimum/General Experience:** Ten (10) years of technical experience providing internal/external consulting services to management and technical staff in solving complex information, business processes, and systems issues. Requires competence in conducting feasibility studies and cost/benefit analyses, hardware and software evaluations, developing information systems standards and methodologies, and business process re-engineering. Possesses knowledge of state-of-the-art information technology and systems management. Possesses extensive management experience and specific technical skills relevant to the requirement.

**Functional Responsibility:** Provides advice and guidance regarding the design, development, installation, operation, and maintenance of complex information systems. Assumes significant management and technical lead responsibility.

**Minimum Education:** Master's Degree in Computer Science, Engineering, or a related field is required. In lieu of a Master's Degree, a Bachelor's Degree in Computer Science, Engineering, or a related field is acceptable with four (4) additional years of related experience.

**GSA Rate:** \$150.34

**Labor Category: Program Manager Level 5**

**Minimum/General Experience:** Twelve (12) years of general experience including a minimum of six (6) years of specialized experience in the applicable area of expertise. PMP, DAWIA III, or related Program Management certifications account for one (1) year of experience. Possesses the perfect blend of technical expertise and managerial excellence.

**Functional Responsibility:** Provides independent services and leadership in specialized technical areas. Applies this leadership to any phase of System Life Cycle Support as tasks requirements dictate. Provides expert advice and assistance in providing software/hardware solutions involving hardware of various capacities, multiple operating environments, database management systems, specialized software, data communications, facilities, and protocols including Value Added Networks, fourth generation technologies, and complex software tools or packages. Performs analyses and studies, enhances or implements system software solutions, and performs tests and acceptance phases. Acts as the technical supervisor to other project personnel. Leads clients through streamlining, reengineering and transforming business processes. Primary responsibility includes managing contractor resources and contract deliverables. Ensures contract objectives are satisfied within budget, on schedule, and according to client expectation. Coordinates with contractor management and Government personnel to ensure that contractor services and solutions exceed the Government's expectations. Often prepares and present high-visibility operational and technical presentations for the client and for the purposes of updating senior corporate executives on project status. Serves as the primary interface with the Government.

**Minimum Education:** Master's Degree in Computer Science, Engineering, Mathematics, Business Management, or a related field is required. Master's Degree is preferred. In lieu of a Master's Degree, a Bachelor's Degree with four (4) additional years of experience is accepted.

**GSA Rate:** \$136.22

**Labor Category: Program Manager Level 4**

**Minimum/General Experience:** Ten (10) years of general experience including a minimum of five (5) years of specialized experience in the applicable area of expertise. PMP, DAWIA III, or related Program Management certifications account for one (1) year of experience.

**Functional Responsibility:** Provides independent services and leadership in specialized technical areas. Applies this leadership to various phase of System Life Cycle Support as tasks requirements dictate. Plan, organizes, and controls the overall project activities (e.g. quality, schedules, budgets, expenses). Consults with users to reduce cost and maximize efficiency in achieving contract objectives. Provides expert advice and assistance in providing complex solutions and technologies. Performs analyses and studies, enhances or implements system software solutions, and performs tests and acceptance phases. Acts as the technical supervisor to other project personnel. Primary responsibility includes managing contractor resources and contract deliverables. Ensures contract objectives are satisfied within budget, on schedule, and according to client expectation. Coordinates with contractor management and Government personnel to ensure that contractor services and solutions satisfy the Government's requirement. Serves as the primary interface with the Government.

**Minimum Education:** Master's Degree in Computer Science, Engineering, Mathematics, Business Management, or a related field is required. Master's Degree is preferred. In lieu of a Master's Degree, a Bachelor's Degree with four (4) additional years of experience is accepted.

**GSA Rate:** \$120.71

**Labor Category: Program Manager Level 3**

**Minimum/General Experience:** Eight (8) years of general experience including a minimum of five (5) years of specialized experience in the applicable area of expertise. PMP, DAWIA III, or related Program Management certifications account for one (1) year of experience.

**Functional Responsibility:** Provides management services and leadership as tasks requirements dictate. Provides advice and assistance in providing a broad range of technical solutions. Performs analyses and studies, and enhances or implements system technical solutions. Primary responsibility includes managing contractor resources and contract deliverables. Ensures contract objectives are satisfied within budget, on schedule, and according to client expectation. Coordinates with contractor management and Government personnel to ensure that contractor services and solutions satisfy the Government's requirement. Serves as the primary interface with the Government.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering, Mathematics, Business Management, or a related field is required. Those with a Master's Degree are only required to possess six (6) years of experience.

**GSA Rate:** \$100.86

**Labor Category: Program Manager Level 2**

**Minimum/General Experience:** Six (6) years of general experience including a minimum of three (3) years of specialized experience in the applicable area of expertise. PMP, DAWIA III, or related Program Management certifications account for one (1) year of experience.

**Functional Responsibility:** Provides management services and leadership as tasks requirements dictate. Responsibility includes providing administrative oversight, handling contractual matters, and serving as a liaison between the Customer Representative and contractor's management staff. Provides advice and assistance in providing a broad range of technical solutions. Performs analyses and studies, and enhances or implements system technical solutions. Primary responsibility includes managing contractor resources and contract deliverables. Ensures contract objectives are satisfied within budget, on schedule, and according to client expectation. Coordinates with contractor management and Government personnel to ensure that contractor services and solutions satisfy the Government's requirement. Serves as the primary interface with the Government.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering, Mathematics, Business Management, or a related field is preferred, but not required. In lieu of a Bachelor's Degree four (4) years of additional experience in business, contract, and project management to include two (2) years management or supervisory experience is acceptable. Master's Degree is preferred. Those with a Master's Degree are only required to possess six (4) years of experience.

**GSA Rate:** \$90.69

**Labor Category: Subject Matter Expert Level 3**

**Minimum/General Experience:** Minimum ten (10) years of related work experience relevant to the applicable subject matter is required. An industry-accepted certification accounts for one (1) year of experience.

**Functional Responsibility:** Provides expert consultation in one or more areas for the design, development, and implementation of technical products and systems. Recognized as technical leader and resource. Expert in the implementation of best-practices, industry-accepted methodologies, and concepts. Abreast of the latest technologies and marketing trends related to the applicable subject matter. Possesses expert-level understanding and judgment. Assumes the role of technical lead and often directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to executive-level management.

**Minimum Education:** Bachelor's Degree in Engineering or related field required. Master degree preferred. Those with a Master's Degree are only required to possess eight (8) years of relevant experience.

**GSA Rate:** \$95.50

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**Labor Category: Senior Systems Engineer Level 2**

**Minimum/General Experience:** Minimum of twelve (12) years experience performing requirements analysis for, and system design of, enterprise-wide or large scale computer systems. Requires in-depth understanding of structured analysis and complex architecture design concepts/methods. Possesses knowledge of the state-of-the-art in open system standards, design methodologies, and tools such as entity relationship/data flow diagrams and object oriented principles, and systems engineering practices. An industry-accepted certification related to Engineering accounts for one (1) year of experience.

**Functional Responsibility:** Evaluates problems of work flows, organization, and planning and develops enterprise-wide or large-scale computer systems solutions. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provides for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with standards for open systems architectures as they apply to the implementation and specification of the information management solution of the application platform, across the application program interface, and the external environment/software applications. May provide daily supervisions and direction to support staff.

**Minimum Education:** Bachelor's Degree in Computer Science, Electrical Engineering, Information Systems or other related scientific or technical disciplines required. Master's Degree preferred. Those with a Master's Degree are only required to possess ten (10) years of relevant experience.

**GSA Rate:** \$121.06

**Labor Category: Systems Engineer Level 8**

**Minimum/General Experience:** Minimum of ten (10) years of experience in systems engineering design, analysis, integration, and life-cycle engineering support of large information systems projects. An industry-accepted certification related to Engineering accounts for one (1) year of experience.

**Functional Responsibility** Under minimal supervision performs all life-cycle support functions associated with the systems engineering of large computer and information system projects. Performs research, planning, design, cost-benefit trade-off analysis, specification development, and all aspects of systems analysis of IT systems. Leads and works in a collaborative effort to conceptualize system solutions. Responsible for standards and interface development; certifications; and test and evaluations of complex systems. Works closely with others to develop and propose new business and technical opportunities to senior client staff and contractor's corporate level-executives. Conducts training and mentors other technical staff on the application of new technologies.

**Minimum Education:** Bachelors Degree in Computer Science, Electrical Engineering, Information Systems or other related scientific or technical discipline required. Master's Degree preferred. Those with a Master's Degree are only required to possess eight (8) years of relevant experience.

**GSA Rate:** \$111.92

**Labor Category: Systems Engineer Level 7**

**Minimum/General Experience:** Minimum of six (6) year experience in systems engineering design, analysis, integration, and life-cycle engineering support of large information systems projects. An industry-accepted certification related to Engineering accounts for one (1) year of experience.

**Functional Responsibility** Under minimal supervision performs all life-cycle support functions associated with the systems engineering of large computer and information system projects. Performs research, planning, design, cost-benefit trade-off analysis, specification development, and all aspects of systems analysis of IT systems. Responsible for standards and interface development; certifications; and test and evaluations of complex systems.

**Minimum Education:** Bachelors Degree in Computer Science, Electrical Engineering, Information Systems or other related scientific or technical discipline required. Master's Degree preferred. Those with a Master's Degree are only required to possess six (6) years of relevant experience.

**GSA Rate:** \$104.46

**Labor Category: Sr Application/Software Developer Level 6**

**Minimum/General Experience:** Ten (10) years of general systems programmer/analyst experience including five (5) years of specialized experience in relevant functional area and four (4) years of experience managing and leading complex software design/development initiatives. An industry-accepted certification related to Software Development accounts for one (1) year of experience.

**Functional Responsibility:** As a highly skilled expert programmer/analyst, consults with clients to define their business requirements or problem areas. Uses highly technical expertise to provide solutions to clients' needs. Analyzes systems requirements and design specifications. Develops block diagrams and logic flowcharts. Translates detailed designed into computer software. Interfaces Prepares program specifications, and helps with preparation of user documentation and with system implementation. Analyzes designs, develops, implements and maintains client/server applications over distributed networks and related protocols for various systems. Converts and/or ports fully developed code over to other platforms using different processor architectures or operating systems. Interfaces applications with system security features and services. Develops mission-specific security functions. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program- and user- level documentation. Enhances software to reduce operating time and improve efficiency. Provide technical direction to other programmers. Leads complex software design/development initiatives.

**Minimum Education:** Master's Degree in Computer Science, Engineering, Mathematics, or a related field required.

**GSA Rate:** \$137.63

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**Labor Category: Sr Application/Software Developer Level 5**

**Minimum/General Experience:** Ten (10) years of general systems programmer/analyst experience including five (5) years of specialized experience in relevant functional area and four (4) years of experience managing and leading complex software design/development initiatives. An industry-accepted certification related to Software Development accounts for one (1) year of experience.

**Functional Responsibility:** As an expert programmer/analyst, consults with clients to learn and define their business requirements or problem areas. Uses technical expertise to provide solutions to clients' needs. Prepares program specifications, and helps with preparation of user documentation and with system implementation. Analyzes designs, develops, implements and maintains client/server applications over distributed networks and related protocols for various systems. Converts and/or ports fully developed code over to other platforms using different processor architectures or operating systems. May guide programmer/analysts at a lower level and other technical personnel on assigned work. Develops program specifications for application software development with minimal to no supervision. Possesses experience in developing, testing, installing, and operating network and computer (host) communications software and in using and implementing communications standards. Manages technical staff in the completion of complex software projects to ensure client satisfaction and the achievement on technical objectives on schedule and within budget.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering, Mathematics, or a related field required. Master's Degree preferred. Those with a Master's Degree are only required to possess eight (8) years of relevant experience.

**GSA Rate:** \$131.86

**Labor Category: Sr Application/Software Developer Level 4**

**Minimum/General Experience:** Eight (8) years of general systems programmer/analyst experience including four (4) years of specialized experience in relevant functional area and three (3) years of experience managing and leading complex software design/development initiatives. An industry-accepted certification related to Software Development accounts for one (1) year of experience.

**Functional Responsibility:** Performs moderately complex analysis, design, development testing, and debugging of computer software for software implementation. Responsibilities range from operating system architecture integration and software design to recommendation of products. Prepares program specifications, and helps with preparation of user documentation and with system implementation. Analyzes designs, develops, implements and maintains client/server applications over distributed networks and related protocols for various systems. Converts and/or ports fully developed code over to other platforms using different processor architectures or operating systems. May guide programmer/analysts at a lower level and other technical personnel on assigned work. Develops program specifications for application software development under general supervision. Defines the logic, performs the coding, tests, and debugs the programs. Prepares system and program specifications and documentation that includes designing report formats, record layouts, screen layouts, and algorithms. Implements modifications to existing systems. Documents program and system logic. Defines and designs data capture forms, data conversion procedures, data validation/correction steps, and database definition tables.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering, Mathematics, or a related field required. Master's Degree preferred. Those with a Master's Degree are only required to possess six (6) years of relevant experience.

**GSA Rate:** \$124.64

**Labor Category: Sr Application/Software Developer Level 3**

**Minimum/General Experience:** Seven (7) years of general systems programmer/analyst experience including three (3) years of specialized experience in relevant functional area and two (2) years of experience managing and leading software initiatives. An industry-accepted certification related to Software Development accounts for one (1) year of experience.

**Functional Responsibility:** Consults with clients to learn and define their business requirements or problem areas and use technical expertise to provide solutions to clients' needs. Prepares program specifications, and helps with preparation of user documentation and with system implementation. Analyzes designs, develops, implements and maintains client/server applications over distributed networks and related protocols for various systems. Converts and/or ports fully developed code over to other platforms using different processor architectures or operating systems. May guide programmer/analysts at a lower level and other technical personnel on assigned work. Develops program specifications for application software development under general supervision. Defines the logic, performs the coding, tests, and debugs the programs. Prepares system and program specifications and documentation that includes designing report formats, record layouts, screen layouts, and algorithms. Implements modifications to existing systems. Documents program and system logic. Defines and designs data capture forms, data conversion procedures, data validation/correction steps, and database definition tables.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering, Mathematics, or a related field required. Master's Degree preferred. Those with a Master's Degree are only required to possess five (5) years of relevant experience.

**GSA Rate:** \$115.36

**Labor Category: Sr Application/Software Developer Level 2**

**Minimum/General Experience:** Five (5) years of general systems programmer/analyst experience including three (3) years of specialized experience in relevant functional area and two (2) years of experience leading software initiatives. An industry-accepted certification related to Software Development accounts for one (1) year of experience.

**Functional Responsibility:** Performs relatively routine analysis, design, development, testing, and debugging of computer software. Specific activities range from operating system architecture integration and software design to making product recommendations. Provides functional and empirical analysis related to the design, development, and implementation of software, and diagnostic software.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering, Mathematics, or a related field required. Those with a Master's Degree are only required to possess three (3) years of relevant experience.

**GSA Rate:** \$98.42

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**Labor Category: Applications/Software Engineer Level 7**

**Minimum/General Experience:** Twelve (12) years of technical experience managing or performing software engineering activities. Requires competence in third/fourth generation languages in the design and implementation of computer and database management systems. Possesses knowledge of the state-of-the-art in software/database engineering methodologies, CASE tools, and design techniques, as well as applicable software/database standards. Requires experience with two or more programming languages. An industry-accepted certification related to Software Engineering accounts for one (1) year of experience.

**Functional Responsibility:** Analyzes and studies complex requirements. Designs software tools and subsystems to support software and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, and other accepted design techniques and tools. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management. May provide technical direction to programmers to ensure program deadlines are met.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering, or a related field preferred, but not required. In lieu of a Bachelor's Degree four (4) additional years of experience in engineering or systems development is acceptable. Those with a Master's Degree are only required to possess ten (10) years of relevant experience.

**GSA Rate:** \$140.19

**Labor Category: Web Developer**

**Minimum/General Experience:** Eight (8) years of web development experience.

**Functional Responsibility:** Designs and builds web pages using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special-effects elements. Contributes to the design group's efforts to enhance the look and feel of the organization's online offerings. Designs the website to support the organization's strategies and goals relative to external communications. Responsible for developing and providing content that will motivate and entertain users so that they regularly access the website and utilize it as a major source for information and decision making. Responsible for managing/performing website editorial activities including gathering and researching information that enhances the value of the site. Locates, negotiates, and pursues content. Seeks out customers to gather feedback for website improvement and enhancements. Requires understanding of web-based technologies and thorough knowledge of HTML, PhotoShop, Illustrator, and/or other design-related applications. An industry-accepted certification related to Software Engineering or Web Development accounts for one (1) year of experience.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering, or a related field preferred, but not required. In lieu of a Bachelor's Degree four (4) additional years of experience in systems development is acceptable. Those with a Master's Degree are only required to possess four (4) years of relevant experience.

**GSA Rate:** \$75.59

**Labor Category: Analyst Level 3**

**Minimum/General Experience:** Minimum of six (6) years experience in systems analysis and design of large information systems programs, and at least three (3) years experience in information technology.

**Functional Responsibility:** Under minimal direction, formulates and defines systems scope, requirements, and objectives based client needs. Conducts relevant research and fact-finding to support the development and/or enhancement of systems and procedures. Applies systems analysis and design techniques to complex computer systems. Schedules and reviews all life-cycle support functions associated with the design of complex information system projects. Designs programs using flowcharts, data flow diagrams, and/or pseudo code. Uses complexity meters to assess programs and recommends improvements, and assess operating systems performance. Uses relational theory to assess normality of databases and recommends improvements. Develops procedures, manuals, and other documentation for complex information systems.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering, or a related field preferred, but not required. In lieu of a Bachelor's Degree four (4) additional years of experience in engineering and computer systems is acceptable. Those with a Master's Degree are only required to possess five (5) years of relevant experience.

**GSA Rate:** \$76.37

**Labor Category: Analyst Level 2**

**Minimum/General Experience:** Minimum of four (4) years experience in systems analysis and design of large information systems programs, and at least two (2) years experience in information technology.

**Functional Responsibility:** Under general direction, applies systems analysis and design techniques to complex computer systems. Schedules and reviews all life-cycle support functions associated with the design of complex information system projects. Designs programs using flowcharts, data flow diagrams, and/or pseudo code. Uses meters to assess programs and recommends improvements, and assess operating systems performance. Uses relational theory to assess normality of databases and recommends improvements. Develops procedures, manuals, and other documentation for information systems.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering, or a related field preferred, but not required. In lieu of a Bachelor's Degree four (4) years of additional experience in engineering and computer systems is acceptable.

**GSA Rate:** \$64.43

**Labor Category: Database Administrator Level 2**

**Minimum/General Experience:** Six (6) years of experience in the design and administration of database management systems. Required in-depth knowledge of DBMS design and system analysis. Possesses experience with with current operating systems, software internals, and data manipulation languages. An industry-accepted certification related to Software Engineering or Database Development accounts for one (1) year of experience.

**Functional Responsibility:** Responsible for the design and integrity of database structures in a multi-user environment. Develops and enforces database standards and procedures. Analyzes data and process requirements. Leads or participates in logical and physical database design. Reviews systems and programming designs to ensure efficient use of database design. Reviews system and programming designs to ensure efficient use of database design. Maintains control programs required for accessing a database. Interfaces with operations data base performance statistics and recommends improvements. Advises systems engineers and updates management on database concepts and techniques. Researches new database technologies.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering, or a related field required. Master's Degree preferred. Those with a Master's Degree are only required to have four (4) years of related experience.

**GSA Rate:** \$105.70

**Labor Category: Systems Integrator Level 4**

**Minimum/General Experience:** Six (6) years of experience in related discipline with six (6) years of specialized integration experience. An industry-accepted certification related to Engineering accounts for one (1) year of experience.

**Functional Responsibility:** Oversees various system projects of a highly complex nature. Has the knowledge and experience to understand engineering and application development technology objectives, enterprise architecture and IT portfolio management objectives, and effectively integrate the critical aspects of these various technologies and business domains Provides specific technical and/or functional support, reflecting detailed, expert knowledge of a specific area or function. Experienced in the operational environment and using high-level functional systems analysis, design, integration, documentation, and implementation methodologies on complex problems which require in-depth knowledge of the subject matter for effective implementation. May provide leadership to the organization.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering, or a related field required. Master's Degree preferred. Those with a Master's Degree are only required to have eight (8) years of related experience.

**GSA Rate:** \$113.39

**Labor Category: Senior System Administrator Level 6**

**Minimum/General Experience:** Six (6) years of experience, of which at least three (3) years must be specialized experience in administrating UNIX, Windows NT, Banyan Vines or Novell systems or open systems and/or legacy systems. General experience includes operations experience on a large-scale computer system or a multi-server local area network. An industry-accepted certification related to Engineering accounts for one (1) year of experience.

**Functional Responsibility:** Manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other technically related discipline required. Master's Degree preferred. Those with a Master's Degree are only required to have four (4) years of related experience.

**GSA Rate:** \$115.69

**Labor Category: Consultant Staff Level 4**

**Minimum/General Experience:** Twelve (12) years of experience acting as a technical or project lead. Leads the design, development, and implementation of solutions to meet the client's specialized needs. Oversees project teams and their day-to-day activities. Includes six (6) years of experience in a specialized field.

**Functional Responsibility:** Responsible for complex systems process analysis, design, and stimulation related to software and system implementations. Possess a keen understanding of organizational business systems and applicable industry best-practices. Oversees project teams and their day-to-day activities. Applies strong business skills and methodologies to interpret data and deliver solutions to clients. Possess extensive and in-depth knowledge of specialized business lines and/or competencies. Develops and delivers reports and presentations to technical teams and clients. Provides complex solutions to technical teams. Focuses on process analysis and re-engineering with an understanding of technical problems and solutions as they relate to business. Develops, recommends, and facilitates the implementation of quality and process improvement initiatives.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering, Business, English, Management Sciences, Information Systems or other related scientific or technical discipline required. In lieu of a Bachelor's Degree, four (4) years of additional and related experience is acceptable.

**GSA Rate:** \$129.25

**Labor Category: Consultant Staff Level 3**

**Minimum/General Experience:** Ten (10) years of experience acting as a technical or project lead. Leads the design, development, and implementation of solutions to meet the client's specialized needs. Oversees project teams and their day-today activities. Includes five (5) years of experience in a specialized field.

**Functional Responsibility:** Works closely with, and sometime supervises project teams and their day-today activities. Applies strong business skills and methodologies to interpret data and deliver solutions to clients. Possess extensive and in-depth knowledge of specialized business lines and/or competencies. Develops and delivers reports and presentations to technical teams and clients. Provides effective solutions to technical teams. Applies specialized knowledge and experience to projects

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering, Business, English, Management Sciences, Information Systems or other related scientific or technical discipline required. In lieu of a Bachelor's Degree, four (4) years of additional and related experience is acceptable.

**GSA Rate:** \$118.39

**Labor Category: Test Specialist Level 4**

**Minimum/General Experience:** Ten (10) years of experience in defining test cases, developing test plans, and leading the software testing and validation teams in performing the unit, and integrated system testing of complex software/systems. Must have a thorough understanding of software testing and quality assurance methodologies. An industry-accepted certification related to Quality accounts for one (1) year of experience.

**Functional Responsibility:** Responsible for developing the test cases, system/application test plan/design, test procedures and leading a team of testers in performing the unit, and integrated system testing of complex software/systems. Responsible for reviewing the test reporting documentation, test execution and tracking, and release management. Responsible for following the test plan, conducting the unit as well as system testing as per pre-defined test cases, complete test reporting documentation, and identifying bugs and the root cause. Responsible for ensuring that the system/application software is compliant with access control exposure.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering, Business, English, Management Sciences, Information Systems or other related scientific or technical discipline required. In lieu of a Bachelor's Degree, four (4) years of additional and related experience is acceptable.

**GSA Rate:** \$115.00

**Labor Category: Configuration Manager Level 4**

**Minimum/General Experience:** Minimum of Six (6) years of experience in IT-related field. At least four (4) years of experience performing configuration management. An industry-accepted certification related to Engineering accounts for one (1) year of experience. Experience with SCCS and Tortoise is preferred.

**Functional Responsibility:** Manages and controls change related to large/complex products. Performs activities designed to control change by identifying the work products that are likely to change, establishing relationships among them, defining mechanisms for managing different versions of these work products, controlling the changes imposed, and auditing and reporting on the changes made. This includes creation, maintenance and implementation of automated build processes into integrated environments. Usually possesses experience with multiple SCM source control tools such as CVS, VSS, PVCS, Clearcase, etc.

**Minimum Education:** A Bachelor's Degree in Computer Science, Mathematics, and Engineering, Information Systems or other related scientific or technical discipline required. In lieu of a Bachelor's Degree, four (4) additional years of related experience is required.

**GSA Rate:** \$101.12

**Labor Category: Support Personnel Level 6**

**Minimum/General Experience:** Minimum of Six (6) years of experience in supporting IT-related tasks/activities in the area of administration.

**Functional Responsibility:** Under minimal supervision, supports project team and technical staff activities to include scheduling and coordination of meetings. Provides administrative and publishing support to meetings, training courses, development of contract deliverables, completion of proposals, and other project-related activities. Responsible for enhancing the quality of project-related documentation and publications through the application of desktop publishing and graphics skills. Drafts, editing, and/or formats an array of project-related documentation to include functional descriptions, system specifications, user manuals, special reports and presentations, and contract deliverables. Support project quality control and improvement initiatives. More routine functions may include developing draft and final correspondence, documents, briefings, and other materials. May performs routine administrative support tasks including copying, graphic support, typing, word-processing, mail processing, file maintenance (electronic and hardcopy), inventory maintenance, receptionist tasks, and supply maintenance. Frequently performs task concurrently to include maintaining filing systems and procedures as wells as reception duties and telephones answering.

**Minimum Education:** A Bachelor's Degree is required. In lieu of a Bachelor's Degree, four (4) additional years of related experience is required.

**GSA Rate:** \$75.59

**Labor Category: Support Personnel Level 3**

**Minimum/General Experience:** Minimum of three (3) years of experience in supporting IT-related tasks/activities in the area of administration.

**Functional Responsibility:** Under general supervision, provides a broad range of clerical and administrative support to project team and technical staff, as required. Provides support to meeting, training courses, development of contract deliverables, completion of proposals, and other project-related activities. Develops draft and final correspondence, documents, briefings, and other materials using desktop publishing tools. Assists in preparation of management plans and reports. Performs routine administrative support tasks including copying, graphic support, typing, word-processing, mail processing, file maintenance (electronic and hardcopy), inventory maintenance, receptionist tasks, and supply maintenance. Frequently performs task concurrently.

**Minimum Education:** A Bachelor's Degree is required. In lieu of a Bachelor's Degree, four (4) additional years of related experience is required.

**GSA Rate:** \$51.54

<b>Labor Category: Support Personnel Level 2</b>
<b>Minimum/General Experience:</b> Minimum of three (3) years of experience in supporting IT-related tasks/activities in the area of administration.
<b>Functional Responsibility:</b> Under supervision, supports project team and technical staff activities. Provides administration and clerical support to meeting, training courses, development of contract deliverables, completion of proposals, and other project-related activities. Develops draft and final correspondence, documents, briefings, and other materials using desktop publishing tools. Performs routine administrative support tasks including copying, graphic support, typing, word-processing, mail processing, file maintenance (electronic and hardcopy), inventory maintenance, receptionist tasks, and supply maintenance.
<b>Minimum Education:</b> An Associates Degree is required. In lieu of a Bachelor's Degree, two (2) additional years of related experience is required.
<b>GSA Rate:</b> \$43.46

### Degree/Experience Equivalency

Degree	Experience Equivalence *
Associate's	High School Diploma + 1 year relevant experience
Bachelor's	Associate's degree + 2 years relevant experience, or High School Diploma + 4 years relevant experience
Master's	Bachelor's degree + 2 years relevant experience, or Associate's degree + 4 years relevant experience
Doctorate	Master's degree + 2 years relevant experience, or Bachelor's degree + 4 years relevant experience

\* Successful completion of each year of higher education that has not resulted in a degree may be counted 1-for-1 for a year of experience.

The labor category definitions in our Pricelist describe the experience, functional responsibilities and education requirements for each category. These requirements should be considered a guide to the experience and educational background of typical personnel in each labor category.

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for 1 year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education with the written approval of the ordering activity.

Both parties recognize that there may occasionally be a need to waive the requirements in order to use the best individual for the task. Therefore, waivers to the education/experience requirements may be granted by either the task order contracting officer or contracting officer technical representative. If such a waiver is included in our proposal, the award of that proposal shall be deemed a grant of the waiver.

### **Avid Technology Professionals, LLC Year 1 Hourly Rates**

<b>CLIN</b>	<b>Labor Category</b>	<b>Hourly Rate</b>
1	Principal Engineer Level 3	\$165.59
2	Principal Engineer Level 2	\$150.34
3	Program Manager Level 5	\$ 137.62
4	Program Manger Level 4	\$121.97
5	Program Manager Level 3	\$ 100.86
6	Program Manager Level 2	\$90.69
7	Subject Matter Expert Level 3	\$96.48
8	Senior Systems Engineer Level 2	\$122.31
9	Systems Engineer Level 8	\$114.23
10	Systems Engineer Level 7	\$104.46
11	Senior Applications/Software Developer Level 6	\$137.63
12	Senior Applications/Software Developer Level 5	\$131.86
13	Senior Applications/Software Developer Level 4	\$124.64
14	Senior Applications/Software Developer Level 3	\$115.36
15	Senior Applications/Software Developer Level 2	\$98.42
16	Applications/Software Engineer Level 7	\$141.63
17	Web Developer	\$117.33
18	Analyst Level 3	\$76.37
19	Analyst Level 2	\$65.09
20	Database Administrator Level 2	\$107.37
21	System Integrator Level 4	\$113.39

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<b>CLIN</b>	<b>Labor Category</b>	<b>Hourly Rate</b>
22	Senior System Administered Level 6	\$115.80
23	Consultant Staff Level 4	\$130.58
24	Consultant Staff Level 3	\$118.39
25	Test Specialist Level 4	\$115.00
26	Configuration Manager Level 4	\$101.12
27	Support Personnel Level 6	\$75.59
28	Support Personnel Level 3	\$51.54
29	Support Personnel Level 2	\$43.46

**USA Commitment to Promote Small Business Participation Procurement Programs****PREAMBLE**

Avid Technology Professionals, LLC 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

Troy Bundy, Managing Partner  
Avid Technology Professionals, LLC  
7221 Carriage Hill Drive  
Laurel, MD 20707  
301-317-6357  
info@avidtec.com

**Suggested Blanket Purchase Agreement (BPA) Format**

**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
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_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
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_____	_____
_____	_____
_____	_____

(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
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_____	_____
_____	_____
_____	_____

(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.

**Contractor Team Arrangements****BASIC GUIDELINES FOR USING  
“CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors. Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

The customer identifies their requirements.

Federal Supply Schedule Contractors may individually meet the customers needs, or -

Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.

Customers make a best value selection.