



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

**GENERAL DESCRIPTION OF COMMODITY**

**Platinum Business Services LLC (PBSL)** is a Service Disabled Veteran Owned Small Business (SDVOSB) and Small Disadvantaged Business (SDB) located in the State of Maryland. **Our mission statement is “Bringing Technology and Business Processes Together”**. PBSL is a full-service Information Technology consulting firm that offers a full complement of IT services. PBSL’s mission is to be a premier provider of business and technical information services. Our firms’ core principles are rooted in providing the utmost service, integrity and flexibility to our clients. PBSL’s focus is to assist federal leaders in reducing costs and minimizing risk to their IT and business operations – we do this primarily by focusing our consulting and risk services on people, processes, technologies and standards. These principles and strategies focus our efforts on creating greater efficiencies and economies of scale for federal agencies. We work to ensure that these essential principles are embodied in full-lifecycle of our IT services to include data management, systems functionality, enterprise architecture, business re-engineering, capital planning security and enterprise performance based processes. PBSL is focused on supporting a disciplined federal framework for IT management that includes key; federal legislation, Executive Guidance, agency policies and federal technical guidance (e.g., FISMA and the NIST SP-800 series). PBSL works to exceed the service levels of each project and to enhance the value that we provide to our clients. Each customer deserves our highest level of service to ensure that they can complete their mission - on time and on budget. We are a results focused enterprise that believes and strives serve each client on an individual basis.

**SPECIAL ITEM NUMBER 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.

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.





**Platinum Business Services LLC**  
**8604 Garnet Rock Gate**  
**Laurel, MD 20723**  
**Direct Phone: (301) 651-1297**  
**Phone and Fax: (301) 483-0104**  
**Website: [www.weareplatinum.net](http://www.weareplatinum.net)**

Contract Number: **GS-35F-0067Y**

Period Covered by Contract: **November 17, 2011 through November 16, 2016**

General Services Administration  
Federal Acquisition Service

Pricelist current through Modification # \_\_\_\_\_, dated \_\_\_\_\_.

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.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 micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!<sup>TM</sup> on-line shopping service ([www.gsadvantage.gov](http://www.gsadvantage.gov)). The catalogs/pricelists, GSA Advantage!<sup>TM</sup> and the Federal Acquisition Service Home Page ([www.gsa.gov/fas](http://www.gsa.gov/fas)) contain information on a broad array of products and services offered by small business concerns.

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

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

**1. GEOGRAPHIC SCOPE OF CONTRACT:**

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

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

Offerors are requested to check one of the following boxes:

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

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

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

**Platinum Business Services LLC  
Attn: Louise Venkatesan  
8604 Garnet Rock Gate  
Laurel, MD 20723**

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

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

**Direct Phone: (301) 651-1297  
Phone and Fax: (301) 483-0104**





Email: Jody Venkatesan [jvenkatesan@weareplatinum.net](mailto:jvenkatesan@weareplatinum.net)

Email: Louise Venkatesan [lvenkatesan@weareplatinum.net](mailto:lvenkatesan@weareplatinum.net)

**3. LIABILITY FOR INJURY OR DAMAGE**

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

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

Block 9: G. Order/Modification Under Federal Schedule Contract: None  
Block 16: Data Universal Numbering System (DUNS) Number: **828491410**  
Block 30: Type of Contractor: **A. Small Disadvantaged Business**  
Block 31: Woman-Owned Small Business - No  
Block 37: Contractor's Taxpayer Identification Number (TIN): **26-3462811**  
Block 40: Veteran Owned Small Business (VOSB): **A: Service Disabled Veteran Owned Small Business**

4a. CAGE Code: **59N47**

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:

<b>SPECIAL ITEM NUMBER</b>	<b>DELIVERY TIME (Days ARO)</b>
SPECIAL ITEM NUMBER 132-51	15 Days or as called for in individual task orders

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.

c. i. SIN 132-54 and SIN 132-55, ACCELERATED SERVICE DELIVERY (7 calendar days or less): the time required for COMSATCOM services to be available after order award. Under Accelerated Service Task Orders, service acceptance testing, unless otherwise required by the satellite provider or host nation, shall be deferred until Ordering Activity operations permit.

ii. SIN 132-54 and SIN 132-55, TIME-CRITICAL DELIVERY (4 hours or less): the time required for COMSATCOM services to be available after order award. Under Time-Critical Task Orders, service acceptance testing unless otherwise required by the satellite provider or host nation shall be deferred until Ordering Activity operations permit. Time-Critical Delivery shall be predicated on the availability of COMSATCOM transponder capacity (contracted bandwidth and power, pre-arranged Host Nation Agreements, frequency clearance) or COMSATCOM subscription services (bandwidth, terminals, network resources, etc.).

iii. For SIN 132-54 and SIN 132-55, EXTENDED SERVICE DELIVERY TIMES: the time required under extenuating circumstances for COMSATCOM services to be available after order award. Such extenuating





circumstances may include extended time required for host nation agreements or landing rights, or other time intensive service delivery requirements as defined in the individual requirement. Any such extended delivery times will be negotiated between the Ordering Activity and Contractor.

7. **DISCOUNTS:** Prices shown are NET Prices; Basic Discounts have been deducted.
- a. Prompt Payment: 1% net 15 days
  - b. Quantity: No
  - c. Dollar Volume: None
  - d. Other Special Discounts (i.e. Government Education Discounts, etc.): None

8. **TRADE AGREEMENTS ACT OF 1979, as amended:**

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

9. **STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:**

Export packaging is available at extra cost outside the scope of this contract.

10. **Small Requirements:** The minimum dollar 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 for the following Special Item Numbers (SINs) is \$500,000:
  - Special Item Number 132-3 - Leasing of Product
  - Special Item Number 132-4 – Daily / Short Term Rental
  - Special Item Number 132-8 - Purchase of Equipment
  - Special Item Number 132-9 - Purchase of Used or Refurbished Equipment
  - Special Item Number 132-12 - Equipment Maintenance
  - Special Item Number 132-32 - Term Software Licenses
  - Special Item Number 132-33 - Perpetual Software Licenses
  - Special Item Number 132-34 - Maintenance of Software as a Service
  - Special Item Number 132-51 - Information Technology Professional Services
  - Special Item Number 132-52 - Electronic Commerce (EC) Services
  - Special Item Number 132-53 – Wireless Services
  - Special Item Number 132-54 – Commercial Satellite Communications (COMSATCOM) Transponded Capacity
  - Special Item Number 132-55 – Commercial Satellite Communications (COMSATCOM) Subscription Services
- b. The Maximum Order for the following Special Item Numbers (SINs) is \$25,000:
  - Special Item Number 132-50 - Training Courses
- c. The Maximum Order for the following Special Item Numbers (SINs) is \$1,000,000:
  - Special Item Number 132-60A-F – Access Certificates for Electronic Services (ACES) Program
  - Special Item Number 132-61 – Public Key Infrastructure (PKI) Shared Service Provider (SSP) Program
  - Special Item Number 132-62 – HSPD-12 Product and Service Components
- d. The Maximum Order for the following Special Item Numbers (SINs) is \$150,000:





Special Item Number 132-100 - Ancillary Supplies and/or Services

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

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

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

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

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

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

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

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

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

**14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)**

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





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

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

**16. GSA ADVANTAGE!**

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

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





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

**17. PURCHASE OF OPEN MARKET ITEMS**

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

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

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

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

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

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

**19. OVERSEAS ACTIVITIES**

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

Not applicable

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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 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 or 132-9.

**23. SECTION 508 COMPLIANCE.**

The professional services offered by PBS are technical, managerial and advisory services in nature which are not generally considered Electronic and Information Technology (EIT) and which are not provided by the government to employees or to the public. Section 508 Compliance does not apply to these services. If these services are ordered in support of agency requirements relating to EIT applications, products and services provided to employees or to the public, then, PBS will address Section 508 Compliance requirements as set out in a Task Order or Statement of Work.

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

Yes X

No \_\_\_\_\_

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/IAM Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

**2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)**

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

**3. ORDER**

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

**4. PERFORMANCE OF SERVICES**

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





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

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

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

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

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

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

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

**6. INSPECTION OF SERVICES**

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

**7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data - General, may apply.

**8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

**9. INDEPENDENT CONTRACTOR**





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

**10. ORGANIZATIONAL CONFLICTS OF INTEREST**

a. Definitions.

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

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

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

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

**11. INVOICES**

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

**12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.





**13. RESUMES**

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

**14. INCIDENTAL SUPPORT COSTS**

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

**15. APPROVAL OF SUBCONTRACTS**

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

**16. DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING**

a. IT services offered under Special Items Number 132-51 and 132 60F:

**a. Commercial Labor Category Descriptions:**

**Job Title:** Principal

**Minimum/General Experience:** Minimum of fifteen years of experience.

**Functional Responsibility:** Directs multiple work streams and oversees the work of program personnel. Oversees every aspect of the engagement from planning to completion. Provides high-level expertise and guidance for multiple projects. Interacts with the client on program related issues and directs communication across the program.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering or Information Technology or Accounting, Finance or a related field.

**Job Title:** Senior Project Manager

**Minimum/General Experience:** Minimum of fifteen years of experience in leading large-scale projects for information systems and business support activities to include but not limited to: IT Risk Assessments, compliance, financial, internal controls, and information assurance reviews.

**Functional Responsibility:** Functionally responsible as the senior project manager for defining, maintaining and ensuring that the project meets the expectations of the engagement from a quality assurance perspective. Provides high-level expertise and guidance for multiple projects. Interacts with the client on program related issues and directs communication across the program and with key stakeholders.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering or Information Technology or Accounting, Finance or a related field.

**Job Title:** Program Manager II

**Minimum/General Experience:** Minimum of ten years of experience in leading project management for IT projects related to IT planning, compliance, financial, internal controls, and information assurance reviews.

**Functional Responsibility:** Functionally responsible as the project manager for defining, maintaining and ensuring that the project meets the expectations of the engagement from a quality assurance perspective. Provides high-level expertise and guidance for the project.

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**Minimum Education:** Bachelor's Degree in Computer Science, Engineering or Information Technology or Accounting, Finance or a related field.

**Job Title:** Program Manager I

**Minimum/General Experience:** Three to six of experience in supervising information systems projects and business support activities to include; IT Assessments, audits, compliance, financial, internal controls, and information assurance reviews.

**Functional Responsibility:** Functionally responsible for the planning, supervision, and review of assignments..

**Minimum Education:** Bachelor's Degree.

**Job Title:** IT Functional SME

**Minimum/General Experience:** Minimum of ten years of experience in IT consulting, design and implementation, business process reengineering and business process reviews.

**Functional Responsibility:** Contributes to IT systems research and design activities. Applies technical and/or analytical approaches to solve client issues. Functionally expert in the respective skills for the project. By applying subject matter expertise, provides technical, functional, applications consulting, post-deployment application and process optimization, business application consulting, or similar activities. Contributes to research and design activities. Advises on methodology and team structure while coordinating analyses with other project personnel. Applies technical and/or analytical approaches to solve client issues and technical tasks such as system and application architecture, web services, database installation, configuration, design and administration, ERP application implementation, organizational change management and communication, development of training documentation and delivery of end-user training, configuration, business guidance to the team and customization, or similar activities.

**Minimum Education:** Bachelor's Degree in Accounting, Information Systems Management or a related field.

Education Substitution: Four years of experience in related field.

**Job Title:** IT Functional Process Consultant II

**Minimum/General Experience:** Minimum of six years of experience related to IT consulting, system and application development, design and implementation, business process reengineering, IT transformations, IT risk assessments, compliance, internal controls, and information assurance reviews.

**Functional Responsibility:** Functionally responsible as the senior advisor responsible for defining, maintaining, and ensuring that procedures and processes are applied to assure quality systems work. Oversees the work of more junior staff members and provides guidance. Supports IT applications consulting, post-deployment application and process optimization, business application consulting, or similar activities. Contributes to research and design activities. Advises on methodology and team structure while coordinating analysis with other project personnel. Applies technical and/or analytical approaches to solve client issues and technical tasks such as system and application architecture, web services, database installation, configuration, design and administration, ERP application implementation, organizational change management and communication, development of training documentation and delivery of end-user training, configuration, business guidance to the team and customization, or similar activities.

**Minimum Education:** Bachelor's Degree in Accounting, Information Systems or a related field.

**Education Substitution:** Four years of experience in related field.

**Job Title:** IT Functional Consultant I

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**Minimum/General Experience:** Three to six years of experience in IT consulting, system and application development, design and implementation, business process reengineering, IT business process mapping, IT Architecture, risk assessment planning, compliance, financial, internal controls, and information assurance reviews.

**Functional Responsibility:** Functionally responsible as a team member to complete an assigned section of the project with guidance from team leaders. Supports IT applications consulting, post-deployment application and process optimization, business application consulting, or similar activities. Contributes to research and design activities. Applies technical and/or business analytical approaches to solve client issues and technical tasks such as system and application architecture, web services, database installation, configuration, design and administration, ERP application implementation, organizational change management and communication, development of training documentation and delivery of end-user training, configuration, business guidance to the team and customization, or similar activities.

**Minimum Education:** Bachelor's Degree in Accounting, , information systems or a related field.

**Education Substitution:** Four years of experience in related field plus relevant information technology certification

**Job Title:** IT Financial Systems SME

**Minimum/General Experience:** Minimum of ten years of experience in leading financial and/or IT business process reviews for financial support activities to include: compliance, financial, internal controls, and assurance reviews.

**Functional Responsibility:** Functionally responsible as the senior project advisor for defining, maintaining and ensuring that business application services meets the expectations of the engagement from a quality assurance perspective. Provides high-level technical and business analytical guidance for multiple projects. Supports IT applications consulting, post-deployment application and process optimization, business application consulting, or similar activities. Contributes to business application research and design activities. Advises on methodology and team structure while coordinating analysis with other project personnel. Applies technical and/or analytical approaches to solve client issues.

**Minimum Education:** Bachelor's Degree in Accounting, Information Systems Management or a related field.

**Education Substitution:** Four years of experience in related field and/or related IT certifications.

**Job Title:** IT Financial Systems Consultant II

**Minimum/General Experience:** Five to ten years of experience in IT consulting, IT processing, and/or business and technical consulting activities to include; management and business support, design and implementation of financial systems, risk assessments, compliance, financial, internal controls, and information assurance reviews.

**Functional Responsibility:** Functionally responsible as the lead team member to coordinate the major segments of business application projects. Provides high-level technical and analytical expertise and guidance for each portion of the business application project. Supports IT applications consulting, post-deployment application and process optimization, business application consulting, or similar activities. Contributes to business application research and design activities. Advises on methodology and team structure while coordinating analyses with other project personnel. Applies technical and/or analytical approaches to solve client issues.

**Minimum Education:** Bachelor's Degree in Accounting, Finance, Information Systems or a related field.

**Education Substitution:** Four years of experience in related field and/or related IT certifications

**Job Title:** IT Financial Systems Consultant I





**Minimum/General Experience:** Minimum one to three years of experience in financial and IT process reviews for compliance, financial, internal controls, and information assurance reviews.

**Functional Responsibility:** Functionally responsible for performing IT business application processes and procedures and preparing the respective documents. Provides detailed technical and analytical expertise and guidance for each portion of the business application support processes. Supports IT business applications consulting, post-deployment application and process optimization, business application consulting, or similar activities. Contributes to business application research and design activities. Applies technical and/or analytical approaches to solve client issues.

**Minimum Education:** Bachelor's Degree Accounting, Information Systems or a related field.

**Education Substitution:** Four years of experience in related field and/or related IT certifications.

**Job Title:** Cyber Security Technical SME

**Minimum/General Experience:** Minimum of fifteen years experience in Cyber Security. The Cyber Security SME will have experience with one or more of the following: IT Infrastructure; Cyber Security Modernization and Data Center Migration. Other cyber security areas include; Enterprise Security Planning and Management, Logical Access Controls, and infrastructure security.

**Functional Responsibility:** Serves as the technical, functional, and/or management expert in areas of cyber security relevant to a particular project. Provide studies, audits, reports, guidance, training, analysis, evaluations and research on the functional procedures/processes/policies of relevant area.

**Education Requirements:** Bachelors degree in Engineering, Computer Science, or Information Systems or other related scientific or technical field.

**Education Substitution:** Four years of experience in related field.

**Job Title:** Cyber Security Principal

**Minimum/General Experience:** Minimum of ten years experience in Cyber Security. Will have experience with one or more of the following: IT Infrastructure; Cyber Security Modernization; Data and Center Migration. Other cyber security areas include; Enterprise Security Planning and Management, Logical Access Controls, and infrastructure security.

**Functional Responsibility:** Functionally responsible as the senior advisor responsible for defining and ensuring the procedures and processes to facilitate cyber security for the project. Oversees the work of more junior staff members and provides guidance.

**Education Requirements:** Bachelors degree in Engineering, Computer Science, or Information Systems or other related scientific or technical field.

**Education Substitution:** Four years of experience in related field.

**Job Title:** Cyber Security Consultant III

**Minimum/General Experience:** Minimum of eight years experience in Cyber Security. Will have experience with one or more of the following: IT Infrastructure; Cyber Security Modernization; and Data Center Migration. Other cyber security areas include: Enterprise Security Planning and Management, Logical Access Controls, and infrastructure security.

**Functional Responsibility:** Serves as the technical, functional and or management expert in areas relevant to a particular project. Provide studies, audits, reports, guidance, training, analysis, evaluations and research on the





functional procedures/processes/policies of relevant area. Provides direction to staff to complete all necessary cyber security processes and procedures.

**Education Requirements:** Bachelors degree in Engineering, Computer Science, or Information Systems or other related scientific or technical field.

**Education Substitution:** Four years of experience in related field.

**Job Title:** Cyber Security Consultant II

**Minimum/General Experience:** Minimum of five years experience in Cyber Security. Will have experience with one or more of the following: IT Infrastructure; Cyber Security Modernization; and Data Center Migration. Other cyber security areas include; Enterprise Security Planning and Management, Logical Access Controls, and infrastructure security.

**Functional Responsibility:** Serves as the technical or functional lead in areas relevant to a particular project. Provide studies, audits, reports, guidance, training, analysis, evaluations and research on the functional procedures/processes/policies of relevant area.

**Education Requirements:** Bachelors degree in Engineering, Computer Science, or Information Systems or other related scientific or technical field.

**Education Substitution:** Four years of experience in related field.

**Job Title:** Cyber Security Consultant I

**Minimum/General Experience:** Minimum of 3 years experience in Cyber Security. Will have experience with one or more of the following: IT Infrastructure; Cyber Security Modernization; and Data Center Migration. Other cyber security areas include; Enterprise Security Planning and Management, Logical Access Controls, and infrastructure security.

**Functional Responsibility:** Perform security audits and systems tests under the guidance of a senior or consultant. Prepares reports for review by senior and/or consultant.

**Education Requirements:** Bachelors degree in Engineering, Computer Science, or Information Systems or other related scientific or technical field.

**Education Substitution:** Four years of experience in related field.

**Job Title:** Information Assurance SME

**Minimum/General Experience:** Minimum of ten years of experience in leading IT Risk Assessment, compliance, financial, internal controls, and information assurance reviews. Experience with some of the following areas; Enterprise Security Planning and Management, Logical Access Controls, Application Software Development and Change Control, Application Software, Systems Segregation of Duties, IT Security Policies and Procedures, IT Privacy Policies, Business Process Planning and Business Continuity Planning. Enterprise Security Planning and Management, Logical Access Controls, Application Software Development and Change Control, Application Software, Systems Segregation of Duties, IT Security Policies and Procedures, IT Privacy Policies, Business Process Planning and Business Continuity Planning.

**Functional Responsibility:** Functionally responsible as the senior program advisor for defining, maintaining and ensuring that the IT risk management services meets the expectations of the engagement from a quality assurance perspective. Provides high-level expertise and guidance for multiple projects.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering or Information Technology or Accounting, Finance or a related field.





**Education Substitution:** Four years of experience in related field.

**Job Title:** Information Assurance / Network Security Evaluator

**Minimum/General Experience:** Progressive technical experience in the area of Information Systems information assurance, with at least three years specialization in the area of network information assurance. Experience with some of the following areas; Enterprise Security Planning and Management, Logical Access Controls, Application Software Development and Change Control, Application Software, Systems Segregation of Duties, IT Security Policies and Procedures, IT Privacy Policies, Business Process Planning and Business Continuity Planning. Enterprise Security Planning and Management, Logical Access Controls, Application Software Development and Change Control, Application Software, Systems Segregation of Duties, IT Security Policies and Procedures, IT Privacy Policies, Business Process Planning and Business Continuity Planning.

**Functional Responsibility:** Analyzes and establishes processes and technologies to ensure comprehensive protection exists on computer systems to prevent unauthorized entry to computer systems or compromise of data integrity or secrecy. Information assurance development for computer systems includes designing, prototyping, implementing, conducting independent verification and validation, and maintaining information assurance for enterprise systems. Performs certification and accreditation of systems, information assurance audits (i.e., FISMA), risk assessments, information assurance plans, and system test and evaluation reviews and develops information assurance policies and procedures. Provides up-to-date working knowledge in areas such as computer viruses, intrusion detection systems, encryption systems, firewalls, access and authentication technologies, etc. May be responsible for penetration testing, survivability and vulnerability analysis, and contingency/disaster recovery planning and testing.

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Electrical Engineering, or other related scientific or technical discipline.

**Education Substitution:** Four years of experience in related field.

**Job Title:** Information Assurance Consultant III

**Minimum/General Experience:** Minimum of ten years related experience in leading technical IT Risk Assessment, compliance, financial, internal controls, and information assurance reviews. Experience with some of the following areas; Enterprise Security Planning and Management, Logical Access Controls, Application Software Development and Change Control, Application Software, Systems Segregation of Duties, IT Security Policies and Procedures, IT Privacy Policies, Business Process Planning and Business Continuity Planning. Enterprise Security Planning and Management, Logical Access Controls, Application Software Development and Change Control, Application Software, Systems Segregation of Duties, IT Security Policies and Procedures, IT Privacy Policies, Business Process Planning and Business Continuity Planning.

**Functional Responsibility:** Functionally responsible for managing the engagements for multiple, complex IT Risk management projects. Ensures that all risk management conclusions are accurately and thoroughly documented and supported by appropriate work papers. Demonstrates the ability to research complex IT risk management issues, apply appropriate tools, reach sound conclusions and advises clients of practical solutions and recommendations that resolve identified unmitigated IT risk(s).

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering or Information Technology or Accounting, Finance or a related field.

**Job Title:** Information Assurance Consultant II

**Minimum/General Experience:** Minimum of seven years related experience of in leading technical IT Risk Assessment, compliance, financial, internal controls, and information assurance reviews. Experience with some of the following areas; Enterprise Security Planning and Management, Logical Access Controls, Application Software Development and Change Control, Application Software, Systems Segregation of Duties, IT Security Policies and Procedures, IT Privacy Policies, Business Process Planning and Business Continuity Planning. Enterprise Security Planning and Management, Logical Access Controls, Application Software Development and Change Control,

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Application Software, Systems Segregation of Duties, IT Security Policies and Procedures, IT Privacy Policies, Business Process Planning and Business Continuity Planning.

**Functional Responsibility:** Functionally provides significant expertise, support, and technical assistance to the risk management lead in performing gap analysis and in understanding and assessing the relationship of various risk management issues. Demonstrates the ability to recognize unique and complex risk management issues. Assists in the development of practical solutions and recommendations that enable client's to manage IT risk.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering or Information Technology or Accounting, Finance or a related field.

**Job Title:** Information Assurance Consultant I

**Minimum/General Experience:** Minimum of three years related experience of in leading technical IT Risk Assessment, compliance, financial, internal controls, and information assurance reviews.

**Functional Responsibility:** Functionally provides support and basic analysis for IT Risk Management projects. Executes analysis of the client's systems and networks, leading to effective assessments of risk factors. Uses risk identification tools and interprets results. Reports, in summary form, these results to engagement management.

**Minimum Education:** Bachelor's Degree or degree seeking in Computer Science, Engineering or Information Technology or Accounting, Finance or a related field.

**Job Title:** Information Systems Analyst II

**Minimum/General Experience:** Minimum of seven years related experience of in leading technical IT Risk Assessment, compliance, financial, internal controls, and information assurance reviews.

**Functional Responsibility:** Functionally responsible for identifying technical aspects of project and providing analysis and design. Provides guidance and timely feedback to the team on all applied processes, tools, and techniques. Manages at least one client relationship.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering or Information Technology

**Job Title:** Information Systems Analyst I

**Minimum/General Experience:** Minimum of three to five years related experience of in leading technical IT Risk Assessment, compliance, financial, internal controls, and information assurance reviews.

**Functional Responsibility:** Functionally responsible for providing generic expertise in design and analysis.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering or Information Technology

**Job Title:** Database SME

**Minimum/General Experience:** Minimum of ten years of experience in database design and maintenance. In addition, a minimum of three years experience with the respective database tool for the project.

**Functional Responsibility:** Functionally responsible for providing database expertise to consultants, seniors, and staff in order to implement or facilitate database development. Recognizes and takes initiative to research and attempt to present potential resolutions for risk management issues. Provides guidance and timely feedback to the team on all applied processes, tools, and techniques.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering or Information Technology or a related field





**Job Title:** Computer Engineer III

**Minimum/General Experience:** Minimum of five years related experience of in leading technical IT Risk Assessment, compliance, financial, internal controls, and information assurance reviews.

**Functional Responsibility:** Functionally responsible for identifying client IT needs and coordinate with management and systems analyst to implement a software development plan, including development, testing, and implementation.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering or Information Technology or a related field.

**Job Title:** Computer Engineer II

**Minimum/General Experience:** Minimum of three to five years related experience of in leading technical IT Risk Assessment, compliance, financial, internal controls, and information assurance reviews.

**Functional Responsibility:** Functionally responsible for implementing the development plan as outlined by management. Provides guidance to junior staff in completing assigned tasks.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering or Information Technology

**Job Title:** Computer Engineer I

**Minimum/General Experience:** Entry level.

**Functional Responsibility:** Applies principles of lifecycle development to develop software with direction from consultant or senior.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering or Information Technology

**Job Title:** Systems Quality Assurance Specialist

**Minimum/General Experience:** A minimum of 5 years of experience in quality assurance on a variety of projects.

**Functional Responsibility:** Works to ensure that all products meet the client's expectations.

**Minimum Education:** Bachelor's Degree in Accounting, Finance, Management, Information Systems or a related field.

**Job Title:** Server Administrator

**Minimum/General Experience:** Minimum of three to five years of experience in designing and implementing networks.

**Functional Responsibility:** Functionally responsible for managing the networks and servers related to the project and providing management with scenarios to mitigate risk.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering or Information Technology or a related field.

**Job Title:** Project Control Specialist

**Minimum/General Experience:** Minimum of three to five years of experience in supervising projects for information s systems and business support activities to include; IT projects, business reengineering, compliance, financial, internal controls, and information assurance reviews.

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**Functional Responsibility:** Functionally responsible for managing the business and organizational tasks for a project. Ensuring that timelines and budgets are followed and reports to senior management.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering or Information Technology or Accounting, Finance or a related field.

**Education Substitution:** Four years of experience in related field.

**Job Title:** Technical Trainer

**Minimum/General Experience:** Minimum of six years of experience in the respective area of expertise.

**Functional Responsibility:** Functionally responsible for developing and presenting training materials from a technical, functional, and business perspective in the related to the area of expertise.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering or Information Technology or Accounting, Finance or a related field.

**Education Substitution:** Four years of experience in related field.

**Job Title:** Technical Writer

**Minimum/General Experience:** One to three years of related experience IT administrative experience.

**Functional Responsibility:** Functionally provides IT support for draft reports, final reports, status reports, meeting minutes, technical information assurance documentation, IT information assurance work papers and written correspondence to the client in the form of documentation and administrative support for projects. Assists in time reporting process and billing inquiries related to the projects. Assists in copying, printing, binding, office supply ordering, meeting arrangements and travel scheduling, instrumental in assisting to prepare technical diagrams/schematics and technical information related to the network and Federal Enterprise Architecture Framework (FEAF). Use of MS Word, MS Access, MS PowerPoint, MS Visio, and MS Architecture.

**Minimum Education:** General Degree or High school diploma.

**Job Title:** Technical Administrative Support

**Minimum General Experience:** Three years related experience.

**Functional Responsibility:** Provide administrative support to team members including but not limited to invoice prep, documentation prep, etc.

**Minimum Education:** General Degree or High School diploma





b. Pricing for all IT Services:

**PRICING TABLE**

<b>PBSL GSA Labor Category</b>	<b>November 2011 - November 2012 Year One</b>	<b>November 2013 - November 2013 Year Two</b>	<b>November 2013 - November 2014 Year Three</b>	<b>November 2014 - November 2015 Year Four</b>	<b>November 2015 - November 2016 Year Five</b>
Principal	\$216.07	\$222.55	\$229.23	\$236.11	\$243.19
Senior Project Manager	\$165.82	\$170.80	\$175.92	\$181.20	\$186.63
Program Manager II	\$145.72	\$150.09	\$154.60	\$159.23	\$164.01
Program Manager I	\$115.57	\$119.04	\$122.61	\$126.29	\$130.08
IT Functional SME	\$155.77	\$160.45	\$165.26	\$170.22	\$175.32
IT Functional Consultant II	\$135.67	\$139.74	\$143.93	\$148.25	\$152.70
IT Functional Consultant I	\$110.55	\$113.86	\$117.28	\$120.80	\$124.42
IT Financial Systems SME	\$140.70	\$144.92	\$149.27	\$153.74	\$158.36
IT Financial Systems II	\$125.62	\$129.39	\$133.27	\$137.27	\$141.39
IT Financial Systems I	\$90.45	\$93.16	\$95.96	\$98.84	\$101.80
Cyber Security Technical SME	\$236.17	\$243.26	\$250.55	\$258.07	\$265.81
Cyber Security Principal	\$195.97	\$201.85	\$207.91	\$214.14	\$220.57
Cyber Security Consultant III	\$150.75	\$155.27	\$159.93	\$164.73	\$169.67
Cyber Security II	\$130.65	\$134.57	\$138.60	\$142.76	\$147.04
Cyber Security I	\$115.57	\$119.04	\$122.61	\$126.29	\$130.08
Information Assurance SME	\$201.00	\$207.03	\$213.24	\$219.63	\$226.22
Information Assurance / Network Security Evaluator	\$175.87	\$181.15	\$186.58	\$192.18	\$197.95
Information Assurance	\$150.75	\$155.27	\$159.93	\$164.73	\$169.67
Information	\$135.67	\$139.74	\$143.93	\$148.25	\$152.70
Information Assurance	\$95.47	\$98.34	\$101.29	\$104.33	\$107.46
Information Systems Analyst II	\$145.72	\$150.09	\$154.60	\$159.23	\$164.01
Information Systems Analyst I	\$115.57	\$119.04	\$122.61	\$126.29	\$130.08
Database SME	\$185.92	\$191.50	\$197.24	\$203.16	\$209.26
Computer Engineer III	\$110.55	\$113.86	\$117.28	\$120.80	\$124.42
Computer Engineer II	\$95.47	\$98.34	\$101.29	\$104.33	\$107.46
Computer Engineer I	\$85.42	\$87.99	\$90.63	\$93.34	\$96.14
Systems Quality Assurance	\$95.47	\$98.34	\$101.29	\$104.33	\$107.46
Server Administrator	\$95.47	\$98.34	\$101.29	\$104.33	\$107.46
Project Control Specialist	\$85.42	\$87.99	\$90.63	\$93.34	\$96.14
Technical Trainer	\$150.75	\$155.27	\$159.93	\$164.73	\$169.67
Technical Writer	\$75.37	\$77.63	\$79.96	\$82.36	\$84.83
Technical Administrative	\$55.27	\$56.93	\$58.64	\$60.40	\$62.21



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

**PREAMBLE**

Platinum Business Services LLC (PBS) 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:

**Platinum Business Services LLC  
8604 Garnet Rock Gate  
Laurel, MD 20723  
Jody Venkatesan, PBS, President**

**Direct Phone: (301) 651-1297  
Phone and Fax: (301) 483-0104**

**Email: [jvenkatesan@weareplatinum.net](mailto:jvenkatesan@weareplatinum.net)**







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.

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**BASIC GUIDELINES FOR USING  
“CONTRACTOR TEAM ARRANGEMENTS”**

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

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

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

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer's needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer's requirement.
- Customers make a best value selection.

system and application development, design and implementation, business process reengineering, IT transformation, or other related services.

Supports IT applications consulting, post-deployment application and process optimization, business application consulting, or similar activities. Contributes to research and design activities. Advises on methodology and team structure while coordinating analyses with other project personnel. Applies technical and/or analytical approaches to solve client issues and experience technical tasks such as system and application architecture, web services, database installation, configuration, design and administration, ERP application implementation, organizational change management and communication, development of training documentation and delivery of end-user training, configuration, business guidance to the team and customization, or similar activities.

