



October 13, 2014



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

CREATIVE SOLUTIONS CONSULTING, INC.
8415 E. 56th Street, Suite 101
Indianapolis, IN 46216

Contract Number: **GS-35F-0077V**
Schedule Title: **IT Schedule 70**
Contract Period: **11/18/2008 – 11/17/2018**
DUNS#: **124727376**
CAGE code: **4ALQ3**
Business Size: **Small**
SBA Certified: **8(a); Women Owned Small Business**

SIN 132-50 - TRAINING COURSES
FPDS Code U012

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

FPDS Code D308 Programming Services
FPDS Code D399 Other Information Technology Services,
Not Elsewhere Classified

Pricelist current through Modification #6, November 17, 2014

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.



Online access to contract ordering information, terms and conditions, up-to-date pricing and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system.
<http://www.GSAAdvantage.gov>

For more information on ordering from Federal Supply Schedules, visit
<http://www.gsa.gov/portal/content/197989>

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Introduction to CSCI Consulting

Creative Solutions Consulting, Inc., also known as “CSCI Consulting”, is a Small Business Administration (SBA) certified 8(a) Small Disadvantaged Business and a certified Economically Disadvantaged Woman Owned Small Business (EDWOSB). We are headquartered in Indianapolis, Indiana and have over one hundred consultants at various locations throughout the continental United States (CONUS).

CSCI Consulting began providing financial management and technology services to the DoD in 2002. Through years of skyrocketing success, national news recognition, and alignment with top-tier Fortune 500 companies, CSCI Consulting has become a known commodity in the DoD professional services arena. Supporting over thirty DoD projects and touching over thirty financial DoD systems, along with financial management and audit readiness activities for various DoD agencies, our unique combination of expertise in technology and financial management allows CSCI Consulting to provide innovative solutions for our clients.

CSCI Consulting’s industry experience provides our clients with leading technology trends and best practices expertise. We bring a wealth of qualified experts with knowledge of unique functions, processes, and systems to each of our clients. With a proven track record of successfully managing multiple initiatives, we can ensure our clients’ expectations are exceeded.

**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![™] online shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage![™] and the Federal Acquisition Service Home Page (www.gsaadvantage.gov) contain information on a broad array of products and services offered by small business concerns.

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

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

1. Geographic Scope of Contract

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

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

Offerors are requested to check one of the following boxes:

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

2. Contractor's Ordering Address and Payment Information

Creative Solutions Consulting, Inc.
8415 E. 56th Street, Suite 101
Indianapolis, IN 46216

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:

Telephone Number: (317) 757-8764
Fax: (317) 541-8401

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: Kind of Contract Action: G = Order/Modifications Under Federal Schedule Contract

- Block 16: Contractor Identification Number: Data Universal Numbering System (DUNS) Number: 124727376
- Block 30: Type of Contractor: A = Small Disadvantaged Business; B = Other Small Business
- Block 31: Woman-Owned Business: Yes
- Block 37: Contractor's Taxpayer Identification Number (TIN): 61-1416829

- 4a. Cage Code: 4ALQ3
- 4b. Creative Solutions Consulting, Inc. has registered with the System for Award Management (SAM) Database

5. FOB Destination

FOB Destination not applicable to Special Item Number 132-50 or 132-51.

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)
132-50	As agreed upon between CSCI and the contracting Agency
132-51	As agreed upon between CSCI and the contracting Agency

- (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 three (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: None
- b. Quantity: None
- c. Dollar Volume: None
- d. Other Special Discounts (i.e. Government Educational Institutions, etc.): None
- e. Credit Card: None

f. Other: None

8. Trade Agreements Act of 1979, as amended

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

9. Statement Concerning Availability of Export Packing

Not applicable.

10. Small Requirements

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

11. Maximum Order

The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:
Special Item Number 132-50 – Training Courses.

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 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 www.gsaadvantage.gov.

17. Purchase of Open Market Items

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

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

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

18. Contractor Commitments, Warranties and Representations

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

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

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

19. Overseas Activities

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

N/A

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

20. Blanket Purchase Agreements (BPAs)

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

21. Contractor Team Arrangements

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

22. Installation, Deinstallation, Reinstallation

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the

furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

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

23. Section 508 Compliance

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

The EIT standard can be found at: www.Section508.gov/.

24. Prime Contractor Ordering from Federal Supply Schedules

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

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

25. Insurance – Work on a Government Installation (Jan 1997) (FAR 52.228-5)

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing

required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective:

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

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

26. Software Interoperability

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. Advance Payments

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

**Terms and Conditions Applicable to Purchase of Training Courses for General Purpose
Commercial Information Technology Equipment and Software (Special Item Number 132-50)**

1. SCOPE

- a. The Contractor shall provide training courses normally available to commercial customers, which will permit ordering activity users to make full, efficient use of general purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.
- b. The Contractor shall provide training at the Contractor's facility and/or at the ordering activity's location, as agreed to by the Contractor and the ordering activity.

2. ORDER

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

3. TIME OF DELIVERY

The Contractor shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the ordering activity.

4. CANCELLATION AND RESCHEDULING

- a. The ordering activity will notify the Contractor at least ten business days before the scheduled training date, if a class needs to be rescheduled or cancelled. The Contractor will then permit the ordering activity to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the ordering activity will modify its original training order to specify the time and date of the rescheduled training class.
- b. In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the ordering activity will be liable for the contracted dollar amount of the training course.
- c. The ordering activity reserves the right to substitute one student for another up to two business days before the first day of class.
- d. In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the ordering activity, the Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled training date.

5. PRICE FOR TRAINING

The price that the ordering activity will be charged will be the ordering activity training price in effect at the time of order placement, or the ordering activity price in effect at the time the training course is conducted, whichever is less.

Cost of Course Per Student, Per Day	GSA Price with IFF, per hour units			
	YR 7: 11/18/2014 -	YR 8: 11/18/2015 -	YR 9: 11/18/2016 -	YR 10: 11/18/2017 -
	11/17/2015	11/17/2016	11/17/2017	11/17/2018
PeopleSoft Global Payroll Training	\$578.50	\$595.85	\$613.73	\$632.14
Customized Training	\$685.33	\$705.89	\$727.07	\$748.88
Oracle Training	\$510.65	\$525.97	\$541.75	\$558.00
SAP Training	\$753.12	\$775.71	\$798.98	\$822.95
Technical Training Writer	\$172.53	\$177.70	\$183.03	\$188.52

Course Name	PeopleSoft Global Payroll Training
Length of Course	Three Days
Type of Training	Instructor-Led
Min/Max Number of Students	15/18
Price Per Student Above Minimum (Applicable)	n/a
Location	United States
Prerequisites	PeopleSoft HRMS
Brief Description	The Manage Positions component in PeopleSoft structures human resources data by position. Upon successful completion of this course, you will be able to define positions, describe the process of updating position changes to job data, enter a position, copy a position, enter information about an employee into a position, transfer an employee into a new position, transfer a position to a new location, reclassify a position with a new job code, and run the Exceptions/Override report.

Course Name	Customized Training **
Length of Course	Two-Five Days
Type of Training (Instructor-Led or Web-Based)	Instructor-Led
Min/Max Number of Students	15
Price Per Student Above Minimum (If Applicable)	n/a
Location	United States
Prerequisites	Dependent upon client request

Brief Description	Customized, instructor-led training designed to suit the specific needs of the client. We provide training that focuses on requested key points while eliminating elements considered unnecessary to increase efficiency.
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Course Name	Oracle**
Length of Course	Four Days
Type of Training (Instructor-Led or Web-Based)	Instructor-Led
Min/Max Number of Students	15
Price Per Student Above Minimum (If Applicable)	n/a
Location	United States
Prerequisites	Dependent upon client request
Brief Description	This course can provide students with an understanding of the Oracle Software and corresponding terminology.

Course Name	SAP **
Length of Course	Three Days
Type of Training (Instructor-Led or Web-Based)	Instructor-Led
Min/Max Number of Students	15
Price Per Student Above Minimum (If Applicable)	n/a
Location	United States
Prerequisites	Dependent upon client request
Brief Description	This course will provide students with a basic understanding of the SAP ERP System and corresponding terminology.

Training Labor Category**
Technical Training Writer

Technical Training Writer**

Minimum Experience:
5 – 10 Years

Functional Responsibilities: Through self-directed activities, influences the strategic direction of the training requested by the customer and CSCI. Applies industry specific expertise to recommend and coordinate the development, enhancement, and instruction of a customer's training

requirements. Combines industry knowledge with information technology to develop innovative class materials leveraging client-specific requirements on specific key points to increase manpower efficiency.

Minimum Education:

BS Degree or equivalent related experience

Unit of Issue:	Per Hour
Year 7: Nov. 18, 2014 – Nov. 17, 2015	\$172.53
Year 8: Nov. 18, 2015 – Nov. 17, 2016	\$177.70
Year 9: Nov. 18, 2016 – Nov. 17, 2017	\$183.03
Year 10: Nov. 18, 2017 – Nov. 17, 2018	\$188.52

6. INVOICES AND PAYMENT

Invoices for training shall be submitted by the Contractor after ordering activity completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

7. FORMAT AND CONTENT OF TRAINING

- a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.
- b. ****If applicable**** for hands-on training courses, there must be a one-to-one assignment of IT equipment to students.
- c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.
- d. The Contractor shall provide the following information for each training course offered:
 - (1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);
 - (2) The length of the course;
 - (3) Mandatory and desirable prerequisites for student enrollment;
 - (4) The minimum and maximum number of students per class;
 - (5) The locations where the course is offered;

- (6) Class schedules; and
 - (7) Price (per student, per class (if applicable)).
- e. For those courses conducted at the ordering activity's location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- f. For Online Training Courses, a copy of all training material must be available for electronic download by the students.

8. "NO CHARGE" TRAINING

The Contractor shall describe any training provided with equipment and/or software provided under this contract, free of charge, in the space provided below.

Not Applicable

**Terms and Conditions Applicable to Information Technology (IT)
Professional Services (Special Item Number 132-51)**

1. SCOPE

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

2. PERFORMANCE INCENTIVES

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

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

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

- a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either:
 - (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if:
 - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow

reasonable costs resulting from the stop-work order in arriving at the termination settlement.

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

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

- a. Definitions:

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

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

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an

unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

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

11. INVOICES

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

12. PAYMENTS

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

- a. The Contractor shall provide a description of each type of IT Service offered under Special Item Number 132-51. IT Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

CREATIVE SOLUTIONS CONSULTING'S IT PROFESSIONAL SERVICES DESCRIPTIONS

Concept and Technology Development

132-51 Professional Information Technology Services

CSCI utilizes experience, research, and leading edge technology to provide our clients with the best approach to obtaining a new IT solution. We can provide alternative concepts to meeting any mission need. We can also provide for the development of subsystems and concept technology demonstrations of new system concepts. CSCI helps ensure that our clients select a system architecture and technology that fits the needs of their business.

System Development and Demonstration

132-51 Professional Information Technology Services

CSCI offers clients with both functional requirements definition and technical development support. Our team utilizes industry best practices to provide clients with efficient system design, configuration management, development, and test. Our company can offer risk reduction processes, engineering development models, and development/operational test and evaluation support. CSCI specializes in providing customers with data warehousing and reporting solutions as well as providing Test and Evaluation Support that meets DoD 5000.2 & IEEE standards.

Production and Deployment

132-51 Professional Information Technology Services

The CSCI team can provide a fully integrated production support staff to include database administration, training, and help desk assistance, with a key focus in:

- Data Warehousing/Business Intelligence – Integrate an enterprise-wide company into a single repository from which end users can easily run queries, reports and perform analysis. Leverage the data in different sources by organizing the information and getting it to the decision makers across an enterprise to help make informative decisions on running a business.
- Knowledge Management – Compete more effectively by full utilization of your knowledge base – improving the potential of individuals, competencies and innovative ideas. CSCI presents information in a way that improves comprehension in each area or process of interest.
- Decision Support Systems – Integrate data that supports technological and managerial decision making into an easy to use support system as a tool for business managers.
- Information Portals – Provides effective opportunities to save time and money by sharing information throughout an organization for applications with a unified user interface with fully defined business steps.
- Testing – Develop comprehensive test plans and test scripts to minimize deployment time and implement a smooth system transition for your customer.
- Customer and Operations Support – The CSCI team can provide a fully integrated production support staff to include database administration, training, and help desk assistance.

Support Services:

Program/Project Management	Infrastructure Design, Engineering and Management.
Business Area Analysis	Information Security Planning
Database Design, Modeling, Development and Management	Custom Application, Re-engineering, Integration and Software Development.
Data Architecture/Enterprise Architecture	Productions Support
System Migration and Application Migration	Testing

CREATIVE SOLUTIONS CONSULTING'S DESCRIPTION OF JOB TITLES AND RATES

Creative Solutions Consulting is proposing hourly rates. A description of all corresponding commercial job titles (labor categories) for those individuals who will perform the services have been provided below.

	GSA Price with IFF, per hour units			
	YR 7: 11/18/2014	YR 8: 11/18/2015	YR 9: 11/18/2016	YR 10: 11/18/2017
	-	-	-	-
	11/17/2015	11/17/2016	11/17/2017	11/17/2018
Administrative Assistant	\$36.31	\$37.40	\$38.52	\$39.67
Business Services Analyst	\$57.94	\$59.68	\$61.47	\$63.31
Business Services Analyst - Advanced	\$70.47	\$72.59	\$74.76	\$77.01
Business Services Analyst - Senior	\$92.59	\$95.36	\$98.23	\$101.17
Financial Analyst I	\$72.65	\$74.83	\$77.07	\$79.38
Financial Analyst II	\$100.18	\$103.18	\$106.28	\$109.47
Financial Analyst III	\$106.88	\$110.09	\$113.39	\$116.79
Functional Analyst I	\$84.06	\$86.58	\$89.18	\$91.85
Functional Analyst II	\$99.41	\$102.39	\$105.46	\$108.62
Functional Analyst III	\$113.37	\$116.77	\$120.28	\$123.88
Help Desk Coordinator - Associate	\$48.05	\$49.49	\$50.98	\$52.50
Programmer I	\$51.25	\$52.79	\$54.37	\$56.01
Programmer II	\$65.14	\$67.09	\$69.10	\$71.18
Programmer III	\$85.43	\$87.99	\$90.63	\$93.35
Program Manager I	\$124.53	\$128.26	\$132.11	\$136.07
Program Manager II	\$139.06	\$143.23	\$147.53	\$151.95
Software Engineer I	\$102.71	\$105.79	\$108.97	\$112.24
Software Engineer II	\$106.88	\$110.09	\$113.39	\$116.79
Software Engineer III	\$126.10	\$129.89	\$133.78	\$137.80
Systems Administrator	\$70.47	\$72.59	\$74.76	\$77.01
Systems Administrator - Advanced	\$104.65	\$107.79	\$111.02	\$114.35
Systems Administrator - Senior	\$129.20	\$133.08	\$137.07	\$141.18
Special Systems Specialist I	\$63.01	\$64.90	\$66.84	\$68.85
Special Systems Specialist II	\$104.65	\$107.79	\$111.02	\$114.35
Special Systems Specialist III	\$129.20	\$133.08	\$137.07	\$141.18

Administrative Assistant

Minimum Experience:
1 – 2 years of experience

Functional Responsibilities: Under general direction, responsible for providing analytical and specialized administrative support functions. Interacts with outside departments to resolve problems of a confidential nature such as compensation, benefits, and financial reporting. Coordinates projects by analyzing project, determining approach, compiling/analyzing data and preparing report/recommendation using PC skills, knowledge of administrative systems, and understanding of policies and procedures. Plans and coordinates meetings, conferences, and employee functions.

Minimum Education:

BS Degree or equivalent related experience

Unit of Issue:	Per Hour
Year 7: Nov. 18, 2014 – Nov. 17, 2015	\$36.31
Year 8: Nov. 18, 2015 – Nov. 17, 2016	\$37.40
Year 9: Nov. 18, 2016 – Nov. 17, 2017	\$38.52
Year 10: Nov. 18, 2017 – Nov. 17, 2018	\$39.67

Business Services Analyst

Minimum Experience:

2 – 4 years of experience

Functional Responsibilities: Under general direction, formulates and defines systems scope and objectives using information technology and industry knowledge/requirements. Acts as a liaison between customer and technical solutions/support groups to identify business processes, systems, and product requirements. Researches, identifies and develops solutions to problems. Analyzes business and user needs, and documents customer specifications. Supports aspects of the business cycle including proposals, feasibility studies, and implementations. Considers the business implications of the application of technology to the current business environment.

Minimum Education:

BS Degree or equivalent IT industry related experience

Unit of Issue:	Per Hour
Year 7: Nov. 18, 2014 – Nov. 17, 2015	\$57.94
Year 8: Nov. 18, 2015 – Nov. 17, 2016	\$59.68
Year 9: Nov. 18, 2016 – Nov. 17, 2017	\$61.47
Year 10: Nov. 18, 2017 – Nov. 17, 2018	\$63.31

Business Services Analyst - Advanced

Minimum Experience:

5 – 8 years of experience

Functional Responsibilities: Under minimal direction, formulates and defines systems scope and objectives based on both user needs and a good understanding of information technology, business processes, and industry requirements. Applies extensive knowledge of the customer's business and industry to develop project specifications. Analyzes business and user need, documents requirements and translates into proper system requirements specifications. Advises on methods to improve business processes. Coordinates and participates in proposals, feasibility studies, implementations, and new business development. Considers the business implications of the application of technology to the current and future business environment. May lead the training of customers and peers.

Minimum Education:

BS Degree or equivalent IT industry related experience

Unit of Issue:	Per Hour
Year 7: Nov. 18, 2014 – Nov. 17, 2015	\$70.47
Year 8: Nov. 18, 2015 – Nov. 17, 2016	\$72.59
Year 9: Nov. 18, 2016 – Nov. 17, 2017	\$74.76
Year 10: Nov. 18, 2017 – Nov. 17, 2018	\$77.01

Business Services Analyst - Senior

Minimum Experience:

8 – 10 years of experience

Functional Responsibilities: Through self-directed activities, influences the strategic direction of the customer and CSCI. Applies industry specific expertise to recommend and coordinate the development, enhancement, and maintenance of a customer's business systems, processes, and products. Combines industry expertise with information technology to develop innovative business solutions. Leads teams on large projects, studies, and implementations. Leads business studies and presents study results to CSCI and customer senior management. Leverages industry knowledge and customer relationships. Promotes and directs process improvement activities and training of peers and customers

Minimum Education:

BS Degree or equivalent IT industry related experience

Unit of Issue:	Per Hour
Year 7: Nov. 18, 2014 – Nov. 17, 2015	\$92.59
Year 8: Nov. 18, 2015 – Nov. 17, 2016	\$95.36
Year 9: Nov. 18, 2016 – Nov. 17, 2017	\$98.23
Year 10: Nov. 18, 2017 – Nov. 17, 2018	\$101.17

Financial Analyst I

Minimum Experience:

1 – 2 years of experience

Functional Responsibilities: Under general direction, compiles and analyzes financial information for an organization or project. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Familiar with a variety of the field's concepts, practices, and procedures. Works under immediate supervision. Reports to a supervisor or manager.

Minimum Education:

Associate's Degree or equivalent work experience

Unit of Issue:	Per Hour
Year 7: Nov. 18, 2014 – Nov. 17, 2015	\$72.65
Year 8: Nov. 18, 2015 – Nov. 17, 2016	\$74.83

Unit of Issue:	Per Hour
Year 9: Nov. 18, 2016 – Nov. 17, 2017	\$77.07
Year 10: Nov. 18, 2017 – Nov. 17, 2018	\$79.38

Financial Analyst II

Minimum Experience:

3-4 years of experience

Functional Responsibilities: Under minimal direction, compiles and analyzes financial information for an organization or project. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Familiar with a variety of the field’s concepts, practices, and procedures. Works under general supervision. A certain degree of creativity and latitude is required. Reports to a supervisor or manager.

Minimum Education:

Bachelor’s Degree or equivalent work experience

Unit of Issue:	Per Hour
Year 7: Nov. 18, 2014 – Nov. 17, 2015	\$100.18
Year 8: Nov. 18, 2015 – Nov. 17, 2016	\$103.18
Year 9: Nov. 18, 2016 – Nov. 17, 2017	\$106.28
Year 10: Nov. 18, 2017 – Nov. 17, 2018	\$109.47

Financial Analyst III

Minimum Experience:

5+ years of experience

Functional Responsibilities: Through self-directed activities, compiles and analyzes financial information for an organization or project. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Familiar with a variety of the field’s

concepts, practices and procedures. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to a unit or department head.

Minimum Education:

Bachelor’s Degree or equivalent work experience

Unit of Issue:	Per Hour
Year 7: Nov. 18, 2014 – Nov. 17, 2015	\$106.88
Year 8: Nov. 18, 2015 – Nov. 17, 2016	\$110.09
Year 9: Nov. 18, 2016 – Nov. 17, 2017	\$113.39
Year 10: Nov. 18, 2017 – Nov. 17, 2018	\$116.79

Functional Analyst I

Minimum Experience:

1 – 2 years of experience

Functional Responsibilities: Under general direction, works with management and users to analyze, design, implement and/or support business applications and systems. Develop detailed, functional system and program specifications using structured design methodologies and tools. Acts as a liaison between the internal customers and IT departments to ensure customer requirements are accurately documented and communicated. Analyze, identify, gather and document requested user modifications via standard requirements documents, flow charting and demonstration systems. Coordinate and consult on departmental projects working with development and training teams. Develop user acceptance and quality assurance test cases. Collect and report progress reports to management. Assist with interpretation of the organization’s policy and procedures and partner with internal and external customers to help meet their business needs.

Minimum Education:

Associate’s Degree or equivalent work experience

Unit of Issue:	Per Hour
Year 7: Nov. 18, 2014 – Nov. 17, 2015	\$84.06
Year 8: Nov. 18, 2015 – Nov. 17, 2016	\$86.58
Year 9: Nov. 18, 2016 – Nov. 17, 2017	\$89.18
Year 10: Nov. 18, 2017 – Nov. 17, 2018	\$91.85

Functional Analyst II

Minimum Experience:

3 – 4 years of experience

Functional Responsibilities: Under minimal direction, works with management and users to analyze, design, implement and/or support business applications and systems. Develop detailed, functional system and program specifications using structured design methodologies and tools. Acts as a liaison between the internal customers and IT departments to ensure customer requirements are accurately document and communicated. Analyze, identify, gather and document requested user modifications via standard requirements documents, flow charting and demonstration systems. Coordinate and consult on departmental projects working with development and training teams. Develop user acceptance and quality assurance test cases. Collect and report progress reports to management. Assist with interpretation of the organization’s policy and procedures and partner with internal and external customers to help meet their business needs.

Minimum Education:

Bachelor’s Degree or equivalent work experience

Unit of Issue:	Per Hour
Year 7: Nov. 18, 2014 – Nov. 17, 2015	\$99.41
Year 8: Nov. 18, 2015 – Nov. 17, 2016	\$102.39
Year 9: Nov. 18, 2016 – Nov. 17, 2017	\$105.46
Year 10: Nov. 18, 2017 – Nov. 17, 2018	\$108.62

Functional Analyst III

Minimum Experience:

5+ years of experience

Functional Responsibilities: Through self-directed activities, works with management and users to analyze, design, implement and/or support business applications and systems. Develop detailed, functional system and program specifications using structured design methodologies and tools. Acts as a liaison between the internal customers and IT departments to ensure customer requirements are accurately documented and communicated. Analyze, identify, gather, and document requested user modifications via standard requirements documents, flow charting and demonstration systems. Coordinate and consult on departmental projects working with development and training teams. Develop user acceptance and quality assurance test cases. Collect and report progress reports to management. Assist with interpretation of the organization’s policy and procedures and partner with internal and external customers to help meet their business needs.

Minimum Education:

Bachelor’s Degree or equivalent work experience

Unit of Issue:	Per Hour
Year 7: Nov. 18, 2014 – Nov. 17, 2015	\$113.37
Year 8: Nov. 18, 2015 – Nov. 17, 2016	\$116.77
Year 9: Nov. 18, 2016 – Nov. 17, 2017	\$120.28
Year 10: Nov. 18, 2017 – Nov. 17, 2018	\$123.88

Help Desk Coordinator Associate

Minimum Experience:

1 – 2 years of experience

Functional Responsibilities: Under direct supervision, provides customer assistance with routine inquiries and problems such as software, hardware and network operations. Responds to and diagnoses problems through discussions with users. Includes problem recognition, research, isolation, and resolution steps. Typically is able to resolve less complex problems immediately, while more complex problems are assigned to second level support, senior operator or supervisor. May involve use of problem management database and help desk systems.

Minimum Education:

BS Degree or equivalent IT industry related experience

Unit of Issue:	Per Hour
Year 7: Nov. 18, 2014 – Nov. 17, 2015	\$48.05
Year 8: Nov. 18, 2015 – Nov. 17, 2016	\$49.49
Year 9: Nov. 18, 2016 – Nov. 17, 2017	\$50.98
Year 10: Nov. 18, 2017 – Nov. 17, 2018	\$52.50

Programmer I

Minimum Experience:

1 – 2 years of experience

Functional Responsibilities: Under general direction, analyzes, develops, and designs different software solutions. Understands the basics of the system life cycle management process, and has minimal experience in developing, programming, testing, and documenting application program modules.

Minimum Education:

BS Degree or equivalent IT industry related experience

Unit of Issue:	Per Hour
Year 7: Nov. 18, 2014 – Nov. 17, 2015	\$51.25
Year 8: Nov. 18, 2015 – Nov. 17, 2016	\$52.79
Year 9: Nov. 18, 2016 – Nov. 17, 2017	\$54.37
Year 10: Nov. 18, 2017 – Nov. 17, 2018	\$56.01

Programmer II

Minimum Experience:

3 – 5 years of experience

Functional Responsibilities: Under minimal direction, analyzes, develops, and designs different software solutions. Understands the system life cycle management process, and has extensive experience in developing, programming, testing, and documenting application program modules.

Minimum Education:

BS Degree or equivalent IT industry related experience

Unit of Issue:	Per Hour
Year 7: Nov. 18, 2014 – Nov. 17, 2015	\$65.14
Year 8: Nov. 18, 2015 – Nov. 17, 2016	\$67.09
Year 9: Nov. 18, 2016 – Nov. 17, 2017	\$69.10
Year 10: Nov. 18, 2017 – Nov. 17, 2018	\$71.18

Programmer III

Minimum Experience:

5 – 10 years of experience

Functional Responsibilities: Under broad direction, analyzes, develops, and designs different software solutions. Has excellent knowledge of the system life cycle, structured analysis, design techniques, and programming. Understands and can perform advanced programming techniques and integrating various systems as determined by the business system.

Minimum Education:

BS Degree or equivalent IT industry related experience

Unit of Issue:	Per Hour
Year 7: Nov. 18, 2014 – Nov. 17, 2015	\$85.43
Year 8: Nov. 18, 2015 – Nov. 17, 2016	\$87.99
Year 9: Nov. 18, 2016 – Nov. 17, 2017	\$90.63
Year 10: Nov. 18, 2017 – Nov. 17, 2018	\$93.35

Program Manager I

Minimum Experience:

1 – 2 years of experience

Functional Responsibilities: Under general direction, responsible for the coordination and execution of organizational programs. Oversees all aspects of programs including scheduling, pricing and technical performance of programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications and financial conditions of contracts. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Prepares reports for upper management regarding status of projects and overall programs. Familiar with standard concepts, practices and procedures within a particular field.

Minimum Education:

BA Degree or equivalent work experience

Unit of Issue:	Per Hour
Year 7: Nov. 18, 2014 – Nov. 17, 2015	\$124.53
Year 8: Nov. 18, 2015 – Nov. 17, 2016	\$128.26
Year 9: Nov. 18, 2016 – Nov. 17, 2017	\$132.11

Year 10: Nov. 18, 2017 – Nov. 17, 2018	\$136.07
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Program Manager II

Minimum Experience:

3 –4 years of experience

Functional Responsibilities: Under minimal direction, responsible for the coordination and execution of organizational programs. Oversees all aspects of programs including scheduling, pricing and technical performance of programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications and financial conditions of contracts. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Prepares reports for upper management regarding status of projects and overall programs. Familiar with standard concepts, practices, and procedures within a particular field.

Minimum Education:

Bachelor’s Degree or equivalent work experience

Unit of Issue:	Per Hour
Year 7: Nov. 18, 2014 – Nov. 17, 2015	\$139.06
Year 8: Nov. 18, 2015 – Nov. 17, 2016	\$143.23
Year 9: Nov. 18, 2016 – Nov. 17, 2017	\$147.53
Year 10: Nov. 18, 2017 – Nov. 17, 2018	\$151.95

Software Engineer I

Minimum Experience:

1–2 years of experience

Functional Responsibilities: Under general direction, provides technical assistance and support for strategic programming tasks. Prepares and analyzes detailed workflow charts and diagrams, applying knowledge of computer capabilities, subject matter and symbolic logic. Confers with supervisor and representatives of departments concerned with program to resolve questions of program intent, data input, output requirements, and inclusion of internal checks and controls. Performs a variety of technical tasks and systems analysis duties throughout the installation, testing, maintenance and support of system programming projects. Works under immediate supervision. Reports to supervisor or manager.

Minimum Education:

Associate’s Degree or equivalent work experience

Unit of Issue:	Per Hour
Year 7: Nov. 18, 2014 – Nov. 17, 2015	\$102.71
Year 8: Nov. 18, 2015 – Nov. 17, 2016	\$105.79
Year 9: Nov. 18, 2016 – Nov. 17, 2017	\$108.97
Year 10: Nov. 18, 2017 – Nov. 17, 2018	\$112.24

Software Engineer II

Minimum Experience:

3–4 years of experience

Functional Responsibilities: Under minimal direction, provides technical assistance and support for strategic programming tasks. Prepares and analyzes detailed workflow charts and diagrams, applying knowledge of computer capabilities, subject matter and symbolic logic. Confers with supervisor and representatives of departments concerned with program to resolve questions or program intent, data input, output requirements, and inclusion of internal checks and controls. Performs a variety of technical tasks and systems analysis duties throughout the installation, testing, maintenance and support of system programming projects. May lead and direct the work of others. A certain degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

Minimum Education:

Bachelor’s Degree or equivalent work experience

Unit of Issue:	Per Hour
Year 7: Nov. 18, 2014 – Nov. 17, 2015	\$106.88
Year 8: Nov. 18, 2015 – Nov. 17, 2016	\$110.09
Year 9: Nov. 18, 2016 – Nov. 17, 2017	\$113.39
Year 10: Nov. 18, 2017 – Nov. 17, 2018	\$116.79

Software Engineer III

Minimum Experience:

5+ years

Functional Responsibilities: Through self-directed activities, under general direction, provides technical assistance and support for strategic programming tasks. Prepares and analyzes detailed workflow charts and diagrams, applying knowledge of computer capabilities, subject matter and symbolic logic. Confers with supervisor and representatives of departments concerned with program to resolve questions of program intent, data input, output requirements, and inclusion of internal checks and controls. Performs a variety of technical tasks and systems analysis duties throughout the installation, testing, maintenance and support of system programming projects. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a unit or department head.

Minimum Education:

Bachelor’s Degree or equivalent work experience

Unit of Issue:	Per Hour
Year 7: Nov. 18, 2014 – Nov. 17, 2015	\$126.10
Year 8: Nov. 18, 2015 – Nov. 17, 2016	\$129.89
Year 9: Nov. 18, 2016 – Nov. 17, 2017	\$133.78
Year 10: Nov. 18, 2017 – Nov. 17, 2018	\$137.80

Systems Administrator

Minimum Experience:

3 – 5 years of experience

Functional Responsibilities: Under general direction, implements and supports local area network (LAN) and campus area network (CAN) hardware and software. Analyzes customer workflow and procedures to recommend operational support tools and technologies to satisfy customer need. Ensures workstations/server data integrity by evaluating, implementing and managing appropriate software/hardware solutions. Acts as a liaison between the customer, suppliers, and other technical groups to resolve network and hardware problems. Analyzes performance problems and recommends solutions to enhance functionality, reliability and/or usability. Participates on project teams in the implementation of new/upgraded designs. Implements operational support standards and procedures relating to change management, performance management, and security. Recommends changes and improvements to existing standards. Ensures data/media recoverability by implementing a schedule of system backups, and database archive operations. Develops site administration documentation. Provides user orientation on hardware, software and network operations. Keeps abreast of emerging operational support technologies and industry trends.

Minimum Education:

BS Degree or equivalent IT industry related experience

Unit of Issue:	Per Hour
Year 7: Nov. 18, 2014 – Nov. 17, 2015	\$70.47
Year 8: Nov. 18, 2015 – Nov. 17, 2016	\$72.59
Year 9: Nov. 18, 2016 – Nov. 17, 2017	\$74.76
Year 10: Nov. 18, 2017 – Nov. 17, 2018	\$77.01

Systems Administrator - Advanced

Minimum Experience:

5 - 8 years of experience

Functional Responsibilities: Under minimal direction, coordinates operational designs, develops support plans, coordinates implementations, and provides second level support for local area network (LAN), campus area network (CAN), and wide area network (WAN) solutions encompassing heterogeneous platforms. Develops system support requirements by reviewing and analyzing customer business processes and evaluating available CSCI and/or supplier capabilities. Leads project teams in implementing new or upgraded designs and coordinates project efforts with support groups. Creates plans that support implementation of changes. Participates in system support design and performance evaluation reviews. Advises on distributed network computing issues. Establishes and maintains security and integrity standards and controls. Ensures support plans and services meet customer need and expectations. Assists in the evaluation, testing and recommendation of hardware, software, and network configurations based on customer need. Coaches others in the application of new operational support technologies. Analyzes user requirements and statistics to identify trends and resolve performance issues. Coordinates and approves updates of the site administration documentation. Keeps abreast of emerging operational support technologies and industry trends. Recommends appropriate price/performance improvement opportunities.

Minimum Education:

BS Degree or equivalent IT industry related experience

Unit of Issue:	Per Hour
Year 7: Nov. 18, 2014 – Nov. 17, 2015	\$104.65
Year 8: Nov. 18, 2015 – Nov. 17, 2016	\$107.79

Year 9: Nov. 18, 2016 – Nov. 17, 2017	\$111.02
Year 10: Nov. 18, 2017 – Nov. 17, 2018	\$114.35

Systems Administrator - Senior

Minimum Experience:

8 – 10 years of experience

Functional Responsibilities: Under broad direction, leads and coordinates the operational support and implementation activities for local area network (LAN), campus area network (CAN), and wide area network (WAN) service offerings encompassing heterogeneous platforms. Assists leadership in determining tactical and strategic direction of the organization as it relates to emerging operational support technologies. Researches, analyzes, and recommends new operational support technologies, tools, and techniques. Coaches others on the application of new operational support technologies. Reviews distributed computing and network designs to select appropriate operational support strategies and ensure efficient use of resources. Conducts system support design and performance evaluation reviews. Identifies, develops, and updates operational support standards and procedures. Participates with corporate strategic planning teams. Keeps abreast of emerging operational support technologies and industry trends. Recommends price/performance improvement opportunities.

Minimum Education:

BS Degree or equivalent IT industry related experience

Unit of Issue:	Per Hour
Year 7: Nov. 18, 2014 – Nov. 17, 2015	\$129.20
Year 8: Nov. 18, 2015 – Nov. 17, 2016	\$133.08
Year 9: Nov. 18, 2016 – Nov. 17, 2017	\$137.07
Year 10: Nov. 18, 2017 – Nov. 17, 2018	\$141.18

Special Systems Specialist I

Minimum Experience:

1 – 2 years of experience

Functional Responsibilities: Under general direction, analyzes, develops, and designs a specialized software solution. Experienced in systems integration with expanded knowledge in a specific software tool set. Develops basic software solutions, programs, tests, and documents each effort.

Minimum Education:

BS Degree or equivalent IT industry related experience

Unit of Issue:	Per Hour
Year 7: Nov. 18, 2014 – Nov. 17, 2015	\$63.01
Year 8: Nov. 18, 2015 – Nov. 17, 2016	\$64.90
Year 9: Nov. 18, 2016 – Nov. 17, 2017	\$66.84
Year 10: Nov. 18, 2017 – Nov. 17, 2018	\$68.85

Special Systems Specialist II

Minimum Experience:

3 – 5 years of experience

Functional Responsibilities: Under minimal direction, analyzes, develops, and designs a specialized software solution. Experienced in systems integration with expanded knowledge in a specific software tool set. Develops complex software solutions, programs, tests, and documents each effort. May also install and configure hardware and software components including operation systems. May also provide hardware and system software maintenance.

Minimum Education:

BS Degree or equivalent IT industry related experience

Unit of Issue:	Per Hour
Year 7: Nov. 18, 2014 – Nov. 17, 2015	\$104.65
Year 8: Nov. 18, 2015 – Nov. 17, 2016	\$107.79
Year 9: Nov. 18, 2016 – Nov. 17, 2017	\$111.02
Year 10: Nov. 18, 2017 – Nov. 17, 2018	\$114.35

Special Systems Specialist III

Minimum Experience:

5 – 10 years of experience

Functional Responsibilities: Under broad direction, analyzes, develops, and designs a specialized software solution. Provides direction, guidance, and advice to upper management about the

specialized software and may act as a technical supervisor. Will be experienced in systems integration and have a superb knowledge and expertise in a specific software tool set. Develops complex software solutions, programs, tests, and documents each effort. May also install and configure hardware and software components including operation systems. May also provide hardware and system software maintenance.

Minimum Education:

BS Degree or equivalent IT industry related experience

Unit of Issue:	Per Hour
Year 7: Nov. 18, 2014 – Nov. 17, 2015	\$129.20
Year 8: Nov. 18, 2015 – Nov. 17, 2016	\$133.08
Year 9: Nov. 18, 2016 – Nov. 17, 2017	\$137.07
Year 10: Nov. 18, 2017 – Nov. 17, 2018	\$141.18

USA Commitment to Promote Small Business Participation Procurement Programs

PREAMBLE

Creative Solutions Consulting, Inc. provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact:

Michele D. Meyer

Phone: (317) 757-8764

Fax: (317) 541-8401

Email: michelemeyer@csciconsulting.com

Best Value Blanket Purchase Agreement Federal Supply Schedule

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s)

_____.

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

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

Signatures

_____	_____	_____	_____
Ordering Activity	Date	Contractor	Date

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

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

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