



740 Springdale Drive, Suite 125
Exton, PA 19341
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GENERAL SERVICES ADMINISTRATION

**Federal Supply Service
Authorized Federal Supply Schedule Price List**

On-line 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. The INTERNET address GSA Advantage! ® is: GSAAdvantage.gov.

Schedule Title General Purpose Commercial Information Technology Equipment, Software and Services
Technology Equipment, Software and Services

Contract number:
GS-35F-008CA

Period Covered by Contract: October 01, 2014 to October 05, 2019

Contractor's name:
Full Circle Computing Inc.
Address: 740 Springdale Dr. Ste 125 / Exton, PA 19341
Phone: (610) 594-9510
Fax: (610) 717-5213
Web site: www.fullcirclecomputing.com

Contract administration
Denean Williams
Phone: 610-594-9510
Email: drw@fullcirclecomputing.com

Business:
Small business
Woman Owned business
Women Owned (WOSB)
Women Owned (EDWOSB)
SBA Certified Small Disadvantaged business
SBA Certified 8(a) Firms size.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.
Contract period.

www.fullcirclecomputing.com

CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions:

- 132 50 Training Courses - SUBJECT TO COOPERATIVE PURCHASING
- 132 51 Information Technology Professional Services - SUBJECT TO COOPERATIVE PURCHASING

1b. Lowest priced model number and price for each sin: N/A

(Government net price + IFF based on a unit of one) 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

- 2. Maximum order.** SIN 132-50 \$ 25,000
SIN 132-51 \$ 500,000

3. Minimum order. \$100.00

4. Geographic coverage (delivery area). Domestic

5. Point(s) of production (city, county, and State or foreign country). USA

SIN	Name of Manufacturer & phone number	Production Point Address	Country of Origin
132 50 132 51	Full Circle Computing Inc 610-594-9510	740 Springdale Dr. Ste 125 Exton, PA 19341	USA

6. Discount from list prices or statement of net price. 132 50 – 4% to 40%, 132 51 - 4%

7. Quantity discounts:

- For 132 51: 1% from \$100,000 to \$200,000 2% from \$200,001 to \$300,000 3% over \$300,000
- For 132 50: 1% from \$ 15,000 to \$ 20,000 2% from \$ 20,001 to \$ 25,000

8. Prompt payment terms. 1% - 10 days

9a. Notification that Government purchase cards are accepted at the micro-purchase threshold.

9b. Notification whether Government purchase cards are not accepted above the micro-purchase threshold.

10. Foreign items: N/A

11a. Time of delivery: Task Order Level

- 11b. Expedited Delivery:** As negotiated at the task order level.
- 11c. Overnight and 2-day delivery:** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.
- 11d. Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery.
- 12. F.O.B. point(s).** Destination
- 13a. Ordering address(es).** Full Circle Computing Inc.
740 Springdale Dr Ste 125 / Exton, PA 19341
Phone (610) 594-9510
FAX (610) 717-5213
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.**
- 14. Payment address(es).** Full Circle Computing Inc.
740 Springdale Dr Ste 125 / Exton, PA 19341



15. Warranty provision.

Retake Policy

Our free retake policy is a voluntary benefit offered on a space-available basis, with priority seating given to students who are attending the class for the first time. Please note following policies: 1) A one-time FREE retake request is available for standard courses for 90 days from original training date for corporate/open enrollment students, through your contract end date for Career Retraining Program students, and for 3 months from contract end date for students whose programs are funded under the Trade Act. 2) The number of retake students per class may be limited, and not all empty seats may be available for retake students. Some courses are often fully booked or may run infrequently; therefore we cannot guarantee your ability to retake a specific course. 3) Course materials will not be reissued. Please bring your original course manual. In the event of version upgrades, a 50% upgrade fee will be applied. 4) If you are not able to attend the retake, we must be notified at least three days prior to the course date. Retake benefits will be terminated in the

event of a no-show or cancellations/reschedules made less than three days prior to the retake course date. 5) In the event that a course becomes overbooked, retake registrations may be cancelled. Full Circle Computing reserves the right to cancel or reschedule retake attendees 6) While instructors will make an effort to assist every student, the instructor will give priority to the needs and questions of first-time attendees. Please be considerate of students who are experiencing the material for the first time, by limiting your questions to material relevant to the current course, and allowing the instructor to provide ample attention to first-time students.

Cancellation/Reschedule Policy

Course cancellation/reschedule requests must be made at least 7 days prior to course date to avoid a 50% late change fee. Full course fee is charged for no shows or cancellations/reschedules made less than 3 days prior to course date. Student substitutions may be made at any time, except for PowerPack discounts. Refunds are not available for deeply discounted or promotionally priced seats. We reserve the right to reschedule any course where enrollment is less than 4 attendees. Should we opt to run a course with fewer than 4 attendees, we reserve the right to shorten course hours by up to 50% while continuing to meet major course objectives. Private group sessions are subject to cancellation/rescheduling policies per contract agreement.

16. **Export packing charges, if applicable.**
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).**
18. **Terms and conditions of rental, maintenance, and repair (if applicable).**
19. **Terms and conditions of installation (if applicable).**
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).**
- 20a. **Terms and conditions for any other services (if applicable). N/A**
21. **List of service and distribution points (if applicable). N/A**
22. **List of participating dealers (if applicable). N/A**
23. **Preventive maintenance (if applicable). N/A**
- 24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).**
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.**
25. **Data Universal Number System (DUNS) number. 837121706**
26. **Notification regarding registration in Central Contractor Registration (CCR) database.**
Contractor has registered with the Central Contractor Registration Database.

PRICE LIST

SIN(s)	SERVICE PROPOSED (e.g. Job Title/Task)	GSA PRICES		UNIT OF ISSUE	
132-51	Training Specialist / Instructor - Developer	\$ 58.04		hour	
132-51	Training Specialist / Instructor Senior - Developer	\$ 120.91		hour	
132-51	Program Manager	\$ 145.09		hour	
132-51	Application Architect	\$ 145.09		hour	
132-51	Computer Integration Analyst	\$ 87.05		hour	
132-51	Database Manager	\$ 87.05		hour	
132-51	Database Technician	\$ 87.05		hour	
132-51	Database Administrator	\$ 82.22		hour	
132-51	Database Administrator Senior	\$ 106.40		hour	
132-51	Computer Programmer I	\$58.04		hour	
132-51	Computer Programmer II	\$ 67.71		hour	
132-51	Computer Programmer III	\$ 82.22		hour	
132-51	Computer Programmer IV	\$ 96.73		hour	
132-51	Documentation Specialist	\$ 58.04		hour	
132-51	Functional Expert	\$ 145.09		hour	
132-51	Quality Assurance Manager	\$ 72.54		hour	
132-51	Project Manager	\$116.07		hour	
SIN(s)	Course Title Course Area / Vendor	Course Length (Days)	Minimum Participants	Maximum Participants	GSA PRICE
Cost of instructor is included in price of the training course. Courses are offered at ordering activity's facility or via teleconference.					
132-50	XML Intro + IT Professional + Advanced Application & Web Development	3	2	100	1,832.95
132-50	XHTML Introduction Application & Web Development	1	5	100	382.07
132-50	XHTML Advanced Coding Application & Web Development	1	5	100	478.79
132-50	Adobe Photoshop Introduction	1	5	100	382.07
132-50	Adobe Photoshop Web Prep, Layout & Animation	1	5	100	390.08
132-50	Adobe Photoshop Advanced - Vectors, Masking, Layers	1	5	100	390.08
132-50	Adobe Flash	2	5	100	1,059.14
132-50	Adobe Captivate	2	5	100	1,059.14
132-50	Adobe InDesign	2	5	100	1,059.14

132-50	Adobe Illustrator Introduction & Concepts	2	5		1,059.14
132-50	Adobe Illustrator Advanced	1	5	100	430.43
132-50	Introduction to SQL Database Design - Microsoft	3	2	100	1,832.95
132-50	Introduction to SQL Databases & Queries Microsoft	2	2	100	1,542.77
132-50	Introduction to SQL Databases & Queries Microsoft	3	2	100	1,832.95
132-50	SharePoint Foundations Microsoft	2	2	100	1,252.59
132-50	SharePoint Foundations Introduction Microsoft	1	5	100	489.29
132-50	SharePoint Foundations Site Design Workflows Microsoft	1	5	100	534.96
132-50	MS Excel Introduction Microsoft	1	5	100	241.81
132-50	MS Excel Intermediate Microsoft	1	5	100	246.65
132-50	MS Excel Concepts Review Microsoft	1	5	100	382.07
132-50	MS Excel Pivot Tables, Importing, Managing Data Microsoft	1	5	100	314.36
132-50	MS Excel Functions, Macros, Templates, Linked Workbooks Microsoft	1	5	100	314.36
132-50	MS Excel Charts, Graphics, Data Presentation Microsoft	1	5	100	265.99
132-50	MS Excel - Automating with VBA Microsoft	2	2	100	1,252.59
132-50	MS Word Introduction Microsoft	1	5	100	241.81
132-50	MS Word Intermediate Microsoft	1	5	100	246.65
132-50	MS Word Concepts Review Microsoft	1	5	100	382.07
132-50	MS Word Styles, Layouts, Graphics, Newsletters Microsoft	1	5	100	265.99
132-50	MS Word Mail Merge, Macros, Forms Microsoft	1	5	100	314.36
132-50	MS Word Master Long Documents, Tracking Revisions Microsoft	1	5	100	314.36
132-50	MS PowerPoint Introduction Microsoft	1	5	100	241.81
132-50	MS PowerPoint Intermediate Microsoft	1	5	100	246.65
132-50	MS PowerPoint Multimedia, Animation, Masters, Distribution Microsoft	1	5	100	314.36
132-50	MS Outlook Introduction & Concepts Microsoft	1	5	100	265.99
132-50	MS Outlook Advanced Concepts Microsoft	1	5	100	299.24
132-50	MS Access Introduction Microsoft	1	5	100	241.81
132-50	MS Access Intermediate Microsoft	1	5	100	265.99
132-50	MS Access Advanced Form Design, Linked Data, Macros Microsoft	1	5	100	314.36
132-50	MS Access Expert - Intro to VBA Microsoft	2	2	100	1,252.59
132-50	MS Project Introduction Microsoft	1	5	100	382.07

132-50	MS Project Advanced Microsoft	1	5	100	430.43
132-50	MS Visio Introduction Microsoft	1	5	100	318.39
132-50	MS Visio Advanced Microsoft	1	5	100	382.07
132-50	MS Publisher Introduction Microsoft	1	5	100	314.36
132-50	MS Publisher Advanced Microsoft	1	5	100	382.07
132-50	MS Windows 7 File Management Microsoft	1	5	100	241.81
132-50	Crystal Reports Introduction Business Intelligence	2	5	100	811.59
132-50	Crystal Reports Advanced Business Intelligence	2	5	100	865.69
132-50	QuickBooks Introduction Business Intelligence	1	5	100	314.36
132-50	Dreamweaver Introduction Web Development & Programming	1	5	100	382.07
132-50	Dreamweaver Concepts & Review Web Development & Programming	1	5	100	382.07
132-50	Dreamweaver Advanced Web Development & Programming	1	5	100	374.06



**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 seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. 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. The Contractor agrees to permit the ordering activity to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.
- c. The ordering activity reserves the right to substitute one student for another up to 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. FOLLOW-UP SUPPORT

The Contractor agrees to provide each student with unlimited telephone support or online support for a period of one (1) year from the completion of the training course. During this period, the student may contact the Contractor's instructors for refresher assistance and answers to related course curriculum questions.

6. 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.

7. 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.**

8. 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)).

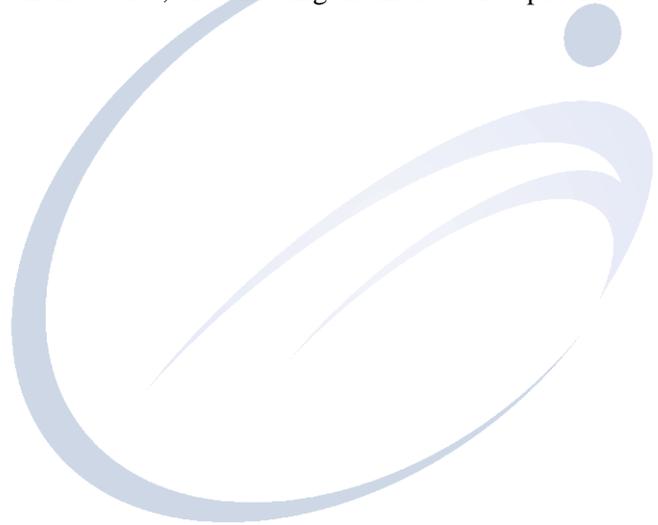
e. For those courses conducted at the ordering activity's location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under 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.

9. "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.

Our free retake policy is a voluntary benefit offered on a space-available basis, with priority seating given to students who are attending the class for the first time. Please note following policies: 1) A one-time FREE retake request is available for standard courses for 90 days from original training date for corporate /open enrollment students, through your contract end date for Career Retraining Program students, and for 3 months from contract end date for students whose programs are funded under the Trade Act. 2) The number of retake students per class may be limited, and not all empty seats may be available for retake students. Some courses are often fully booked or may run infrequently; therefore we cannot guarantee your ability to retake a specific course. 3) Course materials will not be reissued. Please bring your original course manual. In the event of version upgrades, a 50% upgrade fee will be applied. 4) If you are not able to attend the retake, we must be notified at least three days prior to the course date. Retake benefits will be terminated in the event of a no-show or cancellations/reschedules made less than three days prior to the retake course date. 5) In the event that a course becomes overbooked, retake registrations may be cancelled. Full Circle Computing reserves the right to cancel or reschedule retake attendees 6) While instructors will make an effort to assist every student, the instructor will give priority to the needs and questions of first-time attendees. Please be considerate of students who are experiencing the material for the first time, by limiting your questions to material relevant to the current course, and allowing the instructor to provide ample attention to first-time students.



**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

****NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT 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 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 Professional Services.

9. INDEPENDENT CONTRACTOR

All IT 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 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 PROFESSIONAL SERVICES AND PRICING

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

Labor Descriptions

Position: Training Specialist / Instructor

Years' Experience: 4

Years Education: B.A.

Responsibilities: Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Candidate prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Position: Training Specialist / Instructor Senior

Years' Experience: 6

Years Education: B.A.

Responsibilities: Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Provides daily supervision of, and direction to, staff.

Position: Program Manager

Years' Experience: 12

Years Education: B.A.

Responsibilities: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities.

Position: Application Architect

Years Experience: 12

Years Education: B.A.

Responsibilities: Candidate heads up part of projects that make use of commercially available or custom computer and technology tools as required. Engineers' software solutions based upon client requirements. Supervises a staff of Software Engineers as required. Additionally develops technical documentation detailing the project design parameters. May perform other duties as assigned.

Position: Computer Integration Analyst

Years Experience: 8

Years Education: B.A.

Responsibilities: Must be knowledgeable in implementing computer systems in a phased approach of requirements analysis and conceptual design, site survey, system design review, critical design review, installation, integration, and testing. Must be knowledgeable in performing requirements analysis for a wide range of users in areas of office automation and finance and accounting. Must be able to present system designs for user approval at formal reviews. Must be capable of performing configuration management, integrating software, interpreting software test results, and recommending solutions for unsatisfactory test results. Must be knowledgeable in lifecycle support, including maintenance, administration, and management. Must be able to provide solutions to identified software problem reports.

Position: Database Manager

Years Experience: 7

Years Education: B.A.

Responsibilities: Must be capable of managing the development of database projects. Must be able to plan and budget staff and data resources. Supports application developers in planning preparation, load analysis, and backup and recovery of data. When necessary, reallocates resources to maximize benefits. Incumbent must be able to prepare and deliver presentations on DBMS concepts. Additionally, provides daily supervision and direction to support staff. Monitors performance and evaluates areas to improve efficiency.

Position: Database Technician

Years Experience: 7

Years Education: B.A.

Responsibilities: Applies database analysis and design techniques to complex computer systems in a broad area such as manufacturing; finance management; engineering; accounting; or statistics; logistics planning; material management etc. Candidate is responsible for recognizing probable conflicts and integrating diverse data elements and sources. Produces innovative solutions for a variety of complex problems. Maintains and modifies complex systems and develops new subsystems. Guides user in formulating requirements; advises on alternatives and on the implications of new or revised data processing systems; analyses resulting user project proposals, optimum approach and develops system design for approved projects. Interprets information and informally arbitrates between system users when conflicts exist.

Position: Database Administrator

Years Experience: 7

Years Education: B.A.

Responsibilities: Provides database support to all members of the project team. Performs database analysis, conversion loads, reorganizations, verifications, recoveries and general maintenance support. Provides application support during development and testing. Provides production database support. Reviews logical and physical design of existing databases and makes recommendations for modifications to ensure optimum operation efficiency. Monitors the operational databases at production sites for the purpose of identifying problems of database availability and efficiency.

Position: Database Administrator Senior

Years Experience: 10

Years Education: B.A.

Responsibilities: Provides analytic support database support to all members of the project team. Oversees database analysis, conversion loads, reorganizations, verifications, recoveries. Supervises application support during development and testing. Guides production database support, validity and security. Oversees the review of logical and physical design of existing databases and makes recommendations for modifications to ensure optimum operation efficiency. Monitors the operational databases at production sites for the purpose of identifying problems of database availability and efficiency.

Position: Computer Programmer I

Years Experience: 2

Years Education: B.A.

Responsibilities: Uses standard procedures and detailed specifications to develop programs, diagnose and correct bugs, testing, document work, and write computer-operating instructions. Will conduct analysis, design products that comply with complex and evolving business requirements. Analyzes and researches software requirements to determine feasibility of design within time and cost constraints.

Position: Computer Programmer II

Years Experience: 4

Years Education: B.A.

Responsibilities: Tests documents and writes operating instructions for all work. Provides instruction, guidance and supervision to junior programming personnel and assigns reviews work to subordinate staff. Will participate in all aspects of the development process, from meeting customers and design through implementation, quality assurance, and delivery. May consult with customers concerning application and maintenance of software.

Position: Computer Programmer III

Years Experience: 6

Years Education: B.A..

Responsibilities: Assists w/ the development, testing, and running of software programs and applications. Compiles and writes documentation of program development and subsequent revisions—inserting comments in the coded instructions so others can understand the program. Revises, repairs, or expands existing programs. Writes, analyzes, reviews, and rewrites programs using workflow charts and diagrams while applying knowledge of computer capabilities, subject matter, and symbolic logic.

Position: Computer Programmer IV

Years Experience: 7

Years Education: B.A.

Responsibilities: Assists and manages the development, testing, and running of software programs and applications as required. Supervises the documentation of program development and subsequent revisions—inserting comments in the coded instructions so others can understand the program. Writes, analyzes, edits, reviews, and rewrites programs using workflow charts and diagrams while applying knowledge of computer capabilities, subject matter, and symbolic logic. Participates in design meetings and consults with other staff to evaluate interfaces between hardware and software, and operational and performance requirements of overall system; performs complex release testing and beta support for assigned projects and resolves problems found in the software; prepares documentation required of the product.

Position: Documentation Specialist

Years Experience: 4

Years Education: B.A.

Responsibilities: Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and nontechnical personnel. For applications built to run in a Windows environment, uses the standard help compiler to prepare all online documentation.

Position: Functional Expert

Years Experience: 10

Years Education: B.A.

Responsibilities: This labor category is designed for other than IT functional expertise, but the expertise is required to support an IT task. Provides task-unique functional expertise necessary to interpret requirements, ensure responsiveness, and achieve successful performance. Advises IT consultants on the analysis, evaluation, and implementation of systems and other IT tasks.

Position: Quality Assurance Manager

Years Experience: 6

Years Education: B.A.

Responsibilities: Must be capable of maintaining and establishing a process for evaluating software and associated documentation. Additionally be able to determine the resources required for IT quality control. Must be able to maintain the level of quality throughout the software lifecycle. Develops software quality assurance plans. Conducts formal and informal reviews at predetermined points throughout the development lifecycle.

Position: Project Manager

Years Experience: 10

Years Education: B.A.

Responsibilities: Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information technology and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates writing and oral communication skills.



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

PREAMBLE

Full Circle Computing 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

Denean Williams

Phone: 610-594-9510

Fax: 925-355-1213

drw@fullcirclecomputing.com





740 Springdale Drive, Suite 125
Exton, PA 19341
Phone: 610-594-9510
Fax: 610-717-5213

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.

