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

SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

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

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

**Appteon Inc.
1893 Metro Center Drive, Suite 106
Reston, VA 20190
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<http://www.appteon.com>**



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Contract Number: **GS-35F-0111Y**

Period Covered by Contract: December 21, 2016 to December 20, 2021

General Services Administration
Federal Acquisition Service

Pricelist current through Modification Refresh #52, dated 12/9/2019

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

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).

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INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!® online shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!® and the Federal Acquisition Service Home Page (www.gsa.gov/fas) contain information on a broad array of products and services offered by small business concerns.

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

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

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

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

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1893 Metro Center Drive, Suite 106
Reston, VA 20190

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



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

Technical/Ordering Assistance (703) 542-3637

Contract Administration: (703) 598-5998

Billing/Invoicing (703) 542-3637

3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: G. Order/Modification Under Federal Schedule Contract

Block 16: Data Universal Numbering System (DUNS) Number: _829313647

Block 30: Type of Contractor: A_

- A. Small Disadvantaged Business
- B. Other Small Business
- C. Large Business
- G. Other Nonprofit Organization
- L. Foreign Contractor

Block 31: Woman-Owned Small Business - ____NO____ ****Yes or No****

Block 37: Contractor's Taxpayer Identification Number (TIN): 200462547

Block 40: Veteran Owned Small Business (VOSB): _____

- A: Service Disabled Veteran Owned Small Business
- B: Other Veteran Owned Small Business

4a CAGE Code: 5KN60

4b Appteon is has registered with the S.A.M Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	Does not Apply

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

7. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.



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- a. Prompt Payment: 0 % - ___
- b. Quantity: None
- c. Dollar Volume: None
- d. Other Special Discounts (i.e. Government Education Discounts, etc.): None

8. TRADE AGREEMENTS ACT OF 1979, as amended:

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

Not applicable, this schedule is for Information Technology Professional Service

10. Small Requirements: The minimum dollar of orders to be issued is \$100.

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

- a. The Maximum Order for the following Special Item Numbers (SINs) is \$500,000:
Special Item Number 132-51 - Information Technology Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

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



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

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

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The



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Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

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

16. GSA ADVANTAGE!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

- (1) Time of delivery/installation quotations for individual orders;



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- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
 - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.
 - c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

19. OVERSEAS ACTIVITIES

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

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, deinstallation, and reinstallation services under SIN 132-8 or 132-9.



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23. SECTION 508 COMPLIANCE.

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

Yes

No

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): www.appteon.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



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(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)

CUSTOMER INFORMATION

**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 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



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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



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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.



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(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

The following labor category description illustrate the general qualifications of personnel that will be provided by Appteon in support of the GSA 70 Contract for IT Services. Although no minimum education and experience qualifications are required, suggested level of expertise, experience, and education support each labor category. For all labor categories, 2 years' general experience may be substituted for a Master's Degree and 2 years' general experience for a Bachelor's degree. Certification related to technology is equivalent to two years of experience or education requirement.

Commercial Job Title: 01 Senior Project Manager

Minimum/General experience: Has 8 years combined experience in management and information technology. Specialized experience includes 5 yrs Program Management for IT or Eng projects including an extensive knowledge of project management tools and methods. **Functional Responsibilities:** Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems.

Minimum education: Possesses a Bachelor's degree from an accredited University or College or equivalent experience.

Commercial Job Title: 02 Principal Business Process Engineer

Minimum/General Experience: Has 7 years combined experience in line, project or general management; functional expertise in the business area; business process, systems and financial analysis. In addition, has 6 years' experience in general or executive level management, project management or technical leadership in information systems strategic planning, enterprise architecture planning and implementation projects.

Functional Responsibilities: Identifies the mission of the business; possesses the necessary skills to develop or lead the development of a stable activity model for the business; can document or lead the documentation of the core processes currently in use within the business; analyzes the activities within processes for added value, redundancy and consistency with process objective; defines performance measures that are outcome based and



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develops appropriate metrics as well as measurement methodologies; identifies opportunities for automation and/or integration that support the business' mission and goals.

Minimum education: Possesses a Bachelor's degree from an accredited University or College or equivalent experience.

Commercial Job Title: 03 Senior Business Process Engineer

Minimum/general experience: Has 6 years combined experience in line, project or general management; functional expertise in the business area; business process, systems and financial analysis. In addition, has 1 year experience in general or executive level management, project management or technical leadership in information systems strategic planning, enterprise architecture planning and implementation projects.

Functional Responsibilities: Defines the data requirements of targeted business units; develops application architecture to meet the information requirements of the business unit; develops or leads the development of physical database(s) that allow data sharing across applications; establishes and implements performance measures relating data management initiatives with functional and technical yields; develops data administration program; plans and implements a corporate data administration program.

Minimum education: Possesses a Bachelor's degree from an accredited University or College or equivalent experience.

Commercial Job Title: 04 Data Architect

Minimum/general experience: Requires 6 years' general experience in the IT industry and four years of specialized experience with complex data environments.

Functional Responsibilities: Lead designer for complex data environments, which includes data design, database architecture, metadata, and repository creation. Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional databases.

Responsible for developing data environment blueprints, evaluating hardware and software platforms, and integrating systems. Evaluates reusability of current data for additional analyses. Conducts data cleaning to rid the system of old, unused, or duplicate data. Reviews object and data models and the metadata repository to structure the data for better management and quicker access.

Minimum education: Requires a Bachelor's degree from an accredited University or College or equivalent experience.

Commercial Job Title: 05 Database Programmer

Minimum/general experience: Has 4 years combined experience in database and data administration, corporate repository planning and management, conceptual and logical data modeling and physical database design relational or object oriented database management systems. In addition, has 2 years' experience in current data administration and data resource management practice; application of ISO, ANSI and FIPS standards relating to IRDS and data management.

Functional Responsibilities: Plans and organizes the implementation of a data repository in conjunction with the organization's data resource management plan; Supports the evaluation of COTS repository products to meet data resource management requirements; establishes, populates and manages the corporate data repository; provides ongoing data resource management support to system and database developers using the repository capabilities.

Minimum education: Possesses a Bachelor's degree from an accredited University or College or equivalent experience.

Commercial Job Title: 06 Enterprise Architect

Minimum/general experience: Has 6 years' general experience in the IT industry And four years of specialized experience with complex enterprise environment.

Functional Responsibilities: The ability to identify and describe the relationship between artifacts. Artifacts are a description of a collection of entities that describe an enterprise. These entities include business functions, business process, organizational structure, business systems, computing capabilities and technical infrastructure.

- Excellent written and oral communication skills.
- Broad knowledge of business process including disaster recovery, business continuity and risk management.
- Demonstrated knowledge of EA frameworks such as TOGAF or FEAF.
- Demonstrated ability to communicate and influence at all levels.
- Knowledge and understanding of corporate policy.



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- The ability to produce effective strategies and design principles.
- The ability to think laterally and constructively question established process.
- Strategic thinking.

Knowledge and understanding of business process, objectives, milestones and structure.

Minimum education: Possesses a Bachelor's degree from an accredited University or College or equivalent experience.

Commercial Job Title: 07 Principal Computer Scientist

Minimum/general experience: Has 6 years of progressive experience in system design and development. Serves as technical lead for complex projects.

Functional Responsibilities: As an expert in one or more technology areas, provides technical guidance for system acquisitions, software enhancements and new development. Possesses extensive expertise in or more of the following:

- Object-oriented analysis and design
- UNIX and C or C++
- Client/server technology
- Graphical application development environments such as PowerBuilder and Visual Basic
- Fourth-generation languages and environments
- Computer Aided Software Engineering (CASE) tools
- Networking to support distributed applications
- Distributed DBMSs
- MVS and MVS utilities
- Other major OS environments
- Organization intranets, web application development, JAVA, HTML
- Security architectures and policies

Minimum education: Possesses a Bachelor's degree from an accredited University or College or equivalent experience.

Commercial Job Title: 08 Senior Computer Scientist

Minimum/general experience: Has 4 years of progressive experience in system design and development. Serves as Technical Lead for moderately complex projects.

Functional Responsibilities: Translates user requirements into hardware, software, and communication requirements. Analyzes computer systems, protocols, and operations. Plans, designs, develops and implements client/server and intranet software and systems. Has training and experience in life-cycle development and development methodologies. Has extensive expertise in one or more of the following:

- Object-oriented analysis and design
- UNIX and C or C++
- Client/server technology
- Graphical application development environments such as PowerBuilder and Visual Basic
- Fourth-generation languages and environments
- Computer Aided Software Engineering (CASE) tools
- Networking to support distributed applications
- Distributed DBMSs
- MVS and MVS utilities
- Other major OS environments
- Organization intranets, web application development, JAVA, HTML
- Security architectures and policies

Minimum education: Possesses a Bachelor's degree from an accredited University or College or equivalent experience.

Commercial Job Title: 09 Senior WEB Developer

Minimum/general experience: 6 years' general experience with 3 years specific Web design/development experience.

Functional Responsibilities: The Senior Web Developer is responsible for the technical, and structural integrity and organization of web sites, portals and related content, as well as the manner in which these sites are linked; The Senior Web Developer/Publisher will integrate HTML documents and diagrams from various tools, documents, and web sites



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into various portal presentations. These portals can be hybrids of both conventional documents, and the HTML products derived from architectural tools, PowerPoint presentations, Visio diagrams, Excel PivotTables and other tools; This content is arranged, linked and managed under content integration products.

Minimum education: Possesses a Bachelor's degree from an accredited University or College or equivalent experience.

Commercial Job Title: 10 Principal Engineer

Minimum/general experience: Has 6 years of progressive experience in system design and development. Serves as Technical Lead for complex projects.

Functional Responsibilities: As an expert in one or more technology areas, provides technical guidance for acquisitions, upgrades and new development. Designs and develops highly complex systems. Applies software, hardware and standards information technology knowledge in the analysis, specification, development, integration and acquisition of information and network systems. Evaluates and recommends COTS application and system software. Has expertise in one or more of the following areas:

Minimum education: Possesses a Bachelor's degree from an accredited University or College or equivalent experience.

Commercial Job Title: 11 Principal Information Engineer

Minimum/general experience: Has 5 years' combined experience in enterprise architecture planning; functional and software requirements analysis and specification; application systems development planning, software engineering, design and development. In addition, has 4 years experience in information systems strategic planning, enterprise architecture planning and information engineering practice.

Functional Responsibilities: Develops enterprise application architecture; develops or leads the development of detailed data and processing requirements in components of the enterprise application architecture; plans new applications development including identification of builds, selection of methodology and tools; sequencing and prioritization of modules; software unit, integration and operational testing strategies; evaluates software reuse, reengineering and renewal options for components of the enterprise application architecture; designs complex applications for maximum flexibility and adaptability to changing business needs.

Minimum education: Possesses a Bachelor's degree from an accredited University or College or equivalent experience.

Commercial Job Title: 12 Application Programmer

Minimum/general experience: 3 years of application development experience.

Functional Responsibilities: Assists in the development, implementation, integration and maintenance of client/server and intranet software and systems. Has training and experience in life-cycle development and development methodologies. Has expertise in one or more of the following:

- Object-oriented analysis and design
- UNIX and C or C++
- Client/server technology
- Graphical application development environments such as PowerBuilder and Visual Basic
- Fourth-generation languages and environments
- Computer Aided Software Engineering (CASE) tools
- Networking to support distributed applications
- Distributed DBMSs
- MVS and MVS utilities
- Other major OS environments
- Organization intranets, web application development, JAVA, HTML
- Security architectures and policies

Minimum education: Possesses a Bachelor's degree from an accredited University or College or equivalent experience.



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Commercial Job Title: 13 Senior Computer Engineer

Minimum/general experience: Has 4 years of progressive experience in system design and development. Serves as Technical Lead for moderately complex projects.

Functional Responsibilities: Translates user requirements into hardware, software, and communication requirements. Analyzes computer systems, protocols, and operations. Plans, designs, develops and implements client/server and intranet software and systems. Has training and experience in life-cycle development and development methodologies. Has extensive expertise in one or more of the following:

- Object-oriented analysis and design
- UNIX and C or C++
- Client/server technology
- Graphical application development environments such as PowerBuilder and Visual Basic
- Fourth-generation languages and environments
- Computer Aided Software Engineering (CASE) tools
- Networking to support distributed applications
- Distributed DBMSs
- MVS and MVS utilities
- Other major OS environments
- Organization intranets, web application development, JAVA, HTML
- Security architectures and policies

Minimum education: Possesses a Bachelor's degree from an accredited University or College or equivalent experience.

Commercial Job Title: 14 Requirement Analyst

Minimum/general experience: Has 3 years of progressive experience in requirements elicitation.

Functional Responsibilities: An understanding of contemporary requirements elicitation, analysis, specification, verification, and management practices and the ability to apply them in practice; familiarity with requirements engineering books and resources

- An understanding of how to practice requirements engineering according to several software development life cycles in a team environment
- Knowledge of product management concepts and how enterprise software products are positioned and developed. Application domain knowledge is a plus, to have credibility with user representatives and be able to work effectively with them

Minimum education: Possesses a Bachelor's degree from an accredited University or College or equivalent experience.

Commercial Job Title: 15 Senior Requirement Analyst

Minimum/general experience: Has 5 years of progressive experience in requirements elicitation.

Functional Responsibilities: An understanding of contemporary requirements elicitation, analysis, specification, verification, and management practices and the ability to apply them in practice; familiarity with requirements engineering books and resources

- Work with the project manager, product manager, and/or project sponsor to document the product's vision and the project's scope.
- Identify project stakeholders and user classes. Document user class characteristics. Identify appropriate representatives for each user class and negotiate their responsibilities.
- Elicit requirements using interviews, document analysis, requirements workshops, storyboards, surveys, site visits, business process descriptions, use cases, scenarios, event lists, business analysis, competitive product analysis, task and workflow analysis, and/or viewpoints.
- Write requirements specifications according to standard templates, using natural language simply, clearly, unambiguously, and concisely.
- Decompose high-level business and user requirements into functional requirements and quality, specified in an appropriate level of detail suitable for use by those must base their work on the requirements.
- Define quality attributes, external interfaces, constraints, and other nonfunctional requirements.
- Represent requirements using alternative views, such as analysis models (diagrams), prototypes, or scenarios, where appropriate.



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- Lead requirements analysis and verification, ensuring that requirement statements are complete, consistent, concise, comprehensible, traceable, feasible, unambiguous, and verifiable, and that they conform to standards.
- Participate in requirements prioritization.
- Participate in peer reviews and inspections of requirements documents. Participate in peer reviews of work products derived from requirements specifications to ensure that the requirements were interpreted correctly.
- Enter, manipulate, and report on requirements stored in a commercial requirements management tool. Define requirement attributes and facilitate their use throughout the project.
- Manage requirements traceability information and track requirements status throughout the project.
- Identify requirements errors and defects, and write requirements defect identification and notification reports.
- Manage changes to baselined requirements through effective application of change control processes and tools.
- Establish and implement effective requirements practices, including use and continuous improvement of a requirements process. Assist with the development of the organization's requirements engineering policies, procedures, and tools.
- Implement ways to reuse requirements across projects.

Identify ways to assist product management in product planning through requirements development and analysis.

Propose new product features and updates.

Minimum education: Possesses a Bachelor's degree from an accredited University or College or equivalent experience.

Commercial Job Title: 16 Technical Writer

Minimum/general experience: Two years' general experience. Knowledge of the word processing and other office automation products required for the specific position.

Functional 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 non-technical personnel. General experience includes technical writing and documentation experience pertaining to all aspects of ADP. Demonstrated ability to work independently or under only general direction. Has specialized experience preparing technical documentation, which includes researching for applicable Government and industry documentation standards.

Minimum education: A high school diploma or GED is required or equivalent experience.

Commercial Job Title: 17. Subject Matter Expert

Minimum/general experience: Four (4) years of general experience in the field.

Functional Responsibilities: Analyzes and develops systems processing a wide range of Capabilities, including numerous engineering, business, and information system tasks.

Develops plans for systems from project inception to conclusion. Analyzes and defines the problem and the information to be processed, develops system requirements and program specifications. Coordinates with program/task management and customer personnel to ensure the requirements have been properly defined and the solution will be satisfactory. Also coordinates the implementation of program and system specifications. Provides technical direction for personnel performing system wide analysis, including the review of work products for correctness, adherence to the design concept and customer standards, and for progress in accordance with schedules. May be required to serve as Task Leader.

Minimum Education: Possesses a Bachelor's degree in related scientific or technical discipline or equivalent experience.

Commercial Job Title: 18. Senior Technical Analyst

Minimum general experience: Six (6) years' experience in application development activities. At least one (1) year experience in development of technical requirements. Three (3) years' experience in support of understanding of coding concepts and development processes.

Functional Responsibilities: Performs planning, analysis, and design of technical systems with emphasis of integrating based on the enterprise architecture roadmap. Analyze and document business processes and isolate technical requirements. Creates technical specifications and detailed test plans. Day to day management of change requests.



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Minimum Education: Possesses a Bachelor's degree in related scientific or technical discipline or equivalent experience.

Commercial Job Title: 19. Senior Business Analyst

Minimum general experience: Four (4) years' experience in application development activities. At least one (1) year experience in development of functional and business requirements.

Functional Responsibilities: Performs planning, analysis, and design of business systems. Analyze and document business processes. Creates functional specifications and detailed test plans. Day to day management of change requests. May supervise other Business Analysts and Technical Analysts

Minimum Education: Possesses a Bachelor's degree in related scientific or technical discipline or equivalent experience.

Commercial Job Title: 20. Senior Integration Analyst

Minimum general experience: Four (4) years' experience in application development activities. At least one (1) year experience in development of functional and business requirements. Three (3) years' experience in support of integrating systems with multiple interfaces.

Functional Responsibilities: Performs planning, analysis, and design of business systems with emphasis of integrating based on the enterprise architecture roadmap. Analyze and document business processes. Creates functional specifications and detailed test plans. Day to day management of change requests. May supervise other Business Analysts and Technical Analysts

Minimum Education: Possesses a Bachelor's degree in related scientific or technical discipline or equivalent experience.

Commercial Job Title: 21. Chief Technical Architect

Minimum general experience: At least five (5) years combined experience in enterprise architecture planning; functional and non-functional requirements analysis and specifications; application systems development planning, software engineering, design and development. ·One (1) year experience in information systems strategic planning, enterprise architecture planning and information engineering practice.

Functional Responsibilities: Oversee several system architects. Develops enterprise application architectures of the complex systems. Develops or leads the development of detailed data and processing requirements in components of the enterprise application architecture. Review system architects work and provide guidance. Plans new applications development including identification of builds, selection of methodology and tools. Defines sequencing and prioritization of modules. Develops software unit, integration and operational testing strategies. Evaluates software reuse, reengineering and renewal options for components of the enterprise application architecture. Designs complex applications for maximum flexibility and adaptability to changing business needs.

Minimum Education: Possesses a Bachelor's degree in related scientific or technical discipline or equivalent experience.

Commercial Job Title: 22. Senior IT Medical Engineer

Minimum general experience: At least five (5) years combined experience in planning; functional and non-functional requirements analysis and specifications for the medical systems; application systems development planning, software engineering, design and development. ·One (1) year experience in information systems strategic planning for a health related company.

Functional Responsibilities: Develops medical application architectures, leads the development of detailed data and processing requirements in components of the enterprise application architecture. Plans new medical applications development including identification of builds, selection of methodology and tools. Defines sequencing and prioritization of modules and develops software unit, integration and operational testing strategies. Evaluates software reuse, reengineering and renewal options for components



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of the enterprise application architecture. Designs complex medical applications for maximum flexibility and adaptability to changing business needs.

Minimum Education: Possesses a Bachelor's degree in related scientific or technical discipline or equivalent experience.

Commercial Job Title: 23. Principal System Architect

Minimum general experience: At least five (5) years combined experience in enterprise architecture planning; functional and non-functional requirements analysis and specifications; application systems development planning, software engineering, design and development. Two (2) years' experience in information systems strategic planning, enterprise architecture planning and information engineering practice

Functional Responsibilities: Develops enterprise application architectures, leads the development of detailed data and processing requirements in components of the enterprise application architecture. Plans new applications development including identification of builds, selection of methodology and tools. Defines sequencing and prioritization of modules and develops software unit, integration and operational testing strategies. Evaluates software reuse, reengineering and renewal options for components of the enterprise application architecture. Designs complex applications for maximum flexibility and adaptability to changing business needs.

Minimum Education: Possesses a Bachelor's degree in related scientific or technical discipline or equivalent experience.

Commercial Job Title: 24. Integration Expert

Minimum/general experience: Six (6) years general experience. Minimum of 3 years' experience in at least one technology area such as ERPs, SOA, Java/Oracle development, Cloud Computing, MS-Windows based systems, Unix, computing and communications standards and protocols, or system security.

Functional Responsibilities: Progressive experience in system design and development. Serves as technical lead for complex projects. Is an expert in one or more technology areas, provides technical guidance for overall system architecture, system acquisitions, software enhancements and new development. Possesses extensive expertise in or more of the following: System development in a Java environment, database design, and complex web based systems, Extensible Markup Language (XML), Service Oriented Architectures (SOA), standards associated with SOA based systems and user access control, Cloud computing, MS-Windows based systems and servers, Enterprise Resource Planning systems (ERP).

Minimum Education: Possesses a Bachelor's degree in related scientific or technical discipline or equivalent experience.

Commercial Job Title: 25. Technical Expert

Minimum/general experience: Four (4) years of general experience in the field.

Functional Responsibilities: Performs system wide analysis, primarily with respect to computer functions, software development, hardware development, and reliability, maintainability, and availability. Experienced in computer aided software engineering (CASE) tools. May provide technical direction for personnel performing system wide analysis, including the review of work products for correctness, adherence to the design concepts and customer standards, and for progress in accordance with schedules.

Minimum Education: Possesses a Bachelor's degree in related scientific or technical discipline or equivalent experience.

Commercial Job Title: 26. Functional Expert

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Minimum/general experience: Four (4) years of general experience in the field.

Functional Responsibilities: Perform requirement elicitation and analysis for a complex system with multiple interfaces. Performs system wide analysis, identify functional components and implement methodologies such as Agile/Waterfall in the organization. Must have experience with respect to computer functions, software development, hardware development, and reliability, maintainability, and availability. Experienced in service oriented architectures, requirements tools, Strong people skills is must

Minimum Education: Possesses a Bachelor's degree in related scientific or technical discipline or equivalent experience.

Commercial Job Title: 27. Consulting Subject Matter Expert

Minimum/general experience: Eight years (8) of general experience in the field.

Functional Responsibilities: Provides expert service and leadership in specialized areas related to the analysis, study, and development of complex system requirements. Provides expert advice and assistance in state-of-the-art technology, processes, standards or other complex issues.

May provide program/task management to ensure the requirements have been properly defined and the solution will be satisfactory. May lead multiple systems teams and act as project manager in some cases.

Minimum Education: Possesses a Bachelor's degree in related scientific or technical discipline or equivalent experience.

Commercial Job Title: 28. Senior Subject Matter Expert

Minimum/general experience: Six (6) years of general experience in the field.

Functional Responsibilities: Analyzes and develops systems processing a wide range of capabilities, including numerous engineering, business, and information management duties.

Develops plans for systems from project inception to conclusion. Analyzes and defines the problem and the information to be processed, develops system requirements and program specifications.

Coordinates with program/task management and customer personnel to ensure the requirements have been properly defined and the solution will be satisfactory. Also coordinates the implementation of program and system specifications. Provides technical direction for personnel performing system wide analysis, including the review of work products for correctness, adherence to the design concept and customer standards, and for progress in accordance with schedules. May be required to serve as Task Leader.

Minimum Education: Possesses a Bachelor's degree in related scientific or technical discipline or equivalent experience.

Commercial Job Title: 29. Senior Management Analyst

Minimum/general experience: 3 years of technical and supervisory experience in management with emphasis on analytical assessments of programs and issues relate to the relevant statement of work

Functional Responsibilities: Guide others and perform research, technical and management assessments of problems and issues including offering options and assessing budget and cost consideration

Minimum Education: Possesses a Bachelor's degree in related scientific or technical discipline or equivalent experience.

Commercial Job Title: 30. Senior Program Manager

Minimum/general experience: The Senior Program manager will have 4 years' hands-on experience with all or most of the following: enterprise level systems planning, business case and return on investment preparation and analysis, technology insertion and refreshment planning and deployment, network systems administration, and security and continuity of operations planning, deployment, and evaluation.

Functional Responsibilities: The Senior Program manager is responsible for the direct supervision of Site Team Leaders and multiple Project Task Leaders that may be established during the life of the customer



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contract. In this role, the Program Manager will provide direct technical and administrative direction, assign qualified personnel to each site and project task, review and approve plans and schedules, and monitor work activities and outputs of the personnel working on all aspects of the program and related projects. The Program Manager will participate in and be directly responsible ensuring that all contracted deliverables, reports, and reviews are delivered on time, at or above predefined quality standards, and within budget. This individual will also ensure organizational reporting support to include, but not be limited to, the gathering and compilation of information for Office of Management and Budget submissions and other calls for information. In addition, the Senior Program Manager must demonstrate experience in managing Government support contracts of similar complexity. In-depth knowledge is to be demonstrated in ADP operations that include, but are not limited to: system configuration, software development, network implementation, capacity planning, security, and systems certification and accreditation. This individual will participate in the development of strategic and operational plans for the future direction of IT activities. **Minimum Education:** Program Manager requires a Bachelor's degree in Engineering, Computer Science, or other related fields. A higher level degree can substitute for years of experience.



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

PREAMBLE

(Name of Company) 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 Steve Satwah at 703-598-5998(Voice) 703-552-1947 (Fax) Steve.satwah@appteon.com



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BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (Agency) and Appteon, Inc. 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, Appteon, Inc. 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;



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- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

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



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

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

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

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

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

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

Here is a general outline on how it works:

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



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Special Item Number – 132-51

	Commercial Labor Category	GSA Rate w/IFF 2016-2017
1	Senior Project Manager	\$138.74
2	Principal Business Process Engineer	\$138.74
3	Senior Business Process Engineer	\$128.95
4	Data Architect	\$138.74
5	Database Programmer	\$107.73
6	Enterprise Architect	\$138.74
7	Principal Computer Scientist	\$128.95
8	Senior Computer Scientist	\$111.81
9	Senior Web Developer	\$128.95
10	Principal Engineer	\$128.95
11	Principal Information Engineer	\$111.81
12	Application Programmer	\$107.73
13	Senior Computer Engineer	\$111.81
14	Requirements Analyst	\$103.65
15	Senior Requirements Analyst	\$133.03
16	Technical Writer	\$53.86
17	Subject Matter Expert	\$155.06
18	Sr Technical Analyst	\$144.45
19	Sr Business Analyst	\$144.45
20	Sr Integration Analyst	\$144.45
21	Chief Technical Architect	\$163.22
22	Sr IT Medical Engineer	\$138.74
23	Principal System Architect	\$138.74
24	Integration Expert	\$238.31
25	Technical Expert	\$217.90
26	Functional Expert	\$207.29
27	Consulting SME	\$257.08
28	Sr SME	\$181.18
29	Sr Management Analyst	\$163.22
30	Sr Program Manager	\$201.58



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	Commercial Labor Category	GSA Rate w/IFF 2017-2018
1	Senior Project Manager	\$142.90
2	Principal Business Process Engineer	\$142.90
3	Senior Business Process Engineer	\$132.82
4	Data Architect	\$142.90
5	Database Programmer	\$110.96
6	Enterprise Architect	\$142.90
7	Principal Computer Scientist	\$132.82
8	Senior Computer Scientist	\$115.16
9	Senior Web Developer	\$132.82
10	Principal Engineer	\$132.82
11	Principal Information Engineer	\$115.16
12	Application Programmer	\$110.96
13	Senior Computer Engineer	\$115.16
14	Requirements Analyst	\$106.76
15	Senior Requirements Analyst	\$137.02
16	Technical Writer	\$55.48
17	Subject Matter Expert	\$159.71
18	Sr Technical Analyst	\$148.79
19	Sr Business Analyst	\$148.79
20	Sr Integration Analyst	\$148.79
21	Chief Technical Architect	\$168.12
22	Sr IT Medical Engineer	\$142.90
23	Principal System Architect	\$142.90
24	Integration Expert	\$245.46
25	Technical Expert	\$224.44
26	Functional Expert	\$213.51
27	Consulting SME	\$264.79
28	Sr SME	\$186.61
29	Sr Management Analyst	\$168.12
30	Sr Program Manager	\$207.63



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	Commercial Labor Category	GSA Rate w/IFF 2018-2019
1	Senior Project Manager	\$147.19
2	Principal Business Process Engineer	\$147.19
3	Senior Business Process Engineer	\$136.80
4	Data Architect	\$147.19
5	Database Programmer	\$114.29
6	Enterprise Architect	\$147.19
7	Principal Computer Scientist	\$136.80
8	Senior Computer Scientist	\$118.62
9	Senior Web Developer	\$136.80
10	Principal Engineer	\$136.80
11	Principal Information Engineer	\$118.62
12	Application Programmer	\$114.29
13	Senior Computer Engineer	\$118.62
14	Requirements Analyst	\$109.96
15	Senior Requirements Analyst	\$141.13
16	Technical Writer	\$57.14
17	Subject Matter Expert	\$164.51
18	Sr Technical Analyst	\$153.25
19	Sr Business Analyst	\$153.25
20	Sr Integration Analyst	\$153.25
21	Chief Technical Architect	\$173.16
22	Sr IT Medical Engineer	\$147.19
23	Principal System Architect	\$147.19
24	Integration Expert	\$252.82
25	Technical Expert	\$231.17
26	Functional Expert	\$219.92
27	Consulting SME	\$272.73
28	Sr SME	\$192.21
29	Sr Management Analyst	\$173.16
30	Sr Program Manager	\$213.86



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	Commercial Labor Category	GSA Rate w/IFF 2019-2020
1	Senior Project Manager	\$151.61
2	Principal Business Process Engineer	\$151.61
3	Senior Business Process Engineer	\$140.90
4	Data Architect	\$151.61
5	Database Programmer	\$117.72
6	Enterprise Architect	\$151.61
7	Principal Computer Scientist	\$140.90
8	Senior Computer Scientist	\$122.18
9	Senior Web Developer	\$140.90
10	Principal Engineer	\$140.90
11	Principal Information Engineer	\$122.18
12	Application Programmer	\$117.72
13	Senior Computer Engineer	\$122.18
14	Requirements Analyst	\$113.26
15	Senior Requirements Analyst	\$145.36
16	Technical Writer	\$58.86
17	Subject Matter Expert	\$169.44
18	Sr Technical Analyst	\$157.85
19	Sr Business Analyst	\$157.85
20	Sr Integration Analyst	\$157.85
21	Chief Technical Architect	\$178.36
22	Sr IT Medical Engineer	\$151.61
23	Principal System Architect	\$151.61
24	Integration Expert	\$260.40
25	Technical Expert	\$238.11
26	Functional Expert	\$226.52
27	Consulting SME	\$280.92
28	Sr SME	\$197.98
29	Sr Management Analyst	\$178.36
30	Sr Program Manager	\$220.27



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	Commercial Labor Category	GSA Rate w/IFF 2020-2021
1	Senior Project Manager	\$156.15
2	Principal Business Process Engineer	\$156.15
3	Senior Business Process Engineer	\$145.13
4	Data Architect	\$156.15
5	Database Programmer	\$121.25
6	Enterprise Architect	\$156.15
7	Principal Computer Scientist	\$145.13
8	Senior Computer Scientist	\$125.84
9	Senior Web Developer	\$145.13
10	Principal Engineer	\$145.13
11	Principal Information Engineer	\$125.84
12	Application Programmer	\$121.25
13	Senior Computer Engineer	\$125.84
14	Requirements Analyst	\$116.66
15	Senior Requirements Analyst	\$149.72
16	Technical Writer	\$60.62
17	Subject Matter Expert	\$174.52
18	Sr Technical Analyst	\$162.58
19	Sr Business Analyst	\$162.58
20	Sr Integration Analyst	\$162.58
21	Chief Technical Architect	\$183.71
22	Sr IT Medical Engineer	\$156.15
23	Principal System Architect	\$156.15
24	Integration Expert	\$268.22
25	Technical Expert	\$245.25
26	Functional Expert	\$233.31
27	Consulting SME	\$289.34
28	Sr SME	\$203.92
29	Sr Management Analyst	\$183.71
30	Sr Program Manager	\$226.88