

# AUTHORIZED FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE PRICELIST

GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY  
EQUIPMENT, SOFTWARE AND SERVICES

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

FPDS Code D301 IT Facility Operation and Maintenance  
FPDS Code D302 IT Systems Development Services  
FPDS Code D306 IT Systems Analysis Services  
FPDS Code D307 Automated Information Systems Design and Integration Services  
FPDS Code D308 Programming Services  
FPDS Code D310 IT Backup and Security Services  
FPDS Code D311 IT Data Conversion Services  
FPDS Code 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.

Dedicated Technologies, Inc.  
Smith Brothers Hardware Building  
580 North Fourth St.  
Suite 280  
Columbus, Ohio 43215  
614-460-3200  
www.dedicatedtech.com  
Contract Number: GS – 35F-0123M

Period Covered by Contract: 12/5/11 to 12/4/16

Pricelist Current through modification # PO-0026, dated July 10, 2014

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

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# INFORMATION FOR ORDERING ACTIVITIES

APPLICABLE TO ALL SPECIAL ITEM NUMBERS

## **SPECIAL NOTICE TO AGENCIES: Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. 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!<sup>TM</sup> on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!<sup>TM</sup> and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

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

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

### **1. GEOGRAPHIC SCOPE OF CONTRACT:**

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

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

Offerors are requested to check one of the following boxes:

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

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

Dedicated Technologies, Inc.  
Smith Brothers Hardware Building  
580 North Fourth St.  
Suite 280  
Columbus, Ohio 43215

Contractors are required to accept credit cards for payments equal to or less than the micropurchase threshold for oral or written delivery orders. Credit cards will not be acceptable for payment above the micropurchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

614-460-3200 (O) Patricia Lickliter patty.lickliter@dedicatedtech.com  
614-460-3201 (F)

**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 FCIS-JB-980001B  
Block 16: Data Universal Numbering System (DUNS) Number: 108155842  
Block 30: Type of Contractor - B. Other Small Business  
Block 31: Woman-Owned Small Business – No  
Block 36: Contractor's Taxpayer Identification Number (TIN): 31-1673904

- 4a. CAGE Code: 1VTR6
- 4b. Contractor has registered with the Central Contractor Registration Database.

**5. FOB DESTINATION:**

Not applicable to services

**6. DELIVERY SCHEDULE:**

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	As negotiated between the ordering activity and the contractor

- 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.

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

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

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

Not Applicable

**10. SMALL REQUIREMENTS:**

The minimum dollar value of orders to be issued is \$10.00.

**11. MAXIMUM ORDER:**

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

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

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

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

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

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

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

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

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

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

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

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

- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime.

#### **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.fss.gsa.gov/>.

#### **17. PURCHASE OF OPEN MARKET ITEMS:**

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

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

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

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

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
  - (1) Time of delivery/installation quotations for individual orders;
  - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
  - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

**19. OVERSEAS ACTIVITIES:**

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

Not Applicable

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

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

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

**21. CONTRACTOR TEAM ARRANGEMENTS:**

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

**22. INSTALLATION, DEINSTALLATION, REINSTALLATION:**

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

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, de-installation, and reinstallation services under SIN 132-8 or 132-9.

**23. SECTION 508 COMPLIANCE:**

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

Business Office Administrator 614-460-3200

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

**24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES:**

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

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:

This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_.  
In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

**25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5):**

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective —
  - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
  - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

**26. SOFTWARE INTEROPERABILITY:**

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

**27. ADVANCE PAYMENTS:**

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

## **TERMS AND CONDITIONS**

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

#### **1. SCOPE**

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

#### **2. PERFORMANCE INCENTIVES**

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

#### **3. ORDER**

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

#### **4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

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

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

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

## **6. INSPECTION OF SERVICES**

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

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

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

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

## **9. INDEPENDENT CONTRACTOR**

All IT/EC 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/EC services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

## **12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract. 52.216-31 (Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements-Commercial Item Acquisition as prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials of 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/EC SERVICES AND PRICING**

- a. The Contractor shall provide a description of each type of IT/EC Service offered under Special Item Numbers 132-51 and 132-52. IT/EC 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/EC Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

### **LABOR CATEGORY DESCRIPTIONS**

#### **Commercial Job Title: UNIX/Linux System Administrator**

Has experience in most aspects of UNIX/Linux systems administration, including the configuration of mail systems, system installation and configuration, storage management, printing systems, security, web servers, virtualization, backup and restore, user and group management, performance and tuning tools, installing third-party software, and ability to write scripts in some administrative language (tk, Perl, C shell). Has a clear understanding of and the ability to manage network protocols (TCP/IP, FTP, DHCP, and DNS). Has general knowledge of the labor category field and the ability to work with minimal supervision.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With 6 years' experience, a degree is not required.

#### **Commercial Job Title: Microsoft Windows Administrator**

Has experience in most aspects of Windows Server administration, including installation and configuration, storage management, Active Directory, Policy Management, multiple domains and domain trusts, security, performance and tuning, backup and restore user and group maintenance, and installing third-party software. Has the ability to understand and manage network protocols (TCP/IP, FTP, DNS, WINS, and DHCP). Certifications such as Microsoft

Certified Professional (MCP) or Microsoft Certified Systems Engineer (MSCE) are a plus. Has general knowledge of the labor category field and the ability to work with minimal supervision.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With 6 years' experience, a degree is not required.

**Commercial Job Title: Microsoft Windows Administrator Level 2**

In addition to the Microsoft Windows Administrator skills, this position has significant knowledge of the labor category field and the ability to direct the work of others.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With advanced degree(s), industry recognized certifications, and/or exceptional qualifications; 6 years' experience. With 8 years' experience, a degree is not required.

**Commercial Job Title: Network Analyst**

Has knowledge of the layers of the OSI model. Is familiar with IEEE standards for wiring technologies and protocols. Has experience with token ring and Ethernet LANs. In addition, has experience or certifications in specific router hardware and operating systems.

Network Analysis

Network support will analyze current network activity. Make recommendations for network changes. Must be able to implement and test changes.

Router Administration

In addition to network support, experience with and/or certification in a specific manufacturer's product is necessary. Current focus is on Cisco router consultants. Has knowledge of the hardware and operating system of the Cisco router.

Duties include the installation, testing, and maintenance of LANs, workstation operating systems, and related software and hardware components (Windows Vista/2003/2000, PCs, printers, servers, terminals, etc.) Assist in the planning, testing, and implementation of new technologies in both the network hardware and software areas. Work with LAN administrators and end-users at all levels to troubleshoot and resolve network, workstation, application, and data communication and printer problems. Maintain documentation on all technical and operational problems. Enforce network policies, procedures, and standards at the client workstation. Perform on-call coverage and after-hour emergency support when required. Has general knowledge of the labor category field; ability to work with minimal supervision.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With 6 years' experience, a degree is not required.

**Commercial Job Title: Help Desk Technician**

Has experience with all facets of installing, upgrading, and using PC software and hardware at the client's workstation. This can include dealing with network and administrative issues. If trouble isolation shows a workstation problem to be beyond the workstation NIC (network interface card), this person would seek help working with a network specialist or administrator until the problem is resolved. Effective communication with the workstation client and technical representatives is imperative.

Has experience with PC hardware, network operating systems, and application installations. Good communications and interpersonal skills. Ability and comfort with tasks ranging from answering technical phone questions to rebuilding PC workstations.

**Microsoft Operating Systems**

Experience with installing and troubleshooting problems with Windows Vista/XP/2000/NT and/or Windows 98/95 is mandatory. This would include setting up network interface cards and communication protocols.

**Application Installations**

Has experience with installing at least one Microsoft Office (2007/2003/XP/2000) component and a working knowledge of a word processor and spreadsheet application. An understanding of the registry and how to recover from a corrupted registry will be necessary.

**PC Hardware**

Familiarity with bus architecture, BIOS, port addresses, interrupts, RAM, cache, CPU, and disks. Experience rebuilding and upgrading PCs in the recent past. Has knowledge of partitioning and formatting disk drives, changing PC components, and installing peripherals.

**Application Support**

Has the ability to support a wide variety of standard desktop applications that are found in a typical enterprise environment. Such applications would include MS Office, mail clients, terminal emulators, virus software, and other productivity software.

**Help Desk Management**

Excellent oral and written communication skills are crucial. Experience in performing technical phone support and in managing technical support personnel. Working knowledge of at least one commercial help desk tracking system (HEAT, Magic, Remedy, Peregrine), including its initial setup and configuration for how calls are entered, routed, tracked, and escalated in the system. Ability to accurately enter, track, update, and close calls in the system. Has experience with the use of knowledge bases and creation or updating of new knowledge bases. Experience in using at least one remote monitoring/remote access tool to troubleshoot, fix, or update PCs and train users remotely is desirable. Has knowledge of the reporting capabilities of the system and possesses the ability to interpret the data. Has general knowledge of the labor category field and the ability to work with minimal supervision.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With 6 years' experience, a degree is not required.

**Commercial Job Title: Security Engineer**

Has experience with security architecture and design, UNIX administration, Windows 2003/2000/NT administration, advanced knowledge Cisco/Router administration, firewall design

and administration, intrusion detection systems, intrusion prevention systems, incident handling/forensic analysis/hacker exploits, security auditing, cryptography, security certification and accreditation, disaster recovery planning. Has general knowledge of the labor category field and the ability to work with minimal supervision

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With 6 years' experience, a degree is not required.

### **Commercial Job Title: Web Developer**

This core competency deals with the ability to use various Web languages and tools to design, develop, test, and maintain Web applications. Members of this core competency should have experience using one or more of the underlying technologies (e.g. Java Servlets/JSP, ASP, ASP.NET, XML/XSLT/XPATH, WebSphere, WebLogic) in at least one browser environment.

#### Java Servlet /JSP

Java Servlet technology provides Web developers with a simple, consistent mechanism for extending the functionality of a Web server and for accessing existing business systems. A servlet can almost be thought of as an applet that runs on the server side. A good developer with this core competency must have experience developing server side applications using Java Servlets, JSP, Java Beans, and Java APIs. A server side Java developer should also have experience in configuring and deploying applications on a Web Server.

#### ASP

Active Server Pages is a server-side scripting technology used to create dynamic and interactive Web applications. This underlying technology refers to the ability to use ASP technology in developing dynamic Web pages. Web developers should also be familiar with HTML, basic scripting concepts, and the simple constructs of the two main scripting languages, VBScript and JavaScript. A good ASP developer should have experience using ADO objects in their ASP code to manipulate data in an external database. Additionally, it is desirable that developers have experience using COM and DCOM.

#### ASP.NET

ASP.NET is a Web application framework from Microsoft. Developers can use it to build dynamic Web portals, Web applications and XML Web services. It is part of Microsoft's .NET platform and is the successor to Microsoft's Active Server Pages (ASP) technology. The ASP.NET developer should be familiar with more than one .NET language and have a solid foundation in Object Oriented Programming as well as .NET Framework, Web services and remoting. A good developer in this competency should also be familiar with the cutting edge technologies such as AJAX. Experience in .NET security is also a plus for a high level position.

#### XML / XSLT / XPATH

The XML technologies provide a standard way to store and exchange data and documents. With these technologies it is important to understand the different parts of an XML document and be able to map them to an application or a document. A good XML developer should be proficient

in parsing XML documents using DOM/SAX parsers. An XML developer should also be familiar with validating XML data using XML Schema.

### WebSphere/WebLogic

These Web server technologies are needed in large Web environments utilizing Java and Oracle. It is preferred that a developer have at least a working knowledge of both servers even if they only have a strong knowledge of one. Has general knowledge of the labor category field and the ability to work with minimal supervision.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With 6 years' experience, a degree is not required.

### **Commercial Job Title: Database Administrator**

This core competency deals with the complexities of database administration and data warehousing. Members of this core competency may have the ability to install, size, tune, backup, recover, and modify databases on multiple platforms (e.g. Microsoft SQL Server and Oracle); or have the ability to design, implement, and manage data warehousing solutions.

### Microsoft SQL Server

This underlying technology specifically is the ability to perform database administration and data warehousing with a SQL Server RDBMS. Given the requirements of the applications running against SQL Server installations, a database administrator should be capable of setting up or tuning SQL Server to take maximum advantage of the available hardware. Additionally, a database administrator should know the limitations of the SQL Server running on different platforms and can help organizations design their applications around these varying hazards. The data-warehousing component of this core competency requires experience using SQL Server to design, populate, and analyze data warehouses.

### Oracle

This core competency deals with the complexity of installing, sizing, tuning, and backup/recovery of an Oracle database. Members with this core competency may have the ability to install, tweak, tune, and modify Oracle installations on multiple platforms. Given the requirements of the applications running against the Oracle installation, an Oracle database administrator has the ability to set up or tune an Oracle server to take maximum advantage of the available hardware. Additionally, an Oracle database administrator knows the limitations of Oracle running on different platforms and can help organizations design their Oracle-based applications around these varying hazards.

Has general knowledge of the labor category field and the ability to work with minimal supervision.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With 6 years' experience, a degree is not required.

**Commercial Job Title: Database Developer**

This core competency deals with the specialized skill set required to design, develop, and implement against various databases. Members of this core competency should have an understanding of the proprietary design and development tools necessary to design a database and manipulate data, implementing at least one of the underlying technologies including Data Modeling, SQL Server/T-SQL, and Oracle/PL-SQL.

**Data Modeling**

A data modeler designs the table layouts to fit application requirements. A developer with this core competency will have experience designing and developing relational models, and will be conversant with Data Normalization, data and domain integrity, and objectives of Relational Database Management System. The candidate should be able to extract and sense the behavior of the application data to appropriately design the database for scenarios ranging from Decision Support Systems (DSS) to Online Application Processing (OLAP) database volatile database elements. Tools in demand for this skill set include Informatica, and ERwin.

**SQL Server/T-SQL**

This underlying technology requires knowledge and experience with creating and manipulating SQL Server objects, including tables, views, triggers, and stored procedures from within Enterprise Manager or from an external application. T-SQL is the underlying development language used on the database server itself. It is used to write stored procedures, functions, and triggers as well as to do tasks such as create/drop indexes, size the database, and create tables. A SQL Server developer should know how to use the language in an optimal manner and understand how to use Transact SQL to best take advantage of the existing indexes and table structures.

**Oracle PL/SQL Programming**

PL/SQL is the underlying development language used on the database server itself. It is used to write stored procedures, functions, and triggers as well as to do tasks such as create/drop indexes, size the database, and create tables. An Oracle developer will know how to make optimal use of their language. A PL/SQL developer must understand the underlying database design with respect to table structures, indexes and referential relations, so as to code appropriately to have efficient application development.

Has general knowledge of the labor category field and the ability to work with minimal supervision.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With 6 years' experience, a degree is not required.

**Commercial Job Title: Systems Analyst**

Analyzes user's requirements, concept of operations documents, and high level system architecture to develop system requirements specifications. Develops detailed system

architecture and system design documentation. Guides system development and implementation planning through assessment for preparation of system engineering management plans and system integration and test plans. Develops system configuration documentation, including detailed designs for capacity planning, security systems, and disaster recovery. Has general knowledge of the labor category field and the ability to work with minimal supervision.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With 6 years' experience, a degree is not required.

**Commercial Job Title: Systems Analyst Level 2**

In addition to the Systems Analyst, has significant knowledge of the labor category field and the ability to direct the work of others.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With advanced degree(s), industry recognized certifications, and/or exceptional qualifications; 6 years' experience. With 8 years' experience, a degree is not required.

**Commercial Job Title: Programmer/Developer**

In depth full life cycle development experience. Experience creating deliverables for each phase of life cycle. Responsible for developing system components of an application. Can be involved in analysis, design, installation, testing and maintenance functions. Strong knowledge in one or more industry standard languages including Visual Basic 6.0, C#, Visual Basic.NET, Java, and J2EE.

Visual Basic 6.0

This underlying technology refers to the ability to use Visual Basic and its IDE to develop applications. This underlying technology also requires that the individuals completely understand the Visual Basic language, its limitations, its capabilities, and how to use its varying features including building true compiled versus p-code executables.

C#

C# is one of the .NET programming languages. -It is pronounced as C sharp. It is also referred as C#.NET. This underlying technology refers to a C# developer with the ability to develop applications using Visual Studio.NET and strong concepts of Object Oriented Programming, Software Development Methodologies, and code re-usability. A good C# developer will be conversant with Abstraction, Encapsulation, Polymorphism, and Inheritance, which are the fundamentals of OO programming, and have used classes, templates, and interfaces along with the fundamentals of C/C++ language. In addition, the C# developer should have a good understanding of the .NET Framework, and developing database applications using ADO.NET.

VB.NET

Like C#, VB.NET is also one of the .NET programming languages. This underlying technology refers to a VB.NET developer with the ability to develop applications using Visual Studio.NET and strong concept of Object Oriented Programming, Software Development Methodologies, and

code re-usability. A good VB.NET Developer will be conversant with Abstraction, Encapsulation, Polymorphism, and Inheritance, which are the fundamentals of OO programming, and have used classes, templates and interfaces along with the fundamentals of Visual Basic language. In addition, the VB.NET developer should have a good understanding of the .NET Framework and developing database application using ADO.NET.

### Java

Java is an Object Oriented programming language known for its platform independence, and it is the best suited language for World Wide Web development. This underlying technology refers to a Java developer with strong concepts of Object Oriented Programming, Software Development Methodologies, and code re-usability. A good Java developer will have worked developing object models using Core Java and Java APIs. A Java developer will also be conversant with developing database applications using JDBC. Java language could be used to develop stand-alone applications or it could be used to develop applications that would need a browser, called Applets.

### J2EE

J2EE is the Enterprise Edition of Java 2 and deals with issues inherent to building and deploying Web-based enterprise applications requiring closer attention to speed and efficiency. A key component for J2EE developers is the usage of EJB or Enterprise Java Beans as a method to reuse and distribute code in an efficient manner. At the client tier J2EE relies on JSP and Servlets. A developer with this core competency must have experience in developing distributed, transactional, secure, and portable applications using EJB, JSP, Servlets, JDBC, Core Java and Java APIs. A good J2EE developer should also have strong knowledge in configuring and deploying J2EE applications.

Has general knowledge of the labor category field and the ability to work with minimal supervision.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With 6 years' experience, a degree is not required.

### **Commercial Job Title: Mainframe Developer Level 1**

Full life cycle development experience. Experience creating deliverables for each phase of life cycle. Responsible for developing system components of an application. Can be involved in analysis, design, installation, testing and maintenance functions. Experience with online and/or batch programming with one or more standard mainframe technologies including COBOL, CICS, JCL/VSAM, Changeman, and DB2.

### COBOL

COBOL is a third-generation programming language, and one of the oldest programming languages still in active use. Its name is an acronym for Common Business-Oriented Language, defining its primary domain in business, finance, and administrative systems for companies and governments. COBOL is the primary mainframe programming language. Developers should have experience in this specifically since there is no direct comparison. COBOL is strongly

structured and many legacy applications have been updated and patched many times in their life. Testing and maintenance are the focuses.

### CICS

CICS (Customer Information Control System) is a transaction server that runs primarily on IBM mainframe systems under z/OS or z/VSE. CICS on distributed platforms is called TXSeries and it is available on AIX, Windows, Solaris and HP-UX. CICS is a transaction processing system designed for both online and batch activity. CICS easily supports thousands of transactions per second, making it a mainstay of enterprise computing. Developers in this competency should have experience in developing, testing, and maintaining applications using COBOL and CICS.

### JCL/VSAM

Job Control Language (JCL) is a scripting language used on IBM mainframe operating systems to run a batch program. Virtual Storage Access Method (VSAM) is an IBM disk file storage scheme first used in the OS/VS2 operating system and later used throughout the Multiple Virtual Storage (MVS) architecture. Again, there is no substitute. Developers must have hands-on experience with this technology.

### Changeman

Changeman is a tool for controlling the maintenance and testing of existing systems. A close equivalent is Panvalet but most clients want hands on experience with their specific tool.

### DB2

DB2 is IBM's line of RDBMS software products within IBM's broader Information Management software line. Most often DB2 refers to DB2 Enterprise Server Edition or the top-of-the-line DB2 Data Warehouse Edition (DB2 DWE), which runs on UNIX, Windows or Linux servers; or DB2 for z/OS. Developers must have hands on experience with this technology.

Has general knowledge of the labor category field and the ability to work with minimal supervision.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With 6 years' experience, a degree is not required.

### **Commercial Job Title: Mainframe Developer Level 2**

In addition to the Mainframe Developer Level 1 skills, has significant knowledge of the labor category field and the ability to direct the work of others.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With advanced degree(s), industry recognized certifications, and/or exceptional qualifications; 6 years' experience. With 8 years' experience, a degree is not required.

**Commercial Job Title: Project Manager**

Plans, coordinates, and manages all aspects of complex information technology projects. Provides management oversight and direction as a single point of contact for a project. Prepares and presents status on project schedule, project costs, project deliverables, and project risks. Key skills include: knowledge of project management concepts and methodologies, excellent written and verbal communication skills, project/resource estimation, utilization, forecasting and scheduling, project management software and tools. Has general knowledge of the labor category field and the ability to work with minimal supervision.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With 6 years' experience, a degree is not required.

**Commercial Job Title: Project Manager Level 2**

In addition to the Project Manager skills, has significant knowledge of the labor category field and the ability to direct the work of others.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With advanced degree(s), industry recognized certifications, and/or exceptional qualifications; 6 years' experience. With 8 years' experience, a degree is not required.

**Commercial Job Title: Program Manager Level 1**

In addition to Project management competency; provides leadership, the ability to align business strategy with delivery planning, with large scope and scale of work. Has general knowledge of the labor category field and the ability to work with minimal supervision.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With 6 years' experience, a degree is not required.

**Commercial Job Title: Business Analyst**

Reviews, analyzes, and evaluates business systems and user needs. Identifies business processes. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs. Experience working with and interviewing business sponsors and end users to gather and document system requirements. Experience with use case analysis and creating requirements documentation. Develops artifacts associated with the development methodology being utilized. Identifies key sources of information to analyze business processes. Has general knowledge of the labor category field and the ability to work with minimal supervision.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With 6 years' experience, a degree is not required.

**Commercial Job Title: Business Analyst Level 2**

In addition to the Business Analyst skills, has significant knowledge of the labor category field and the ability to direct the work of others. Has skills and experiences with process engineering and business process improvement methods.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With advanced degree(s), industry recognized certifications, and/or exceptional qualifications; 6 years' experience. With 8 years' experience, a degree is not required.

**Commercial Job Title: Technical Writer**

Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and other reports and deliverables. Provides program and system documentation for management information systems.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With 6 years' experience, a degree is not required.

**Commercial Job Title: Technical Trainer**

Has overall responsibility for conducting customized training classes. Develops training plans and the associated curricula. Identifies the resources necessary to implement the plan and ensures that training is conducted in accordance with the plan. Identifies and analyzes training considerations such as central vs. regional, hands on vs. classroom, train the trainer vs train the user, etc. Has general knowledge of the labor category field and the ability to work with minimal supervision.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With 6 years' experience, a degree is not required.

## Information Technology Schedule Pricelist

<b>Labor Category</b>	<b>GSA Rate</b>
UNIX/Linux System Administrator	\$86.50
Microsoft Windows Administrator	\$69.06
Microsoft Windows Administrator Level 2	\$80.91
Network Analyst	\$80.91
Help Desk Technician	\$34.67
Security Engineer	\$103.04
Web Developer	\$88.61
Database Administrator	\$92.71
Database Developer	\$94.39
Systems Analyst	\$72.10
Systems Analyst Level 2	\$77.26
Programmer/Developer	\$80.91
Mainframe Developer Level 1	\$67.00
Mainframe Developer Level 2	\$77.28
Project Manager	\$84.76
Project Manager Level 2	\$93.43
Program Manager Level 1	\$103.06
Business Analyst	\$72.09
Business Analyst Level 2	\$88.61
Technical Writer	\$61.78
Technical Trainer	\$62.04

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

PREAMBLE

Dedicated Technologies, Inc. provides commercial products and services to ordering activities. We are committed to promoting the 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 ensure that 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

Patricia E. Lickliter

614-460-3200 (O)

614-460-3201 (F)

Patty.lickliter@dedicatedtech.com

**BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

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

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

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

Signatures

Ordering Activity		Date		Contractor	Date
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# BLANKET PURCHASE AGREEMENT

BPA NUMBER \_\_\_\_\_

(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

(5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

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

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

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

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

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

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

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

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

Here is a general outline on how it works:

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