



**AUTHORIZED FEDERAL ACQUISITION 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 D307 Automated Information Systems Design and Integration Services
- FPDS Code D308 Programming Services
- 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.



**Columbus Technologies and Services, Inc.
225 South Lake Avenue, Suite 1010
Pasadena, CA 91101
(703) 919-8021
www.columbususa.com**

**Contract Number: GS-35F-0131V
Period Covered by Contract: 16 December 2008 through 15 December 2013.**

General Services Administration
Federal Acquisition Service

Pricelist current through Modification #_____, dated _____.

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 Acquisition 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 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!TM on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!TM and the Federal Acquisition Service Home Page (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.

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:

Mr. Frank Gerow
Director of Contracts/Finance
Columbus Technologies and Services, Inc.
225 South Lake Avenue, Suite 1010
Pasadena, CA 91101
Telephone: (703) 919-8021 Fax: (703) 879-0538

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

Mr. Frank Gerow
Director of Contracts/Finance
Columbus Technologies and Services, Inc.
Telephone: (703) 919-8021 Fax: (703) 879-0538
Email: fgerow@columbususa.com

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

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: **131202983**

Block 30: Type of Contractor - **A. Small Disadvantaged Business**

Block 31: Woman-Owned Small Business – **NO**

Block 36: Contractor's Taxpayer Identification Number (TIN): **11-3679284**

4a. CAGE Code: **3S7G0**

4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

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)
<u>132-51</u>	<u>TBD on a Task Order basis</u>

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.

- a. Prompt Payment: 0% - 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity 0%
- c. Dollar Volume 0%
- d. Government Educational Institutions Government Educational Institutions are offered the same discounts as all other Government customer
- e. Other 0%

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:

Products are not offered for export.

10. Small Requirements:

The minimum dollar value 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 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.

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.

FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):

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

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

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of

orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:

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

16. GSA ADVANTAGE!

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

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

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

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

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:

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

(b) The following statement:

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

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

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

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

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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

Terms And Conditions Applicable To 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 or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
- (1) The offeror;
 - (2) Subcontractors; and/or
 - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

DESCRIPTION OF IT SERVICES AND PRICING

No.	Labor Category	Customer Job Title	GSA Rate w/IFF
1	Administrative Assistant - I	Administrative Assistant	\$32.06
2	Administrative Assistant - II	Administrative Assistant	\$34.04
3	Administrative Assistant - III	Administrative Assistant	\$36.17
4	Administrative Assistant - IV	Administrative Assistant	\$42.39
5	Configuration Mgmt Spec - Staff	Database Administrator	\$52.84
6	Configuration Mgmt Spec - Senior	Configuration Management	\$61.81
7	Configuration Mgmt Spec - Principal	Configuration Management	\$70.19
8	Configuration Mgmt Spec - Chief	Payload Engineer	\$85.07
9	Data Entry - I	Secretary IV	\$34.04
10	Data Entry - II	Secretary IV	\$36.10
11	Data Entry - III	Secretary IV	\$37.80
12	Data Entry - IV	Secretary IV	\$39.27
13	Database Administrator - Staff	Database Analyst II	\$57.78
14	Database Administrator - Senior	Configuration Management	\$70.19
15	Database Administrator - Principal	Software Engineer	\$81.25
16	Database Administrator - Chief	Chief Systems Programmer	\$95.03
17	Documentation Specialist - I	Secretary II	\$35.11
18	Documentation Specialist - II	Technical Writer	\$44.15
19	Documentation Specialist - III	Technical Writer	\$52.73
20	Documentation Specialist - IV	Technical Writer	\$85.52
21	Graphic Designer - I	Internet/Intranet Developer	\$49.07
22	Graphic Designer - II	Internet/Intranet Developer	\$64.97
23	Graphic Designer - III	Web Developer	\$70.91
24	Graphic Designer - IV	Computer Animator	\$77.62
25	Hardware Engineer - Staff	Programmer Analyst	\$59.73
26	Hardware Engineer - Senior	Hardware Engineer	\$76.30
27	Hardware Engineer - Principal	Hardware Engineer	\$93.79
28	Hardware Engineer - Chief	Engineer, Technical Staff	\$118.11
29	Help Desk Specialist - Staff	Help Desk Support	\$39.08
30	Help Desk Specialist - Senior	Engineer	\$47.52
31	Help Desk Specialist - Supervisor	Systems Administrator	\$56.09
32	Help Desk Specialist - Manager	Systems Administrator	\$69.36
33	Internet/Intranet Developer - Staff	Internet/Intranet Developer	\$49.07
34	Internet/Intranet Developer - Senior	Internet/Intranet Developer	\$64.97
35	Internet/Intranet Developer - Principal	Systems Engineer	\$75.46
36	Internet/Intranet Developer - Chief	Sr. Java Developer	\$90.05
37	IT Security Specialist - Staff	Systems Administrator	\$62.57
38	IT Security Specialist - Senior	Systems Administrator	\$75.52
39	IT Security Specialist - Principal	Principle System Administrator	\$88.44
40	IT Security Specialist - Chief	Chief Systems Engineer	\$112.53

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41	Network Engineer - Staff	System Administrator	\$58.71
42	Network Engineer - Senior	Sr. Systems Administrator	\$71.01
43	Network Engineer - Principal	Principal System Administrator	\$88.44
44	Network Engineer - Chief	Chief Systems Administrator	\$113.97
45	Deputy Program Manager	Chief Systems Administrator	\$107.63
46	Program Manager	Section Manager	\$118.45
47	Deputy Project Manager	Sr. System Engineer	\$85.36
48	Project Manager	Principal System Administrator	\$92.87
49	Programmer/Analyst - Staff	Software Developer	\$53.26
50	Programmer/Analyst - Senior	Software Engineer V	\$64.47
51	Programmer/Analyst - Principal	Software Engineer	\$78.30
52	Programmer/Analyst - Chief	Chief Programmer Analyst	\$94.63
53	Quality Assurance Engineer - Staff	Q.A. Engineer NE	\$53.91
54	Quality Assurance Engineer - Senior	Q.A. Engineer NE	\$60.84
55	Quality Assurance Engineer - Principal	Q.A. Engineer NE	\$75.78
56	Quality Assurance Engineer - Chief	Manufacturing Engineer	\$90.47
57	Scientist - Staff	Scientist	\$69.56
58	Scientist - Senior	Scientist	\$74.37
59	Scientist - Principal	Project Planner	\$106.53
60	Scientist - Chief	Scientist	\$149.03
61	Software Engineer - Staff	Software Engineer	\$61.81
62	Software Engineer - Senior	Software Engineer V	\$81.22
63	Software Engineer - Principal	Sr. Software Engineer	\$97.54
64	Software Engineer - Chief	Software Engineer VII	\$115.98
65	Systems Engineer - Staff	Systems Engineer	\$60.55
66	Systems Engineer - Senior	Systems Engineer	\$71.08
67	Systems Engineer - Principal	Systems Engineer	\$91.55
68	Systems Engineer - Chief	Engineer, Technical Staff	\$118.11
69	Systems Administrator - Staff	Admin-Network IV	\$56.22
70	Systems Administrator - Senior	Systems Administrator	\$69.36
71	Systems Administrator - Principal	Systems Administrator	\$87.74
72	Systems Administrator - Chief	Chief Systems Administrator	\$107.63
73	Subject Matter Expert - Staff	Chief Systems Administrator	\$107.63
74	Subject Matter Expert - Senior	Chief Systems Engineer	\$120.13
75	Subject Matter Expert - Principal	Structural Analyst	\$141.76
76	Subject Matter Expert - Chief	Structural Analyst	\$154.46
77	Technical Writer - I	Documentation	\$35.11
78	Technical Writer - II	Technical Writer	\$44.15
79	Technical Writer - III	Technical Writer	\$52.73
80	Technical Writer - IV	Technical Writer	\$85.52
81	Training Specialist - Staff	Training Manager	\$50.19
82	Training Specialist - Senior	Technical Trainer	\$65.52

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83	Training Specialist - Principal	Sr. Hardware Engineer	\$76.30
84	Training Specialist - Chief	Principal System Administrator	\$92.87
85	Test Engineer - Staff	System Test Engineer	\$67.57
86	Test Engineer - Senior	Software Engineer V	\$81.22
87	Test Engineer - Principal	Subststen Test Engineer	\$92.46
88	Test Engineer - Chief	Chief Systems Engineer	\$112.53

Administrative Assistant

Provides administrative-type support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, word processing, etc. Develops documentation in final format from rough drafts, notes, reports, and other source material. Reviews and corrects finished documentation for errors in grammar and spelling. Performs clerical tasks such as filing, mail distribution, and telephone reception. Implements and tracks the ordering of materials, equipment, and supplies in support of assigned projects and programs. Maintains and tracks security records for assigned projects. May perform other duties as assigned.

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Configuration Management Specialist

Establishes overall requirements, developing plans, implementing directives, and establishing and maintaining disciplined environment to ensure configuration control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews, at predetermined times, throughout the development software life cycle. Provides IT technical guidance for personnel performing software development tasks, including review of work products for accuracy, adherence to the IT design concept and to applicable standards. Reviews software program documentation to assure compliance with client standards/requirements, and for progress in accordance with schedules. Coordinates IT problem solution and user satisfaction. Makes recommendations, if needed, for approval of major IT system installations.

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Data Entry

Performs data entry via on-line or other media and verification of data entry. Enters and verifies a variety of data in appropriate formats. Tracks and verifies quality of data entry from all sources. Resolves problems regarding the data. Can train inexperienced operators and prioritize assignments. Resolves data integrity issues and coordinates with other personnel.

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Database Administrator

Perform installation of new versions of DBMS software, application software, and other software related to DBMS administration. Monitor and administer DBMS security. Add and remove users, administer quotas, perform audits, and check for security problems. Analyze the data stored in the database and to make recommendations relating to performance and efficiency of that data storage. Participate in the preliminary database-design stages. Administration of existing enterprise databases and the analysis, design, and creation of new databases. Perform data modeling, database optimization, implementation of schemas, write complex SQL queries. Proactively monitors systems for optimum performance and capacity constraints.

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Documentation Specialist

Responsible for documentation including directing the work of others in the accomplishment of assigned documentation work. Collects and analyzes technical literature available. Organizes material and writes descriptive copy according to establish standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. Uses automated tools, including computer terminal and word processing or desktop publishing software in performing assigned duties. May coordinate the production and distribution of material.

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Graphic Designer

Responsible for designing graphical elements. Develops graphical elements following guidelines set forth within the projects requirements document. Performs verification testing of graphical elements within various browser and system environments. Assures that graphic elements conform to any project-specific policy requirements, such as 508 compliance. Performs additional duties as assigned.

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Hardware Engineer

Research, design, develop, and test computer or computer-related equipment for commercial, industrial, military, or scientific use. May supervise the manufacturing and installation of computer or computer-related equipment and components. Provides knowledge and experience in one or more disciplines or procedures including hardware installation, repair, calibrating and modifying electronic equipment, unpacking, inspection, test and configuration. Performs trouble shooting functions.

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Help Desk Specialist

Provides phone and in-person technical and operational support to information systems and network users in the areas of electronic mail, directories, pass words, account security, standard desktop applications, network hook-ups, problem logging, and corrective maintenance support. Serves as the initial point of contact for troubleshooting hardware, software, workstation, network, and peripheral problems. Maintains status reports and records of maintenance.

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Internet/Intranet Developer

Designs, develops, and implement web pages and database web applications to support Internet/Intranet business requirements and work under the constraints of corporate policy and IT department. Performs system analysis and design techniques for Internet or Intranet development and distribution to remote sites using various technologies, which may include Hypertext Markup Language (HTML), Hypertext Transfer Protocol (HTTP), Internet Protocol version 6 (IPv6), Common Gateway Interface (CGI), ASP.NET, JAVA, PHP, etc.

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Typical Experience & Education	0 Years, with related Bachelors degree or an equivalent amount of education and experience.	4 Years, with related Bachelors degree or an equivalent amount of education and experience.	6 Years, with a B.S./B.A. in Engineering, Science, or Mathematics; or an equivalent amount of education and experience.	8 Years, with a B.S./B.A. in Engineering, Science, or Mathematics; or an equivalent amount of education and experience.

IT Security Specialist

Design and implement and administer security measures to restrict unauthorized use of data systems and databases. Implement application access controls, such as password authentication. Manage disaster recovery functions for information systems. Coordinate any security investigations and execute preventive measures. Organize off-site storage necessary for recovery processes, and oversee development of recovery procedures. Support organization's departments in planning and implementing security or disaster recovery actions.

	Staff	Senior	Principal	Chief
Knowledge	Limited use and/or application of basic principles, theories, and concepts. Limited knowledge of industry practices and standards.	Complete understanding and application of principles, concepts, practices, and standards. Full knowledge of industry practices.	Applies extensive technical expertise, and has full knowledge of other related disciplines	Applies advanced technical principles, theories, and concepts. Contributes to the development of new principles and concepts.
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Network Engineer

Responsible for the installation, layout, and maintenance of all network components. Plan, design, analyze, and provide technical support for data communications network or group of networks. Conduct research and evaluation of network technology and recommend purchases of network equipment. Consult with users and evaluate requirements, recommend designs, provide cost analyses, plan projects, and coordinate tasks for installation of data networks. Analyze and resolve technical problems for established networks. Provide network documentation, training, and guidance to computing system clients and programmers. Serve as technical specialist in network problems and emergencies. Troubleshoot and resolve network production problems. Install, configure and maintain network components.

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Program Manager

Responsible for the overall contract performance. Organizes, directs, and coordinates planning and execution of all program/technical support activities. Shall have demonstrated information technology expertise and communications skills to be able to interface with all levels of management. Establishes and alters (as necessary) management structure to effectively direct program/technical support activities. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Meets and confers with management regarding the status of specific contractor program/technical activities and problems, issues or conflicts regarding resolution.

	Deputy Program Manager	Program Manager
Knowledge	Applies extensive technical expertise, and has full knowledge of other related disciplines	Applies advanced technical principles, theories, and concepts. Contributes to the development of new principles and concepts.
Problem Solving	Develops technical solutions to complex problems that require the regular use of ingenuity and creativity.	Works on unusually complex technical problems and provides solutions which are highly innovative and ingenious.
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Project Manager

Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems. Directs completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements.

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Programmer/Analyst

Performs routine design, coding, and documentation of application programs for computers in related equipment used for information management projects. Perform a variety of programming assignments requiring knowledge of established programming procedures and data processing requirements. Maintain and modify programs. Code, test and troubleshoot programs utilizing the appropriate hardware, database, and programming technology. Refine data and format final product. Maintain and modify programs; make approved changes by amending flow charts, develop detailed programming logic, and coding changes. Test and develop programming modifications. Write new program code using prescribed specifications. Analyze performance of programs and take action to correct deficiencies based on consultation with users and approval of supervisor.

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Quality Assurance Engineer

Establishes and maintains policies/procedures for evaluating information management systems and associated documentation. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews, at predetermined times, throughout the development software life cycle. Provides IT technical guidance for personnel performing software development tasks, including review of work products for accuracy, adherence to the IT design concept and to applicable standards. Review of software program documentation to assure compliance with client standards/requirements, and for progress in accordance with schedules. Coordinates IT problem solution and user satisfaction. Make recommendations, if needed, for approval of major IT system installations.

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Scientist

Performs analytical and computational techniques and methodology for scientific problem solutions. Responsible for the initiation, design, development, execution and implementation of scientific research projects in collaboration with others, that are critical to corporate strategies and image. Investigates the easibility of applying a wide variety of scientific principles and concepts to potential inventions and projects. Serves as an in-house and outside consultant. Participates in development of patent applications. May manage and be responsible for professional development of research group. May coordinate interdepartmental activities and research efforts. Contributes to scientific literature and conferences. Projects require expert and extensive knowledge of state-of-the-art principles and theories in area of expertise. Uses professional concepts and company procedures to solve a wide range of complex scientific problems in creative and imaginative ways.

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Software Engineer

Performs complex software engineering activities relative to the design and development of new or existing software. Analyzes, designs, codes, tests, implements, maintains, and documents computer system software. Perform installation on Customer sites taking into account Customer site constraints where applicable. Provide documentation to an appropriate level for the intended audience.

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Systems Administrator

Performs administrative and operational duties on DOS, UNIX, Windows, and other micro-computer, mini-, and mainframe computer-based systems. Creates and maintains user profiles as required by the vendor or application software. Analyzes, evaluates and tests software/hardware problems. Works with and troubleshoots intra-system telecommunications. Monitors multiple systems and networking between the systems.

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Subject Matter Expert

Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Provides expert guidance and insight into specific technologies and their application and independently performs a variety of system design and integration tasks where a specific subject matter expertise is required.

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Technical Writer

Gathers, organizes, analyzes and composes technical information. Edits functional descriptions, system specifications, user manuals, special reports or any other customer deliverables and documents. 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.

	I	II	III	IV
Knowledge	Limited use and/or application of basic principles, theories, and concepts. Limited knowledge of industry practices and standards.	Complete understanding and application of principles, concepts, practices, and standards. Full knowledge of industry practices.	Applies extensive technical expertise, and has full knowledge of other related disciplines	Applies advanced technical principles, theories, and concepts. Contributes to the development of new principles and concepts.
Problem Solving	Solves routine problems of limited scope and complexity following established policies and procedures.	Develops solutions to a variety of complex problems. May refer to established precedents and policies.	Develops technical solutions to complex problems that require the regular use of ingenuity and creativity.	Works on unusually complex technical problems and provides solutions which are highly innovative and ingenious.
Discretion	Work is closely supervised. Follows specific, detailed instructions.	Work is performed under general direction. Participates in determining objectives of assignment. Plans, schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.	Work is performed without appreciable direction. Exercises considerable latitude in determining technical objectives of assignment. Completed work is reviewed from a relatively long-term perspective.	Works under consultative direction toward predetermined long-range goals and objectives. Assignments are often self-initiated. Determines and pursues courses of action necessary to obtain desired results. Work checked through consultation and agreement with others rather than by formal review of supervisor.
Impact	Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.	Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.	Guides the successful completion of major programs and may function in a project leadership role. Erroneous decisions or recommendations would typically result in failure to achieve major organizational objectives.	Develops advanced technological ideas and guides their development into a final product. Erroneous decisions or recommendations would typically result in failure to achieve critical organizational objectives and affect the image of the organization's technological capability.
Liaison	Contacts are primarily with immediate supervisor, and other personnel in the action or group.	Represents organization as a prime contact on projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.	Represents the organization as the prime technical contact on contracts and projects. Interacts with senior external personnel on significant technical matters often requiring coordination between organizations.	Serves as organization spokesperson on advanced projects and/or programs. Acts as advisor to management and customers on advanced technical research studies and applications.
Typical Experience & Education	0 Years, with related Bachelors degree or an equivalent amount of education and experience.	4 Years, with related Bachelors degree or an equivalent amount of education and experience.	6 Years, with a B.S./B.A. or an equivalent amount of education and experience.	8 Years, with a B.S./B.A. or an equivalent amount of education and experience.

Training Specialist

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

	Staff	Senior	Principal	Chief
Knowledge	Limited use and/or application of basic principles, theories, and concepts. Limited knowledge of industry practices and standards.	Complete understanding and application of principles, concepts, practices, and standards. Full knowledge of industry practices.	Applies extensive technical expertise, and has full knowledge of other related disciplines	Applies advanced technical principles, theories, and concepts. Contributes to the development of new principles and concepts.
Problem Solving	Solves routine problems of limited scope and complexity following established policies and procedures.	Develops solutions to a variety of complex problems. May refer to established precedents and policies.	Develops technical solutions to complex problems that require the regular use of ingenuity and creativity.	Works on unusually complex technical problems and provides solutions which are highly innovative and ingenious.
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Typical Experience & Education	0 Years, with related Bachelors degree or an equivalent amount of education and experience.	4 Years, with related Bachelors degree or an equivalent amount of education and experience.	6 Years, with a B.S./B.A. in Engineering, Science, or Mathematics; or an equivalent amount of education and experience.	8 Years, with a B.S./B.A. in Engineering, Science, or Mathematics; or an equivalent amount of education and experience.

Test Engineer

Assists technical staff, develops testing metrics during functional analysis of requirements. Conducts preliminary and acceptance testing. Participates in design concept reviews and walkthroughs, and works with QA staff to ensure adherence to standards and quality. Helps collect metrics as a result of testing (i.e., how many errors per line of code), and issues test results.

	Staff	Senior	Principal	Chief
Knowledge	Limited use and/or application of basic principles, theories, and concepts. Limited knowledge of industry practices and standards.	Complete understanding and application of principles, concepts, practices, and standards. Full knowledge of industry practices.	Applies extensive technical expertise, and has full knowledge of other related disciplines	Applies advanced technical principles, theories, and concepts. Contributes to the development of new principles and concepts.
Problem Solving	Solves routine problems of limited scope and complexity following established policies and procedures.	Develops solutions to a variety of complex problems. May refer to established precedents and policies.	Develops technical solutions to complex problems that require the regular use of ingenuity and creativity.	Works on unusually complex technical problems and provides solutions which are highly innovative and ingenious.
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COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION

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: **[Mr. Frank Gerow, Director of Contracts/Finance, 703-919-8021; fgerow@columbususa.com; FAX: \(703\) 879-0538.](mailto:fgerow@columbususa.com)**

(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.

CONTRACTOR TEAMING ARRANGEMENTS

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.