



**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsadvantage.gov>

SCHEDULE TITLE: Federal Supply Schedule 70 – GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES

SPECIAL ITEM NUMBER:

Special Item No. 132-32 Term Software Licenses

Special Item No. 132-34 Maintenance of Software as a Service

Special Item No. 132-51 Information Technology Professional Services

FSC CLASS 7030 - INFORMATION TECHNOLOGY SOFTWARE

Large Scale Computers

Operating System

Software

Application

Software

Electronic Commerce (EC)

Software Utility Software

Communications Software

Core Financial

Management Software

Ancillary Financial Systems

Software

Special Physical, Visual, Speech, and

Hearing Aid Software Microcomputers



Operating System
Software
Application
Software

Electronic Commerce (EC)
Software Utility Software

Communications Software

Core Financial
Management Software
Ancillary Financial Systems
Software

Special Physical, Visual, Speech, and Hearing Aid
Software

CONTRACT NUMBER: GS-35F-013BA

CONTRACT PERIOD: October 13 2013 Through October 13 2018

For more information on ordering from Federal Supply Schedules click on the **GSA** Schedules **link** at www.gsa.gov

CONTRACTOR:

Forefront Technologies, LLC
2966 South Church Street, Suite 290
Burlington, NC 27215
(Ph) 336-223-8477
www.forefront-technologies.com

CONTRACTOR'S ADMINISTRATION SOURCE:

Cheryl Dunlap,
2966 South Church Street, Suite 290,
Burlington, NC 27215, Ph: 702-363-9929, Fax: 206-350-6554, Email:
Cheryl.Dunlap@fftechnologies.com.

BUSINESS SIZE: Small Business



CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	Description
132 51	Information Technology Professional Services - SUBJECT TO COOPERATIVE PURCHASING
132 32	Term Software Licenses
132 34	Maintenance of Software as a Service

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:
(Government net price based on a unit of one)

SIN	Model	Price
132 51	Project Administration Staff	\$50.38
132 32	FederalDox Base Client License (Read Only) - 15,001+ Users	\$ 69.27
132 34	FederalDox Base Client License (Read Only) - 15,001+ Users (MAINTENANCE)	\$ 20.16

1c. Labor Category Descriptions start on page

2. **MAXIMUM ORDER:** \$500,000
3. **MINIMUM ORDER:** \$100
4. **GEOGRAPHIC COVERAGE:** Conus
5. **POINT(S) OF PRODUCTION:** USA
6. **DISCOUNT FROM LIST PRICES:** All prices shown are net
7. **QUANTITY DISCOUNT(S):** None
8. **PROMPT PAYMENT TERMS:** None
- 9a **Government Purchase Cards are accepted at or below the micro-purchase threshold.** Yes
- 9b **Government Purchase Cards are accepted above the micro-purchase threshold.**
Yes
10. **FOREIGN ITEMS:** None



- 11a. **TIME OF DELIVERY:** 30 Days ARO
- 11b. **EXPEDITED DELIVERY:** To be negotiated at task order level.
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** To be negotiated at task order level.
- 11d. **URGENT REQUIREMENTS:** Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
- 12. **FOB POINT:** Destination
- 13a. **ORDERING ADDRESS:** Same as Contractor's address.
- 13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in FAR 8.405-3
- 14. **PAYMENT ADDRESS:** Same as Contractor's address.
- 15. **WARRANTY PROVISION:** See terms and conditions starting on page 20
- 15a. **RETURN/RESTOCKING POLICY:** NA
- 16. **EXPORT PACKING CHARGES:** Not applicable.
- 17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** Accepted at, below and above the micro-purchase level
- 18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** 90 Days for warranty.
- 19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A.
- 20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):**
See Page 25
- 21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
- 22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
- 23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A



24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. Section 508 Compliance for electronic and information technology (EIT):
Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services can be found at: www.Section508.gov/ and www.forefront-technologies.com

25. DUNS NUMBER: 073651015

26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE: Contractor has an Active Registration in the SAM database.



AWARD PRICE LIST

SIN	SERVICE PROPOSED	UOI	PRICE OFFERED TO GSA (excluding IFF)*	PRICE OFFERED TO GSA (including IFF)*
132-51	Program Manager	HOUR	\$ 220.00	\$221.66
132-51	Project Manager	HOUR	\$ 195.00	\$196.47
132-51	Technical Lead	HOUR	\$ 195.00	\$196.47
132-51	Sr. Systems Architect	HOUR	\$ 185.00	\$186.40
132-51	Business Analyst III	HOUR	\$ 165.00	\$166.25
132-51	Business Analyst II	HOUR	\$ 150.00	\$151.13
132-51	Business Analyst I	HOUR	\$ 135.00	\$136.02
132-51	Consultant III	HOUR	\$ 175.00	\$176.32
132-51	Consultant II	HOUR	\$ 165.00	\$166.25
132-51	Consultant I	HOUR	\$ 150.00	\$151.13
132-51	Web Designer	HOUR	\$ 85.00	\$85.64
132-51	Web Developer	HOUR	\$ 95.00	\$95.72
132-51	Technical Writer II	HOUR	\$ 120.00	\$120.91
132-51	Technical Writer	HOUR	\$ 90.00	\$90.68
132-51	Project Administration Staff	HOUR	\$ 50.00	\$50.38
132-51	Systems Administrator III	HOUR	\$ 100.00	\$100.76
132-51	Support Manager	HOUR	\$ 100.00	\$100.76
132-51	Support Analyst II	HOUR	\$ 70.00	\$70.53
132-51	Support Analyst I	HOUR	\$ 60.00	\$60.45
132-51	Systems Analyst II	HOUR	\$ 90.00	\$90.68
132-51	Systems Analyst I	HOUR	\$ 80.00	\$80.60



132-51	Sr. Systems Administrator	HOUR	\$ 135.00	\$136.02
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Sr. Systems Administrator

Functional Responsibilities: Performs all duties of a Systems Analyst II plus administers platforms/software to ensure balanced activity and secure environment. Makes recommendations for optimizing system operations. Ability to perform network administration tasks, performs Operation System administration, install hardware and software solutions, and execute system performance evaluations. Works across multiple operations systems or computing platforms and integrates systems.

Minimal Experience: 6 Years relevant experience plus a Bachelor's degree

Systems Administrator III

Functional Responsibilities: Performs all duties of a Systems Analyst II plus administers platforms/software to ensure balanced activity and secure environment. Makes recommendations for optimizing system operations. Ability to perform network administration tasks, perform Operation System administration, install hardware and software solutions, and execute system performance evaluations.

Minimal Experience: 4 Years relevant experience plus a Bachelor's degree

Systems Analyst II

Functional Responsibilities: Applies knowledge of computer concepts and techniques to support and improve automated business systems. Uses logic to independently identify, troubleshoot and resolve systems issues in accordance with existing system controls. Develops alternative approaches to design, test, and evaluation techniques for solving automation problems. Interfaces with and system users and management to address system related objectives and support. Documents system issues, controls, resolutions and other system related activities. Handles escalated issues that require advanced troubleshooting activities or system data manipulation.

Minimal Experience: 4 Years relevant experience plus a Bachelor's degree

Systems Analyst I



Functional Responsibilities: Applies knowledge of computer concepts and techniques to support and improve automated business systems. Uses logic to assist with the identification, troubleshooting and resolution of systems issues in accordance with existing system controls. Develops alternative approaches to design, test, and evaluation techniques for solving automation problems. Interfaces with and system users and management to address system related objectives and support. Documents system issues, controls, resolutions and other system related activities.

Minimal Experience: 2 Years relevant experience plus an Associate's degree

Program Manager

Functional Responsibilities: Serves as the contract manager and administrator over the entire contract or program efforts. Acts as the primary interface and point of contact with Government project authorities and representatives on technical and contract administration issues. Supervises project operations by developing management procedures, planning and directing project execution, monitoring and reporting progress. Manages and controls financial and administrative aspects of the project with respect to contract requirements, enforces work standards, and assigns schedules.

Minimal Experience: 14 Years relevant experience plus a Master's degree

Sr. Architect

Functional Responsibility: Includes all responsibilities of Architect. Also responsible for enterprise architecture planning, capacity planning, logical and physical architecture specifications, justifications guidelines, and controls. Develops alternative approaches to design, test, and evaluation techniques for solving automation problems. Ability to perform enterprise system analysis and make technology recommendations. Excellent understanding of infrastructure, development processes, scope and requirements processes. Extensive experience with designing technical solutions in various business processes. Responsible for producing system and platform design documents.

Minimal Experience: 12 Years relevant experience plus a Bachelor's degree



Business Analyst III

Functional Responsibility: Possesses all skills of Business Analyst II with ability to manage multiple business analysts and engagements. Ability to recommend new business processes, guide organizations to enterprise process change, and facilitate organizational change. Can lead system documentation and testing efforts.

Minimal Experience: 6 Years relevant experience plus a Bachelor's degree

Business Analyst II

Functional Responsibilities: Possesses all skills of Business Analyst I. Gather and analyze requirements. Works independently with little direction to design and document requirements, use cases and business processes in a consistent and uniformed manner. Ability to recommend new business processes, guide organizations to enterprise process change, and facilitate organizational change.

Minimal Experience: 4 Years relevant experience plus a Bachelor's degree

Business Analyst I

Functional Responsibilities: Gather and analyze requirements under the direction of project manager or Business Analyst II/III. Design and document requirements, use cases and business processes in a consistent and uniformed manner. Ability to recommend new business processes, guide organizations to enterprise process change, and facilitate organizational change. Assist with design of system test scripts and system testing.

Minimal Experience: 2 Years relevant experience plus a Bachelor's degree

Web Developer

Functional Responsibilities: Creates technical solutions by designing, implementing, testing, deploying, and maintaining web based software applications. Core duties include defining solution objectives by analyzing user requirements, mapping the requirements to design options, evaluating the options and recommending a solution based on the customer priorities, and implementing the agreed upon solution. Applies basic knowledge of web based programming techniques and best practices around developing custom web based code. Develops program



specifications for writing and testing applications. Oversees development of test data, performs thorough testing and corrections to ensure compliance with requirements. Documents applications according to Government standards and procedures.

Minimal Experience: 2 Years relevant experience plus a Bachelor's degree

Web Designer

Functional Responsibilities: Creates digital assets and graphical solutions by designing, implementing, deploying, and maintaining web based art and designs. Core duties include defining solution design options by analyzing user requirements, mapping the requirements to design options, evaluating the options and providing art conceptual designs based on user feedback and then implementing the agreed upon designs. Applies basic knowledge of web based design techniques and best practices around developing custom web digital assets. Develops conceptual designs for user review and feedback.

Minimal Experience: 2 Years relevant experience plus a Bachelor's degree

Consultant III

Functional Responsibilities: Creates technical solutions by designing, implementing, testing, deploying, and maintaining web based software applications. Core duties include defining solution objectives by analyzing user requirements, mapping the requirements to design options, evaluating the options and recommending a solution based on the customer priorities, and implementing the agreed upon solution.

Assists with applying business process improvement practices to bring efficiencies to complex business problems. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Should apply as appropriate, activity data modeling, transaction flow analysis, and internal control and risk analysis, modern business methods and applies performance measurement techniques. Assist in establishing standards for information systems procedures.

Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems.

Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and system architecture objectives. Senior level supervisors provide daily supervision and direction to staff.

Minimal Experience: 10 Years relevant experience plus a Bachelor's degree

Consultant II

Functional Responsibilities: Creates technical solutions by designing, implementing, testing, deploying, and maintaining web based software applications. Core duties include defining solution objectives by analyzing user requirements, mapping the requirements to design options, evaluating the options and recommending a solution based on the customer priorities, and implementing the agreed upon solution.

Assists with applying business process improvement practices to bring efficiencies to complex business problems. Responsible for effective transitioning of existing project teams and the facilitation of project teams in the accomplishment of project activities and objectives. Additional duties may include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts.

Minimal Experience: 6 Years relevant experience plus a Bachelor's degree

Consultant I

Functional Responsibilities: Creates technical solutions by designing, implementing, testing, deploying, and maintaining web based software applications. Core duties include defining solution objectives by analyzing user requirements, mapping the requirements to design options, evaluating the options and recommending a solution based on the customer priorities, and implementing the agreed upon solution.

Assists with applying business process improvement practices to bring efficiencies to complex business problems. Should apply as appropriate, activity data modeling, transaction flow analysis, and internal control and risk analysis, modern business methods and applies performance measurement techniques. Assist in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated systems. Helps identify best practices and creating and assessing performance measurements.

Minimal Experience: 4 Years relevant experience plus an Associate's degree

Project Manager

Functional Responsibilities: Serves as the project manager and administrator over the entire project effort. Acts as the primary interface and point of contact with Government project authorities and representatives on technical and administration issues. Supervises project operations by developing management procedures, planning and directing project execution, monitoring and reporting progress. Reports financial and administrative aspects of the project with respect to contract requirements, enforces work standards, and assigns schedules. Produces Project Plan documentation, resource management plans and work estimates.

Minimal Experience: 12 Years relevant experience plus a Master's degree

Technical Lead

Functional Responsibilities: Main point of contact for technical customer inquiries. Responsible for developing project plans, justifications, guidelines and controls. Applies knowledge of computer concepts and techniques to develop and implement automated solutions to business requirements and management problems. Leads in implementation, design and development of software applications. Reviews and manages system implementation to ensure it covers system design and/or system requirements and designs are updated. Responsible for technical roadmaps and system infrastructure including infrastructure design, implementation, and maintenance. Ability to perform system analysis and technology recommendations. Reviews team designs and implementation deliverables. Lead a technical Team and provide overall technical guidance.

Minimal Experience: 12 Years relevant experience plus a Master's degree

Technical Writer II

Functional Responsibilities: All capabilities of a Technical Writer plus the ability to handle complex, highly specialized technical documentation or complex electronic media's of deliver. Explains in simple language technical ideas and concepts that are difficult for the average reader to understand. Writes technical materials, such as equipment software manual, appendices, or operating and maintenance instructions. Write white papers, Requests for Proposals, Requests for Information, and authors online content. Possess excellent research skills, mastery of written English grammar and syntax, and superior spelling skills. Must demonstrate the ability to write and edit different styles of documents (e.g., persuasive, instructional, informative, blogs, etc.).

Minimal Experience: 6 Years relevant experience plus a Bachelor's degree

Technical Writer

Functional Responsibilities: Explains in simple language technical ideas and concepts that are difficult for the average reader to understand. Writes technical materials, such as equipment software manual, appendices, or operating and maintenance instructions. Write white papers,

Requests for Proposals, Requests for Information, and authors online content. Possess excellent research skills, mastery of written English grammar and syntax, and superior spelling skills. Must demonstrate the ability to write and edit different styles of documents (e.g., persuasive, instructional, informative, blogs, etc.).

Minimal Experience: 4 Years relevant experience plus a Bachelor's degree

Project Administration Staff

Functional Responsibilities: Provides general administrative support to the project. Supports the production of project deliverables and performs clerical and administrative functions required to complete work related to the project.

Minimal Experience: 2 Years relevant experience plus an Associate's degree

Support Analyst II

Functional Responsibilities: Provides front line end user application support. Applies knowledge of computer concepts and techniques to support known system issues and common end user requests. Uses logic to assist with the identification, troubleshooting and resolution of systems issues in accordance with existing system controls.

Documents system issues and resolutions and other system related activities. Contributes to the knowledge base of newly discovered system issues and requests.

Minimal Experience: 4 Years relevant experience plus an Associate's degree

Support Analyst I

Functional Responsibilities: Provides front line end user application support. Applies knowledge of computer concepts and techniques to support known system issues and common end user requests. Uses logic to assist with the identification, troubleshooting and resolution of systems issues in accordance with existing system controls.

Documents system issues and resolutions and other system

related activities. Minimal Experience: 2 Years relevant

experience plus an Associate's degree

Support Manager

Functional Responsibilities: Provides management of the front line end user application support team. Applies knowledge of computer concepts and techniques to support known system issues and common end user requests. Uses logic to assist with the identification, troubleshooting and resolution of systems issues in accordance with existing system controls.

Documents system issues and resolutions and other system related activities. Manages the overall knowledge base or Knowledge repository, staff training, support guidelines and operating procedures.

Provides continuous feedback and support staff evaluations as required. Minimal Experience: 4 Years relevant experience plus a Bachelor's degree

Education Substitutions for All Labor Categories:

- Two years' experience may substitute for an Associate's degree
- Four years' experience may substitute for a Bachelor's degree
- Six years' experience may substitute for a Master's degree

SIN	PRODUCT NAME	ITEM CODE	UOI	PRICE OFFERED TO GSA (excluding IFF)*	PRICE OFFERED TO GSA (including IFF)*
132-32	Mi-Forms Basic	MiForm100-lic	EACH	\$900.00	\$906.80
132-32	Mi-Forms Basic	MiForm101-lic	EACH	\$540.00	\$544.08
132-32	Mi-Forms Basic	MiForm102-lic	EACH	\$450.00	\$453.40
132-32	Mi-Forms Basic	MiForm103-lic	EACH	\$360.00	\$362.72
132-32	Mi-Forms Basic	MiForm104-lic	EACH	\$270.00	\$272.04
132-32	Mi-Forms Basic	MiForm105-lic	EACH	\$180.00	\$181.36
132-32	Mi-Forms Department	MiForm200-lic	EACH	\$1,800.00	\$1,813.60
132-32	Mi-Forms Department	MiForm201-lic	EACH	\$720.00	\$725.44
132-32	Mi-Forms Department	MiForm202-lic	EACH	\$630.00	\$634.76
132-32	Mi-Forms Department	MiForm203-lic	EACH	\$450.00	\$453.40
132-32	Mi-Forms Department	MiForm204-lic	EACH	\$360.00	\$362.72
132-32	Mi-Forms Department	MiForm205-lic	EACH	\$270.00	\$272.04
132-32	Mi-Forms Enterprise	MiForm300-lic	EACH	\$2,700.00	\$2,720.40
132-32	Mi-Forms Enterprise	MiForm301-lic	EACH	\$1,350.00	\$1,360.20
132-32	Mi-Forms Enterprise	MiForm302-lic	EACH	\$1,080.00	\$1,088.16
132-32	Mi-Forms Enterprise	MiForm303-lic	EACH	\$720.00	\$725.44

132-32	Mi-Forms Enterprise	MiForm304-lic	EACH	\$540.00	\$544.08
132-32	Mi-Forms Enterprise	MiForm305-lic	EACH	\$360.00	\$362.72
132-32	MiForms Transactional	MiForm-5K-tran	EACH	\$9,000.00	\$9,068.01
132-32	MiForms Transactional	MiForm-10K-tran	EACH	\$18,000.00	\$18,136.02
132-32	MiForms Transactional	MiForm-30K-tran	EACH	\$45,000.00	\$45,340.05
132-32	MiForms Transactional	MiForm-50K-tran	EACH	\$54,000.00	\$54,408.06
132-32	MiForms Transactional	MiForm-100K-tran	EACH	\$67,500.00	\$68,010.08
132-32	MiForms Transactional	MiForm-200K-tran	EACH	\$112,500.00	\$113,350.13
132-32	MiForms Transactional	MiForm-500K-tran	EACH	\$180,000.00	\$181,360.20
132-32	MiForms Transactional	MiForm-1M-tran	EACH	\$270,000.00	\$272,040.30
132-32	Additional Designer Seat	MiForms-design	EACH	\$2,250.00	\$2,267.00
132-32	MiForms Enterprise License	MiForms-enterprise	EACH	\$675,000.00	\$680,100.76
132-32	FFT Solution Hosting 1-100 Users (2tb Transfer, 100GB Storage)	FFTHost100-base	EACH	\$2,700.00	\$2,720.40
132-32	FFT Solution Hosting - Add 100 Users, 1TB Transfer, 100GB Storage	FFTHost100-add	EACH	\$720.00	\$725.44
132-32	FFT FederalDox Solution Portal - Base 100 users	Fdox-port-100-base	EACH	\$21,600.00	\$21,763.22
132-32	FFT FederalDox Solution Portal - Add 100 users	Fdox-port-100-add	EACH	\$7,200.00	\$7,254.41
132-32	FederalDox Base Client License - Per User	FDXDCTM-101	EACH	\$ 445.50	\$ 448.87
132-32	FederalDox Base Client License - 50-200 Users	FDXDCTM-101	EACH	\$ 270.00	\$ 272.04

132-32	FederalDox Base Client License - 201-500 Users	FDXDCTM-101	EACH	\$ 247.50	\$ 249.37
132-32	FederalDox Base Client License - 501-1,250 Users	FDXDCTM-101	EACH	\$ 225.00	\$ 226.70
132-32	FederalDox Base Client License - 1,251-3,000 Users	FDXDCTM-101	EACH	\$ 202.50	\$ 204.03
132-32	FederalDox Base Client License - 3,001-8,500 Users	FDXDCTM-101	EACH	\$ 180.00	\$ 181.36
132-32	FederalDox Base Client License - 8,501-15,000 Users	FDXDCTM-101	EACH	\$ 157.50	\$ 158.69
132-32	FederalDox Base Client License - 15,001 + Users	FDXDCTM-101	EACH	\$ 112.50	\$ 113.35
132-32	FederalDox Base Client License (Read Only) - Per User	FDXDCTM-105	EACH	\$ 272.25	\$ 274.31
132-32	FederalDox Base Client License (Read Only) - 50-200 Users	FDXDCTM-105	EACH	\$ 165.00	\$ 166.25
132-32	FederalDox Base Client License (Read Only) - 201-500 Users	FDXDCTM-105	EACH	\$ 151.25	\$ 152.39
132-32	FederalDox Base Client License (Read Only) - 501-1,250 Users	FDXDCTM-105	EACH	\$ 137.50	\$ 138.54
132-32	FederalDox Base Client License (Read Only) - 1,251-3,000 Users	FDXDCTM-105	EACH	\$ 123.75	\$ 124.69
132-32	FederalDox Base Client License (Read Only) - 3,001-8,500 Users	FDXDCTM-105	EACH	\$ 110.00	\$ 110.83
132-32	FederalDox Base Client License (Read Only) - 8,501-15,000 Users	FDXDCTM-105	EACH	\$ 96.25	\$ 96.98
132-32	FederalDox Base Client License (Read Only) - 15,001+ Users	FDXDCTM-105	EACH	\$ 68.75	\$ 69.27
132-32	FederalDox Base Email Process Engine - Per Repository	FDXMAIL-510	EACH	\$ 14,850.00	\$ 14,962.22
132-32	FederalDox Base Email Process Engine - 2 Repositories	FDXMAIL-510	EACH	\$ 9,000.00	\$ 9,068.01
132-32	FederalDox Base Email Process Engine - 3 Repositories	FDXMAIL-510	EACH	\$ 8,250.00	\$ 8,312.34

132-32	FederalDox Base Email Process Engine - 4 Repositories	FDXMAIL-510	EACH	\$ 7,500.00	\$ 7,556.68
132-32	FederalDox Base Email Process Engine - 5+ Repositories	FDXMAIL-510	EACH	\$ 6,750.00	\$ 6,801.01
132-34	FederalDox Base Client License - Per User (MAINTENANCE)	FDXDCTM-101	EACH	\$ 93.56	\$ 94.26
132-34	FederalDox Base Client License - 50-200 Users	FDXDCTM-101	EACH	\$ 65.49	\$ 65.98
132-34	FederalDox Base Client License - 201-500 Users (MAINTENANCE)	FDXDCTM-101	EACH	\$ 60.81	\$ 61.27
132-34	FederalDox Base Client License - 501-1,250 Users (MAINTENANCE)	FDXDCTM-101	EACH	\$ 56.13	\$ 56.56
132-34	FederalDox Base Client License - 1,251-3,000 Users (MAINTENANCE)	FDXDCTM-101	EACH	\$ 51.46	\$ 51.84
132-34	FederalDox Base Client License - 3,001-8,500 Users (MAINTENANCE)	FDXDCTM-101	EACH	\$ 46.78	\$ 47.13
132-34	FederalDox Base Client License - 8,501-15,000 Users (MAINTENANCE)	FDXDCTM-101	EACH	\$ 42.10	\$ 42.42
132-34	FederalDox Base Client License - 15,001 + Users (MAINTENANCE)	FDXDCTM-101	EACH	\$ 32.74	\$ 32.99
132-34	FederalDox Base Client License (Read Only) - Per User (MAINTENANCE)	FDXDCTM-105	EACH	\$ 57.17	\$ 57.60
132-34	FederalDox Base Client License (Read Only) - 50-200 Users (MAINTENANCE)	FDXDCTM-105	EACH	\$ 40.02	\$ 40.32
132-34	FederalDox Base Client License (Read Only) - 201-500 Users (MAINTENANCE)	FDXDCTM-105	EACH	\$ 37.16	\$ 37.44
132-34	FederalDox Base Client License (Read Only) - 501-1,250 Users (MAINTENANCE)	FDXDCTM-105	EACH	\$ 34.30	\$ 34.56
132-34	FederalDox Base Client License (Read Only) - 1,251-3,000 Users (MAINTENANCE)	FDXDCTM-105	EACH	\$ 31.44	\$ 31.68
132-34	FederalDox Base Client License (Read Only) - 3,001-8,500 Users (MAINTENANCE)	FDXDCTM-105	EACH	\$ 28.59	\$ 28.80
132-34	FederalDox Base Client License (Read Only) - 8,501-15,000 Users (MAINTENANCE)	FDXDCTM-105	EACH	\$ 25.73	\$ 25.92

132-34	FederalDox Base Client License (Read Only) - 15,001+ Users (MAINTENANCE)	FDXDCTM-105	EACH	\$ 20.01	\$ 20.16
132-34	FederalDox Base Email Process Engine - Per Repository (MAINTENANCE)	FDXMAIL-510	EACH	\$ 3,118.50	\$ 3,142.07
132-34	FederalDox Base Email Process Engine - 2 Repositories (MAINTENANCE)	FDXMAIL-510	EACH	\$ 2,182.95	\$ 2,199.45
132-34	FederalDox Base Email Process Engine - 3 Repositories (MAINTENANCE)	FDXMAIL-510	EACH	\$ 2,027.03	\$ 2,042.34
132-34	FederalDox Base Email Process Engine - 4 Repositories (MAINTENANCE)	FDXMAIL-510	EACH	\$ 1,871.10	\$ 1,885.24
132-34	FederalDox Base Email Process Engine - 5+ Repositories (MAINTENANCE)	FDXMAIL-510	EACH	\$ 1,715.18	\$ 1,728.14

TERMS AND CONDITIONS APPLICABLE TO TERM SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-32), PERPETUAL SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-33) AND MAINTENANCE AS A SERVICE (SPECIAL ITEM NUMBER 132-34) OF GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY SOFTWARE

1. INSPECTION/ACCEPTANCE

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any software that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming software at no increase in contract price. The ordering activity must exercise its postacceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the software, unless the change is due to the defect in the software.

2. GUARANTEE/WARRANTY

a. Unless specified otherwise in this contract, the Contractor's standard commercial guarantee/warranty as stated in the contract's commercial pricelist will apply to this contract.

FFT warrants that it has title to and/or the authority to grant licenses of the Software. Licensee's exclusive remedy with respect to breach of this Section 9.1 shall be pursuant to Section 7 ("Patent and Copyright Indemnity").

FFT warrants for a period of ninety days (90) days from shipment of the Software that the Software, unless modified by Licensee, will perform, in all material aspects, the functions described in the Documentation when operated on the specified platform as set forth in the technical documentation.

The warranties in Sections 9.1 and 9.2 shall not apply to Pre-release Software. The warranty in Section 9.2 shall not apply to Software which has been modified or added to by Licensee or any other party, or to Software which has been improperly installed or used in a manner other than as authorized under this Agreement to the extent such modification(s) or improper installation cause the breach of warranty. FFT does not warrant that the Software will meet Licensee's requirements, or that the Software will operate in the combinations which Licensee may select for use, or that the operation of the Software will be uninterrupted or error-free, or that all Software errors will be corrected. Any claim submitted under this Section 9 must be submitted in writing to FFT within the specified warranty period. FFT's sole and exclusive obligation for warranty claims shall be to make the Software operate as warranted or, if FFT is unable to do so, to terminate the license for such Software and return the applicable license fees paid to FFT.

FFT reserves the right to charge Licensee for services performed by FFT in connection with reported failures which, as reasonably determined by the parties, are later determined to be caused by operator error, untrained users, equipment malfunction, software not supplied by FFT or by alterations or additions to the Software by persons other than FFT employees or consultants.

The warranties in Sections 9.1 and 9.2 shall not apply to custom software, program, or modules not part of the licensed products that may be developed as part of an implementation or consulting effort.

THE WARRANTIES ABOVE ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES OR CONDITIONS WHETHER EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED CONDITIONS OF SATISFACTORY QUALITY AND FITNESS FOR PURPOSE.

b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

3. TECHNICAL SERVICES

The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number 336-223-8477 for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from 8 am to 5pm EST.

4. SOFTWARE MAINTENANCE

a. Software maintenance as it is defined: (select software maintenance type) :

_____ 1. Software Maintenance as a Product (SIN 132-32 or SIN 132-33)

Software maintenance as a product includes the publishing of bug/defect fixes via patches and updates/upgrades in function and technology to maintain the operability and usability of the software product. It may also include other no charge support that are included in the purchase price of the product in the commercial marketplace. No charge support includes items such as user blogs, discussion forums, on-line help libraries and FAQs (Frequently Asked Questions), hosted chat rooms, and limited telephone, email and/or web-based general technical support for user's self diagnostics.

Software maintenance as a product does NOT include the creation, design, implementation, integration, etc. of a software package. These examples are considered software maintenance as a service.

Software Maintenance as a product is billed at the time of purchase.

X 2. Software Maintenance as a Service (SIN 132-34)

Software maintenance as a service creates, designs, implements, and/or integrates customized changes to software that solve one or more problems and is not included with the price of the software. Software maintenance as a service includes person-to-person communications regardless of the medium used to communicate: telephone support, on-line technical support, customized support, and/or technical expertise which are charged commercially. Software maintenance as a service is billed arrears in accordance with 31 U.S.C. 3324.

Software maintenance as a service is billed in arrears in accordance with 31 U.S.C. 3324.

b. Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

5. PERIODS OF TERM LICENSES (SIN 132-32) AND MAINTENANCE (SIN 132-34)

a. The Contractor shall honor orders for periods for the duration of the contract period or a lesser period of time.

b. Term licenses and/or maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice to the Contractor.

c. Annual Funding. When annually appropriated funds are cited on an order for term licenses and/or maintenance, the period of the term licenses and/or maintenance shall automatically expire on September 30 of the contract period, or at the end of the contract period, whichever occurs first. Renewal of the term licenses and/or maintenance orders citing the new appropriation shall be required, if the term licenses and/or maintenance is to be continued during any remainder of the contract period.

d. Cross-Year Funding Within Contract Period. Where an ordering activity's specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.

e. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of an order, if the term licenses and/or maintenance is to be terminated at that time. Orders for the continuation of term licenses and/or maintenance will be required if the term licenses and/or maintenance is to be continued during the subsequent period.

6. CONVERSION FROM TERM LICENSE TO PERPETUAL LICENSE

a. The ordering activity may convert term licenses to perpetual licenses for any or all software at any time following acceptance of software. At the request of the ordering activity the Contractor shall furnish, within ten (10) calendar days, for each software product that is contemplated for conversion, the total amount of conversion credits which have accrued while the software was on a term license and the date of the last update or enhancement.

b. Conversion credits which are provided shall, within the limits specified, continue to accrue from one contract period to the next, provided the software remains on a term license within the ordering activity.

c. The term license for each software product shall be discontinued on the day immediately preceding the effective date of conversion from a term license to a perpetual license.

d. The price the ordering activity shall pay will be the perpetual license price that prevailed at the time such software was initially ordered under a term license, or the perpetual license price prevailing at the time of conversion from a term license to a perpetual license, whichever is the less, minus an amount equal to _____ % of all term license payments during the period that the software was under a term license within the ordering activity.

7. TERM LICENSE CESSATION

a. After a software product has been on a continuous term license for a period of _____ * months, a fully paid-up, non-exclusive, perpetual license for the software product shall automatically accrue to the ordering activity. The period of continuous term license for automatic accrual of a fully paid-up perpetual license does not have to be achieved during a particular fiscal year; it is a written Contractor commitment which continues to be available for software that is initially ordered under this contract, until a fully paid-up perpetual license accrues to the ordering activity. However, should the term license of the software be discontinued before the specified period of the continuous term license has been satisfied, the perpetual license accrual shall be forfeited.

b. The Contractor agrees to provide updates and maintenance service for the software after a perpetual license has accrued, at the prices and terms of Special Item Number 132-34, if the licensee elects to order such services. Title to the software shall remain with the Contractor.

8. UTILIZATION LIMITATIONS - (SIN 132-32, SIN 132-33, AND SIN 132-34)

a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.

b. When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:

(1) Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.

(2) Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to one ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.

(3) Except as is provided in paragraph 8.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the ordering activity's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.

(4) The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of Disaster Recovery, the ordering activity has the right to transfer the software to another site if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.

(5) "Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.

9. SOFTWARE CONVERSIONS - (SIN 132-32 AND SIN 132-33)

Full monetary credit will be allowed to the ordering activity when conversion from one version of the software to another is made as the result of a change in operating system, or from one computer system to another. Under a perpetual license (132-33), the purchase price of the new software shall be reduced by the amount that was paid to

purchase the earlier version. Under a term license (132-32), conversion credits which accrued while the earlier version was under a term license shall carry forward and remain available as conversion credits which may be applied towards the perpetual license price of the new version.

10. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY

The Contractor shall include, in the schedule pricelist, a complete description of each software product and a list of equipment on which the software can be used. Also, included shall be a brief, introductory explanation of the modules and documentation which are offered.

11. RIGHT-TO-COPY PRICING

The Contractor shall insert the discounted pricing for right-to-copy licenses.

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND IDENTITY ACCESS
MANAGEMENT PROFESSIONAL SERVICES
(SPECIAL ITEM NUMBER 132-60F)**

1. SCOPE

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

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

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

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS -COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I - OCT 2008) (DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data - General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science