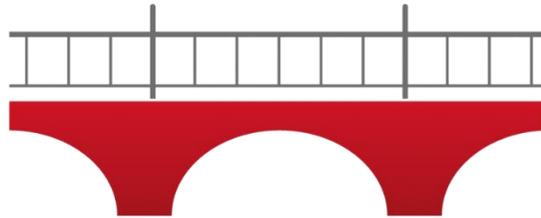




Schedule
Contract GS-35F-013GA



CAMBRIDGE Federal

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MOD PS-0003

104 Tech Park Drive
Cambridge, MD 21613
410.221.7546
Sales@CambridgeFederal.com



Table of Contents

Company Information	2
Contract Information	3
Additional Information	4
Terms and Conditions for SIN 132-52	5
Terms and Conditions for SIN 132-8	9
Labor Description	12
Administration I.....	12
Administration II.....	12
Administration III	12
Applications Developer I.....	12
Applications Developer II.....	12
Applications Developer III	13
Business Process Consultant.....	13
Data Architect	13
Database Specialist I.....	13
Database Specialist II.....	13
Database Specialist III	14
ERP Analyst III.....	14
Financial Analyst	14
Helpdesk Specialist I.....	14
Helpdesk Specialist II	14
Helpdesk Specialist III.....	14
IT Engineer I.....	15
IT Engineer II.....	15
IT Engineer III	15
Network Specialist I.....	15
Network Specialist II	15
Network Specialist III.....	16
Program Manager.....	16
Project Manager	16
Subject Matter Expert II.....	16
Subject Matter Expert III	16
Subject Matter Expert IV	17
Technical Writer	17
Training Specialist I.....	17
Training Specialist II.....	17
Training Specialist III	17
Web Content Analyst.....	18
Web Designer III.....	18
Labor Categories and Rates for SIN 132-51	19
Product Categories and Rates for SIN 152-8	20
Small Business Participation	21
Best Value Blanket Purchase Agreement	22
Blanket Purchase Agreement	23
Basic Guidelines for Using “Contractor Team Arrangements”	25

Company Information

Name: Cambridge Federal

Address: 104 Tech Park Drive
Cambridge, MD 21613

Office: 410.221.7546

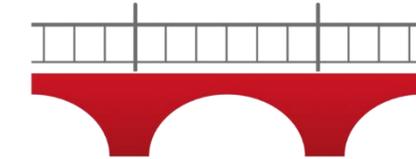
Fax: 410.228.9518

DUNS: 052059390

Cage Code: 78MC0

Website: www.CambridgeFederal.com

POC: Michael Ross, CEO
Mike.Ross@CambridgeFederal.com
410.221.7546 ext 2



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Keri Dinkel, Office Manager
Keri.Dinkel@CambridgeFederal.com
401.221.7546 ext 1

Certifications: HUBZone, VOSB, MDoT SBE

NAIC Codes:

541350	Building Inspection Services	561611	Investigation Services
541513	Computer Facilities Management Services	561612	Security Guards and Patrol Services
541519	Other Computer Related Services	561720	Janitorial Services
541611	Administrative Management and General Management Consulting Services	561730	Landscaping Services
561210	Facilities Support Services	611420	Computer Training
		611430	Professional and Management Development Training
		611513	Apprenticeship Training

Contract Information

Contract Number: GS-35F-013GA

Period Covered by Contract: Oct/12/2016 – Oct/11/2021

Pricelist current through Modification #PS-0003, dated December 21, 2016.

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

SIN 132-8 - PURCHASE OF NEW EQUIPMENT

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

PROFESSIONAL SERVICES

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

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

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

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

Additional Information

Cambridge Federal was established in 2012 in an effort to give back to the community by increasing quality employment opportunities, technical training, investment, and overall economic development in Delmarva. Cambridge Federal was founded by a US Navy Aviator and combat veteran (served in Beirut and Grenada in the 1980s) who is an experienced government contracting executive and an Adjunct Professor at Salisbury University. CF is located in Dorchester County, a HUBZone county, and works closely with the Dorchester County Department of Economic Development (DCED). CF is currently located in the Eastern Shore Innovation Center (ESIC/Incubator).

Cambridge Federal has five lines of business:



Under the Information Technology LoB, CF has a U.S. based multi-tenant IT Call Center and SAP Help Desk with trained and certified personnel. The IT LoB employs CISCO Network Engineers. Additionally, CF is a DELL Value Added Reseller with staff certified in sales and technical support in over 14 DELL competencies; such as, Client Data Security, Core Client Solutions, Workstations, Information Security (Sonic Firewall), Cloud Client-Computing, Desktop Virtualization, Big Data & Analytics, Cloud Solutions, Information Management, Database Management, and Networking.

The Investigations & Security LoB provides the following training and certifications; Private Detective Academy, Armed and Unarmed Security Guard Class, Hand Gun Qualification Class, and Women’s Self Defense Training. Lastly, CF is a State of Maryland and FBI certified Livescan Fingerprint and Background Check Provider.

CF’s Base Operations & Energy Efficiency LoB employs Energy Efficiency Analysts / Auditors and is a licensed and certified Maryland Home Improvement Contractor. CF holds certifications from the Building Performance Institute (BPI) and OSHA 30.

Cambridge Federal is committed to fostering economic development and career opportunities for the surrounding community and looks forward to providing Federal, State, and Local government agencies high quality IT products and services via the GSA IT 70 contract vehicle.

Terms and Conditions SIN 132-51

1. **SCOPE** a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule. b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.
2. **PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)** a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract. b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements. c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.
3. **ORDER** a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available. b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.
4. **PERFORMANCE OF SERVICES** a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity. b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity. c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner. d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established 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



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GS-35F-013GA
GSA IT Schedule 70

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.

Terms and Conditions SIN 132-8

1. **MATERIAL AND WORKMANSHIP** All equipment furnished hereunder must satisfactorily perform the function for which it is intended.

2. **ORDER** Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPA) agreements shall be the basis for purchase in accordance with the provisions of this contract. If time of delivery extends beyond the expiration date of the contract, the Contractor will be obligated to meet the delivery and installation date specified in the original order. For credit card orders and BPAs, telephone orders are permissible.

3. **TRANSPORTATION OF EQUIPMENT FOB DESTINATION.** Prices cover equipment delivery to destination, for any location within the geographic scope of this contract.

4. **INSTALLATION AND TECHNICAL SERVICES** a. **INSTALLATION.** When the equipment provided under this contract is not normally self-installable, the Contractor's technical personnel shall be available to the ordering activity, at the ordering activity's location, to install the equipment and to train ordering activity personnel in the use and maintenance of the equipment. The charges, if any, for such services are listed below, or in the price schedule: The equipment is not self-installable. b. **INSTALLATION, DEINSTALLATION, REINSTALLATION.** The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirement of the Davis-Bacon Act applies. The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or SIN 132-9. c. **OPERATING AND MAINTENANCE MANUALS.** The Contractor shall furnish the ordering activity with one (1) copy of all operating and maintenance manuals which are normally provided with the equipment being purchased.

5. **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 equipment that has been tendered for acceptance. The ordering activity may



require repair or replacement of nonconforming equipment at no increase in contract price. The ordering activity must exercise its post acceptance 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 item, unless the change is due to the defect in the item.

6. WARRANTY a. Unless specified otherwise in this contract, the Contractor’s standard commercial warranty as stated in the contract’s commercial pricelist will apply to this contract.

WARRANTY INFORMATION FOR MCMURDO PRODUCTS

All products carry a standard 12 month warranty from date of purchase. McMurdo, Inc. offers extended warranty for no additional charge. In order to receive the extended warranty, customer must register their product within 90 days of the purchase at <http://info.mcmurdogroup.com/Warranty-Registration.html>.

Additional warranty periods are:

- EPIRB** Extra 4 years after registration
(1 + 4 = 5 years)
- PLB** Extra 4 years after registration
(1 + 4 = 5 years)
- AIS MOB Devices** Extra year after registration
(1 + 1 = 2 years)
- AIS Electronics** Extra year after registration
(1 + 1 = 2 years)
- SART** Extra year after registration
(1 + 1 = 2 years)
- VHF** Extra year after registration
(1 + 1 = 2 years)

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. d. If inspection and repair of defective equipment under this warranty will be performed at the Contractor's plant, the address is as follows: Inspection and repair will not be performed at Contractor’s plant.

7. PURCHASE PRICE FOR ORDERED EQUIPMENT The purchase price that the ordering activity will be charged will be the ordering activity purchase price in effect at the time of order placement, or the ordering activity purchase price in effect on the installation date (or delivery date when installation is not applicable), whichever is less.

8. RESPONSIBILITIES OF THE CONTRACTOR The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City or otherwise) covering work of this character, and shall include all costs, if any, of such compliance in the prices quoted in this offer.



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GSA IT Schedule 70

9. **TRADE-IN OF INFORMATION TECHNOLOGY EQUIPMENT** When an ordering activity determines that Information Technology equipment will be replaced, the ordering activity shall follow the contracting policies and procedures in the Federal Acquisition Regulation (FAR), the policies and procedures regarding disposition of information technology excess personal property in the Federal Property Management Regulations (FPMR) (41 CFR 101-43.6), and the policies and procedures on exchange/sale contained in the FPMR (41 CFR part 101-46).

Labor Descriptions

Labor Category		Administration I
Responsibility	General administrative support for projects; secretarial, word-processing, graphics, desktop publishing, editing and coordination. Assist project managers with project schedules, status reports, correspondences and presentations.	
Minimum Education	High School Diploma	
Minimum Experience	0	
Rate	38.45	

Labor Category		Administration II
Responsibility	General administrative support for projects; secretarial, word-processing, graphics, desktop publishing, editing and coordination. Assist project managers with project schedules, status reports, correspondences and presentations.	
Minimum Education	High School Diploma	
Minimum Experience	4	
Rate	46.20	

Labor Category		Administration III
Responsibility	General administrative support for projects; secretarial, word-processing, graphics, desktop publishing, editing and coordination. Assist project managers with project schedules, status reports, correspondences and presentations.	
Minimum Education	High School Diploma	
Minimum Experience	8	
Rate	56.85	

Labor Category		Applications Developer I
Responsibility	Assist with the design, development and modification of applications and programs. Compare and evaluate company and competitors' products and equipment. Provide sales team with capability reports.	
Minimum Education	B.S	
Minimum Experience	0	
Rate	66.40	

Labor Category		Applications Developer II
Responsibility	Assist with the design, development and modification of applications and programs. Compare and evaluate company and competitors' products and equipment. Provide sales team with capability reports.	
Minimum Education	B.S	
Minimum Experience	4	
Rate	87.71	

Labor Category	
Applications Developer III	
Responsibility	Assist with the design, development and modification of applications and programs. Compare and evaluate company and competitors' products and equipment. Provide sales team with capability reports.
Minimum Education	B.S
Minimum Experience	8
Rate	117.72

Labor Category	
Business Process Consultant	
Responsibility	Analyze process and re-engineering. Develop and integrate new process, methods and practices. Recommend and initiate quality improvement. Understand technical problems and solutions. Train and communicate new process and methods.
Minimum Education	B.S
Minimum Experience	6
Rate	109.30

Labor Category	
Data Architect	
Responsibility	Create and implement methods of storing and maintaining data. Adhere to quality standards for new data. Develop methods of warehouse implementation, data acquisition and archive recovery.
Minimum Education	B.S
Minimum Experience	4
Rate	116.46

Labor Category	
Database Specialist I	
Responsibility	Develop and maintain policies and procedures for security. Analyze security risk and develop solutions. Solve performance, capacity and data issues. Monitor operation of a multi-computer site. Perform backups, tunings and file recoveries. System application and software installation, testing, recovery and configuration.
Minimum Education	B.S
Minimum Experience	6
Rate	72.15

Labor Category	
Database Specialist II	
Responsibility	Develop and maintain policies and procedures for security. Analyze security risk and develop solutions. Solve performance, capacity and data issues. Monitor operation of a multi-computer site. Perform backups, tunings and file recoveries. System application and software installation, testing, recovery and configuration.
Minimum Education	B.S
Minimum Experience	10
Rate	89.14

Labor Category	Database Specialist III
Responsibility	Develop and maintain policies and procedures for security. Analyze security risk and develop solutions. Solve performance, capacity and data issues. Monitor operation of a multi-computer site. Perform backups, tunings and file recoveries. System application and software installation, testing, recovery and configuration.
Minimum Education	B.S
Minimum Experience	15
Rate	123.89

Labor Category	ERP Analyst III
Responsibility	Implement and maintain the Enterprise Resource Planning (ERP) system. Tests ERP periodically to make sure business standards and needs are met. Facilitates ERP integration with other applications.
Minimum Education	B.S
Minimum Experience	4
Rate	127.78

Labor Category	Financial Analyst
Responsibility	Manage financial projects. Develop work plans. Gather financial data. Monitor all projects to make sure all stay within budget. Analysis of potential problems and solutions. Adhere to established accounting principles and practices. Report to project manager.
Minimum Education	B.S or B.A
Minimum Experience	4
Rate	148.27

Labor Category	Helpdesk Specialist I
Responsibility	Identify, diagnose and solve end users' hardware and software issues. Telephone and email communication. Document, track and monitor issues.
Minimum Education	Associates
Minimum Experience	0
Rate	49.06

Labor Category	Helpdesk Specialist II
Responsibility	Identify, diagnose and solve end users' hardware and software issues. Telephone and email communication. Document, track and monitor issues.
Minimum Education	Associates
Minimum Experience	4
Rate	55.00

Labor Category	Helpdesk Specialist III
Responsibility	Identify, diagnose and solve end users' hardware and software issues. Telephone and email communication. Document, track and monitor issues.
Minimum Education	Associates
Minimum Experience	8
Rate	74.74

Labor Category		IT Engineer I
Responsibility	Develop, code, debug, and implement software systems. Routine task to gain experience with the engineering process and programs.	
Minimum Education	B.A or B.S	
Minimum Experience	4	
Rate	88.18	

Labor Category		IT Engineer II
Responsibility	Develop, code, debug, and implement software systems. Develop and implement analysis, design, quality assurance and maintenance processes. Defines requirements, specifications, quality plans and configuration management plans. Performs computer analysis and testing.	
Minimum Education	B.A or B.S	
Minimum Experience	6	
Rate	96.68	

Labor Category		IT Engineer III
Responsibility	Develop, code, debug, and implement software systems. Defines requirements, specifications, quality plans and configuration management plans. Performs computer analysis and testing. Directs software development lifecycles. Develops and implements software requirements, quality plan, design, configuration management plan and verification plan.	
Minimum Education	B.A or B.S	
Minimum Experience	8	
Rate	107.46	

Labor Category		Network Specialist I
Responsibility	Support, design, maintain and monitor internal and external networks. Manage systems, applications, security and network configurations. Resolves issues. Implement file recovery plan. Develop and integrate upgrades, applications and equipment. Provide technical support, guidance and training to users.	
Minimum Education	B.S	
Minimum Experience	0	
Rate	72.08	

Labor Category		Network Specialist II
Responsibility	Support, design, maintain and monitor internal and external networks. Manage systems, applications, security and network configurations. Resolves issues. Implement file recovery plan. Develop and integrate upgrades, applications and equipment. Provide technical support, guidance and training to users.	
Minimum Education	B.S	
Minimum Experience	4	
Rate	86.23	

Labor Category		Network Specialist III
Responsibility	Support, design, maintain and monitor internal and external networks. Manage systems, applications, security and network configurations. Resolves issues. Implement file recovery plan. Develop and integrate upgrades, applications and equipment. Provide technical support, guidance and training to users.	
Minimum Education	B.S	
Minimum Experience	8	
Rate	119.29	

Labor Category		Program Manager
Responsibility	Oversee and develop project schedules, issue management plans and risk management plans. Hire/Staff projects. Monitor project resources and contract deliverables. Plan, direct and coordinate multiple projects. Develop and implement work standards and project schedules.	
Minimum Education	B.S	
Minimum Experience	10	
Rate	139.19	

Labor Category		Project Manager
Responsibility	Coordinate resources, establish deadlines and assign responsibilities. Track progress of projects and develop project reports and other deliverables assigned by Project Management. Ensure goals and objectives are met. Provide technical direction, work standards and project procedures. Oversee and develop configuration of hardware and software.	
Minimum Education	B.S	
Minimum Experience	10	
Rate	125.16	

Labor Category		Subject Matter Expert II
Responsibility	Provide expert level support. Assists with analyses and evaluations. Prepare recommendations for system improvements, optimization, development and maintenance.	
Minimum Education	B.S	
Minimum Experience	10	
Rate	136.03	

Labor Category		Subject Matter Expert III
Responsibility	Provide expert level support. Conducts studies and analyses of subject. Finds and presents solutions found. Manages analyses, evaluations, and recommendations.	
Minimum Education	B.S or Masters	
Minimum Experience	15	
Rate	155.63	

Labor Category		Subject Matter Expert IV
Responsibility	Provide expert level support. Provides technical, managerial and administrative support. Conducts studies and analyses of subject. Finds and presents solutions found. Make recommendations, lead technical project and advises system improvements, optimization and maintenance efforts.	
Minimum Education	Masters or Ph.D.	
Minimum Experience	20	
Rate	170.38	

Labor Category		Technical Writer
Responsibility	Observe production, development and experimental activities. Study blueprints, sketches, drawings, part list, mock ups, product samples. Read journals and reports. Interview production and engineering personnel. Maintain records and files. Write, edit and develop graphic presentations for manuals, reports and project plans. Design layout for publication.	
Minimum Education	B.A or B.S	
Minimum Experience	4	
Rate	74.69	

Labor Category		Training Specialist I
Responsibility	Develop, revise and deliver technical training courses and catalogs. Curriculum writing and development. Prepare instructor and student materials. Courses are provided in classrooms, workshops and seminars.	
Minimum Education	B.A or B.S	
Minimum Experience	4	
Rate	65.18	

Labor Category		Training Specialist II
Responsibility	Develop, revise and deliver technical training courses and catalogs. Curriculum writing and development. Prepare instructor and student materials. Courses are provided in classrooms, workshops and seminars.	
Minimum Education	B.A or B.S	
Minimum Experience	8	
Rate	72.17	

Labor Category		Training Specialist III
Responsibility	Develop, revise and deliver technical training courses and catalogs. Curriculum writing and development. Prepare instructor and student materials. Courses are provided in classrooms, workshops and seminars. Daily supervision and direction to staff.	
Minimum Education	B.A or B.S	
Minimum Experience	10	
Rate	89.26	

Labor Category		Web Content Analyst
Responsibility	Develop web content. Make website user-friendly and interactive. Research and provide end users with up-to-date information. Manage editorial activities.	
Minimum Education	Associates	
Minimum Experience	4	
Rate	108.63	

Labor Category		Web Designer III
Responsibility	Develops graphic and web designs for company website. Adheres to company standards and guidelines. Enhance existing graphics and designs.	
Minimum Education	Associates	
Minimum Experience	6	
Rate	93.65	

Labor Categories and Rates for SIN 132-51

Labor Category	Rate
Administration I	38.45
Administration II	46.20
Administration III	56.85
Applications Developer I	66.40
Applications Developer II	87.71
Applications Developer III	117.72
Business Process Consultant	109.30
Data Architect	116.46
Database Specialist I	72.15
Database Specialist II	89.14
Database Specialist III	123.89
ERP Analyst III	127.78
Financial Analyst	148.27
Helpdesk Specialist I	49.06
Helpdesk Specialist II	55.00
Helpdesk Specialist III	74.74
IT Engineer I	88.18
IT Engineer II	96.68
IT Engineer III	107.46
Network Specialist I	72.08
Network Specialist II	86.23
Network Specialist III	119.29
Program Manager	139.19
Project Manager	125.16
Subject Matter Expert II	136.03
Subject Matter Expert III	155.63
Subject Matter Expert IV	170.38
Technical Writer	74.69
Training Specialist I	65.18
Training Specialist II	72.17
Training Specialist III	89.26
Web Content Analyst	108.63
Web Designer III	93.65



Product Categories and Rates for SIN 152-8

Category	Mfgr	Mfgr #	Product Description	Qty	Cost
PLB	McMurdo	91-001-220A	FastFind 220 PLB	1	223.28

USA Commitment to Promote Small Business Participation Procurement Programs

PREAMBLE

Cambridge Federal 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 us at:

Cambridge Federal, LLC
104 Tech Park Drive, Suite 36
Cambridge, MD 21613
(Office)410.221.7546
(Fax)410.228.9518
Sales@CambridgeFederal.com

Best Value Blanket Purchase Agreement Federal Supply Schedule

(Insert Customer Name)

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

_____.

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

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

Signatures

Ordering Activity Date

Contractor Date

Blanket Purchase Agreement

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;



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GS-35F-013GA
GSA IT Schedule 70

- (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.

Basic Guidelines for Using “Contractor Team Arrangements”

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

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

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

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

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

Here is a general outline on how it works:

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