



**Authorized Federal Supply Service
Information Technology Schedule Pricelist General Purpose Commercial
Information Technology Services**

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

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

**Insystech, Inc.
7064 Infantry Ridge Road
Manassas, VA 20111
Tel: (703) 530-8951
Fax: (703) 530-9741
www.insystechinc.com**

Contract Number: **GS-35F-0162T**

Period Covered by Contract: December 8, 2006 – December 7, 2011

General Services Administration
Federal Supply Service

Pricelist current through Modification #

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

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Information for Ordering Activities Applicable To All Special Item Numbers

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1. Geographic Scope of Contract:

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

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

Offerors are requested to check one of the following boxes:

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

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

2. Contractor's Ordering Address and Payment Information:

**Insystech, Inc.
7064 Infantry Ridge Road
Manassas, Virginia 20109-2316**

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

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

**Tel: (703) 530-8951
Fax: (703) 530-9741**

3. Liability for Injury or Damage

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

4. Statistical Data for Government Ordering Office Completion of Standard Form 279:

Block 9: G. Order/Modification Under Federal Schedule
 Block 16: Data Universal Numbering System (DUNS) Number: 017788790
 Block 30: Type of Contractor - A. Small Disadvantaged Business 8(a)
 Block 31: Woman-Owned Small Business - No ****Yes or No****
 Block 36: Contractor's Taxpayer Identification Number (TIN): 54-1840745

- 4a. CAGE Code: 3BJG6
- 4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB Destination

6. Delivery Schedule

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
	_____ Days
	_____ Days

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

7. Discounts

Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: 0.50% - 20 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity – 0.5% - 5 or more labor categories per order
- c. Percentage Rate – All discounts have been applied to the current pricing in this document
 - Hourly Rate - Total 23% discount from the standard commercial price list
 - Monthly Hourly Rate – Total 27.5% discount from the standard commercial price list, discount
 - Quarterly Hourly Rate – Total 32% discount from the standard commercial price list
 - Semi-Annual (6 month) Hourly Rate – Total 32% discount from the standard commercial price list

8. Trade Agreements Act of 1979, as amended:

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

9. Statement Concerning Availability of Export Packing:

10. Small Requirements

The minimum dollar value of orders to be issued is \$100.00.

11. Maximum Order

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

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:
 - Special Item Number 132-3 - Leasing of Product
 - Special Item Number 132-4 – Daily / Short Term Rental
 - Special Item Number 132-8 - Purchase of Equipment
 - Special Item Number 132-12 – Maintenance of Equipment, Repair Service, and Repair Parts/Spare Parts
 - Special Item Number 132-32 - Term Software Licenses
 - Special Item Number 132-33 - Perpetual Software Licenses
 - Special Item Number 132-34 – Maintenance of Software
 - Special Item Number 132-51 - Information Technology (IT) Professional Services
 - Special Item Number 132-52 - Electronic Commerce (EC) Services
 - Special Item Number 132-53 – Wireless Services
 - Special Item Number 132-60 – Authentication Products and Services
- b. The Maximum Order value for the following Special Item Numbers (SINs) is \$25,000:
 - Special Item Number 132-50 - Training Courses

12. Ordering Procedures for Federal Supply Schedule Contracts

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

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

13. Federal Information Technology/Telecommunication Standards Requirements

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

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

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

14. Contractor Tasks / Special Requirements (C-Fss-370) (Nov 2001)

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

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

- (c) **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) **Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) **Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) **Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) **Availability of Funds:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. Contract Administration for Ordering Activities

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

16. GSA Advantage!

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

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

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

17. Purchase of Open Market Items

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

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

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

18. Contractor Commitments, Warranties and Representations

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

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. Overseas Activities

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

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

20. Blanket Purchase Agreements (BPAs)

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

21. Contractor Team Arrangements

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

22. Installation, Deinstallation, Reinstallation

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

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

23. Section 508 Compliance

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

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

24. Prime Contractor Ordering from Federal Supply Schedules

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

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

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

25. Insurance—Work On A Government Installation (Jan 1997)(FAR 52.228-5)

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

26. Software Interoperability

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

27. Advance Payments

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

Information for Ordering Activities

1. Scope

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and Special Item Number 132-52 Electronic Commerce Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. Performance Incentives

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

3. Order

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

4. Performance of Services

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

5. Stop-Work Order (FAR 52.242-15) (AUG 1989)

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

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

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

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

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

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

6. Inspection of Services

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

7. Responsibilities of the Contractor

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

8. Responsibilities of the Ordering Activity

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

9. Independent Contractor

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

12. Payments

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to labor-hour orders placed under this contract.

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 Services and Pricing

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

INST-001 - Program Manager I

Experience

Minimum ten years of industry experience with five years of specialization; progressive experience in managing, directing and implementing information technology projects; experience managing a diverse group of functional activities, subordinate groups or technical and administrative personnel; experience in management or control of large funds and resources, and capability in managing complex, multi-task commercial and government contracts.

Education

Bachelor's or Masters degree in Business, Accounting, Management, Information Systems, Computer Science or other related analytical or technical discipline or equivalent experience.

Functional Responsibilities

Responsible for overall contract performance; serve as the single contract manager and act as the authorized interface with the Government's Contracting Officer's Representative (COR), other government management

personnel, and customer agency representatives; formulate and enforce work standards, organize resources to support multiple concurrent projects and manage the execution of multiple concurrent events related to the project; organize, direct, and coordinate planning and production of all contract support activities; conduct oral and written communications with all levels of management for planning and control of projects; formulate and review project feasibility studies, determine costs, ensure conformance to work standards; assign, schedule, and review work of subordinates including subcontractors; prepare and deliver presentations to colleagues, subordinates, and government representatives.

INST-002 – Project Manager II

General Experience

Minimum ten years of industry experience with five or more years of specialized experience; progressive experience in managing, directing and implementing information technology projects; experience in managing a diverse group of functional activities, subordinate groups or technical and administrative personnel; experience in managing performance based contracts.

Education

Bachelor's or Masters degree in Business, Accounting, Management, Information Systems, Computer Science or other related analytical or technical discipline or equivalent experience and/or relevant certifications (Project Management Professional (PMP) certification and experience in CMMi or other formal methodologies)

Functional Responsibilities

Serve as the leader of a delivery order and assist the Program Manager in working with the Government's Contracting Officer's Representative (COR), other government management personnel, and customer agency representatives; under the guidance of the Program Manager be responsible for the overall management of the specific task order(s) and ensure that the technical solutions and schedules in the task order are implemented in a timely manner; organize resources to support multiple concurrent task orders and manages the execution of those task orders; organize, direct, and coordinate planning and production of all project support activities; conduct oral and written communications with the Program Manager for planning and control of the project; communicate with all levels of Government management personnel, other contract personnel, and customer agency representatives; formulate project feasibility studies, determine cost, and ensure conformance to work standards; assign, schedule, and review work of subordinates including subcontractors; prepare and deliver presentations to colleagues, subordinates, and government representatives; assure the proper use of current or requested programming, testing and documentation techniques.

INST- 003 – Technical Architect I

General Experience

Minimum eight years of industry experience with three or more years of specialized experience; a thorough knowledge of the capabilities and requirements of various computer platforms functioning in centralized, distributed, client server and stand-alone operating environments; extensive experience in current application development techniques; experience in multi, n-tier applications architecture; strong ability to communicate clearly and concisely, both verbally and in writing; ability to explain technology solutions to audiences with varied technology backgrounds; a thorough knowledge of principles and practices for information, process and systems modeling and integration.

Education

Bachelor's degree in Business, Accounting, Management, Information Systems, Computer Science or other related analytical or technical discipline or equivalent experience and/or relevant certifications.

Functional Responsibilities

Serve as technical resource in the areas of systems integration, application development, which includes platforms, software, tools, application development methodologies, application integration methodologies and database design; provide systems development and integration methodologies for implementation and use of new/emerging technologies to be incorporated in the development of application software; assist with planning, research, analysis, design, programming and implementation functions and related documentation of new and complex technologies to meet end user requirements; work closely with client IT staff and management to ensure that client IT policies, procedures, and standards are enforced for existing and new technologies.

INST- 004 - Subject Matter Specialist I

Experience

Minimum ten years industry experience with five or more years of specialized experience; expertise in one or more technical disciplines; experience guiding teams in specific technology; experience in designing and developing complex applications; experience resolving complex technical problems; exceptional oral and written communication skills; recognized in the professional community as an "expert" in the technical/specialty area being addressed.

Education

Masters degree in related analytical or technical discipline or Bachelor's degree and equivalent experience and/or relevant certifications.

Functional Responsibilities

Provide expert, independent services and leadership in specialized technical areas; provide expertise on an as-needed basis to all task assignments; provide expert advice and assistance in state-of-the-art software/hardware; assist clients in preparing strategic plans; advise client on the impact of new legislation or new technologies relevant to their agency or program.

INST-005 – Subject Matter Specialist II

Experience

Minimum thirteen years experience with eight or more years specialized; expertise in one or more technical disciplines; experience in guiding teams in specific technology; experience in designing and developing complex applications; experience resolving complex technical problems; exceptional oral and written communication skills; recognized in the professional community as an "expert" in the technical/specialty area being addressed.

Education

Masters degree in related analytical or technical discipline or Bachelor's degree and equivalent experience and/or relevant certifications.

Functional Responsibilities

Provide expert, independent services and leadership in specialized technical areas; provide expertise on an as-needed basis to all task assignments; provide expert advice and assistance in state-of-the-art software/hardware; assist clients in preparing strategic plans; advise client on the impact of new legislation or new technologies relevant to their agency or program.

INST-006 – Network Engineer II

Experience

Minimum five years of industry experience with three or more years of specialized experience; experience supervising the operations and maintenance of communications network systems; experience in IP based networks; experienced in designing, deploying and managing LAN/WAN systems.

Education

Bachelor's degree in Business, Engineering, Computer Science, Information Systems, or other related analytical, scientific, or technical discipline, or equivalent experience and/or certifications (MCSE, CNE, CCIE, etc.)

Functional Responsibilities

Examine Local and Wide Area Network configurations, locations, devices, requirements, bandwidth, etc., and verify the suitability of the configuration within the current architecture and or recommend changes; design, deploy, validate and troubleshoot addressing schemes, naming conventions, transport protocols, security configurations and other overall topologies in terms of overall enterprise-wide system requirements; analyze, design, implement and maintain networks and provide capacity planning for existing networks; make recommendations to enhance system performance and troubleshoot complex network problems; may supervise network and other engineers.

INST-007 – Network Engineer III

Experience

Minimum eight years of industry experience with five or more years of specialized experience; experience supervising the operations and maintenance of large, enterprise communications network systems; experience in IP based networks; experience in designing, deploying and managing LAN/WAN systems; experience troubleshooting and tuning large networks.

Education

Bachelor's degree in Business, Engineering, Computer Science, Information Systems, or other related analytical, scientific, or technical discipline, or equivalent experience and/or certifications (MCSE, CNE, CCIE, etc.)

Functional Responsibilities

Examine Local and Wide Area Network configurations, locations, devices, requirements, bandwidth, etc., and verify the suitability of the configuration within the current architecture and or recommend changes; design, deploy, validate and troubleshoot addressing schemes, naming conventions, transport protocols, security configurations and other overall topologies in terms of overall enterprise-wide system requirements; analyze, design, implement and maintain networks and provide capacity planning for existing networks; make recommendations to enhance system performance and troubleshoot complex network problems; may supervise network and other engineers.

INST-008 – Database Administrator I

NOTE: This category is a general category name—it will be utilized for specific databases, such as Oracle, MS SQL Server, DB2, UDB etc. The experience and responsibilities will be specific to the chosen database.

Experience

Minimum three years of industry experience with one or more years of specialized experience; experience in the respective Database Administrator track. The experience and responsibilities will be specific to the chosen track; additional tracks would be automatically added to this category as technology evolves and per client's requirement. Example specialization tracks are:

- Oracle DBA Track would require experience in Oracle database administration in one or more platforms – Windows, Unix, and Linux etc.
- MS SQL Server DBA Track would require experience in MS SQL Server 2, database administration in Windows platform.
- DB2 Track would require experience in UDB or DB2 data administration on IBM Mainframes and Unix platforms.

Education

Bachelor's degree in Business, Engineering, Computer Science, Information Systems, or other related analytical, scientific, or technical discipline, or equivalent experience and/or relevant certifications.

Functional Responsibilities

Implement, maintain and tune databases in the environment pertinent to the specialization track; install, configure, and maintain the database and related communications software; monitor server and network performance and tune database instance parameters for maximum database performance; test, and implement effective backup/recovery strategies to support the database environment; administer user accounts, roles, grants, and implement database security specifications; perform database capacity planning and sizing; monitor database space allocation problems and provide corrective actions; automate database processes using Unix shell scripting and other methods; develop program units using SQL, PL/SQL, TSQL and other coding languages utilized in the respective databases, as per the specialization track.

INST-009 – Database Administrator II

Experience

Minimum five years of industry experience with three or more years of specialized experience; experience in the respective Database Administrator Track. The experience and responsibilities will be specific to the chosen track; additional tracks would be automatically added to this category as technology evolves and per client's requirement. Example specialization tracks are:

- Oracle DBA Track would require experience in Oracle database administration in one or more platforms – Windows, Unix, and Linux etc.
- MS SQL Server DBA Track would require experience in MS SQL Server, database administration in Windows platform.
- DB2 Track would require experience in UDB or DB2 database administration on IBM Mainframes and Unix platforms.

Certification in the respective database is desirable.

Education

Bachelor's degree in Business, Engineering, Computer Science, Information Systems, or other related analytical, scientific, or technical discipline, or equivalent experience and/or relevant certifications.

Functional Responsibilities

Provide one or more of the following services as they relate to the enterprise implementation, maintenance, and tuning of databases in any environment (Windows, Unix etc): assist in the development of the enterprise database server architecture; install, configure, and maintain the database and related communications software; monitor server and network performance and tune database instance parameters for maximum database performance; assist in the development of database administration plans to support the installation, implementation, and maintenance of strategic database systems; evaluate and implement administrative tools to help manage the enterprise database architecture; evaluate new and emerging database management technologies to enable the use of related development tools and techniques; design, test, and implement effective backup/recovery strategies to support the strategic database environment; create and maintain comprehensive database configuration/design documents; administer user accounts, roles, grants, and implement database security specifications; perform database capacity planning and sizing; monitor database space allocation problems and provide corrective actions; collect and analyze application-level statistics using profiling utilities and make performance enhancement recommendations as appropriate.

INST-010 – Database Administrator III

Experience

Minimum eight years of industry experience with five or more years of specialized experience; experience in the respective Database Administrator Track; The experience and responsibilities will be specific to the chosen track; additional tracks would be automatically added to this category as technology evolves and per client's requirement. Example specialization tracks are:

- Oracle DBA Track would require experience in Oracle database administration in one or more platforms – Windows, Unix, and Linux etc.
- MS SQL Server DBA Track would require experience in MS SQL Server, database administration in Windows platform.
- DB2 Track would require experience in UDB or DB2 database administration on IBM Mainframes and Unix platforms.

Certification in the respective database is mandatory.

Education

Bachelor's degree in Business, Engineering, Computer Science, Information Systems, or other related analytical, scientific, or technical discipline, or equivalent experience and/or relevant certifications.

Functional Responsibilities

Provide one or more of the following services as they relate to the enterprise implementation, maintenance, and tuning of databases in any environment (Windows, Unix etc); assist in the development of the enterprise database server architecture; install, configure, and maintain the database and related communications software; monitor server and network performance and tune database instance parameters for maximum database performance; assist in the development of database administration plans to support the installation, implementation, and maintenance of strategic database systems; evaluate and implement administrative tools to help manage the enterprise database architecture; evaluate new and emerging database management technologies to enable the use of related development tools and techniques; develop standards as they relate to the implementation of disparate database management systems; design and implement predictive analysis processes and procedures to ensure database reliability; design, test, and implement effective backup/recovery strategies to support the strategic database environment; create and maintain comprehensive database configuration/design documents; administer user accounts, roles, grants, and implement database security specifications; perform database capacity planning and sizing; monitor database space allocation problems and provide corrective actions; collect and analyze application-level statistics using profiling utilities and make performance enhancement recommendations as appropriate; supervise other Database Administrators as needed.

INST-011 – Applications Developer I

Experience

Minimum three years of industry experience with one or more years of specialized experience; experience developing interactive applications in both Internet & Intranet environments; experience working with one or more standard DBMS; experience working with middleware systems for integration with enterprise resources; experience in unit testing applications to ensure that the programs meet the requirements; experience developing applications utilizing specified standards, best practices, and methodologies for both coding and documentation; and specialization in an Applications Developer Track—for example:

- Web Application Development using J2EE Technologies Track – requires experience in using J2EE technologies, such as JSP, EJB, Java, JavaScript, HTML, XML, ColdFusion, CSS or other tools utilized in a specific project.
- Web Application Development using Microsoft Technologies Track – requires experience in using ASP/COM, ASP.NET, ColdFusion or Java, JSP, EJB utilizing XHTML, CSS, and JavaScript for client-side presentation and validation. Experience using the Microsoft Visual Studio .NET IDE or other IDEs in the market or other tools used in a specific project
- Client-Server Application Development Track – requires experience in developing Client Server applications and in utilizing development tools such as Oracle Developer or other tools utilized in a specific project.

NOTE: The above Applications Development Tracks are for example purposes only. Additional Tracks and their respective skill sets will be automatically added as per Client's requirements and as new technologies evolve.

Education

Bachelor's degree in Business, Engineering, Computer Science, Information Systems, or other related analytical, scientific, or technical disciplines, or equivalent experience and/or relevant certifications.

Functional Responsibilities

Provide services in any stage of application development life cycle (requirements, design, development, coding, configuration, maintenance, testing and technical support) for development and maintenance of static content or interactive applications; integration of applications with, one or more database management system, as needed; prepare relevant documents; perform unit testing.

INST-012 – Applications Developer III

Experience

Minimum eight years of industry experience with five or more years of specialized experience; experience developing interactive applications in both Internet & Intranet environments; experience working with one or more standard DBMS; experience working with middleware systems for integration with enterprise resources; experience in unit testing applications to ensure that the programs written meet the requirements; experience developing applications utilizing client-specified standards, best practices, and methodologies for both coding and documentation; and specialization in one or more of the following tracks:

- Web Application Development using J2EE Technologies Track – requires experience in using J2EE technologies, such as JSP, EJB, Java, JavaScript, HTML, XML, ColdFusion, CSS or other tools utilized in a specific project;
- Web Application Development using Microsoft Technologies Track – requires experience in using ASP/COM, ASP.NET, ColdFusion or Java, JSP, EJB utilizing XHTML, CSS, and JavaScript for client-side presentation and validation. Experience using the Microsoft Visual Studio .NET IDE or other IDEs in the market or other tools used in a specific project;
- Client-Server Application Development Track – requires experience in developing Client Server applications and in utilizing development tools such as Oracle Developer or other tools utilized in a specific project.

NOTE: The above Applications Development tracks are for example purposes only; additional tracks and their respective skill sets will be automatically added as per client's requirements and as new technologies evolve.

Education

Bachelor's degree in Business, Engineering, Computer Science, Information Systems, or other related analytical, scientific, or technical discipline, or equivalent experience and/or relevant certifications.

Functional Responsibilities

Provide services in any stage of application development life cycle (requirements, design, development, coding, configuration, maintenance, testing and technical support) for development and maintenance of static content or interactive applications; integration of applications with, one or more database management system, as needed; prepare relevant documents; perform unit testing and peer testing of other developer's applications as needed; supervise junior application developers as needed; prepare and present application development techniques to technical and non-technical users as needed; supervise other applications developers and act as a team leader as needed.

INST-013 – Systems Analyst I

Experience

Minimum three years of industry experience with one or more years of specialized experience; experience working under general direction on complex application problems involving all phases of systems analysis; experience in analysis and design of business applications for stand-alone or LAN/WAN based computer systems.

Education

Bachelor's degree in Business, Engineering, Computer Science, Information Systems, or other related analytical, scientific, or technical discipline, or equivalent experience and/or relevant certifications.

Functional Responsibilities

Develop plans for Automated Data Processing (ADP) systems from project inception to conclusion; analyze problems and information to be processed; define problems, and develop system requirements and program specifications from which application developers can prepare detailed flow charts, programs, and tests; coordinate closely with application developers to ensure proper implementation of program and system specifications.

INST-014 – Systems Analyst II

Experience

Minimum five years of industry experience with three or more years of specialized experience; experience working under general direction on complex application problems involving all phases of systems analysis; experience in analysis and design of business applications for complex, large-scale stand-alone or LAN/WAN-based computer systems; experience in developing models to represent the functional and data requirements of the system.

Education

Bachelor's degree in Business, Engineering, Computer Science, Information Systems, or other related analytical, scientific, or technical discipline, or equivalent experience and/or relevant certifications.

Functional Responsibilities

Develop plans for Automated Data Processing (ADP) systems from project inception to conclusion; analyze problems and information to be processed; define problems, and develop system requirements and program specifications from which application developers can prepare detailed flow charts, programs, and tests; coordinate closely with application developers to ensure proper implementation of program and system specifications; develop system alternative solutions in conjunction with functional users; act as the liaison between the user group and the developer group; support the developer group in preparing data models and presenting system design to the user group.

INST-015 – Systems Analyst III

Experience

Minimum eight years of industry experience with five or more years of specialized experience; experience working under general direction on complex application problems involving all phases of systems analysis; experience in analysis and design of business applications for complex, large-scale stand-alone or LAN/WAN-based computer systems; experience in developing models to represent the functional requirements of the system and the data requirements of the system.

Education

Bachelor's degree in Business, Engineering, Computer Science, Information Systems, or other related analytical, scientific, or technical discipline, or equivalent experience and/or relevant certifications.

Functional Responsibilities

Develop plans for Automated Data Processing (ADP) systems from project inception to conclusion; analyze problems and information to be processed; define problems, and develop system requirements and program specifications from which application developers can prepare detailed flow charts, programs, and tests; coordinate closely with application developers to ensure proper implementation of program and system specifications; develop system alternative solutions in conjunction with functional users; act as the liaison between the user group and the developer group; support the developer group in preparing data models and presenting system design to the user group; supervise other systems analysts and act as a team leader, as needed.

INST-016 – Data Warehouse Developer II

Experience

Minimum five years of industry experience with three or more years of specialized experience; extensive experience in full life cycle development of data warehouse applications using formal methodologies; extensive experience in Extract, Transform and Load (ETL) processes using enterprise tools; experience in data audit, accountability of data; experience in designing, developing and implementing data staging schemas and multi-dimensional star, snowflake, reporting schemas; experience in tuning data warehouse repositories, reports and other objects; experience in designing, developing and deploying end-user reports and data staging reports; experience in designing, developing and deploying multi-dimensional worksheets/cubes used to view data warehouse data; certifications in related data warehouse methodologies and tools; experience in conducting presentations to the team and helping others understand the data warehouse.

Education

Bachelor's degree in Business, Engineering, Computer Science, Information Systems, or other related discipline, or equivalent experience.

Functional Responsibilities

Define functional data warehouse requirements; evaluate On Line Analytical Processing (OLAP) and reporting tools; prepare metadata; develop logical data models; design repositories; install and/or deploy databases; install and/or deploy client OLAP tools; identify and analyze data sources; analyze data volume metric; analyze data transformation requirements; prepare data transformation specifications; develop data transformation utilities; populate databases with data; analyze and scrub data for quality assurance; develop concept of operations; design data architectures (conceptual and technical); develop backup and recovery procedures; develop data security procedures; share database management, data warehouse, and OLAP expertise; deliver staff development instruction related to data management, database management, and/or OLAP tools.

INST-017 – Quality Assurance Engineer I

Experience

Minimum three years of industry experience with one or more years of specialized experience; experienced in testing software applications; knowledge of formal testing techniques; knowledge of configuration management, build/release techniques; knowledge of quality control and validation techniques.

Education

Bachelor's degree in Business, Engineering, Computer Science, Information Systems, or other related discipline, or equivalent experience.

Functional Responsibilities

Assist in the evaluation of software and associated documentation; participate in formal and informal reviews to determine quality; perform unit testing, integration testing, and other formal testing activities to ensure that the application meets the specified requirements and the behavior of the application meets high quality industry standards.

INST-018 – Quality Assurance Engineer II

Experience

Minimum five years of industry experience with three or more years of specialized experience; experience in testing software applications; experience in utilizing formal testing techniques; experience in formal configuration management, build/release techniques; experience in quality control and validation techniques, experience preparing quality assurance, testing documents.

Education

Bachelor's degree in Business, Engineering, Computer Science, Information Systems, or other related discipline, or equivalent experience.

Functional Responsibilities

Organize and maintain all quality assurance documentation required; reviews all documentation for completeness, accuracy, and correctness, perform unit testing, peer testing, system integrating testing and other testing steps as needed to ensure that the application meets the specified requirements and the behavior of the application meets high quality industry standards; supervise other quality assurance personnel as needed; maintain baseline configurations and other versions of the system to ensure accurate build/release of the software application.

INST-019 – Technical Writer III

Experience

Minimum five years of industry experience with three or more years of specialized experience; experience in editing documents, including technical documents; experience working independently or under general direction.

Education

Bachelor's degree in Arts or other related discipline or equivalent experience.

Functional Responsibilities

Research, write, and edit materials for related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and/or software and hardware documentation; obtain technical data from independent observation, review with technical staff members, and/or studies of published materials and existing documentation; interface with users, specialists, analysts, programmers, etc., to obtain background information of technologies, methods, and standards; revise text and recommend changes in scope, format, and content to ensure conformance with established standards; may edit, standardize, or make changes to material prepared by other writers; perform final quality assurance checks on all materials.

INST-020- Trainer II

Experience

Minimum five years of industry experience with three or more years of specialization; proficient using presentation software; experience creating technology training materials; experience training adults on using technology; excellent public speaking and other communication skills.

Education

Bachelor's degree in Arts, Business, Engineering, Computer Science, Information Systems, or other related discipline or equivalent experience.

Functional Responsibilities

Create training plans from beginning to advanced level users that include intensive training and just in time training; develop training materials and user documentation that use both generic and job specific examples; create stand alone hand outs that provide step-by-step guided instructions and practice examples that hone participants' skill and confidence using the intended application; conduct technology training sessions in a computer lab using a presentation station and PC projector; help participants in large, small, and one-on-one settings; able to resolve level-one computer glitches that occur in a lab environment; conduct the research necessary to develop and revise training courses and prepare appropriate training catalogs; prepare all instructor materials (course outline, background material, and training aids); prepare student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms); train personnel by conducting formal classroom courses, workshops, and seminars.

INST-021 – Trainer III

Experience

Minimum ten years of industry experience with seven or more years of specialization; proficient using presentation software; experience creating technology training materials; experience training adults on using technology; excellent public speaking and other communication skills.

Education

Bachelor's degree in Arts, Business, Engineering, Computer Science, Information Systems, or other related discipline or equivalent experience.

Functional Responsibilities

Design training strategies to train beginner to advanced level users; utilize on-line, e-learning and instructor led workshops to effectively train users at all levels; help design e-learning content as needed; develop training materials and user documentation that use both generic and job specific examples; train participants in large, small, and one-on-one settings; conduct train-the-trainer sessions; conduct the research necessary to develop and revise training courses and prepare appropriate training catalogs; prepare all instructor materials (course outline, background material, and training aids); prepare student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms); supervise other training staff as needed; advice client on effective training strategies and develop custom training models for the client and the application.

17. Professional Services Pricing

Number	InsysTech Labor Category ID	Labor Category Name	GSA Hourly Rate
1.	INST-001	Program Manager I	\$120.44
2.	INST-002	Project Manager II	\$127.98
3.	INST-003	Technical Architect I	\$123.97
4.	INST-004	Subject Matter Specialist I	\$163.25
5.	INST-005	Subject Matter Specialist II	\$180.89
6.	INST-006	Network Engineer II	\$80.58
7.	INST-007	Network Engineer III	\$95.83
8.	INST-008	Database Administrator I	\$67.04
9.	INST-009	Database Administrator II	\$85.83
10.	INST-010	Database Administrator III	\$109.76

Number	Insystech Labor Category ID	Labor Category Name	GSA Hourly Rate
11.	INST-011	Applications Developer I	\$71.75
12.	INST-012	Applications Developer III	\$93.26
13.	INST-013	Systems Analyst I	\$60.56
14.	INST-014	Systems Analyst II	\$69.61
15.	INST-015	Systems Analyst III	\$80.10
16.	INST-016	Data Warehouse Developer II	\$100.70
17.	INST-017	Quality Assurance Engineer I	\$62.94
18.	INST-018	Quality Assurance Engineer II	\$72.38
19.	INST-019	Technical Writer III	\$71.14
20.	INST-020	Trainer II	\$71.14
21.	INST-021	Trainer III	\$140.75

18. USA Commitment to Promote Small Business Participation Procurement Programs

PREAMBLE

Insystech 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 Danette Powell, (703) 530-8951, danettep@insystechinc.com, Fax (703) 530-9741.

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

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

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

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

20. Basic Guidelines for Using “Contractor Team Arrangements”

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

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

Orders under a Team Arrangement are subject to terms and conditions 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.