



AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES

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

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

METRIX Technologies, Inc.
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Rockville, MD 20850
240-912-1600

www.metrixtechnologies.com

Contract Number: **GS-35F-0165L**

Period Covered by Contract: **01/04/06 through 01/03/11**

General Services Administration
Federal Supply Service

Pricelist current through Modification # **PA-0009**, dated **11/16/06**.

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/>



Table of Contents

<u>Section</u>	<u>Page</u>
INFORMATION FOR ORDERING OFFICES	3
TERMS & CONDITIONS APPLICABLE TO IT PROFESSIONAL SERVICES SIN 132-51	10
LABOR CATEGORY PRICING	13
LABOR CATEGORY DESCRIPTIONS	15
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS	27
BLANKET PURCHASE AGREEMENTS	28
BASIC GUIDELINES FOR USING CONTRACTOR TEAM ARRANGEMENTS	31



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:

**METRIX Technologies, Inc.
2099 Gaither Road, Suite 600
Rockville, MD 20850**

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 not** 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:

240-912-1600



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: 96-8450635
Block 30: Type of Contractor - **B. Other Small Business**
Block 31: Woman-Owned Small Business - **Yes**
Block 36: Contractor's Taxpayer Identification Number (TIN): 52-1888788

4a. CAGE Code: 1Q097

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)

132-51

To be determined between METRIX Technologies, Inc. and the ordering agency.

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: 1% - 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions: **Government Educational Institutions are offered the same discounts as all other Government customers.**
- e. Other: None

8. Trade Agreements Act of 1979, as amended:

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



9. **Statement Concerning Availability of Export Packing: Not Applicable**

10. **Small Requirements: The minimum dollar value of orders to be issued is \$100.**

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

Special Item Number 132-51 - Information Technology (IT) Professional Services

The Maximum Order value per order for all IT Professional services will be \$500,000.

12. **ORDERING PROCEEDURES 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.gsaadvantage.gov> /.

17. PURCHASE OF OPEN MARKET ITEMS

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

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

19. OVERSEAS ACTIVITIES

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

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE.

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

Please contact METRIX Technologies, Inc. at 240-912-1600 for information regarding Section 508 compliance.

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



24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

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

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

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
- (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

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

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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



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

1. SCOPE

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

2. PERFORMANCE INCENTIVES

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

Provided are descriptions of each type of IT Service offered under Special Item Number 132-51.

LABOR CATEGORY	01/04/06 - 01/03/07	01/04/07 - 01/03/08	01/04/08 - 01/03/09	01/04/09 - 01/03/10	01/04/10 - 01/03/11
Project Manager	\$100.33	\$103.34	\$106.44	\$109.63	\$112.92
Senior BPR Specialist	\$112.62	\$116.00	\$119.48	\$123.06	\$126.75
Senior System Analyst	\$98.55	\$101.51	\$104.55	\$107.69	\$110.92
System Analyst	\$93.29	\$96.09	\$98.97	\$101.94	\$105.00
Software Engineer	\$70.13	\$72.23	\$74.40	\$76.63	\$78.93
Programmer/Analyst	\$66.91	\$68.92	\$70.98	\$73.11	\$75.31
Systems Integration Specialist	\$70.14	\$72.24	\$74.41	\$76.64	\$78.94
QA/CM Specialist	\$57.18	\$58.90	\$60.66	\$62.48	\$64.36
ADP Hardware Specialist	\$60.42	\$62.23	\$64.10	\$66.02	\$68.00
Project Director	\$150.58	\$155.10	\$159.75	\$164.54	\$169.48
Risk Management Specialist	\$121.02	\$124.65	\$128.39	\$132.24	\$136.21
QA Program Architect	\$121.02	\$124.65	\$128.39	\$132.24	\$136.21
Procedure Analyst	\$121.02	\$124.65	\$128.39	\$132.24	\$136.21
Senior Business Analyst	\$111.52	\$114.87	\$118.31	\$121.86	\$125.52
Senior Software Engineer	\$113.14	\$116.53	\$120.03	\$123.63	\$127.34
Customer Support Manager	\$94.80	\$97.64	\$100.57	\$103.59	\$106.70
Senior Database Administrator	\$150.00	\$154.50	\$159.14	\$163.91	\$168.83
Database Administrator	\$100.37	\$103.38	\$106.48	\$109.68	\$112.97
Operations Specialist	\$94.80	\$97.64	\$100.57	\$103.59	\$106.70
Technology Director	\$88.67	\$91.33	\$94.07	\$96.89	\$99.80
Computer Specialist	\$79.10	\$81.47	\$83.92	\$86.43	\$89.03
Research Analyst	\$61.34	\$63.18	\$65.08	\$67.03	\$69.04
Business Analyst	\$55.77	\$57.44	\$59.17	\$60.94	\$62.77
Test Director	\$127.69	\$131.52	\$135.47	\$139.53	\$143.72



LABOR CATEGORY	09/07/06 - 01/03/07	01/04/07 - 01/03/08	01/04/08 - 01/03/09	01/04/09 - 01/03/10	01/04/10 - 01/03/11
Documentation Specialist	\$44.61	\$45.95	\$47.33	\$48.75	\$50.21
Subject Matter Expert 2	\$160.03	\$164.83	\$169.78	\$174.87	\$180.12
Subject Matter Expert 1	\$146.45	\$150.84	\$155.37	\$160.03	\$164.83
Senior Requirements Analyst	\$127.69	\$131.52	\$135.47	\$139.53	\$143.72
Requirements Analyst	\$108.31	\$111.56	\$114.91	\$118.35	\$121.90
Senior Applications Developer	\$105.95	\$109.13	\$112.40	\$115.77	\$119.25
Network/Application Administrator	\$92.70	\$95.48	\$98.35	\$101.30	\$104.33
Senior Administrative Assistant	\$47.70	\$49.13	\$50.60	\$52.12	\$53.69
Programmer/Analyst III	\$108.17	\$111.42	\$114.76	\$118.20	\$121.75
Programmer/Analyst II	\$80.55	\$82.97	\$85.46	\$88.02	\$90.66
Rational/RUP Specialist	\$146.66	\$151.06	\$155.59	\$160.26	\$165.07
Programmer/Analyst IV	\$114.84	\$118.29	\$121.83	\$125.49	\$129.25
Technical Architect	\$144.65	\$148.99	\$153.46	\$158.06	\$162.80
Data Entry Clerk	\$28.18	\$29.03	\$29.90	\$30.79	\$31.72
Administrative Assistant	\$28.18	\$29.03	\$29.90	\$30.79	\$31.72
Technical Writer	\$60.17	\$61.98	\$63.83	\$65.75	\$67.72
Senior Network/Application Administrator	\$110.91	\$114.24	\$117.66	\$121.19	\$124.83
Technical Task Leader	\$106.56	\$109.76	\$113.05	\$116.44	\$119.93



LABOR CATEGORY DESCRIPTIONS

	Job Description	Responsibility	Education/Work Experience
Project Manager	Oversees various systems projects of a highly complex nature. Responsible for assembling project team, assigning individual responsibilities, identifying appropriate resources needed, and developing schedule to ensure timely completion of project and meeting deadlines of project. Must be familiar with the systems scope and project objectives, as well as the role and function of each team member in order to effectively coordinate the activities of the team. Computer Programming; Creates Web-enabled applications, core Business Process Reengineering, data mining, Independent Verification and Validation, legacy system to web applications, we site design, hardware and software evaluations, client core process evaluations, software conceptualization, design, development, and deployment, standards development, e-commerce and secure web transmissions, graphic design of applications, data integrity evaluations, core business logic evaluations and recommendations, communications systems evaluations, integration of software with existing processes. Ensures requirements for e-commerce, financial evaluating & reporting, business to business data.	Responsible for assembling project team, assigning individual responsibilities. Must be familiar with the systems scope and project objectives.	Bachelors degree with ten years work experience or recognized as an expert in field.
Senior BPR Specialist	Plans and executes Business Process Reengineering (BPR) efforts. BPR planning includes evaluating the client organization and identifying the individuals and groups required for participation in the BPR. BPR execution includes the scheduling and facilitation of the meetings required in the characterization of the 'As Is' and 'To Be' processes. Formulates/defines BPR scope and objectives for assigned projects. Applies emerging information technology solutions to business process requirements resulting in standardization and streamlining. Identifies documentation requirements. Works with the client organization to ensure buy-in to the 'To Be' processes.	Responsible for directing and monitoring the work of team members. May be responsible for project. Manages BPR related activities, documents findings using industry best practices.	Bachelors degree with six years work experience or recognized as an expert in field.



Senior System Analyst	Formulates/defines system scope and objectives for assigned projects. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Prepares detailed specifications. Prepares Environmental Impact Statements; prepares environmental assessments; responsible for program design, coding, testing, debugging and documentation. Complex systems analysis and programming. Manages programming personnel. Quality assurance review. Responsible for directing and monitoring the work of team members. May be responsible for project completion and user satisfaction. Independent review of environmental reports and assessments. Graphical design of Websites and multimedia projects	Responsible for directing and monitoring the work of team members. May be responsible for project	Bachelors degree with six years work experience or recognized as an expert in field.
System Analyst	Under general direction, formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, documents and maintains those programs. Provides these services for web enable database applications, core business process models, existing legacy modeling, data porting applications, e-commerce applications, business to business data transactions, independent third party software evaluations, etc.	May be responsible for completion of a phase of a project. Regularly provides guidance and training to less experienced analyst/programmers.	Bachelors degree with four years work experience.
Software Engineer	Under direct supervision, develops, codes, tests and debugs new software or enhancements to existing software. Works with technical staff to understand problems with software and to resolve them. Resolves customer complaints with software and responds to suggestions for improvements and enhancements. May assist in development of software user manuals. May demonstrate software. Provides these services for web enabled database applications, core business process models, existing legacy modeling, data porting applications, e-commerce applications, business to business data transactions, independent third party software evaluations, etc.	Occasional functional guidance.	Bachelors degree with two years work experience.
Programmer/Analyst	Under general supervision, develops routinely to moderately complex computer programs and assists in writing program specifications, documentation, and program logic flow charts from user requirements. Codes, tests, debugs, modifies, and installs maintenance or new operating programs and procedures in coordination with the computer operations and end user. Provides these services for web enabled database applications, core business process models, existing legacy modeling, data porting applications, etc.	Specific aspects of assigned projects.	Bachelors degree with one year work experience.



	Resolves data transfer and porting issues revolving around secure data transfers for web enabled applications for e-commerce and critical database applications communicating on the open web. Prepares environmental assessments and reviews environmental assessments and reports. Designs web graphics and other multimedia products.		
Systems Integration Specialist	Integrates off the shelf hardware items to production system. Tailors software configuration.		High School and some technical training. Three years work experience.
QA/CM Specialist	Analyzes business information systems requirements and develops and implements test plans ensuring proposed data processing systems modules and programs are stress tested, error free, and meet stated requirements before implementation. Adept at problem identification and solution of capable of documenting problems and preparing recommendations for solution. Independent review of environmental reports and environmental impact statements.	Adept at problem identification and solution and capable of documenting problems.	Bachelors degree with one year work experience.
ADP Hardware Specialist	Determines feasible hardware alternatives. Reviews computer systems in terms of machine capabilities, and man and machine time, and makes recommendations for improved utilization. Prepares or directs preparation of reports concerning hardware. Prepares or participates in preparing functional requirements and specifications for hardware acquisitions. Evaluates communications systems and capacity, adaptability and integration issues for design and deployment of software and other systems.		High School and some technical training. Three years work experience.
Project Director	Oversees daily operations of a project to include customer service, systems and all operational functionality of the program. Reviews accomplishments with respect to customer requirements, both written and implied. Reviews and approves cost projections and maintains work level within stated budgets. Delivers verbal, written, formal and informal project status to clients and senior management. Liaison between program staff, project officer and all other vendors. Coordinates and participates in all project meetings and disseminates information accordingly. Resolves any issues and concerns identified by the client and any external customers. Plans and executes strategies for enhanced program performance and success. Develops streamlined approaches to current program workflow. Ensures that any new tasks and subtasks are within scope of program as directed by SOW.	Responsible for assembling project team, assigning individual responsibilities. Must be familiar with the project scope and objectives. Manages Program to a specific budget.	Bachelors Degree with ten years work experience or recognized as an expert in field.



Risk Management Specialist	Ability to conceive, design and implement a Risk Management Strategy. Assesses risks to cost and schedule for various aspects of the project. Identifies mitigation strategies to address project risks. Monitors project progress to ensure all potential risks are identified and managed as quickly as possible. Presents concepts, options and recommendations to the client. Must possess strong oral and written communication skills.	Ensures the minimization of risk to the success of the project. Identifies options and provides recommendations. May serve as project manager. Ability to mentor and direct the efforts of less experienced staff.	Bachelors Degree with eight years work experience or recognized as an expert in field.
QA Program Architect	Ability to conceive, design and implement a QA Program. Defines assurances to ensure all products and deliverables are thoroughly reviewed at multiple levels. Defines detailed QA processes and deliverables. Presents concepts, options and recommendations to the client. Must possess strong oral and written communication skills.	Ensures the effectiveness of the QA program. Identifies options and provides recommendations. May serve as project manager. Ability to mentor and direct the efforts of less experienced staff.	Bachelors Degree with eight years work experience or recognized as an expert in field.
Procedure Analyst	Defines the detailed processes and procedures used to support a business function. Documents process and procedures in a Systems Requirements Document format. Works with business personnel to validate the documented processes and procedures. Presents concepts, options and recommendations to the client. Must possess strong oral and written communication skills.	May be responsible for completion of a phase of a project. Regularly provides guidance and leadership to junior staff.	Bachelors Degree with four years work experience.
Senior Business Analyst	Plans and executes team and regional meetings to ensure that program guidelines are being followed. Mentors less experienced staff members to enhance program performance. Serves as direct point of contact for specific program partners. Trains and facilitates meetings for program participants. Handles problematic cases and clients through closure. Represents program at off-site meetings and conferences. Works with team to develop efficient work flow. Ensures that the work of the team is documented and accurate on a daily basis.	Responsible for directing and monitoring the work of team members. May be responsible for project. Responsible for management related activities, and documentation of findings using industry best practices.	Bachelors Degree with six years work experience or recognized as an expert in field.
Sr. Software Engineer	Directs, co-ordinates, or supervises the activities of engineering/design groups including complex engineering tasks related to a portion of a project. Defines and develops the scope of engineering services to be provided for the client including the basic design criteria for the project with the client. Oversees the functionality of computer operations, data entry, data control, and operations support. Manages area employees, assigns and reviews projects and manages department budget to ensure goals are met. Conducts needs assessment to determine critical factors and makes recommendations on development of	Responsibilities include the definition and development of the scope of engineering services to be provided to the client and establishment of the basic design criteria for the project with the client. .	Bachelors Degree in technical field and six years relevant experience or recognized as expert in field.

	standards, program plans, objectives, priorities and timing to develop the most effective approach to project.		
Customer Support Manager	Oversees daily performance of staff, ensuring that all tasks in the client’s “statement of work” are realized on a daily basis. Monitors and assesses the skill level of the staff, providing coaching, counseling and additional training when needed. Performs regular audits of customer support processes and staff performance. Performs semi annual performance reviews of program staff ensuring that all performance deadlines are met. Participates in project meetings and disseminates information. Resolves any issues and concerns identified by the client, program director and any internal or external customers. Assists in planning and executing strategies for enhanced program performance and success. Facilitates continuous quality improvement of customer support, tailoring the processes to the most productive and effective workflow.	Responsible for maintaining individual and team skill level and integrity through the monitoring of individual and team performance. Must be familiar with the project scope and objectives.	Bachelors Degree with six years work experience or recognized as an expert in field.
Senior Database Administrator	The Senior Database Administrator (DBA) has responsibility for the creation, configuration, maintenance, and support of project and corporate databases. The Sr. DBA will also assist in architectural design, procurement, and evaluations of additional resources. Sr. DBAs create and enforce policies and procedures associated with the effective and efficient administration of the databases. The Database Administrator works closely with network analysts, server support and applications development, ensuring the full integration and smooth functioning of the database portion of the environment. The DBA will be responsible for continual performance optimization of the database throughout the system life-cycle. This includes creating stored procedures and indexes to enhance performance through own initiative as well as in support of other team members.	Ensure the proper administration, management, and operation of database management services. Work closely with management, systems operations staff, software development staff, support staff and end-users to ensure rapid resolution of IT issues. Work closely with software development staff in the rollout of new software on a regular basis.	Bachelors Degree and eight years work experience or recognized as expert.
Database Administrator	The Database Administrator (DBA) has responsibility for the creation, configuration, maintenance, and support of project and corporate databases. The DBA will also assist in architectural design, procurement, and evaluations of additional resources. DBAs create and enforce policies and procedures associated with the effective and efficient administration of the databases. The Database Administrator works closely with network analysts, server support and applications development, ensuring the full integration and smooth functioning of the database portion of the environment. The DBA will be responsible for continual performance optimization of the database throughout	Ensure the proper administration, management, and operation of database management services. Work closely with management, systems operations staff, software development staff, support staff and end-users to ensure rapid resolution of IT	Bachelors Degree and six years work experience or recognized as expert.



	the system life-cycle. This includes creating stored procedures and indexes to enhance performance through own initiative as well as in support of other team members.	issues. Work closely with software development staff in the rollout of new software on a regular basis.	
Operations Specialist	Ensures effective and efficient use of technology resources in providing business services. Creates and maintains activity reports on both internal and external users, as appropriate, and at the convenience of the project director or program manager. Establishes continual improvement process to monitor business workflow. Develops recommendations for improved workflow (both in the manual and automated elements of the process). Assists the Customer Support Manager and Program Director in providing backup data to research specific events and overall performance. The Operations Lead effectively evaluates the success of training programs in terms of learning outcomes and performance change. Identifies trends and patterns in data; recommends appropriate solutions, including revising or developing material as needed. The Operations Lead also plans operations by collecting relevant information; identifying short-term and long-range issues; identifying and evaluating options; choosing a course of action.	Mentor and supervise all Operation Team members. Use an inclusive and collaborative approach to identify reliability issues and problem areas in the project operating model.	Bachelors Degree and four years work experience or recognized as expert.
Technology Director	The Technology works with senior technical staff to establish the technology infrastructure. Ensures the integration and optimal use of assets including phone, network, and telecommunications services. Evaluates and provides recommendations for product acquisition. Establishes and maintains telecommunications services. Manages the maintenance contracts for all technology assets. Ensures timely renewal of service contracts. Installs software and peripherals, performs general maintenance & troubleshooting tasks, along with basic repairs/upgrades and is involved in optimization and expansion projects. Provides mentoring to more junior team members.	Provides the support to design, install, customize, and maintain the base operating system software, hardware and program products for all company platforms. Provides the support to design, configure, install and test high availability and failover components. Provides the support to design, configure, install and test backup and recovery components. Performs hardware and operating system level problem identification and resolution to support Client requirements.	Bachelors Degree and four years work experience or recognized as expert.



Computer Specialist	Work as part of team tasked with computer operations, data entry, data control, and operations support. Monitors critical system functions and performance indicators on a continuous basis. Reports to Manager on assignments and reviews of project. Works with functions and prepares progress reports regarding operations.		Bachelors Degree with four years work experience.
Research Analyst	Develops research and development programs and activities to facilitate introduction of new products or processes or recommend improvements to existing products or processes. Conduct objective qualitative and quantitative analyses of complex operational and management problems using mathematical programming, network analysis, modeling and simulation. Will have direct contact with client to gain full understanding of client's business problems. Will also be responsible for methodology and model development while working with software developers.	Responsible for planning, designing, executing and interpreting qualitative and quantitative research. Must possess the ability to manage a multitude of tasks simultaneously.	Bachelors Degree with two years work experience.
Business Analyst	Responsible for daily interaction with all program participants. Diverts case work to client as needed. Participates in team meetings and staff meetings to share knowledge base. Provides accurate and concise documentation of all interaction with program participants. Maintains high level customer service and adheres to all service level agreements with all program participants. Creates and maintains filing system of all designated program participants. Liaison between program participants and state partners.		Bachelors Degree with three years work experience, or equivalent relative work experience
Test Director	In charge of the strategic direction for product testing environment development, and must demonstrate the ability to design, develop and implement innovative testing solutions. Establish Test Plans and Procedures. Ensures that test coverage is appropriate. Identifies pattern failures in development tests and recommends corrective action in coordination with the development team. Must also be able to anticipate error conditions, imagine likely failure scenarios with a high degree of success, and work with the Project Manager in the development of a project plan in an effort to identify, propose and implement test planning, quality metrics and process improvements to increase efficiency and reduce defects.	Responsible for entire testing life cycle activities with responsibilities encompassing the planning, development, execution, and reporting of directed products. Will also be responsible for leading testing team in development of use and test cases, execute test plans and document test case results.	Bachelors Degree in technical field and four years work experience or recognized as expert in field.
Documentation Specialist	The Documentation Specialist will provide support to Senior Level managers in such areas as project planning, tracking, execution, and reporting. Conduct research, analysis and report generation documenting proposed developmental or implementation efforts. Involves supporting various states of research,	Responsibilities include the research, organization and preparation of documentation to be used in an application	Bachelors Degree in technical field and some project experience preferred.



	analysis, development and implementation. Answer non-routine correspondence, assemble confidential information and generate monthly status reports. Analytical ability is required in order to gather and summarize data, as well as independent judgment required to plan, prioritize and organize diversified workload.	development effort.	
Subject Matter Expert 2	Contributes to general business planning regarding technology and systems required to maintain client operations and competitiveness. Ability to focus mainly on business issues and technology standardization at an agency or enterprise level. Recognizes new developments in information systems technology, and anticipates organizational modifications. Establishes long-term needs for information systems, and plans strategy for developing systems and acquiring hardware to meet application needs. Ensures confidentiality and reliability of corporate data, proprietary information, and intellectual property. Functions as top level contact to assist end users in determining requirements and solutions.	Ability to lead technical teams in the solution of new and complex information technology problems. May serve as project manager Ability to mentor and direct the efforts of less experienced architects.	Bachelors Degree with ten years work experience or recognized as an expert in field.
Subject Matter Expert 1	Organizes and manages the requirements analysis phase of a software development project. Identifies the client resources including existing documentation and client staff as possible sources for requirements definition. Plans and schedules client interviews, documentation schedules, client reviews, and documentation updates. Responsible for ensuring all aspects of the requirements analysis phase are completed on time and within budget.	Ability to lead technical teams in the solution of new and complex information technology problems. May serve as project manager Ability to mentor and direct the efforts of less experienced staff.	Bachelors Degree with eight years work experience or recognized as an expert in field.
Sr. Requirements Analyst Primecare 2 Source	Identifies and documents requirements through research of existing documentation and through interview of client business personnel. Reviews draft documentation with client representatives to ensure appropriate interpretation of requirements. Manages teams of requirement analysts.	Ability to lead technical teams in the solution of new and complex information technology problems. May serve as project manager Ability to mentor and direct the efforts of less experienced staff.	Bachelors Degree with six years work experience or recognized as an expert in field.
Requirements Analyst	Identifies and documents requirements through research of existing documentation and through interview of client business personnel. Reviews draft documentation with client representatives to ensure appropriate interpretation of requirements.		Bachelors Degree with four years work experience or recognized as an expert in field.



<p>Senior Application Developer</p>	<p>Leads project team and participates in application development efforts in client server and internet environments. Work with other members of the Applications Development team to implement technical specifications. Work with functional groups in order to provide tightly integrated solutions. Write and review application code for applications. Design and build applications for scalability and redundancy. Adhere to industry standards and principles for software engineering.</p>	<p>Responsible for directing and monitoring the work of team members. Regularly provides guidance and training to less experienced analyst/programmers.</p>	<p>Bachelors Degree with four years work experience.</p>
<p>Network/Application Administrator</p>	<p>Capable of identifying a complete, detailed solution to meet a specific network or application need. Identifies viable options and provides detailed recommendations to address challenges of a highly complex nature. Responsible for defining network and application details including hardware and configuration requirements, , networking configuration, security requirements, and peripherals. May be responsible for assembling project team, assigning individual responsibilities, identifying appropriate resources needed, and defining the schedule to ensure timely completion of project. Must be capable of assessing the impacts of a solution recommendation on the network and application. Must possess strong oral and written communication skills.</p>	<p>Network/Application solution and option identification and definition. May serve as project manager. Ability to mentor and direct the efforts of less experienced administrators.</p>	<p>Bachelor's Degree with four years work experience.</p>
<p>Senior Administrative Assistant</p>	<p>Assists the Project Manager with the daily operations of project. Uses email and other software as a tool to complete assigned tasks. Works closely with team members, providing efforts where directed to assist in the meeting of milestones and deliverables. Works closely with Project Manager to assist in completing project management requirements.</p>	<p>Assists the Project Manager in all aspects of the project including writing and preparing documentation, organizing meetings, delivering meeting minutes, monitoring project schedules, and other assistance as required by the Project Manager</p>	<p>Bachelor's Degree with one year work experience.</p>
<p>Programmer/Analyst III</p>	<p>Develops complex computer programs and assists in writing program specifications, documentation, and program logic flow charts from user requirements. Codes, tests, debugs, modifies, and installs maintenance or new operating programs and procedures in coordination with the computer operations and end user. Provides these services for web enabled database applications, core business process models, existing legacy modeling, data porting applications, etc. Resolves data transfer and porting issues revolving around secure data transfers for web enabled applications for ecommerce and critical database applications communicating on the open web. Prepares</p>	<p>Specific aspects of assigned projects.</p>	<p>Bachelor's Degree with five years work experience.</p>

	software environmental assessments and reviews software environmental assessments and reports. Designs web graphics and other multimedia products.		
Programmer/Analyst II	Under general supervision, develops routinely to moderately complex computer programs and assists in writing program specifications, documentation, and program logic flow charts from user requirements. Codes, tests, debugs, modifies, and installs maintenance or new operating programs and procedures in coordination with the computer operations and end user. Provides these services for web enabled database applications, core business process models, existing legacy modeling, data porting applications, etc. . Resolves data transfer and porting issues revolving around secure data transfers for web enabled applications for ecommerce and critical database applications communicating on the open web. Prepares software environmental assessments and reviews software environmental assessments and reports. Designs web graphics and other multimedia products.	Specific aspects of assigned projects.	Bachelor's Degree with three year work experience.
Rational/RUP Specialist	Organizes and manages the implementation of RUP processes and Rational Tools. Works closely with the client to ensure the effective implementation of RUP for the client organization, architecture, and skill level. Monitors implementation and provides recommendation for improving RUP processes and implementation of Rational Tools.	Responsible for ensuring the appropriate application of the RUP processes and tools. Regularly provides guidance and leadership to junior staff. May serve as the Project Manager.	Bachelor's Degree with eight years work experience or recognized and an expert in field.
Programmer/Analyst IV	Develops complex computer programs and assists in writing program specifications, documentation, and program logic flow charts from user requirements. Codes, tests, debugs, modifies, and installs maintenance or new operating programs and procedures in coordination with the computer operations and end user. Provides these services for web enabled database applications, core business process models, existing legacy modeling, data porting applications, etc. . Resolves data transfer and porting issues revolving around secure data transfers for web enabled applications for ecommerce and critical database applications communicating on the open web. Prepares software environmental assessments and reviews software environmental assessments and reports. Designs web graphics and other multimedia products.	Specific aspects of assigned projects.	Bachelor's Degree with eight years work experience.
Technical Architect	Organizes and manages the design and implementation of the technical architecture. Responsibilities include the definition and development of the scope of engineering services to be provided to the client and establishment of the basic design criteria for the project with the client. May also review project	Responsible for ensuring the appropriate design and implementation of the technical architecture.	Bachelor's Degree in technical field and eight years relevant experience or recognized as expert in



	<p>technical documentation such as specs, flow diagrams and plot plans. Approves significant changes in specifications and plans work techniques and materials. Assures compliance of engineering efforts with project schedule, control estimate and company procedures. Establishes and maintains client contacts on technical and/or project administration matters.</p>	<p>Regularly provides guidance and leadership to junior staff. May serve as Project Manager.</p>	<p>field.</p>
Data Entry Clerk	<p>Accurately enters data into computer systems. Maintains an approved level of productivity.</p>	<p>Responsible for accurately entering data into computer systems.</p>	<p>High School degree with 0 years work experience</p>
Administrative Assistant	<p>Assists the Project Manager with the daily operations of project. Uses email and other software as a tool to complete assigned tasks. Works closely with team members, providing assistance where directed to assist in the meeting of milestones and deliverables. Works closely with Project Manager to assist in completing project management requirements.</p>	<p>Assists the Project Manager in all aspects of the project including writing and preparing documentation, organizing meetings, delivering meeting minutes, monitoring project schedules, and other assistance as required by the Project Manager.</p>	<p>High School degree and 0 years work experience.</p>
Technical Writer	<p>Prepares all types of technical documentation, presentations and deliverables in the appropriate format according to corporate quality standards. Reviews and edits documentation prepared by other writers within the company for accuracy, completeness, and adherence to corporate quality standards.</p>	<p>Writing and preparation of technical documentation, presentations and deliverables.</p>	<p>Bachelor's Degree and 1 years work experience.</p>
Senior Network/Application Administrator	<p>Capable of identifying a complete, detailed solution to meet a specific network or application need. Identifies viable options and provides detailed recommendations to address challenges of a highly complex nature. Responsible for defining network and application details including hardware and configuration requirements, , networking configuration, security requirements, and peripherals. May be responsible for assembling project team, assigning individual responsibilities, identifying appropriate resources needed, and defining the schedule to ensure timely completion of project. Must be capable of assessing the impacts of a solution recommendation on the network and application. Must possess strong oral and written communication skills.</p>	<p>Network/Application solution and option identification and definition. May serve as project manager. Ability to mentor and direct the efforts of less experienced administrators.</p>	<p>Bachelor's Degree with five years work experience.</p>



Technical Task Lead	Organizes and manages the completion of technical tasks. Works closely with the client, project manager and team members to ensure all schedule milestones are met. Monitors and reports on task status and identifies and mitigates schedule risks.	Identify and define complex solutions to specific information technology tasks. May serve as project manager. Ability to mentor and direct the efforts of less experienced personnel.	Bachelor's Degree with four years work experience.
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Note: One year of experience can be substituted for one year of education.



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

PREAMBLE

METRiX Technologies, Inc. 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:

**Jim Doyle
Vice President
METRiX Technologies, Inc.
2099 Gaither Road
Suite 600
Rockville, MD 20850**

Email: jim.doyle@metrixtechnologies.com

Phone: 240-912-1603

Fax: 240-912-1699



BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

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

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

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

Signatures

Ordering Activity

Date

Contractor

Date



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.



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.