

DKI Consulting, Ltd., Co.

***Federal Acquisition Service
Authorized Information Technology Schedule***

GS-35F-0167W

Period Covered by Contract: December 17, 2009 THROUGH December 16, 2014

Modification 1, November 22, 2011

Pricelist current as of December 17, 2011

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

Special Item Numbers (SIN) Products/Services

SIN 132-51 Information Technology (IT) Professional Services

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 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 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.

Contact Information:

DKI Consulting, Ltd., Co.

Attn: Ms. Kathy Cromley

18050 Saturn Lane, Suite 280

Houston, Texas 77058

281-480-4266

kromley@dki-services.com

<http://www.dki-services.com>

Contract Number: GS-35F-0167W

Period Covered by Contract: December 17, 2009 through December 16, 2014

Modification 1, 22 November 2011

General Services Administration

Federal Acquisition Service

Price List Current dated December 17, 2011

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

TABLE OF CONTENTS

INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM

NUMBERS.....	1
1. GEOGRAPHIC SCOPE OF CONTRACT.....	1
2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION.....	2
3. LIABILITY FOR INJURY OR DAMAGE.....	2
4. STATISTICAL DATA FOR GOVERNMENT ORDERING ACTIVITY COMPLETION OF STANDARD FORM 279	2
5. FOB DESTINATION	3
6. DELIVERY SCHEDULE.....	3
7. DISCOUNTS.....	3
8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED	4
9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING	4
10. SMALL REQUIREMENTS	4
11. MAXIMUM ORDER.....	4
12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS IN ACCORDANCE WITH (IAW) FAR 8.404	4
13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS.....	4
13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS)	5
13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS)	5
14. CONTRACTOR TASKS/SPECIAL REQUIREMENTS.....	5
15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES.....	6

16. GSA ADVANTAGE !	7
17. PURCHASE OF OPEN MARKET ITEMS	7
18. CONTRACTOR COMMITMENT, WARRANTIES, AND REPRESENTATIONS.....	7
19. OVERSEAS ACTIVITIES.....	8
20. BLANKET PURCHASE AGREEMENTS (BPAS).....	8
21. CONTRACTOR TEAM ARRANGEMENTS	8
22. INSTALLATION, DEINSTALLATION, REINSTALLATION.....	9
23. SECTION 508 COMPLIANCE	9
24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES	9
25. INSURANCE WORK ON A GOVERNMENT INSTALLATION.....	10
26. SOFTWARE INTEROPERABILITY.....	10
27. ADVANCE PAYMENTS.....	10
TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)	
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51.....	11
1. SCOPE	11
2. PERFORMANCE INCENTIVES	11
3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK).....	11
4. ORDERING.....	14
5. PERFORMANCE OF SERVICES.....	14
6. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989).....	15
7. INSPECTION OF SERVICES	15
8. RESPONSIBILITIES OF THE CONTRACTOR	16
9. RESPONSIBILITIES OF THE ORDERING ACTIVITY	16
10. INDEPENDENT CONTRACTOR.....	16

11. ORGANIZATIONAL CONFLICTS OF INTEREST	16
12. INVOICES	17
13. PAYMENTS.....	17
14. RESUMES	17
15. INCIDENTAL SUPPORT COSTS	17
16. APPROVAL OF SUBCONTRACTORS	18
17. DESCRIPTION OF IT SERVICES AND PRICING	18
DKI CONSULTING GSA PRICE LIST CALENDAR YEAR 2010.....	29
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS.....	30
1. Preamble	30
2. Commitment	30
BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE.....	30
DKI BLANKET PURCHASE AGREEMENT.....	32
BASIC GUIDELINES FOR USING CONTRACTOR TEAM ARRANGEMENTS.....	34

INFORMATION FOR ORDERING ACTIVITIES

APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT

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

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

Offerors are requested to check one of the following boxes:

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

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

Orders:

DKI Consulting, Ltd., Co.
Attn: GSA Orders/Contracts
18050 Saturn Lane, Suite 280
Houston, Texas 77058

Remittance:

DKI Consulting, Ltd., Co.
Attn: GSA Remittance/Contracts
18050 Saturn Lane, Suite 280
Houston, Texas 77058

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. Credit cards will be acceptable for payment above the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone numbers can be used by ordering activities to obtain technical and/or ordering assistance:

Ms. Kathy Cromley (281) 480-4266 Phone (281) 226-5122 Fax

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 ACTIVITY COMPLETION OF STANDARD FORM 279

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS): 361636983

Block 30: Type of Contractor – B. Other Small Business

Block 31: Woman-Owned Small Business - No

Block 36: Contractor's Taxpayer Identification Number (TIN): 26-0111275

4a. CAGE Code: 43WP7

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

5. FOB DESTINATION

N/A

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 132-51 IT Professional Services

DKI shall deliver to destination as mutually agreed to with 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: NONE
- b. Quantity: NONE
- c. Dollar Volume: Contracts valued at \$500,000 or more shall be eligible for discount negotiation
- d. Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government customers.
- e. Other: Contracts with a period of performance of 5 years or more shall be eligible for discount negotiation.

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

None

10. SMALL REQUIREMENTS

The minimum dollar value of orders to be issued is \$1000.

11. MAXIMUM ORDER

The Maximum Order value for the Special Item Number (SIN) 132-51 IT Professional Services is \$500,000:

12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS IN ACCORDANCE WITH (IAW) FAR 8.404

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 Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC, 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD, 20899, telephone number (301) 975-2833.

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

- a. Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- b. Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering activity 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 activity, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- g. Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards, and documentation as specified by the agency's order.
- h. Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- i. Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- j. Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- k. Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES

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

16. GSA ADVANTAGE !

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

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

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: Internet Explorer). 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 COMMITMENT, 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:

NONE

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, de-installation, and reinstallation services under SIN 132-8 or 132-9.

23. SECTION 508 COMPLIANCE

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

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

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

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

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

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

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

26. SOFTWARE INTEROPERABILITY

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

27. ADVANCE PAYMENTS

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

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

1. SCOPE

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

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

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract 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. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)
(G-FCI-920) (MAR 2003)**

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of the DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures

contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence. GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering activity using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering activities shall —

(1) Prepare a Request (Request for Quote or other communication tool):

- i. A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
- ii. The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering activity makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.
- iii. The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
- iv. (iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors

Based upon an initial evaluation of catalogs and price lists, the ordering activity should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

NOTE: When buying IT professional services under SIN 132—51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

- i. The request should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.
 - ii. (ii) For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the ordering activity's needs.
 - iii. (iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.
 - iv. Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible
 - v. Evaluate Responses and Select the Contractor to Receive the Order:
After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)
- (b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall:
- (1) Inform contractors in the request (based on the ordering activity's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.
 - i. SINGLE BPA: Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
 - ii. MULTIPLE BPAs: When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for

quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.

- (2) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)
- (c) The ordering activity should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- (d) When the ordering activity's requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)
- (e) The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

4. ORDERING

- 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.

5. 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 Professional 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.

6. 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.

7. 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

(May 2001) (Deviation 1 – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

8. RESPONSIBILITIES OF THE CONTRACTOR

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

9. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

10. INDEPENDENT CONTRACTOR

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

11. 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.

12. INVOICES

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

13. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (Oct 2008), (Alternate I – Oct 2008) (Deviation I – Feb 2007) applies to time-and-materials orders placed under this contract.

For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (Oct 2008), (Alternate I – Oct 2008) (Deviation I – Feb 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements— Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

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

14. RESUMES

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

15. 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.

16. APPROVAL OF SUBCONTRACTORS

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.

17. DESCRIPTION OF IT SERVICES AND PRICING

Management (MT)

Program Director (MT6)

Minimum/General Experience

This position requires a minimum of fifteen years information technology and data systems experience. Experience includes increasing responsibilities in information and data systems design and management.

Functional Responsibility

Provides program-level guidance and technical guidance across several technical teams. Monitors technology trends and determines ways to apply them to multiple customer problems. Approximately 50% of time is devoted to developing technical solutions. Serves as the primary interface and point of contact with customer /client program management and representatives on management issues. Oversees operations by guiding procedures, planning, and directing execution of the support effort and monitoring and reporting progress. Oversees acquisition and employment of resources. Manages and controls financial and administrative aspects with respect to delivery/task order requirements.

Minimum Education

A Master's degree in Computer Science, Information Systems, Engineering, Mathematics, or Business Administration from an accredited college or university. A Bachelors degree in Computer Science, Information Systems, Engineering, Mathematics, or Business Administration and seventeen years of general experience from an accredited college or university is required.

Program Manager (MT5)

Minimum/General Experience

This position requires a minimum of twelve years information technology and data systems experience. Experience includes increasing responsibilities in information and data systems design and management.

Functional Responsibility

Provides program-level technical guidance and direction to technical teams. Monitors technology trends and determines ways to apply them to customer problems. Approximately 75% of time is devoted to developing technical solutions. Serves as the primary interface and point of contact with customer /client program authorities and representatives on delivery/task order issues. Supervises operations by developing procedures, planning and directing execution of the technical, programming, maintenance and administrative support effort and monitoring and reporting progress. Manages acquisition and employment of resources. Manages and controls financial and administrative aspects with respect to delivery/task order requirements.

Minimum Education

A Master's degree in Computer Science, Information Systems, Engineering, Mathematics, or Business Administration from an accredited college or university. A Bachelors degree in Computer Science, Information Systems, Engineering, Mathematics, or Business Administration and fifteen years of general experience from an accredited college or university is required.

Project Manager (MT4)

Minimum/General Experience

This position requires a minimum of twelve years experience dealing with modern information technology and data systems. Experience includes increasing responsibilities in the support of data and information systems design, development, and management.

Functional Responsibility

Provides project-level technical guidance and direction to technical teams. Monitors technology trends and determines ways to apply them to customer problems. Approximately 75% of time is devoted to developing technical solutions. Assists in supervising and directing the technical, maintenance, administrative, and programming support functions of information technology systems. Monitors and reports systems progress. Make recommendations on the acquisition and employment of resources. Assists in the management and documentation of all financial and administrative aspects with respect to delivery/task order requirements.

Minimum Education

A Bachelor's Degree in Computer Science, Mathematics, Engineering, Statistics, or Business Administration from an accredited college or university.

Technical Lead/Supervisor (MT3)

Minimum/General Experience

Position requires a minimum of ten years specialized experience in the design and development of technical architectures including software, hardware, and communications to support the total requirements, as well as provide for present and future cross-functional requirements and interfaces. Experience with the logical and physical functional, operational, and technical architecture of large and complex information systems.

Functional Responsibility

The overall technical lead for the contract effort, including the review of work products for correctness and adherence to the design concept and to user standards. Approximately 85% of time is devoted to developing technical solutions. Coordinates with appropriate levels to ensure problem solution and user satisfaction. Make recommendations, if needed, for approval of major systems installations. Prepares presentations on the system concept to colleagues, subordinates, and end user representatives. Serves as the technical interface and point-of -contact with customer program/project authorities and representatives on technical issues. Provides support on program/project operations by reviewing procedures, planning, and execution of the technical, programming, and maintenance effort and monitoring and reporting progress.

Minimum Education

A Bachelor's degree in Computer Science, Information Systems, Engineering, Mathematics, or Business Administration or an Associates Degree or Technical Certificate in Computer Science, Information

Systems, Engineering, Mathematics, or Business Administration and 12 years general experience.

System Lead (MT2)

Minimum/General Experience

This position requires a minimum of seven years experience with the logical and physical functional, operational, and technical architecture of large and complex data management and information technology systems. Specialized experience in designing forward looking technical architectures. Experience with software, hardware, and communications in support of present and future cross-functional requirements and interfaces.

Functional Responsibility

Provides technical support and assistance with enterprise wide development tasks, including the review of work products to assure correctness, and adherence to design concept and user standards. Approximately 90% of time is devoted to developing technical solutions. Implements recommendations as approved. Prepares presentations on the system concept to colleagues, subordinates, and end user representatives.

Minimum Education

A Bachelor's degree in Computer Science, Information Systems, Engineering, Mathematics, or Business Administration or an Associates Degree or Technical Certificate in Computer Science, Information Systems, Engineering, Mathematics or Business Administration and 10 years general experience.

Group Lead (MT1)

Minimum/General Experience

This position requires a minimum of three years experience with the logical and physical functional, operational, and technical architecture of large and complex data management and information technology systems. Experience in designing forward looking technical architectures. Experience with software, hardware, and communications in support of present and future cross-functional requirements and interfaces.

Functional Responsibility

Provides technical support and assistance with enterprise wide development tasks, including the review of work products to assure correctness, and adherence to design concept and user standards. Approximately 90% of time is devoted to developing technical solutions. Implements recommendations as approved. Prepares presentations on the system concept to colleagues, subordinates, and end user representatives.

Minimum Education

A Bachelor's degree in Computer Science, Information Systems, Engineering, Mathematics, or Business Administration or an Associates Degree or Technical Certificate in Computer Science, Information Systems, Engineering, Mathematics or Business Administration and 7 years general experience.

Technical – Systems Engineering/Architect (SE)

Technical Lead/Architect/Consultant (SE7)

Minimum/General Experience

This position requires a minimum of twenty years data systems and information technology architecture and engineering experience. Experience includes increasing responsibilities in information systems management, design and development of enterprise-level programs, technical architectures, and organizations.

Functional Responsibility

Performs data and information technology architecture design and implementation for enterprise and program systems in conformance with enterprise-wide data policy, procedures, standards, and guidelines. Conducts impact assessments on enterprise-wide information systems to determine application integration potential and compatibility with the enterprise architecture. Provides technical assistance related to data administration. Participates in the conceptual design/redesign of database systems and logical models for use in business systems reengineering. Provides technical guidance on corporate repository and modeling techniques in support of enterprise wide information systems development and maintenance.

Provides enterprise-level technical guidance and direction to technical teams. Approximately 25% of time is devoted to developing program technical solutions. Serves as the overall technical manager for enterprise-wide strategic programs. Serves as the primary interface and point-of -contact with senior customer program authorities and other stakeholder representatives on critical technical issues.

Minimum Education

A Ph.D. in Computer Science, Mathematics, Engineering, Statistics, or Business Administration from an accredited college or university. A Bachelor's degree in Computer Science, Mathematics, Engineering, Statistics or Business Administration from an accredited college or university and more than twenty years of experience.

Project Engineer/Architect/Consultant (SE6)

Minimum/General Experience

This position requires a minimum of fifteen years data systems and information technology architecture and engineering experience. Experience includes increasing responsibilities in information systems management, design and development of enterprise-level programs, technical architectures, and organizations.

Functional Responsibility

Performs data and information technology architecture design and implementation for program and project systems in conformance with program-wide data policy, procedures, standards, and guidelines. Conducts impact assessments on project-wide information systems to determine application integration potential and compatibility with the enterprise architecture. Provides technical assistance related to data administration. Participates in the conceptual design/redesign of database systems and logical models for use in business systems re-engineering. Provides technical guidance on program repository and modeling techniques in support of program-wide information systems development and maintenance.

Provides program-level technical guidance and direction to technical teams. Approximately 50% of time is devoted to developing program technical solutions. Serves as the overall technical manager for program-based strategic approaches. Serves as the primary interface and point-of -contact with senior customer program authorities and other stakeholder representatives on critical technical issues.

Minimum Education

A Ph.D. in Computer Science, Mathematics, Engineering, Statistics, or Business Administration from an accredited college or university. A Bachelor's degree in Computer Science, Mathematics, Engineering, Statistics or Business Administration from an accredited college or university and twenty years of experience.

Staff Systems Engineer/Architect/Consultant (SE5)

Minimum/General Experience

This position requires a minimum of twelve years data systems and information technology architecture and engineering experience. Experience includes the ability to develop and refine engineering techniques as they apply to large, complex information technology systems to enhance quality and productivity. Proven ability to apply performance and technical standards to assure compliance with project requirements, developing software utilizing industry leading operating systems, languages, protocols and relational database systems. Knowledge of the design, operational use, and functional characteristics of standards-compliant information and/or communication systems, experience in network analysis, design and integration, a broad knowledge of quality assurance standards and testing strategies.

Functional Responsibility

Performs data and information technology architecture design and implementation for project data systems and information systems in conformance with enterprise data policy, procedures, standards and guidelines. Conducts impact assessments on project-wide information systems to determine application integration potential and compatibility with the enterprise architecture. Provides project technical assistance related to data administration. Participates in the conceptual design/redesign of database systems and logical models for use in business systems reengineering. Provides technical guidance on organizational repository and modeling techniques in support of project-wide information systems development and maintenance.

Provides support to senior program/project staff. Work as part of a project team. Performs engineering analysis and design tasks as they relate to data and information technology systems. Reviews specifications and designs, and oversees solution implementation. May design subsystems; assists in developing standards. Performs complex engineering analysis. Depending on specialty, the individual may be required to: write and maintain real-time software, write communications software, use CASE tools for object oriented software design and reverse engineering, assist in developing standards and implement test programs, write reports on both testing and certification compliance areas.

Provides program/project-level technical guidance and direction to technical teams. Provides industry perspective to identify technology trends and determines ways to apply them to customer problems. Approximately 75% of time is devoted to developing technical solutions. Serves as the primary interface and point-of-contact with customer program/project technical management and representatives on program/project technical issues. Supervises program/project technical operations by implementing procedures for planning and directing the execution of the technical, programming, maintenance, and administrative support efforts and monitoring and reporting progress. Oversees employment and implementation of program/project resources.

Minimum Education

A Master's degree in Computer Science, Mathematics, Engineering, Statistics, or Business Administration from an accredited college or university. A Bachelor's degree in Computer Science, Mathematics, Engineering, Statistics, or Business Administration from an accredited college or university and fifteen years of experience.

Senior Systems Engineer/Scientist/Architect/Consultant (SE4)

Minimum/General Experience

This position requires a minimum of ten years project data systems and information technology experience. Experience includes increasing project responsibilities in systems design, engineering, and management. Experience includes the ability to develop and refine engineering techniques as they apply to large, complex information technology systems to enhance quality and productivity. Proven ability to apply performance and technical standards to assure compliance with project requirements, developing software utilizing industry leading operating systems, languages, protocols and relational database systems. Knowledge of the design, operational use, and functional characteristics of standards-compliant information and/or communication systems, experience in network analysis, design and integration, a broad knowledge of quality assurance standards and testing strategies.

Functional Responsibility

Provide senior analysis and evaluation of complex information technology related problems and, when applicable, the application of modern data and information technology techniques to solving those problems. Prepare technical reports identifying results of technical studies and makes recommendations on appropriate actions to take.

Provides department-level technical guidance and direction to technical teams. Provides the industry perspective to identify technology trends and determines ways to apply them to stakeholder problems. Approximately 80% of time is devoted to developing technical solutions. Serves as the technical point-of-contact for department-level technical efforts. Oversees department-level technical operations by implementing procedures for planning and directing the execution of the technical, programming, maintenance and administrative support efforts and monitoring and reporting progress.

Performs data and information technology architecture design and implementation for project data and information technology systems in conformance with enterprise/program data policy, procedures, standards and guidelines. Participates in the conceptual design/redesign of database systems and logical models for use in business systems reengineering.

Provides support to senior program/project staff. Work as part of a project team. Performs engineering analysis and design tasks as they relate to data and information technology systems. Develops specifications and designs, and leads solution implementation. Responsible for system design; assists in developing standards. Performs complex engineering analysis. Depending on specialty, the individual may be required to: write and maintain real-time software, write communications software, use CASE tools for object oriented software design and reverse engineering, assist in developing standards and implement test programs, write reports on both testing and certification compliance areas.

Minimum Education

A Bachelor's degree in Computer Science, Mathematics, Engineering, Statistics, or Business Administration from an accredited college or university.

Systems Engineer/Scientist/Architect/Consultant (SE3)

Minimum/General Experience

This position requires a minimum of seven years data systems and information technology experience. Experience includes increasing project engineering responsibilities in systems design, engineering, and management. Experience includes the ability to develop and refine engineering techniques as they apply to complex information technology systems to enhance quality and productivity. Proven ability to apply performance and technical standards to assure compliance with project requirements, developing software utilizing industry leading operating systems, languages, protocols and relational database systems. Knowledge of the design, operational use, and functional characteristics of standards-compliant information and/or communication systems, experience in network analysis, design and integration, a broad knowledge of quality assurance standards and testing strategies.

Functional Responsibility

Provides systems engineering analysis and evaluation of complex information technology related problems and the application of modern data and information technology techniques to solving those problems. Prepare technical reports identifying results of technical studies and makes recommendations on appropriate actions to take.

Provides group-level technical guidance and direction to technical teams. Provides the industry perspective to identify technology trends and determines ways to apply them to stakeholder problems. Approximately 90% of time is devoted to developing technical solutions. Serves as the technical point-of-contact for group-level technical efforts. Oversees group-level technical operations by implementing procedures for planning and directing the execution of the technical, programming, maintenance and administrative support efforts and monitoring and reporting progress.

Performs data and information technology architecture design and implementation for data and information technology systems in conformance with enterprise/program data policy, procedures, standards and guidelines. Participates in the conceptual design/redesign of database systems and logical models for use in business systems reengineering.

Provides support to senior project staff as required. Work as part of a project team. Performs engineering analysis and design tasks as they relate to data and information technology systems/subsystems. Develops system/subsystem specifications and designs, and leads development and solution implementation. Performs complex engineering analysis. Depending on specialty, the individual may be required to: write and maintain real-time software, write communications software, use CASE tools for object oriented software design and reverse engineering, assist in developing standards and implement test programs, write reports on both testing and certification compliance areas.

Minimum Education

A Bachelor's degree in Computer Science, Mathematics, Engineering, Statistics, or Business Administration from an accredited college or university.

Technical – Software Engineering (SW)

Project Software Engineer/Architect/Consultant (SW5)

Minimum/General Experience

This position requires a minimum of fifteen years data systems and information technology experience at systems-level. Experience includes increasing responsibilities in Information Systems Management,

development of strategic programs at the enterprise level, technical architectures, and organizational design.

Functional Responsibility

Provides enterprise-level technical guidance and direction to technical teams. Approximately 25% of time is devoted to developing technical solutions. Serves as the overall technical manager for enterprise-wide strategic programs. Serves as the primary interface and point-of -contact with senior customer program authorities and other stakeholder representatives on critical technical issues.

Minimum Education

A Ph.D. in Computer Science, Mathematics, Engineering, Statistics, or Business Administration from an accredited college or university. A Bachelor's degree in Computer Science, Mathematics, Engineering, Statistics or Business Administration from an accredited college or university and twenty years of experience.

Senior Software Engineer/Architect/Consultant (SW4)

Minimum/General Experience

This position requires a minimum of ten years data systems and information technology experience. Experience includes increasing responsibilities in data and information systems design and development. Specialized experience may include process and data modeling in support of the planning and analysis efforts using both manual and automated tools, such as Integrated Computer-Aided Software Engineering (I-CASE) tools. Applies reverse engineering and re-engineering disciplines to develop migration strategies. Experience with such methodologies as IDEF 0 process modeling and IDEF 1X data modeling. Provides technical guidance in software engineering techniques and automated support tools, to include but not limited to ERWIN, BPWIN, IEW, ADW, Oracle*Designer/2000, etc.

Requires a minimum of five years of experience applying current information technology to a specialized software subject matter. This individual should be highly regarded by the professional community in which he/she practices, with possible university and/or research institute affiliation.

Functional Responsibility

Performs data architecture design and implementation for project data and information systems in conformance with program data policy, procedures, standards and guidelines. Supports impact assessments on program data and information systems to determine application integration potential and compatibility with the program architecture. Provides technical assistance related to data and information technology administration. Leads in the conceptual design/redesign of data systems and logical models for use in business and technical software systems engineering.

Position of responsibility with respect to software design, development, integration, test, and/or delivery/operations. Approximately 75% of time is devoted to developing technical solutions. Demonstrated ability to work under only general direction. Assigned project software tasks and responsibilities for products and deliverables either independently or as part of group. Responsibilities in one or more phases of software system/subsystem and/or product development. Supports all levels of project management and control.

Analyzes functional business and/or technical applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Oversees translation of detailed design into computer software. Oversees build, test, integration of computer software to produce the required

product. Directs development of required documentation, including both project-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to software engineers and programmers to ensure program deadlines are met.

Minimum Education

A Master's degree in Computer Science, Mathematics, Engineering, Statistics, or Business Administration from an accredited college or university. A Bachelor's degree in Computer Science, Mathematics, Engineering, Statistics, or Business Administration from an accredited college or university and fifteen years of experience.

Software Engineer/Scientist (SW3)

Minimum/General Experience

This position requires a minimum of five years data systems and information technology experience. Experience includes increasing responsibilities in information systems design and management.

Functional Responsibility

Position of responsibility with respect to software design, development, integration, test, and/or delivery/operations. Approximately 95% of time is devoted to developing technical solutions. Demonstrated ability to work under only general direction. Assigned project software tasks and responsibilities for products and deliverables either independently or as part of group. Responsibilities in one or more phases of software system/subsystem and/or product development. Supports all levels of project management and control.

Analyzes functional business and/or technical applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Builds, tests, and integrates computer software to produce the required product. Prepares required documentation, including both project-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to software programmers to ensure program deadlines are met.

Minimum Education

A Bachelor's degree in Computer Science, Mathematics, Engineering, Statistics, or Business Administration from an accredited college or university or seven years' related/relevant experience.

Assistant Software Engineer/Scientist (SW2)

Minimum/General Experience

This position requires a minimum of three years data systems and information technology experience.

Functional Responsibility

Position supports tasks and activities of more senior technical positions, Approximately 100% of time is devoted to performing technical analyses and developing technical solutions. Assigned project tasks and responsibilities for products and deliverables either independently or as part of group. Responsibilities in one or more phases of system/subsystem and/or product development. Supports all levels of project management and control. Experience in system analysis and implementation of system engineering or electrical design, design assurance, software engineering, program design and implementation, or testing of high-tech products and systems.

Minimum Education

A Bachelor's degree in Computer Science, Mathematics, Engineering, Statistics, or Business Administration from an accredited college or university or five years' related/relevant experience.

Associate Software Engineer/Scientist (SW1)

Minimum/General Experience

This position requires two years relevant data systems and information technology experience.

Functional Responsibility

Position supports tasks and activities of more senior technical positions, Approximately 100% of time is devoted to performing technical analyses and developing technical solutions. Assigned project tasks and responsibilities for products and deliverables either independently or as part of group. Responsibilities in one or more phases of subsystem and/or product development. Supports all levels of project management and control.

Minimum Education

Associate of Science Degree and/or two years relevant experience.

Administrative (AD)

Senior Project Administrator (AD3)

Minimum/General Experience

Specialized experience includes: preparation and analysis of financial statements, development of complex data management and information technology project schedules and similar activities. General experience includes increasing responsibilities in general accounting or management activities of IT projects. Must demonstrate the ability to work independently or under only general direction. This position requires a minimum of twelve years experience.

Functional Responsibility

Directs all financial management and administrative activities, such as budgeting, manpower and resource planning and financial reporting in support of IT Projects. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a report and recommend solutions. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff. All work performed in support of IT Projects.

Minimum Education

A Bachelor's degree in Computer Science, Information Systems, Engineering, Accounting, Mathematics, or Business Administration. With fifteen years of general experience, a degree is not required.

Project Management Specialist (AD2)

Minimum/General Experience

Works with limited supervision and direction. Required to use judgment and initiative in problem solving. This position requires a minimum of seven years project experience, at least one in a government contracting environment. Knowledge of COTS to include but not limited to MS Office tools: Excel, Word, PowerPoint and technical editing. Basic knowledge of MS Project. Basic knowledge of data management and information technology structures and principles.

Functional Responsibility

Assists in the preparation of management plans and reports in support of IT projects. Coordinates schedules to facilitate completion of contract deliverables, task order reviews, briefings/presentations, and process review preparation. Performs analysis, development, and review of program/project administrative operating procedures. All work performed in support of IT projects. Ability to research issues and provide recommendations.

Minimum Education

A Bachelor's degree in Computer Science, Information Systems, Engineering, Accounting, Mathematics, or Business Administration. An Associate's degree in Computer Science, Information Systems, Engineering, Accounting, Mathematics or Business Administration and ten years of experience.

Administrative Specialist (AD1)

Minimum/General Experience

Works with limited supervision and direction. Required to use judgment and initiative in problem solving. This position requires a minimum of five years in responsible project position and experience, and at least one in a government contracting environment. Knowledge of COTS to include but not limited to MS Office tools: Excel, Word, PowerPoint and technical editing. Basic knowledge of MS Project. Basic knowledge of data management and information technology structures and principles.

Functional Responsibility

Assists in the preparation of management plans and reports in support of IT projects. Coordinates schedules to facilitate completion of contract deliverables, task order reviews, briefings/presentations, and process review preparation. Performs analysis, development, and review of program/project administrative operating procedures. All work performed in support of IT projects. Ability to research issues and provide recommendations.

Minimum Education

A Bachelor's degree in Computer Science, Information Systems, Engineering, Accounting, Mathematics, or Business Administration. An Associate's degree in Computer Science, Information Systems, Engineering, Accounting, Mathematics or Business Administration and seven years of experience.

**DKI Consulting GSA Price List
GSA Contract Year 2012**

Special Item Number (SIN)	Mfr PN	Labor Category	GSA Hourly Rate w/ IFF
132-51	AD1	Administrative Level 1	\$63.55
132-51	AD2	Administrative Level 2	\$79.95
132-51	AD3	Administrative Level 3	\$101.48
132-51	MT1	Management Level 1	\$67.65
132-51	MT2	Management Level 2	\$84.05
132-51	MT3	Management Level 3	\$106.60
132-51	MT4	Management Level 4	\$128.13
132-51	MT5	Management Level 5	\$161.95
132-51	MT6	Management Level 6	\$202.95
132-51	SE3	Systems Engineer Level 3	\$106.60
132-51	SE4	Systems Engineer Level 4	\$119.93
132-51	SE5	Systems Engineer Level 5	\$134.28
132-51	SE6	Systems Engineer Level 6	\$147.60
132-51	SE7	Systems Engineer Level 7	\$161.95
132-51	SW1	Software Engineer Level 1	\$60.48
132-51	SW2	Software Engineer Level 2	\$74.83
132-51	SW3	Software Engineer Level 3	\$90.20
132-51	SW4	Software Engineer Level 4	\$109.68
132-51	SW5	Software Engineer Level 5	\$138.38

Modification 1, 22 November 2012 provides EPA to GSA rates.

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

1. PREAMBLE

DKI 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.

2. 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:

Ms. Kathy Cromley

281-480-4266 Phone

281-226- 5121 Fax

kcromley@dki-services.com

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

DKI

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) _____ .

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

DKI
BLANKET PURCHASE AGREEMENT

BPA NUMBER _____

DKI
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 a ordering activity requirements.

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

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

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

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

Here is a general outline on how it works:

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