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

Vana Solutions is offering Software development and consulting services under the following Special Item Numbers and codes:

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

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

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

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

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



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INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal 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:

Ordering Address

Vana Solutions, LLC
Attn: GSA Orders
4080 Executive Dr. Suite 102.
Dayton, OH 45430

Payment Address

Vana Solutions, LLC
Attn: Accounts Receivable
4080 Executive Dr. Suite 102
Dayton, OH 45430

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor will not accept e credit card for dollar amounts over the micro-purchase threshold



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

Srujal Sheth: (937) 242-6399

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: 189437366
Block 30: Type of Contractor - A. Small Disadvantaged Business
Block 31: Woman-Owned Small Business - YES
Block 36: Contractor's Taxpayer Identification Number (TIN): 01-0863435

4a. CAGE Code: 59H04

4b. Vana Solutions has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

Destination

6. DELIVERY SCHEDULE

a. TIME OF DELIVERY: Vana Solutions 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 _____ As negotiated between Vana Solutions and the Ordering Activity

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.



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7. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.

Element	Offered Government (Exclusive of IFF)*	Granted MFC
1a. Basic Discount Terms – SIN 132-51	10% to 16%	0%
2. Quantity Volume Discount Terms – Be Specific	1% for 200K per Task Order 2% for 350K per Task Order 3% for 450K and over Task Order	Greater than 500 billable hours, Discount 3%-5%
3. FOB Shipping Terms	None	None
4. Prompt Payment Terms	None	None
5. Standard Delivery Terms	None	None
6. Emergency Delivery Terms	None	None
7. Warranty Terms	None	None
8. Aggregate Sales/Rebate Discounts	None	None
9. Minimum Order – Be Specific	None	None
10. Restocking Policy	None	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:

None

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.)

- The Maximum Order value for the following Special Item Number 132-51 - Information Technology Professional Services is \$500,000.

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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



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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 agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (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.



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- (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.
- (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.



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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 FAR8.402(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.



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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 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:

<http://www.vanasolutions.com>

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)



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- (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)



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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.
- 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.



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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 1 – 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.

7. RESPONSIBILITIES OF THE CONTRACTOR



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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.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made



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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.

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.



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DESCRIPTION OF IT PROFESSIONAL SERVICES

Labor Code	VC01
Labor Category	Subject Matter Expert
Minimum/General Experience and Years of Experience	10 years of progressively increasing responsible subject matter experience, in similar work environments. Concentrated hands-on experience in the specific discipline of the subject matter field as it relates to Enterprise Information Management, Record Management, and Contract Management solutions
Functional Responsibility	Perform as a consultant in highly specialized subject areas such as human factors engineering, financial systems, and business process reengineering. Provide highly technical and/or specialized guidance concerning automation solutions to complex information processing problems related to the subject matter field. Perform analyses and studies; prepare reports and give presentations. Work independently or as a member of a team
Educational Requirements	Bachelor's degree in appropriate subject matter fields or related discipline. Four (4) years of experience could be substituted for the degree.
Hourly Rate	\$148.10

Labor Code	VC02
Labor Category	Consultant
Minimum/General Experience and Years of Experience	A techno-functional IT specialist with over 7 Years' experience providing specialized advice, assistance, guidance, counseling, or work coordination in support of client management, organizational and business improvement projects. This experience may also include integration and implementation of projects across multiple entities. Demonstrated experience in planning, evaluating, performing and coordinating project work in subject matter expertise. Ability to analyze problems and issues, develop recommendations and provide direction to support staff. The consultant is specialized in specific technology packages such as SharePoint, IBM FileNet, Oracle, CRM
Functional Responsibility	Applies specialized expertise to resolve client's management, organization and business issues. Develops proposals and recommendations, detailed project/work, plans, evaluates and reports progress. Ensures integration and implementation as agreed. Demonstrated ability to work independently and develop/execute complex tasks.
Educational Requirements	Bachelor's degree or four (4) years of relevant experience
Hourly Rate	\$136.01



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Labor Code	VC03
Labor Category	Programmer Analyst III
Minimum/ General Experience and Years of Experience	Six (6) years' experience. Experience includes: demonstrated experience with third and fourth generation programming languages, experience with object-oriented programming, ability to develop complex software to satisfy design objectives, and experience developing software for data base management systems. General experience includes knowledge of Internet workings, client/server environments, and demonstrated experience supervising software development projects. Deep understanding of technologies such as SharePoint, FileNet, Oracle, and J2EE. Well versed in Design Patterns and latest development methods.
Functional Responsibility	Supervises software development projects. Develops logic flow charts and pseudo-code. Translates software specifications into software applications. Tests, debugs, and refines software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides daily supervision to staff members. Oversees computer programmers and reviews their work to create or maintain operating systems, communications software, data base management systems, compilers, assemblers, and utility programs. Modifies existing software as well as creates special-purpose software to ensure efficiency and integrity between systems and applications. Provides supervision to staff members.
Educational Requirements	Bachelor's degree, preferably in Information Systems, Computer Science, or related discipline; or equivalent work experience
Hourly Rate	\$110.02

Labor Code	VC04
Labor Category	Programmer Analyst II
Minimum/ General Experience and Years of Experience	3- 6 years' experience which includes experience as an applications programmer on data base management systems, knowledge of computer equipment and ability to perform computer programming in order to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction.
Functional Responsibility	Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flowcharts. Translates detailed design into computer software. Tests, debugs and refines computer software to produce the required product. Prepares required documentation, including both program and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met
Educational Requirements	Bachelor's degree, preferably in Information Systems, Computer Science, or related discipline; or equivalent work experience.
Hourly Rate	\$90.68



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Labor Code	VC05
Labor Category	Programmer Analyst
Minimum/ General Experience and Years of Experience	Two (2) – Four (4) years of experience depending on formal education. Designs, codes and documents portions of applications programs for large scale electronic computers and associated equipment appropriate to scientific systems, or commercial projects. Individual holding this position works under close supervision and direction. May provide work direction to one or more lower level employees on a project. Detailed problem specifications are presented to him/her; however, incumbent is expected to show judgment and initiative in performing assigned tasks. Individual normally receives assignments requiring a limited amount of experience and must keep supervisor and other personnel related to his/her work advised of progress on assignments. Particular emphasis on technical training and professional development. Continual communication with other operating areas concerned with assignments is required
Functional Responsibility	Must be able to perform technical work of professional level using standard programming methods and techniques. Develops detailed flowcharts and associated documentation for assigned areas from general program statements. Capable of using detailed, coding level flowcharts and associated prose, codes assigned segments of a program using machine and/or other programming languages. Ability to develop test data and routines. Tests all code personally produced, and assist in the testing of the total program. Documents procedures used in standardized terminology. Capable of maintaining files and records of some or all operational data received. Ability to provide theoretical analysis where project requires it to assist in coming to a practical solution of problems and eliminating unnecessary "trial and error" solutions.
Educational Requirements	Bachelor's degree, preferably in Information Systems, Computer Science, or related discipline; or equivalent work experience
Hourly Rate	\$72.54



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Labor Code	VC07
Labor Category	Database Analyst
Minimum/General Experience and Years of Experience	Six years of increasingly complex and progressive experience in performing systems analysis and implementation of database applications, business, mathematical, or scientific support using a variety of data related information technology resources. Has experience with current technologies and, where required for the task, emerging technologies. Ability to program in languages such as SQL, TSQL and PL/SQL. Expert in utilizing Database platforms such as SQL Server, Oracle, Sybase, MySQL, Informix, and DB2
Functional Responsibility	Formulates and defines system scope and objectives for assigned projects. Prepares detailed specifications for data support. Responsible for functional design, testing, and roll-out. Has full technical knowledge and responsibility of all phases of user interface analysis and implementation. Understands the business or function for which application is designed. Duties also include instructing, directing and checking the work of other systems analysts and development personnel. Responsible for quality assurance review
Educational Requirements	Bachelor's degree from an accredited college, university, or equivalent experience with a curriculum or major field of study
Hourly Rate	\$105.79

Labor Code	VC09
Labor Category	Web Developer
Minimum/General Experience and Years of Experience	Over four (4) years of IT service experience, including two (2) years of specialized Web design and Development. Specialist with user interface development through technologies such as SharePoint, ASP.NET, Java, Perl, Joomla, DNN
Functional Responsibility	Devises and prepares ebusiness requirements. Confers with end-users and technical personnel to identify functional issues and types of data to be processed. Analyzes functional issues and determines best-suited ebusiness strategies and tool sets to accomplish users' goals and objectives. Explores emerging technological tools related to the internet and applicability to users' requirements. Develops analytical reports or other products. Ensures all work is done in compliance with customer's system development life cycle procedures.
Educational Requirements	Bachelor's degree, preferably in Information Systems, Computer Science, or related discipline; or equivalent work experience.
Hourly Rate	\$84.63



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Labor Code	VC10
Labor Category	Systems Administrator
Minimum/General Experience and Years of Experience	Minimum two (2) years of experience
Functional Responsibility	Manages and maintains workstation and server environment in support of development and production systems. Performs activities that support the operations and integrity of computing systems and their use and manage their intricacies. These activities minimally include system installation, configuration, integration, maintenance, performance management, data management, security management, failure analysis and recovery, and user support. In an inter-networked computing environment, the computer network is often included as part of the complex computing system.
Educational Requirements	A Bachelor's degree in Computer Science, Information Technology, or a related field and two (2) years of experience, an additional 4 years of experience could be substituted for the degree.
Hourly Rate	\$86.14

Labor Code	VC11
Labor Category	Project Manager
Minimum/General Experience and Years of Experience	A minimum of eight (8) years general related experience, four (4) of which must be as a project manager. Experience includes increasing responsibilities in program and project management and information systems design.
Functional Responsibility	Provides administrative and technical leadership to projects; Sets strategic direction of projects. Develops project plans that identify key issues, problems, approaches, performance metrics and resources required; Designs processes to address identified problems. Establishes team membership and negotiates time commitments and resource allocation. Motivates team members and facilitates team meetings; Acts as liaison, problem solver, and facilitator; Provides guidance to team on performance and productivity issues
Educational Requirements	A Bachelor's degree in computer science, information systems, business, engineering or related scientific or technical discipline. PMI certification preferred
Hourly Rate	\$126.95



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Labor Code	VC12
Labor Category	Functional/ Business Analyst III
Minimum/ General Experience and Years of Experience	Minimum 6 years of related experience 3 of which should be for business case or functional areas. Excellent communication skills, both written and oral, with the ability to formulate and document proposed system solutions in comprehensive, quantitative and qualitative terms appropriate for comparative analysis.
Functional Responsibility	Interacts effectively on the evaluation, redesign and re-engineering of current business processes to ensure effective and efficient use of business information technology and resources, and improve process performance. Recommends cost-effective solutions to meet management goals and objectives. Documents the business requirements and recommended solution. Analyzes, designs, and develops business processes for large information systems. Analyzes and evaluates existing business processes and procedures in business / functional areas; identifies problems; and develops solutions that achieve optimum performance and cost effectiveness. Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.
Educational Requirements	A Bachelor's degree in Business, Information Systems, Computer Science, engineering or related field.
Hourly Rate	\$99.74

Labor Code	VC13
Labor Category	Functional/ Business Analyst II
Minimum/ General Experience and Years of Experience	Minimum 4 years of related experience 2 of which should be for business case or functional areas. Excellent communication skills, both written and oral, with the ability to formulate and document proposed system solutions in comprehensive, quantitative and qualitative terms appropriate for comparative analysis.
Functional Responsibility	Analyzes, designs, and develops business processes for large information systems. Analyzes and evaluates existing business processes and procedures in business / functional areas; identifies problems; and develops solutions that achieve optimum performance and cost effectiveness. Involved in the evaluation, redesign and re-engineering of current business processes to ensure effective and efficient use of business information technology and resources, and improve process performance. Recommends cost-effective solutions to meet management goals and objectives. Documents the business requirements and recommended solution. Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.
Educational Requirements	A Bachelor's degree in Business, Information Systems, Computer Science, engineering or related field.
Hourly Rate	\$90.68



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Labor Code	VC14
Labor Category	Functional/ Business Analyst
Minimum/ General Experience and Years of Experience	Minimum 2 years of related experience 1 of which should be for business case or functional areas. Excellent communication skills, both written and oral, with the ability to formulate and document proposed system solutions in comprehensive, quantitative and qualitative terms appropriate for comparative analysis.
Functional Responsibility	Analyzes, designs, and develops business processes for large information systems. Analyzes and evaluates existing business processes and procedures in business / functional areas; identifies problems; and develops solutions that achieve optimum performance and cost effectiveness. Involved in the evaluation, redesign and re-engineering of current business processes to ensure effective and efficient use of business information technology and resources, and improve process performance. Recommends cost-effective solutions to meet management goals and objectives. Documents the business requirements and recommended solution. Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.
Educational Requirements	A Bachelor's degree in Business, Information Systems, Computer Science, engineering or related field.
Hourly Rate	\$81.61

Labor Code	VC15
Labor Category	Quality Analyst
Minimum/ General Experience and Years of Experience	Minimum 2 years' experience in testing methodologies Responsible for all of the testing activities.
Functional Responsibility	Responsible for executing test cases for particular applications and completing test reports, may have to become involved with the creation of test cases and test plans; works across many systems so the ability to quickly assimilate application information and work many tasks concurrently is essential.
Educational Requirements	A Bachelor's degree in Business, Information Systems, Computer Science, engineering or related field.
Hourly Rate	\$68.01



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Labor Code	VC16
Labor Category	Help Desk Support Specialist
Minimum/General Experience and Years of Experience	Two (2) year experience with computer system maintenance support, including installation, programming, and cabling; knowledge of operating systems and software applications. Ability to provide level 3 support by analyzing code and making recommendation on solutions to development staff.
Functional Responsibility	Provides second-tier support to end-users for PC, server, mainframe applications, and hardware. Handles problems that the first-tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems.
Educational Requirements	A Bachelor's degree in Business, Information Systems, Computer Science, engineering or related field
Hourly Rate	\$58.94

Labor Code	VC17
Labor Category	Configuration Management Specialist
Minimum/General Experience and Years of Experience	2 years of experience in documenting IT Systems configuration changes
Functional Responsibility	Responsible for effectively tracking, logging, categorizing, and maintaining changes made against the accepted baseline(s) standards. Develops, distributes, and tracks all change packages resulting from approved Configuration Control Board action. Provides daily support and direction to staff as to change status requirements, deadlines, and problems.
Educational Requirements	A Bachelor's degree in Business, Information Systems, Computer Science, engineering or related field
Hourly Rate	\$49.87



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Labor Code	VC18
Labor Category	Disaster Recovery Administrator
Minimum/General Experience and Years of Experience	Minimum four (4) years of experience in Disaster planning and recovery
Functional Responsibility	Designs and administers programs to include policies, standards, guidelines, training programs, and a viable quality assurance process for disaster recovery. Oversees and reviews the testing and implementation of software, data systems, and data networks to ensure that the integrity and security of electronic data and data systems are adequately protected. Facilitates the preparation of an organization-wide business resumption plan.
Educational Requirements	A Bachelor's degree in Business, Information Systems, Computer Science, engineering or related field.
Hourly Rate	\$90.68



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PRICELIST SERVICES

All Rates are On-Site Prices

The Yearly Escalation will be based on the Bureau of Labor and Statistic Employment Cost Index

Labor Code	Labor Categories	Contract Year 1 GSA Hourly Rates with IFF
VC01	Subject Matter Expert	\$148.10
VC02	Consultant	\$136.01
VC03	Programmer Analyst III	\$110.02
VC04	Programmer Analyst II	\$90.68
VC05	Programmer Analyst	\$72.54
VC07	Database Analyst	\$105.79
VC09	Web Developer	\$84.63
VC10	Systems Administrator	\$86.14
VC11	Project Manager	\$126.95
VC12	Functional /Business Analyst III	\$99.74
VC13	Functional/ Business Analyst II	\$90.68
VC14	Functional/ Business Analyst	\$81.61
VC15	Quality Analyst	\$68.01
VC16	Help Desk Support Specialist	\$58.94
VC17	Configuration Management Specialist	\$49.87
VC18	Disaster Recovery Administrator	\$90.68



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USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Vana Solutions 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 :

Srujal Sheth

Email: srujal@vanasolutions.com

Phone: 937-242-6399



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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;



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(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.
- Customers make a best value selection.